

Textbook and Instructional Materials Committee Meeting Agenda

Friday, April 11th at 2pm

ITEM (Led by...)	Action
I. Call to Order, Housekeeping, Introductions. (All) Meeting Facilitator: Mary-Catherine Oxford Meeting notetaker: Bob Peterson	
II. Action: Approval of Minutes (All) Approve 3/28/25 Meeting Notes	
III. Bookstore Updates (Andre and/or Devri)	
IV. Update on Participatory Governance Structure and Committee Alignment: Textbook and Instructional Materials Committee Information sent via email.	
V. Textbook Adoption Form – Next Steps on Approved Recommendation Motion approved 3/28/25: Motion: TIMC recommends changes to the SIS form/bookstore window to make it easier for faculty to use, including the following: 1. A way for faculty to copy textbook/ instructional materials requests from a previous semester 2. A way for the textbook/instructional materials requests to be applied to multiple sections.	
VI. Review Items for future agendas – Do we want to add, prioritize, or remove any? <ul style="list-style-type: none"> ▪ ZTC Community of Practice updates (ZTC Coordinator Invite) ▪ Understanding guidelines, policy and regulation related to Instructional Update on Library Services related to Instructional Materials ▪ Materials ▪ Burden-Free Access to Instructional Materials Taskforce ▪ Banner transition and impact to Textbook Adoption 	

Notetaker Rotation:

~~Kristen Dalby~~

~~Kruti Darji~~

~~Anne Marie Donnegan~~

~~Leon Hsu~~

~~Andre Jimenez~~

~~Katrina Rahn~~

Bob Peterson

David Rau

Mary-Catherine Oxford

Hilleary Zarate

Diego Lopez