

Textbook and Instructional Materials Committee

A Standing Committee

An Academic Senate Consultation Committee

Committee Function

The Textbook and Instructional Materials Committee will monitor and assist in the implementation of Board Policy and Procedure 3.19 and 3.19P, textbooks, which address the selection, submission and student access to textbooks and instructional materials at Santa Rosa Junior College.

In this capacity, the Textbook and Instructional Materials Committee will:

1. Assist the District with the development and implementation of policies which are in compliance with current laws pertaining to textbook and instructional material selection and access.
2. Establish guidelines for Santa Rosa Junior College faculty and staff for the timely selection and submission of course materials.
3. Develop strategies and best practices for the affordable provision of textbooks and/or instructional materials to students.
4. Develop strategies and presentations for keeping faculty informed of best practices and changing technologies for providing textbooks and/or instructional materials to students.
5. **Support and inform faculty on adoption and review of accessible Open Educational Resources (OER).**

The constituent makeup of the committee will reflect the diverse textbook **and instructional materials** needs of all academic departments' students.

The bookstore director (or related position as determined by the District and/or contracted entity) is a key constituent and will participate as an Ex-Officio member.



Meeting Schedule

2nd and 4th Friday each month, 2:00-3:00pm and as needed

Committee Structure

2 Administrators (~~Assistive Technology Training Center Coordinator and Bookstore Director~~ **VPAA or Designee, Dean: Disabled Students Programs and Services (DSPS)**)

Committee Roster

Name	Type	Name	Type
VPAA or Designee	A*		C
Dean: DSPS	A*		C
	F-AFA		C
	F		C
	F		S
	F		S
Bookstore Director	EX*		

* Permanent Member by Position:

- ~~Coordinator, Assistive Technology Training Center~~
- ~~Manager, Bookstore~~
- ~~Bookstore Textbook Coordinator~~

Revision Approved at TIMC: 3/9/2018 Meeting

4 Faculty (1 AFA, 3 Academic Senate)
~~2 Classified~~ 4 Classified
2 Students
1 Ex-Officio

- VPAA or designee
- Dean: Disabled Students Programs and Services (DSPS)
- Bookstore Director, Ex-Officio

Membership Total: ~~10~~ 13
Committee Chair Co-Chairs

** Committee Chair

Elected Faculty Member
Elected Non-Faculty Member

Committee Roster Legend

Type	Description
A	Administration
F	Faculty
C	Classified
S	Student
P	Public