Textbook & Instructional Materials Committee Meeting
Agenda, Fall 2024
November 8, 2024
(10:30 AM – 12:00PM, Zoom)
https://mtsac-edu.zoom.us/j/87528168004

x	*(Faculty, at large) Mary McGuire*	x	*(Student Services) Gabi Quiroz*		*(Assoc Students)*
x	*(Faculty Co-chair) Monika Chavez*	x	*(Faculty, at large) Briseida Ramirez*		*(Assoc Students) VACANT*
x	*(Bookstore) Erik Guss*		*(Faculty, at large) Sandra Weatherilt*		
	(Student Services Manager) Eric Lara		*(Faculty, Aux Services) VACANT*		
x	*(Manager Co-chair) Romelia Salinas*		*(Faculty, EOPS, CARE or CalWORKS) VACANT*		

Time Allotted	Item	Leader	Action Needed (discussion, decision, etc.)
10 min 10:30-10:40am	Welcome & Approval of Minutes	MC	Approval, Team approved Minutes from 9/13/24 and 10/11/24
60 min 10:40-11:10am	Purpose and Function, Goals & Status of TIMC	MC	• Discussion, Feedback. • https://www.calcities.org/docs/default-source/advocacy/open-public-vi-revised-2024.pdf?sfvrsn=2f412fod_3 • Status o Decide as a team, do we want to be a work group or a

				committee? Will our committee merge with any other committee?
				o Work group- continue to meet online, Senate has informed us that all must meet in person.
				o Perhaps there are different ways to give it to different entities to continue the work.
				o A long-term member mentioned in the beginning when the committee was formed there was more work to be done. We have hit a lot of goals we had in the beginning, perhaps we can give them to other committees to continue the work.
				o If it goes to other committees, it might not be a top priority.
				o Some might not be available to come to campus.
				o Clarification, if we are a task force, can we continue to meet on zoom? Can we change the meeting time and date now or do we have to do this at the beginning of the academic school year?

			○ Do we want it to stay in the academic senate? ○ If we are a task force and not a committee, what would be the expectations and difference between the two? ○ We don't need to meet more than 1x a month. One thing to consider is perhaps meeting less but work online in between. We will wait to hear back from them, Monika is to bring back answers so we can decide in our next meeting. ○ The team wants to continue having this group and have our voice heard. • Goals Review ○ Have guests that can provide resources to faculty. ○ Aaron using POCR funds-created videos to help faculty and would provide support. Looking to continue this practice or something similar. ○ Idea to have Michelle Newhart in our meetings to provide technological insight and support. ○ We put in our PIE as a request to have permanent employee help.

			- Anyone can put out a resolution, we don't need to be a committee. The team likes the idea of creating a resolution expressing the need to have a permanent employee to assist in this capacity. - If there are guests coming for accessibility, perhaps we can extend our invitation to others on campus to benefit from it. - Students with Disabilities went to the president's office to report ACT wasn't opened as the need demanded. - Thinking ahead, if we were to recommend hiring staff, we should have data or survey to present with the resolution. - After RSI we should check accessibility throughout campus. - TEAM voted on Goal's #6-8, Approved.
20 min 11:30-11:50pm	Next Steps, Questions, Feedback?	MC	Discussion, Decision