Textbook and Instructional Materials Committee Meeting Notes

Friday, January 24th 2024 at 2pm

ITEM (Led by…)	Action
I. Call to Order, Housekeeping, Introductions. (All) Today's notetaker: Kruti Darji	David Rau, Kristen Dalby, Katrina Rahn, Hilleary Zarate, Bob Peterson, Leo Hsu, Kruti Darji
II. Action: Approval of Minutes (All) Approve 11/22/24 Meeting Notes	Minutes Approved
III. ZTC Grant Update and XB-12 Requirements Guest: ZTC Grant Coordinator, Katrina Smith	☐ In 2024, CA State awarded $180,000 to create a zero-cost textbook pathway through Art History and associated GE courses and in 2025, CA state awarded an additional $340,000 for two additional Zero Cost Pathways. Funding includes faculty support, marketing, unlimited library licenses, and coordinator position. ☐ Presented CCC Chancellor's office webinar Oct 1, 2024 on XB 12 instructional material cost MIS data element updates and reporting. The chancellor's office requires that we assign a code to each CRN identifying the type and cost of course material for the section. All community colleges are required to share their data. The instructional materials in title 5 is more broadly defined. However, for the purpose of data element, only the cost of course textbook and supplementary materials (including software and homework) are to be reported by faculty. ☐ XB 12 helps students to understand differences between Zero textbook cost and Lower textbook cost.

	☐ Presented an example of Citrus college textbook adoption form. ☐ Open for ideas but at the beginning stage and still figuring out who helps faculty with this decision tree? How does this work with SIS and banners? And how does it affect textbook adoption?
IV. Bookstore: Introduction of New Bookstore Manager and Update on Textbook Adoptions (Andre) Guest: Danielle Castaneda	Cancelled
V. Chair Duties Discussion Make sure committee website is accurate Solicit agenda items Create agendas and send out Facilitate discussion in meeting (Hilleary offered to assist with this) Maintain notetaker list Edit meeting notes and send with meeting materials. Anything else? Note: Shauna Hagerman keeps email list up-to-date and helps with website updates. She can also send meeting invites if the chair wants assistance	The committee website is not accurate and a request to update it.

VI. Adjournment and Items for future agendas
 	
    ☐ Update on Library Services related to Instructional Materials
    ☐ Future: understanding guidelines, policy and regulation related to Instructional Materials
    ☐ Future of Bookstores – Changes in publishing world and impact on SRJC
    ☐ Future: Burden-Free Access to Instructional Materials
    ☐ Textbook Adoption Form
	Andre will presenting at next meeting. Review ZTC with committee.
	Talk about the future of the bookstore.
	Transition from SIS to the banner
	Banners, book adoption form. We want to make sure that banner or intermediary spreadsheet is useful for students and faculty. Where does it fit the grant and ZTC recommendation?

Notetaker Rotation:
~~Kristen Dalby~~
Kruti Darji
~~Anne-Marie Donnegan~~
~~Leon Hsu~~
Andre Jimenez
Vanessa Mondragon
Mary-Catherine Oxford
Bob Peterson
Katrina Rahn
David Rau
Andrew Simmalaychanh

Hilleary Zarate