Textbook and Instructional Resources Committee Meeting

4/27/2015

Called to Order 2:07 PM.

1. Intro
   - Attendance: Dean Gooch, Antonella Andrade, Jennifer Carlin-Goldberg, Suvi McGee, Anthony Martinez, Canon Crawford.
   - Minutes approved by Antonella Andrade and seconded by Suvi McGee

2. PDA Day, What do we do this time?
   - Dean reserved a PDA time.
   - We should have a bookstore presentation. Antonella suggested we have a portion on how to negotiate with publisher reps.
   - Dean thinks that we might be able to get an actual publisher representative to do a presentation at this workshop.
   - We can do an entire PDA session on just negotiating with content providers. Canon said we could elaborate on how the library negotiates for content.
   - Antonella asked Canon if he could find old edition English anthologies that the library can provide to instructors and Canon said that this would be hard to do for an entire class of students.
   - Entitle the PDA workshop with something catchy to attract people to come.
   - We will use the rep. negotiating aspect as the center of the workshop and build around it.
   - We need another representative from the DRD about access of instructional materials to their special needs students.

3. Presentation to Faculty Senate
   - Dean will make a presentation to the Academic Senate to let them know about the Reserve Textbook Fund.
   - He will talk to them about getting the schedule out earlier and getting the textbook information to the bookstore earlier so we can get the books in time for the students and so they cost less.
   - He will start with a reading of the Textbook and Instructional Materials committee function.
   - Antonella said we also need to tell the Senate that we need to make sure that everyone needs to know that they need to place an order with the book store.

4. Earlier Scheduling of classes
   - Mary Kay is still trying to get the schedule out earlier and that is one of the reasons why Dean is making the presentation to the Academic Senate.

5. Pros/cons related to soliciting textbook orders prior to the finalization of the schedule.
   - Antonella will send out Emails to instructors, when they are teaching classes this Fall that they taught this semester, asking them if they will be using the same textbooks they used in the classes they taught the previous semester.

Meeting adjourned 3:08 PM.

Minutes prepared by Jennifer Carlin-Goldberg