



Textbook & Instructional Materials Committee Meeting

Agenda, Fall 2023

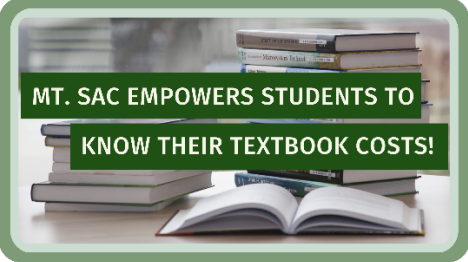

10/13/2023

(10:30 AM – 12:00PM, Zoom)

x	<i>(Faculty) Ellen Caldwell</i>	x	<i>(Co-chair) Romelia Salinas</i>	<i>(Faculty, Aux Services) VACANT</i>
x	<i>(Co-chair) Monika Chavez</i>	x	<i>(Student Services) Gabi Quiroz</i>	<i>(Faculty, EOPS, CARE or CalWORKS) VACANT</i>
	<i>(Faculty) Allie Frickert</i>		<i>(Bookstore) VACANT</i>	<i>(Assoc Students) VACANT</i>
x	<i>(Student Services Manager) Eric Lara</i>		<i>(Faculty, at large) VACANT</i>	<i>(Assoc Students) VACANT</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Welcome	RS/MC	RS will reach out to Morris, and we are waiting for Roger to appoint faculty positions.
5 min	SPEAC report	MC	Info sharing- New VP Melba Castro, new SPEAC chair.
45 min	Purpose, Function, Goals	RS/MC	Discussion, decision https://mtsaco-my.sharepoint.com/:w:/g/person/rsalinas12_mtsac_edu/EU_Vq_zc_uGBPpekZuatb9UoBEid45VzS4jKoZWjUxhbPZA?e=nasbwr Review Purpose review- <ul style="list-style-type: none"> • Add ZTC and low textbook cost. • The intent of the committee is not choosing textbook for faculty or approving textbooks. TIMC is committed to

			<p>respecting academic freedom and offering high quality accessible materials to our diverse student community.</p> <p>Function review</p> <ul style="list-style-type: none"> • Add ZTC and low textbook cost. • Ellen Caldwell motions to send for approval. • Team reviews members and vacancies (1) Aux SVS D, Vacant (1) at large Faculty, Vacant (1) (EOPS, CARE or CalWORKs or next up), Vacancy (2) students • Gabi will continue to take the lead on the website. <p>Review of goals for 2023-2024</p> <ul style="list-style-type: none"> • 2023-24 TIMC Committee Goals and Progress Report.docx (sharepoint.com) <p>Goal #1 Increase communication with campus. Goal# 2 Educate campus community about textbook adoption process. Goal #3 Educate on Cost of Instructional Materials. Goal #4 Communicate low-cost, Zero Cost and OER. Goal #5 Increase visibility of low cost and Zero cost icons.</p> <p>Team approves of goals and revisions made.</p>
30 min	ZTC Pathways (Instructional Faculty ZTC Coordinator, ZTC Advisory Board)	MC	<p>Info sharing, discussion ZTC Advisory Board, draft Instructional Faculty ZTC Coordinator, draft</p> <ul style="list-style-type: none"> • RS and MC have reached out to Roger to others involved with ZTC. • Grant coordinator is Esteban Aguilar. • How often will advisory group members meet? Estimating two to three times a year. • Include someone from Library Initiative for equitable and affordable Learning (LIEAL) • LHE for ZTC Instructional Faculty Coordinator

<p>5 min</p>	<p>Questions and next steps</p>	<p>Discussion: Any other ideas the team wants to share for future implementation? Flyers for student and faculty flyers, Student services page https://www.mtsac.edu/student-services/</p>  <p>Did you know that you can search for classes that have zero or low cost (less than \$40) textbooks and other instructional materials? Mt. SAC places an icon next to classes that report zero or low costs in the online schedule of classes.</p>  <p>To learn how to search for zero or low textbook cost classes, go to bit.ly/cost-search</p> <p>For FAQs, go to the Textbook and Instructional Materials Committee website at www.mtsac.edu/governance/committees/timc</p> <ul style="list-style-type: none"> • Smartsheet for Zero low cost and attach the flyer to make it easier for faculty to have it available. • Send faculty flyer to Gabi, she can upload it to the web under faculty resources. • TIMC teaming up with Library during “Banned Books Week”.
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