

Textbook and Instructional Materials Committee Meeting Notes

Friday, April 11th at 2pm

ITEM (Led by...)	Action
I. Call to Order, Housekeeping, Introductions. (All) Meeting Facilitator: Mary-Catherine Oxford Meeting notetaker: David Rau	Present: Mary-Catherine Oxford, Hilleary Zarate, Katrina Rahn, Andre Jimenez, Anne Donegan, Alisha Xiong, Leon Hsu, Diego Lopez
II. Action: Approval of Minutes (All) Approve 3/28/25 Meeting Notes	Approved with changes
III. Bookstore Updates (Andre and/or Devri)	Andre introduced Alisha, Bookstore Manager Petaluma Campus. Also, Bookstore is sending out DL.Staff email for adoptions
IV. Update on Participatory Governance Structure and Committee Alignment: Textbook and Instructional Materials Committee Information sent via email.	Review of materials Discussion: asking for clarification on expectations and guidance. Membership discussion. Typo in membership (13 should be 12). Getting rid of ex-officio role. Bookstore invitation, possible one report per month. Check emailed info for wrap up, moving forward, etc.
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.	Mary-Catherine will give these recommendations to VP. Discussion of adding additional items but decision, by consensus, sooner rather than later is advisable given that IT is currently impacted by Banner implementation.
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 	Invite Katrina (ZTC Coordinator to next meeting). Burden Free Access to Instructional Materials Task Force on next agenda (report out/MC attended) Anne is asking John Stover and Jeremy Smotherman about textbooks in-

	classroom--per email she received from Faculty Senate.
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Notetaker Rotation:

- ~~Kristen Dalby~~
- ~~Kruti Darji~~
- ~~Anne Marie Donnegan~~
- ~~Leon Hsu~~
- ~~Andre Jimenez~~
- ~~Katrina Rahn~~
- ~~David Rau~~
- Bob Peterson
- Mary-Catherine Oxford
- Hilleary Zarate
- Diego Lopez