Textbook and Instructional Resources Committee Meeting

10/10/2014

Called to Order 2:04 PM.

1. Introductions
   • Attendance: Dean Gooch, Antonella Andrade, Anthony Martinez, Canon Crawford, Jennifer Carlin-Goldberg, Suvi McGee, Kimberly Gross.
   • Introductions: Kimberly introduced herself to the committee, as this is her first meeting, and the rest of the committee introduced themselves to her.
   • The 14th of November is our next meeting.
   • Agenda was approved as written.
   • Minutes from the last meeting have been approved. Antonella moved, Cannon seconded.
   • Minutes from last week’s minutes have been approved. Cannon moved, and Antonella seconded.

2. Discussion Administrative help with this committee. (Gooch)
   • Dean: We need help from our administrative committee members to upload and post minutes and agendas on the AFA website.
   • We will talk to ?? to learn how to do this
   • We need to collect or form an agenda a week ahead of time and post it so it will be available for everyone.
   • We are all unsure how this is supposed to be done. Anthony

3. Report from the bookstore. (Andrade/Martinez)
   • We have been receiving textbook orders. We have to wait until the schedule has been uploaded so all the bookstore has been doing they have been compiling classes and lists of books we will order, used especially.
   • Kimberly asked if the links to the books will be up as soon as the class schedule is up and Antonella said no, it would be too soon.
   • Anthony said that our goal is to get the book orders in as soon as possible to get the best prices possible.
   • Hopefully, the schedule will be uploaded November 3rd.
   • They are being contacted by publishers. A publisher is selling a new access code which comes with a loose leaf book and only for the Spring Semester. This will only be done with certain titles. There is a significant savings in this.
   • Kimberly is concerned that the Ebooks will not be accessible in terms of the DRD.

4. Library and reserve desk report
   • Suvi asked her supervisor about adding a link to the reserve desk in the schedule when the book
   • Nancy, in the Math department meeting, suggested that instructors include the call number for the book on reserve in our syllabi.
   • Suvi sends out Emails to all instructors at the end of the semester asking if they want to keep the book on reserve
5. Getting our schedule out earlier.
   - Dean talked to the STEM Dean at Foothill about their schedule and it wasn’t too much better than us. He also talked to a friend at DVC and they were in about the same boat.
   - He also talked to a former student, Angela, at (American River College) ARC and she was finalizing the schedule for next Fall already. They will have all their Adjuncts in place shortly after.
   - Dean asked Angela asked if she ever had a problem getting her classes staffed and she said they didn’t have a problem. They also know what books they are going to use very early on. By the beginning of the Spring semester, they will have everything in place.
   - Dean talked with Mary Kay and she is in favor of this scheduling and book ordering format.
   - Antonella wondered if the adjuncts are happy with knowing their schedules so early, does it help with retention of their adjuncts? Dean replied that they are very happy with it. The SRJC adjuncts he just had lunch with already have their Napa Valley College schedules and now we have to schedule around that.
   - If we can shift the timeline earlier it would be good for the DRD as well because it takes two months to get a brail book, for example.
   - Kimberly and Antonella agree that they will communicate more so they can start the brail books sooner and, if the instructor wants to change the book, Antonella can ask the instructor to stay with the same book because the DRD is in the middle of the process of preparing the brail book.
   - Jennifer could not get ahold of the people she was going to talk to about this.

6. PDA panel for spring. (Gooch)
   - He put the request in for a PDA session. He asked Ivana from the Math department if she would participate and she has agreed.
   - We will have Suvi talking about the reserve desk and how to put books on reserve.
   - The Spring PDA day is February 12th.
   - Dean will do better to advertise the PDA session.

7. Sending Emails to all instructors
   - Antonella wants to send a message about textbook ordering to all instructors and is talking to IT to try to figure out how to do it.

Meeting adjourned 2:50 PM.

Minutes prepared by Jennifer Carlin-Goldberg