



Textbook & Instructional Materials Committee Meeting

Agenda, Fall 2024

September 13, 2024

(10:30 AM – 12:00PM, Zoom)

<https://mtsac-edu.zoom.us/j/87528168004>

x	<i>(Faculty, at large) Mary McGee</i>	x	<i>(Student Services) Gabi Quiroz</i>	x	<i>(Assoc Students) Toni Lopez</i>
x	<i>(Faculty Co-chair) Monika Chavez</i>	x	<i>(Faculty, at large) Briseida Ramirez</i>		<i>(Assoc Students) VACANT</i>
x	<i>(Bookstore) Erik Guss</i>	x	<i>(Faculty, at large) Sandra Weatherilt</i>	x	<i>Guest: Loralyn Isomura</i>
	<i>(Student Services Manager) Eric Lara</i>		<i>(Faculty, Aux Services) VACANT</i>		
x	<i>(Manager Co-chair) Romelia Salinas</i>		<i>(Faculty, EOPS, CARE or CalWORKS) VACANT</i>		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
10 min 10:30-10:40am	Welcome & Approval of Minutes	RS/MC	Approval
20 min 10:40-11:00am	ZTC/OER Reporting Form	LI	Discussion, Feedback: • Smart sheet for Zero or Low-Cost Icon Request Form. • Trying to roll this out for Winter 2025. • Loralyn will send the link out for the team to test it and give feedback. She will add terms and course ID's every term. • Course ID can be added in groups instead of an entry for each course ID. Multiple form entry if the courses have different answers.

			• Would faculty know that there is a cost to us being in the library to us • For MIS Reporting purposes faculty need to know if it's a no cost or if it's a no cost but a cost to the library. • Staff member suggests reducing the text on the survey to make it easier for faculty to go through. • More access points for faculty to locate the forms and also sending reminders to complete them. • Course changes- having an area to document the change instead of having to fill out the whole form.
20 min 11:15-11:30am	Textbook Survey	RS/MC	• Discussion, Feedback • Institutional research for students. • https://mtsaco-my.sharepoint.com/:w:/g/personal/atagarao_mtsac_edu/ERsZwxuZn1FmVrgJmqZBYBV62csB6irdx_IWhT8SKl1Q?e=J6snEi&CID=a21c8e22-9b99-3e6d-2113-2f743c21de78&clickParams=eyJYLUFWcE5hbWUiOiJNaWNyb3NvZnQgT3VobG9vayBXZWlqQXBwliwiWC1BcHBWZXJzaW9uIjoiaWJyNDA5MDYwMDQuMTMiLCJPUyI6IldpbmRvd3MgMTAifQ%3D%3D • Action items from last year-Monika and Ellen reviewed how students interact with the icons. • Demographic data • See how much students know about it and if a campaign is needed to prompt. • Finance questions and how they use their funds for education. ○ Q 11: How would you rate the quality of the materials that the access codes provided for your course? ○ Q 20: Add how students are accessing Textbooks or instructional Materials/ OER. New question: Include how they are accessing (sources vs tools)
30 min 11:30-11:50pm	Purpose and Function, Goals	RS/MC	• Discussion, Decision

			• https://mtsaco-my.sharepoint.com/:w:/g/personal/rsalinas12_mtsac_edu/EdqZsYLxsAFCvqYRNmsZ_yABc3khpTaseMV11J6zPOWdJw?e=228X6o • Vacancy (EOPS , Cal Works, Next up) change it to Counselor. This position has been vacant for 2-3 years. • The bookstore commission no longer exists. • Gabi will confirm with Leslie Hennings who is the newest member for associated students. • Monika will clean it up and send it to SPEAC. • GOALS: https://mtsaco-my.sharepoint.com/:w:/g/personal/rsalinas12_mtsac_edu/ETbkzgDYOy1DlleVzXUJ2k8Buonl1N_mdZHuHoHp4-SoMQ?e=sxwVT2 • Monika will send out foundational laws out to committee. • Suggestions ○ Add Accessibility Goals ○ Recruit someone from accessibility to join our committee. ○ Invite Connie Gutierrez – Focus and reach our goals. Educate our committee on resources. ○ FLCT offers training, they would be a great support. ○ Accessible and/ or accommodations. Access would be a great resource. If we can fulfill the accessibility, then we can accommodate.
5 min 11:50am-12:00pm	Questions and next steps	RS/MC	• Professors at times don't provide the course materials and it causes conflict with students with financial aid as they need to purchase it from the bookstore.