

COMMITTEE: TEXTBOOK AND INSTRUCTIONAL MATERIALS 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 make-up 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 CHAIR CO-CHAIRS: Elected faculty member
Elected non-faculty member

COMMITTEE STRUCTURE:

2 Administrators (~~Assistive Technology Training Center Coordinator and Bookstore Director~~ Academic Administrator and Dean, DSPS, Disabled Students Programs and Services)
4 Faculty (1-AFA, 3-Academic Senate)
2 Classified (1-Bookstore Textbook Coordinator) 4 Classified including one Library Course Reserves LT
2 Students
1 Ex-Officio (Bookstore Director)

MEMBERSHIP TOTAL: ~~10~~ 13

*Permanent Member by Position:

~~Assistive Technology Training Center Coordinator~~
Bookstore Director
~~Bookstore Textbook Coordinator~~
Academic Administrator
Dean, DSPS, Disabled Students Programs and Services
Library Course Reserves LT