



Textbook & Instructional Materials Committee Meeting
Meeting Notes, November 19, 2020
 (3:00 PM – 4:30PM, Zoom)

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

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)	Notes
20 min	Welcome & introductions	MC	Info sharing (welcome!)	Members introduced themselves and shared their experience with textbooks.
15 min	Review of Purpose & Function	RS	Info sharing and discussion, will use Google Docs	Reviewed document. Minor edits were made with exception of replacing the work "successful" with "equity." RS will reach out to Chisa to clarify the process for getting the Purpose and Function updated.
10 min	Discussion on tools for organization & communication	MC, RS	Discussion, decision	Committee decided to use One Drive as depository as well as to keep a committee website. MS Teams may be used in the future.
45 min	Looking over goals for the committee	MC, RS	Discussion, will use Jamboard	Discussion and brainstorming session on Goals 1-4 was completed.

				<p>https://jamboard.google.com/d/1-cJWgTxjnfivVGqogYuOg7xaAbQC4lbnAsdeAIBCLjY/viewer?f=3</p> <p>The committee will continue to look at the Goals in the next meeting.</p>
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