

Textbook and Instructional Materials Committee Meeting Agenda

Friday, February 28th at 2pm

ITEM (Led by...)	Action
I. Call to Order, Housekeeping, Introductions. (All) Today's notetaker: Andre Jimenez	Introduction of Diego Lopez is the new student representative, replacing Andrew Simmalaychanh. Diego is the SGA member for Disability Affairs.
II. Action: Approval of Minutes (All) Approve 1/24/25 Meeting Notes	Motion to approve minutes from last meeting by Leon Hsu. Seconded by David Rau.
III. Bookstore: Introduction of Petaluma Bookstore Manager and Update on Textbook Adoptions (Andre) Guest: Devri Jones	<p>Introduction of Devri Jones as the new Petaluma Bookstore manager. Graduated from Sonoma state in 2023. Started as a Team Lead and has taken on the role in December 2024. Devri Jones will receive email communication. Andre will send Outlook invite as needed.</p> <p>Sales trend moving towards digital. Increase in demand for out-of-print and old edition titles vs supply, which is increasing price. Board member was contacted by students for textbooks being out of stock, who then reached out to Mary Catherine.</p> <p>Challenge of missing adoptions for multiple sections using the same custom reader. Longer lead time for printing when adoption is received first week of classes. Bookstore will meet with departments that had adoption issues so that they can order more and on time.</p>
IV. 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	<p>College is working on the restructure and reorganization of committees. President's Office maintains committee website. They will be updating the TIMC roster information soon. Everything else is updated regularly.</p> <p>College Council is drafting a District governance manual and they are close to completion. They have a website posted</p>

	for the public.
V. Future of Bookstore Discussion Discuss Changes in publishing world and impact on SRJC	Future of Bookstore discussion at next meeting. Moving to next meeting when Anne Marie Donnegan is attending. Framing of what information to collect and how so that Diego Lopez can bring it back to SGA for feedback collection.
VI. Adjournment and Review Items for future agendas <ul style="list-style-type: none"> <input type="checkbox"/> Update on Library Services related to Instructional Materials <input type="checkbox"/> Future: understanding guidelines, policy and regulation related to Instructional Materials <input type="checkbox"/> Future of Bookstores – Changes in publishing world and impact on SRJC <input type="checkbox"/> Future: Burden-Free Access to Instructional Materials <input type="checkbox"/> Textbook Adoption Form <input type="checkbox"/> Banner transition and impact to Textbook Adoption 	The textbook adoption form needs improvement. The issues can be addressed in the next meeting with further discussion. Hear from faculty on what barriers that prevent them from using the form, and improvements they want to see for ease of use. This may be brought up to Academic Senate as a 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