



## Committee Goals and Progress Report 2022-23

**Committee name:** Textbook and Instructional Committee

**Name of person completing the report:** Allie Frickert-Murashige

**Instructions:** Due by **November 14, 2022:** Columns 1 and 2

**Due by June 9, 2023:** Column 3

Please enter your committee's outcomes and accomplishments in Column 3 and submit electronically to [bhebert3@mtsac.edu](mailto:bhebert3@mtsac.edu) (on behalf of the President's Advisory Council).

*(EXPAND AS NECESSARY)*

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
<b>GOAL # 1:</b> Communicate to the campus community by maintaining an up-to-date website.	6	<ul style="list-style-type: none"> <li>• Updates completed throughout the year by Gaby Quiroz</li> </ul>
<b>GOAL #2:</b> Educate the campus community about the textbook adoption	3, 4, 5, 6	<ul style="list-style-type: none"> <li>• Committee created FAQs resources for the TIMC website</li> </ul>

	<b>process and best practices.</b>		
<b>GOAL #3:</b>	<b>Educate the campus community about the impact on students of the cost of instructional materials.</b>	3,4,5,6	<ul style="list-style-type: none"> <li>• Committee created FAQs resources for the TIMC website</li> <li>• Committee co-chairs worked with Instruction to develop a Smartsheet form for icon designation inclusive of Zero cost and Low-cost icons</li> <li>• Committee drafted an email for Instruction office to send out along with the linked form</li> <li>• Created a flyer for circulation</li> <li>• Created a campus portal announcement for faculty</li> </ul>
<b>GOAL #4:</b>	<b>Educate the campus community on definitions for low-cost, zero-cost, and OER.</b>	1,2, 3 4,5,6	<ul style="list-style-type: none"> <li>• Committee created FAQs resources for the TIMC website</li> <li>• Committee co-chairs worked with Instruction to develop a Smartsheet form for icon designation inclusive of Zero cost and Low-cost icons</li> <li>• Committee drafted an email for Instruction office to send out along with the linked form</li> <li>• Created a flyer for circulation</li> <li>• Created a campus portal announcement for faculty</li> <li>• Added quantitative data from OER surveys and a few quotes to the website</li> <li>• Invited Counseling leadership to our meeting to work with the counseling dept to advocate for the icons</li> <li>• Invited Financial Aid to speak to us</li> <li>• Added leadership from Equity Centers to the committee</li> </ul>
<b>GOAL #5:</b>	<b>Work with Instruction and IT to develop the visibility of low-cost and zero-cost icons and other options.</b>	1,3,4, 5,6	<ul style="list-style-type: none"> <li>• Have requested this from Instruction</li> </ul>
<b>GOAL #6:</b>	<b>Committee members will keep up to date with changes to campus procedures and state legislation</b>	3, 4, 6	<ul style="list-style-type: none"> <li>• Monika Chavez serves on SPEAC and is connected to statewide groups and has provided regular updates.</li> </ul>

<b>Goal #7:</b> <b>Develop and implement a student survey for input on instructional materials.</b>	<b>1,3,4,5,6</b>	<ul style="list-style-type: none"> <li>• Open Education week- poll on social media, boards in the library for comments</li> <li>• Drafted a survey, will ask RIE to implement in Fall.</li> </ul>

Approved by TIMC- 11/3/22