TEXTBOOK AFFORDABILITY COMMITTEE

**Thursday, March 21, 2019**

1:00 p.m.

Milner Library, 311

**Agenda**

**Members Attending**: Michaelene Cox, Michael Rubio, Crystal Nourie, Do-Yong Park, Laurence Bender, Danielle Miller-Schuster, Jim Palmer, Anne Shelley (minutes)

**Members Absent:** Morgan Anderson

**Call to Order:** 1:01 p.m.

**Action Items**:

1. Review and approve minutes from 2/28/2019 TAC meeting
	* Minutes approved at 1:04 after minor amendments

**Information Items**: none

**Discussion Items:**

1. Student Survey
	1. Review and approve draft survey
		1. Committee made final edits to survey questions
		2. Discussion and editing about survey goal, e-mail subject line, and body of survey e-mail
	2. Distributing survey
		1. Q from last meeting: How to get a purposeful sample – does each college have a student group represented in SGA?
			1. Did not discuss this question
		2. Format
			1. Both paper and online - yes
			2. Use Qualtrics – Anne will input questions and send out for review
		3. Possible methods
			1. Question about if survey needs approval before distribution - discussion
				1. Danielle will ask Susan Kalter to review survey and Danielle will inform Anne of feedback
				2. Anne will inform Jim Pancrazio and Academic Affairs Committee that we plan to do a survey this semester
			2. E-mail
				1. SGA e-mail list - Michael will send
				2. Michael noted SGA elections are in early April, wants to avoid conflicting with those e-mails
				3. Dean of Students (RSOs) - no need, duplicative
				4. Graduate students

Michaelene is on Graduate Council

* + - * 1. Other
			1. Milner Library
				1. SGA Club Milner – finals week

Can pass out surveys then

* + - * 1. Coffee and Donuts – finals week
				2. Pawsitively Stress Free
				3. Place copies at service points
				4. Distribute during National Library Week kickoff event
			1. Registrar’s Office
			2. TCH RSO meetings
		1. Timing
			1. ASAP, through mid-April
	1. IRB?
		1. Per Tim Deering in Research Ethics and Compliance, protocol only needed if research being conducted
		2. Anne can double check – may submit a protocol
1. Planning for Summer/Next Year
	1. Only one meeting left (on May 2)
		1. Invite new SGA officers, have Michael and Morgan attend
	2. Anne will check with Cera about new committee membership
		1. Rotating off
			1. Rubio
			2. Anderson
			3. Cox
			4. Park
			5. Palmer
			6. Miller-Schuster (New Student Affairs designee)
		2. Continuing
			1. Nourie
			2. Bender
			3. Shelley
	3. Anne needs to submit annual report to AS
	4. Discuss student survey results
	5. Faculty survey
	6. Web presence for textbook affordability resources
	7. Physical handout on affordability…. For parents, prospective students?
	8. Programming/Educational Event
		1. Panel about affordable course materials – library, student, faculty?
2. Other

**Announcements/Miscellaneous:** Next meeting is Thursday, May 2, at 1 p.m. Danielle will bring treats!

**Adjournment:** 2:02