Textbook and Instructional Resources Committee Meeting

9/12/2014

Called to Order 2:00 PM, Cannon moved and Antonella seconded.

1. Introductions
   - Committee members introduced themselves.
   - Agenda was approved as written.

2. The committee discussed committee positions. Dean Gooch will be chair.

3. Discussion on books vs. bundles with access codes, portals vs regular access codes and the confusion caused by these. (Antonella)
   - Bundled books are books with the access codes to online homework systems. Buying directly from the online system is cheaper so students buy the bundle from the bookstore and later try to return them to get the cheaper price with the Ebooks. Often, they cannot return the bundle because they used the access code. How do we solve the problem?
   - It might be better for instructors who use online homework to advise students to wait until the first day of class to buy the textbook. There can be a tag on the shelves advising students to do that as well. Not all students will follow the directions, but we will hopefully lessen the number of students who get caught with an option they really don’t want.
   - Antonella wanted to clarify that the access codes were not specially linked to instructors’ courses. They are linked to the book or to the online system. The code linked to instructors’ courses is called the class code that instructors give to students directly.

4. Open Educational Resources Council. (Cannon)
   - The URL for information on the Council: [http://icas-ca.org/coerc](http://icas-ca.org/coerc)
   - Cannon will work up a full report to present to the committee at the next meeting. He will contact others who are using open source material to get more information on how they utilize Open Educational resources.
   - Antonella purchased 15 free access textbooks for a math class this semester, printed on demand, and she said that she was surprised that they sold out because they are free to students.

5. Mass Emails to instructors every semester (Suvi)
   - We should send out instructions or helpful tips to instructors to help them to choose textbooks well, so we order the most cost effective textbook options. We should include instructions on how to order books and put the copy on reserve in the library.
   - Antonella said that it would be good if instructors would contact the bookstore about book pricing to help them choose custom vs standard books and bound vs looseleaf books. Instructors should do this as early as possible.
• Anthony said that the bookstore should have a part in the new faculty orientation to help the new faculty learn how to choose and order books.
• It would be better if the reserve desk sends out the informational Email every semester instead of the bookstore.
• Antonella said we should make new instructors aware that they can get desk copies.
• Dean said publishers don’t want to send out hard copies as much anymore because instructors have been selling them.
• Antonella said if instructors sell their books, they should sell these books to the bookstore because the prices are equivalent and it is better for the college and the bookstore.
• Dean said that the reserve desk should include in their informational Email information on what the reserve desk offers students and instructors.
• Antonella sends reports to the DRD on book orders and she offered to send the same reports to the reserve desk so they can pursue the instructors ordering new books to try to get these new books on reserve.

6. PDA Idea: We can do another PDA workshop with a panel instructors sharing their experiences with open educational resource materials. (Cannon)
• We should collect success stories and successful experiences to share with instructors at PDA. Perhaps a panel of three people.
• Dean said that if we get the word out earlier on our PDA workshop, we will get more participants. The workshop we had this last PDA day was informative.
• Antonella said that we should take a look at the most expensive textbook used in a subject and see if there is an Open Educational Resource to compare it to.
• Dean will look into getting us signed up for a workshop in the Spring.

7. (Dean) The college should get our class schedule up much sooner in the year and get the links to the textbooks for these classes up right away as well. We are so large that it is harder for us to do this, but other colleges are able to. The College needs to find a way to accomplish this. This last semester (Fall ’14) semester was bad. The schedule was late.
• Anthony said that there were so many schedule changes that they waited and waited to upload the schedule.
• We could post the schedule with all the classes that are not assigned yet with the instructor listed as Staff. There is a danger in rolling over a previous schedule because if the schedule contains adjunct instructors from the old schedule, they technically have been assigned the course.

8. Suvi: There is an Oak Leaf writer is writing an article about textbooks.

Meeting adjourned 3:06 PM. Cannon moved, Jennifer Seconded.

Minutes prepared by Jennifer Carlin-Goldberg