



**Textbook & Instructional Materials Committee Meeting**  
**Agenda, Spring 2024**  
**3/8/2024**  
 (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>		<i>(Assoc Students) VACANT</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>	x	<i>Guest Presenters: John Acero, Roger Harvey, Rick Nguyen, Eric Turner</i>
	<i>(Student Services Manager) Eric Lara</i>		<i>(Faculty, Aux Services) VACANT</i>	x	<i>Invited Guests: Meghan Chen, Kelly Fowler, Briseida Ramirez, Morris Rodrigue</i>
x	<i>(Manager Co-chair) Romelia Salinas</i>		<i>(Faculty, EOPS, CARE or CalWORKS) VACANT</i>		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min 10:30-10:35am	Welcome & <a href="#">Approval of Minutes</a>	RS/MC	Approved 12.8.23 minutes
45 min 10:35-11:20am	Inclusive Access demo	MC	<ul style="list-style-type: none"> <li>Recording of Demo <a href="https://mitsac-edu.zoom.us/rec/share/J5pVEEZID_v2gTCMrMQd09umGth2OnUUhXdiuichwhCgS3O9xcW5tt92qieVOFo.M7_rLdJUv3msSrCT">https://mitsac-edu.zoom.us/rec/share/J5pVEEZID_v2gTCMrMQd09umGth2OnUUhXdiuichwhCgS3O9xcW5tt92qieVOFo.M7_rLdJUv3msSrCT</a></li> <li>Passcode: A%BPf%9y</li> </ul>

		<ul style="list-style-type: none"><li>• PowerPoint of Demo <a href="#">Mt San Antonio Access 3.8.24 (1).pdf</a></li><li>• Follett Access -student success is the goal. Combined goal of lowering the cost of materials.</li><li>• Price changes January 2000 to June 2022 (Market changing).</li><li>• Renting, eBooks, courseware, OER and Access programs have lowered the cost of textbooks.</li><li>• Mt SAC College student purchases<ul style="list-style-type: none"><li>○ 38% Old copyright</li><li>○ 32% Access codes/eBooks</li><li>○ 17% Stand-alone textbooks</li><li>○ 105 consumables</li><li>○ 3% other</li></ul></li><li>• Solutions<ul style="list-style-type: none"><li>○ Follett Access- Course materials for a section or the entire campus. The way they are paid is through the student account from campus.</li><li>○ Only provide the required materials and are available to students in a digital format on or before school states (they do deliver digital format if it makes sense.</li></ul></li><li>• Faculty still had all the academic freedom, and they feel they are</li></ul>
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			<p>teaching with what they feel is best for campus.</p> <ul style="list-style-type: none"> <li>• Digital- First provides students with access to course materials inside the LMS. <ul style="list-style-type: none"> <li>○ One location, one log in, and Grade sync</li> </ul> </li> </ul>
<p>15 min 11:20-11:35am</p>	<p>Inclusive Access Q&amp;A</p>	<p>JA, RH</p>	<ul style="list-style-type: none"> <li>• <b>How is old copyright defined?</b> It's based on the year and not the edition.</li> <li>• <b>How do returns work?</b> – they have an enrollment fee; they use the census date to the dropping of materials and the re provisioning</li> <li>• <b>What happens when a class is canceled?</b> Follett follows the same process with our student financial account.</li> <li>• <b>Faculty opt in the program, what program?</b> -Access program (inclusive access)</li> <li>• <b>How are students charged?</b> Follett works with our business office and the lower retail price is added to the student account.</li> <li>• <b>Will there be price tags on classes /clear identification of the fees?</b> We follow the same cadence we do, same features and flag them the same way.</li> </ul>

			<ul style="list-style-type: none"><li>• <b>Is there an opt out option vs opt in?</b> Staff members worry about that being the cut off on the charges, especially on accelerated classes. It's opt out only. Follett works with multiple start dates and drop dates, ensuring that students not in that class are not being charged.</li><li>• <b>If a student drops a class because of an extenuating circumstance, how does Follett deal with this, is there a refund?</b> The general rule of thumb is the census date is the last date for dropping. Extenuating circumstances such as medical withdrawal, getting deployed follow your institutions guidelines.</li><li>• <b>What if a student must repeat a course, must they pay for the book again?</b> They would be charged again.</li><li>• <b>How does a student have access to these books?</b> LMS Canvas- Student</li><li>• <b>What if faculty does not use Canvas?</b> It will go LMS and Student gets a link.</li><li>• <b>Follett Access</b> -Digital first means digital priorities.</li><li>• <b>If faculty adopts this tool, what's the process?</b> They will submit as normal. If they have never used digital material, they start the provision 45 days (about 1 and a half months) before the class starts. Also,</li></ul>
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			<p>information on how to include this /material into their LMS.</p> <ul style="list-style-type: none"><li>• <b>What's the difference between a new purchase discount price and rental?</b> Digital is a 180-day link, Roger Harvey can pull rental information if it's available and can also pull digital of the comparable product and send it to the team.</li><li>• <b>Associated students have brought up that they prefer physical items, what impact will that have for students who want to get physical items?</b> If it's courseware, there is no physical option. Unless it's part of the eBook aspect. Outside of the program \$20-\$30 depending on the publisher and type of book. Example \$200.00 it changes to \$20.00. Additionally, students can print up to 20-25% of a book.</li><li>• <b>We charge students through the tuition, does that mean the college pays upfront for the books until students pay for the fees?</b> Follett does not charge upfront, they start invoicing after census date or that mutually agreed date, invoices are then generated, and payments are due 45 days (about 1 and a half months) after.</li></ul>
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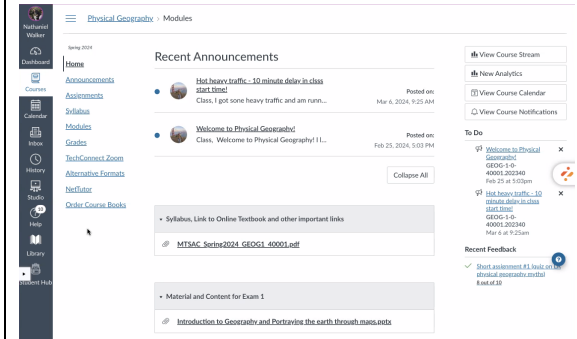
			<ul style="list-style-type: none"><li>• <b>Have students been surveyed based on their satisfaction to this program?</b> Roger Harvey will ask the team.</li><li>• <b>When completing a eBook order, is there a check off when you want Follett access?</b> Yes, each campus is different. Some campuses have it go through a committee to ensure there are cost savings. Typically, they start with 5-10 sections and do a soft launch to have control over the process. Button pops up for Faculty to check if they want to proceed with Follett access.</li><li>• <b>How does finance get integrated?</b> This follows the normal process. Tuition and fees get paid first and then miscellaneous and this category is Miscellaneous. If the student had funds available, it would cover it through their normal process before disbursement.</li><li>• Requesting more info on Demos. I would like to see what faculty and students see. <a href="#">2024.03.08 Demo Videos.htm</a></li></ul>
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10 min  
11:35-11:40am

