Textbook Affordability Subcommittee Meeting
for 24 September 2024, 1-2pm, via Zoom

Attendees:

Present:

- Sarah Harmon
- Jai Kumar
- Anniqua Rana
- Diana Tedone-Goldstone

Absent:

- Nada Nekrep

Agenda Minutes

I. Introductions and Welcome (10 minutes; Information)
   a. Due to the very small group that attended, the group decided to go off agenda and instead focus on what is listed in VII and VIII.
II. Updates (10 minutes; Information/Discussion)—TABLED
III. ZTC Adopter Cohort Updates (10 minutes; Information/Discussion)—TABLED
IV. TAS 'Program Review' Data Presentation Summary (5 minutes; Information)—TABLED
V. Proposed Revisions to Title 5: Burden-Free Access to Instructional Materials (10 minutes; Information/Discussion)—TABLED
VI. ZTC Adopter Program 'Pathway' with POCR and Distance Education (10 minutes; Information/Discussion)—TABLED
VII. Membership (Discussion)
   a. Currently, there isn't any representation of divisions on the TAS—something that was asked for by the Academic Senate Governance Council when TAS was formalized as a subcommittee.
   b. Sarah will reach out to instructional deans and to those faculty who are already involved in ZTC work.
   c. Meetings should move to Zoom only to make it easier.
   d. Ask ASGC if we can move to having 3 'at-large' faculty, rather than by division, to make this easier.
VIII. Textbook Adoptions (Discussion)
   a. 97% of Fall 2024 courses had book orders submitted, which is very high.
   b. Jai moved up the due date to 4 October to build in to help process everything quicker. He'll have targeted outreach to faculty in mid-October who haven't submitted their information by that point—want to get as close to 100% adoption before registration starts.
   c. There has been an issue that faculty are submitting their required materials to Jai, but not necessarily the recommended and/or optional texts, as well as many ZTC faculty who are not telling Jai that they want a print option made available to students—but then this information is added to the course syllabus. That's an issue, as the Bookstore doesn't have the materials prepared for the students to purchase.
   d. Action items:
      i. Intentional messaging through the instructional deans to make sure that faculty submit all of their course materials
      ii. Intentional messaging that makes it clear that ZTC/LTC status is tied only to required materials, not recommended and optional materials.
      iii. Sarah will update the Textbook Adoptions website (on the TAS website) to make this clear.
IX. Adjourn

Membership:

- Sarah Harmon, Academic Senate OER Liaison and OER/ZTC Coordinator
- Nada Nekrep, Online Instruction Coordinator
- Diana Tedone-Goldstone, Librarian
- Jai Kumar, Bookstore Manager
- Anniqua Rana, Dean of Academic Services and Learning Technologies
- Chialin Hsieh, Vice President of Instruction (ex-oficio)
- [vacant], Business, Workforce and Design Division Representative
- [vacant], Humanities and Social Sciences Division Representative
- [vacant], ASCC Representative
- Science and Technology Division Representative (vacant)
- Counseling Division Representative (vacant)
- Kinesiology, Athletics, and Dance Division Representative (vacant)

Important links

- [Textbook Affordability Subcommittee website](#)
- [OER/ZTC LibGuide](#)
- [SMCCCD OER/ZTC Website](#)
- [ASCCC OERI Website](#)

Next (potential) meeting: 22 October, 1-2pm, [Zoom](#)