Textbook and Instructional Resources Committee Meeting

11/14/2014

Called to Order 2:08 PM.

1. Introductions
   • Kimberly and Shaddo introduced themselves to each other.
   • We will skip the next meeting on the 12th of December. Our next meeting will be January 23rd.
   • Minutes from the last meeting have been approved. Antonella moved, Kimberly seconded.

2. PDA panel for spring. (Gooch)
   • Our proposal for PDA has been accepted.

3. Getting our schedule out earlier.
   • Mary Kay is in favor of getting the schedule out earlier, as we learned last meeting. She said that this has been tried before.
   • It seems to work well for Sacramento Community College.

4. Report from the bookstore. (Andrade/Martinez)
   • Things are very hectic processing textbook orders at the moment. The bookstore is behind in processing them. They are also placing orders with vendors at the same time.
   • Antonella said that she heard from several instructors that they have been urged to place their textbook orders quickly, so perhaps the word is getting out. If instructors want their textbooks on the shelves in time for the beginning of the semester they need the orders in by the end of November.
   • Dean offered to make a presentation at a Department Chair’s meeting to urge them to urge their instructors to be timely in their textbook orders.
   • Kimberly said that the accessibility requests will be begin to be sent to the Bookstore sometime next week hopefully.
   • We do textbook buybacks all semester long, part of the time for a used book company and around and after finals the buybacks are done for the bookstore inventory. The students get a better price during the latter time.

5. Miscellaneous topics of discussion
   • We discussed the logistics of how the academic calendar is determined since the start of the Spring semester, in the second full week of January, is going to make things difficult for the bookstore.

6. Library and reserve desk report
   • They are in a slump on checkouts so they want to try to push out to the students all the library services, books and reserve desk. They should be busier then they are at this time. Suvi thinks that students are scared that the wait time they experienced in the beginning of the semester is how it is all semester. The fourth reason why students leave the JC are the textbook costs, so we need to get the word out to students about this resource. All we have discussed in this
committee so far is getting the word out to faculty. (the first three are family problems, work problems, and “none of the above”) They have a grant that they want to use to update some of their reserved editions.

- Antonella asked if the Reserve Desk could send out an Email to all students with all the information.
- Shaddo suggested a sign/plaque outside to attract students to at least ask for information.

7. Reprise PDA topic.
- Jennifer suggested that we set one of our meetings to organize and prepare for our PDA session. This would be on the 23rd of January. This is an hour and a half PDA session; Dean will try to see if we can get a morning slot.
- We shall communicate by Email before that meeting to make sure we are prepared to prepare for the PDA day.

Meeting adjourned PM, Suvi motioned, and Antonella seconded.

Minutes prepared by Jennifer Carlin-Goldberg