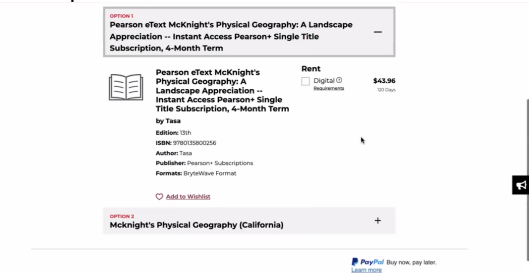
Follett Discovery LTI demo

RN, ET

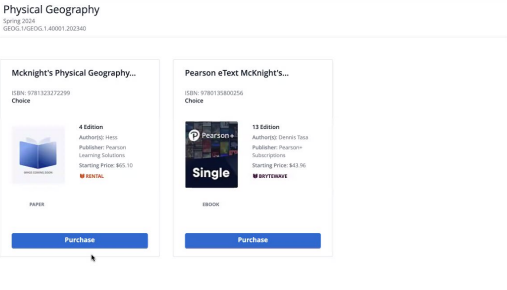
- Added Follet tools directly in Canvas.
- Training will be necessary, and a soft launch is recommended.



- Option of rent, buy used or new. Added to cart and register to the bookstore account and complete the purchase.



- Faculty: This replaces the email from faculty to bookstore when ordering.
- Students: Materials will be sent to canvas an environment they are used to seeing and navigating.
- If they bought an eBook, it would show a link on the student course page shown below.

			 <p>Physical Geography Spring 2024 ISBN: 9780133802256</p> <p>Mcknight's Physical Geography... ISBN: 9781323272299 Choice 4 Edition Author(s) Mcknight Publisher Pearson Learning Solutions Starting Price: \$65.15 PAPER Purchase</p> <p>Pearson eText Mcknight's... ISBN: 9780133802256 Choice 13 Edition Author(s) Everett Tate Publisher Pearson Subscriptions Starting Price: \$43.96 eBOOK Purchase</p> <p>Student Instructions</p>
<p>5 min 11:40-11:45am</p>	<p>Follet Discovery LTI Q&amp;A</p>	<p>RN, ET</p>	<ul style="list-style-type: none"> <li>• Order course soft launch is a good idea. Links to adopt books is not working for faculty yet. Team is concerned the process to order is not streamlined yet. Faculty had issues with ordering material for Fall. Link is also not in the portal yet. John will look into it and get back to the team on what he discovers.</li> <li>• Recommended for faculty to see all options on the order screen, show OER, options from publishers. We want to making sure faculty is not doing double work.</li> <li>• Recommended for students to see Icons at a glance (OER/low cost).</li> <li>• Ebooks available to download, once you enroll on the program.</li> <li>• This is an ongoing relationship, they will be invited in the near future and collaborate.</li> </ul>



			<ul style="list-style-type: none"> <li>• <b>For eBooks, can they download or do they have to go to the link every time to utilize the book?</b> It will be once you enroll in this program, if we go with access, you will receive it directly through the LMS.</li> <li>• Monica will send the links to the videos she received from John to Andrea, and she will include them in the notes.</li> </ul>
<p>10 min 11:45-11:55am</p>	ZTC/LTC icon updates	MC	<ul style="list-style-type: none"> <li>• Working with IT to make the adoption form and improve it.</li> <li>• Submitting the icons, confirming OER opt in or out continuously. Smartsheet might not be the best way.</li> <li>• Work with office of instruction. <a href="https://www.inclusiveaccess.org/posts/department-of-education-tackles-textbook-billing-in-negotiated-rulemaking">https://www.inclusiveaccess.org/posts/department-of-education-tackles-textbook-billing-in-negotiated-rulemaking</a></li> </ul>
<p>5 min 11:55am-12:00pm</p>	Questions and next steps	RS/MC	<p>Discussion Debrief on tools</p>