**Textbook and Instructional Materials Committee**

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.

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| |  |  |  | | --- | --- | --- | | The constituent makeup of the committee will reflect the diverse textbook and instructional materials needs of all academic departments’ students.  Whether operated by the district or an independent contractor, the campus bookstore director will serve as an ex-offico member.   |  |  | | --- | --- | | **Meeting Schedule** |  | | | ​​2nd and 4th Friday each month, 2:00-3:00pm and as needed | |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | **Committee Structure (10)** |  | | | ​2 Administrators (Permanent Member by Position: VPAA, or designee; Dean, DSPS)  4 Faculty (1 AFA, 3 Academic Senate)  2 Classified  2 Students  1 Bookstore Director (Ex-Officio) | |
| |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | |  | **Committee Chair** |  | | | ​​Elected Faculty Member Co-chair Elected Administrator Co-chair | |

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| ​   |  |  |  |  | | --- | --- | --- | --- | | **​Name** | **​Type** | **​Name** | **​Type** | | VPAA, or designee | ​A\* |  | ​F | | Dean, DSPS | A\* |  | C | |  | F-AFA |  | C | |  | F |  | S | |  | F |  | S | | Bookstore Director | EX |  |  | | ​ | ​ | ​ | ​ |   \* Permanent Member by Position: VPAA, or designee; Dean, DSPS   |  | | --- | |  | |