



Textbook & Instructional Materials Committee Meeting

Agenda, December 3, 2020

(3:00 PM – 4:30PM, Zoom)

	<i>Kristina Allende</i>		<i>Allie Frickert</i>		<i>Tony Rivas</i>
	<i>Ellen Caldwell</i>		<i>Jenny Leung</i>		<i>Romelia Salinas</i>
	<i>Monika Chavez</i>		<i>Suzanne Luetjen</i>		<i>Andi Sims</i>
	<i>Farheen Dustagheer</i>		<i>Julie Marquez</i>		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Welcome & Introductions: New Members	RS, MC	
5 min	Approval of Minutes	RS	Review Minutes
5 min	Approval of Purpose & Function	RS	Google Doc of Revised Purpose & Function
45 min	Looking over goals for the committee & brainstorming other goals	MC, RS	Discussion, will use Jamboard
10 min	Go over TIMC OneDrive	MC, RS	Info sharing
20 min	Go over Guidelines for Adoption of Required Instructional Materials	RS, MC	Google Doc of Guidelines for Adoption of Required Instructional Materials