



Textbook & Instructional Materials Committee Meeting
Agenda, Spring 2023
March 2, 2023
 (3:00 PM – 4:30PM, Zoom)

X	<i>(Faculty) Kristina Allende</i>	X	<i>(Co-chair) Allie Frickert</i>	X	<i>(Co-chair) Romelia Salinas</i>
X	<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>		<i>(Student rep) Susan Ramuco- Elicerio</i>
	<i>Vacant</i>		<i>(EOPS)Vacant</i>	X	<i>(Guests) Loralyn Isomura and Chris Estrada</i>

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
5 min	Introductions	RS	Replacement for Julie and Tony position need to be filled. Allie and Jenny will step down next fall.
5 min	Review minutes	AF	Approval of Minutes motion Kristina and Gabi
	Low cost/No cost	LI/CE	Designation Form: <ul style="list-style-type: none"> Team states Megan had approved the email the committee drafted to be sent out to all faculty. Instruction was going to send it out the email, not the committee. Timeline still needs to be created but suggested to send out on the first download since there will be CRN. This is attached to each faculty, Loralyn will get

		<p>notification via the Smartsheet. It needs to be added by the end of that day.</p> <ul style="list-style-type: none"> • Announcement will be sent by instruction; Loralyn will work with Megan. • Is this form active? The link has been live. • Division Admins were notified of the new icon, in the event faculty had questions. • Faculty might not know about the low-cost icon. Message will be sent through the faculty list serve; it is intended to raise awareness. Additionally, it will be linked to TIMC (Textbook and Instructional Materials Committee) website. • We need to capture the data now even though it is intended to be rolled out in the Summer. <p>Marketing Ideas:</p> <ul style="list-style-type: none"> • Include bookstores, workshops, or module. Helpful way to get this out to faculty and guide them. Professional development or tie it to equity. Informational meeting can be held "Building or working toward equity process." • Workshops- invite bookshop as some of the decisions that they make can affect. • Workshop module- bring to a group department chairs. • Link to FAQ page, needs to be visible. It is almost impossible to see. Loralyn will investigate it and fix it (layout option). <p>Form process:</p> <ul style="list-style-type: none"> • Faculty are the ones that fill out form. Loralyn and Chris get the form and add the Icon. Admins are only facilitating links and answering questions. • TIMC will help with parameters if we are going to enter it retroactively. Email to collect data for reporting.
--	--	--

			<ul style="list-style-type: none"> • Send an announcement out, this will come from the committee asking for retroactive. Emails might need to go out more than once. • We need to think about how we will get this to the students. Loralyn and Chris will be our liaisons between us and IT. <p>Keep in mind, Searchable schedule English 1 A there are duplications, that number might be inflating the numbers. (2021)</p> <p>Video how to search by are particular course and find the icons.</p>
	Review of goals	AF/RS	<p>2022-23 TIMC Committee Goals and Progress Report.docx</p> <p>Black is what we have already done and the red is what we need to work on.</p> <p>What do we hope to accomplish? Marketing- utilizing new process new low-cost/zero cost website. We can enter them to the portal, and they can get them to see it. Employee portal (faculty)</p> <p>Gabi will contact student services website manager, that can help students search for low cost or zero cost courses.</p> <p>Student testimonials or survey to see how this icon made it difference economically</p>
	Future agenda Items		<p>Guest speakers-Counseling, Deans of counseling and chair Financial Aid -invite director and Rosie. EOPS Equity Center leader</p>

			Bookstore-Loaning the book or renting a used or digital book so your money goes a lot farther.
Remaining			