



**Textbook & Instructional Materials Committee Meeting**  
**Agenda, March 3, 2022**  
 (3:00 PM – 4:30PM, Zoom)

x	<i>(Faculty) Kristina Allende</i>		<i>(Co-chair) Allie Frickert</i>	x	<i>(Co-chair) Romelia Salinas</i>
<i>On sabbatical</i>	<i>(Faculty) Ellen Caldwell</i>	x	<i>(Faculty) Jenny Leung</i>	x	<i>(Student Services) Gabi Quiroz</i>
x	<i>(Faculty) Monika Chavez</i>	x	<i>(Bookstore) Suzanne Luetjen</i>	x	<i>(Student rep) Susan Ramuco- Elicerio</i>
	<i>Vacant</i>		<i>(EOPS)Julie Marquez</i>		

<b>Item</b>	<b>Leader</b>	<b>Action Needed (discussion, decision, etc.)</b>
Review minutes	RS	Minutes from 12.2.21 approved
SPEAC report	MC	No meeting yet for Spring 2022
Senate Report- passage of Low-Cost icon!	JL and MC	Vote was passed for the low cost icon, moving forward likely through academic mutual agreement council AMAC
Report on Instruction Smartsheet to be used for all Divisions for Zero Cost <a href="https://app.smartsheet.com/b/form/71ddc614aof94a009758b07bd5997c52">https://app.smartsheet.com/b/form/71ddc614aof94a009758b07bd5997c52</a>	RS	How to implement this, will there be a program established between IT and bookstore. Will someone be verifying for accuracy, if so who? Edit suggestions include A#s, when rejected direct the faculty to who?, what qualifies as instructional materials? Can we provide more information on instructional materials? The form can create more structure, can we follow the production schedule. Include a field with department &

<p>(Allie and Romelia have access to this not sure if the link will work directly for others)</p>		<p>division. Get feedback from div admins. Gabby and Monika will work on FAQs about the no cost and low cost designation</p>
<p>Next steps for implementing icon with IT?          Developing a box for searching courses by Zero and Low Cost in the schedule?          Gabi's idea about where to put instructions where students will see it?</p>	<p>RC and GO</p>	<p>Hoping to implement by Winter 2023 after AMAC approval, Romelia will talk with IT to get an estimated timeline, we need to campaign and outreach for students</p>
<p>Discussion on "First Day" and inclusive access          Event:  <a href="#"><u><b>Inclusive or Exclusive? Reexamining "Inclusive Access" Textbook Programs</b></u></a>          Webcast • Wednesday, March 9, 2022 at 1:00pm Eastern</p>	<p>MC</p>	<p>Anyone welcome to join, link was also shared in chat</p>
<p>Added: Guest?</p>	<p>RS</p>	<p>Committee was asked if they mind a guest attending, Angelic Davis will be invited to the next meeting.</p>

