



## Textbook & Instructional Materials Committee Meeting

Agenda, Spring 2024

4/12/2024

(10:30 AM – 12:00PM, Zoom)

<https://mitsac-edu.zoom.us/j/87528168004>

X	<i>(Faculty, at large) Ellen Caldwell</i>	X	<i>(Student Services) Gabi Quiroz</i>	X	<i>(Assoc Students) Toni Lopez</i>
X	<i>(Faculty Co-chair) Monika Chavez</i>		<i>(Faculty, at large) VACANT</i>		<i>(Assoc Students) VACANT</i>
X	<i>(Bookstore) Erik Guss</i>		<i>(Faculty, at large) VACANT</i>		
	<i>(Student Services Manager) Eric Lara</i>		<i>(Faculty, Aux Services) VACANT</i>		<i>Invited Guests: Loralyn Isomura</i>
	<i>(Manager Co-chair) Romelia Salinas</i>		<i>(Faculty, EOPS, CARE or CalWORKS) VACANT</i>		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
10 min 10:30-10:40am	Welcome & Approval of Minutes	MC	Approval 4.12.24, New member Toni Lopez
15 min 10:40-10:50am	Debrief on Follett Inclusive & Equitable Access	MC	<ul style="list-style-type: none"> <li>Access negotiates a better price when we order in bulk, and we save students hundreds of dollars.</li> <li>From the last meeting we are expected to receive MSRP and rental discount difference. It's not a specific number, it depends on the need of the book.</li> <li>Try to make books digital, they will be more at a discount as it does not require paper and ink.</li> </ul>

			<ul style="list-style-type: none"> <li>• Team members are concerned about opting in versus opting out for students. Billing and any surprise charges. How charges arrive to the student is more of a campus decision. Follett tries to make it as transparent and easy as possible to for students.</li> <li>• Communication might not be reaching students and faculty. Using an Icon might be more confusing. When adopting courses Faculty might think they are helping the student but in reality, they are Auto billing the student.</li> <li>• Adoption tool is being scrutinized before it's rolled out and finalized. It is live but communication to faculty still needs to go out.</li> <li>• Reservations: some colleges fees when appear during registration.</li> <li>• The best ways to communicate with students are through emails and social media. Financial aid fees tab you can view what is covered by the school, grants and what is covered by student.</li> <li>• Associated students are the voice for students, we want to involve them.</li> </ul>
20 min 10:35-11:20am	FAQs	MC	<p>Discussion, decision  <a href="#">Zero Cost and Low Cost Icon use FAQs.docx</a></p> <p>What needs to be revised or added? Are there any frequently asked questions that we are missing?</p> <ul style="list-style-type: none"> <li>• Team suggestions were added to the form.</li> <li>• The form has been approved by the committee during this meeting.</li> </ul>
10 min	Educating on the ZTC/LTC icons - Brainstorm	MC	Discussion

			<p>Team brainstorms on ways to reach the Faculty, Staff and Students about ZTC and LTC.</p> <p><a href="https://docs.google.com/document/d/1JReU2DxDc3BXWtpOwYzpslBWmtGgdijqjGl72JepjA/edit?usp=sharing">https://docs.google.com/document/d/1JReU2DxDc3BXWtpOwYzpslBWmtGgdijqjGl72JepjA/edit?usp=sharing</a></p>
<p>20 min 11:20-11:35am</p>	<p><a href="#">Textbook Adoption Roadmap</a></p>	<p>MC</p>	<p>Discussion, decision</p> <p><a href="https://www.mtsac.edu/governance/committees/timc/TIMC_Textbook">https://www.mtsac.edu/governance/committees/timc/TIMC_Textbook</a></p> <p><a href="https://app.smartsheet.com/b/form/b700bbcc536a4eafac06a1ecd822dd61">https://app.smartsheet.com/b/form/b700bbcc536a4eafac06a1ecd822dd61</a></p> <p>What items need to be revised or added? The adoption dates need to be revised.</p> <ul style="list-style-type: none"> <li>• Erik G will provide updated adoption dates.</li> <li>• Monika will finish changes and email it to everyone, and we will aim to approve via email.</li> </ul>
<p>10 min 11:35-11:40am</p>	<p>Follet Testing</p>	<p>EC</p>	<p>Discussion, Decision</p> <ul style="list-style-type: none"> <li>• Tested Follet with Loralyn. They review the navigation system to Follett discover.</li> <li>• Once they have class information, they can begin the adoption.</li> <li>• All books adopted will be saved in the faculty portal, committee member was told they clear within a year. Erik G will confirm.</li> </ul>

5 min 11:55am-12:00pm	Questions and next steps	RS/MC	<p>Discussion</p> <ul style="list-style-type: none"><li>• Action item. List of examples titles adopted for spring and see the range of discounts. Look at adoptions and see the discounts.</li><li>• Erik G suggests bringing Tami to the next meeting.</li></ul>