TEXTBOOK AFFORDABILITY COMMITTEE

**Tuesday, August 27, 2019**

1:00 p.m.

Milner Library, 311G

**Minutes**

**Members Attending**: Bender, Cox, Miller-Schuster, Murphy, Nourie, Shelley

**Members Absent:** Solebo

**Call to Order: 1:00 p.m.**

**Introductions:** (name, role at University, why you are on the committee)

1. New members
	1. Julie Murphy
	2. Euysup Shim
	3. Samiat Solebo
2. Returning members
	1. Larry Bender
	2. Michaelene Cox
	3. Danielle Miller-Schuster
	4. Crystal Nourie
	5. Anne Shelley

**Action Items**:

1. Review and approve draft minutes from May 2 meeting
	* Minutes were approved.
2. Review and approve draft annual report
	* Discussion and recommendation to review 2018 annual report and identify carryovers/things still in progress for 2019 annual report. **Anne will look at 18 and 19 reports and respond to committee over e-mail. Additionally, Anne will review the TAC strategic plan and think more about how to prioritize activities for this year.**
3. Set meetings for Fall 2019
	* The committee will meet on the following days and times, in Milner 311 conference room:
		+ 9/24 at 1 p.m.
		+ 10/22 at 1 p.m.
		+ 11/12 at 1 p.m.
		+ 12/3 at 1 p.m.

**Information Items**:

1. TAC Strategic Plan
	1. Discussion about how to pursue items in strategic plan that the committee is not directly responsible for. The committee may want to consider striking points that aren’t achievable or relevant. Suggestion to solicit feedback from Academic Affairs Committee chair, perhaps invite to a TAC meeting.
2. TAC Documents in Office365
	1. Currently TAC documents are stored in Anne’s Office365 space, and shared with committee members. Discussion about using a more appropriate space. **Anne will ask Cera about document management options for Senate committees.**

**Discussion Items:**

1. Elect Chair
	1. Discussion about possible co-chairship. **Anne will contact Larry over e-mail**.
2. Elect Secretary
	1. **Anne will e-mail committee to ask for volunteer**.
3. Student Survey from Spring 2019
	1. Discussion about how to present and share the data.
	2. Suggestion to represent data visually.
4. Committee web presence
	1. Anne presented draft site on textbook affordability, using about.illinoisstate.edu.
	2. Discussion about other places on ISU website that discuss textbook information, like the Registrar’s Office.
	3. Suggestion to make “textbook” more searchable on ISU website – index the term in A to Z list.
5. Goals/possible activities for FY2020
	1. Faculty survey
	2. Populate web presence for textbook affordability resources/committee
	3. Physical handout on affordability…. For parents, prospective students?
	4. Programming/Educational Event
		1. Panel about affordable course materials – library, student, faculty?
		2. CTLT Symposium proposal – identify faculty
	5. Other
		1. Suggestion to propose a session for the CTLT 2020 symposium on textbook affordability.
		2. **Danielle will bring bookstore contract language to next meeting.**
		3. Suggestion to determine and schedule priorities for committee this year. **Anne will draft a calendar for the year and send it to the committee for review.**

**Announcements/Miscellaneous:**

1. Discussion about other stakeholders on campus who are talking about affordability. Danielle has spoken with Jana Albrecht and Amy Hurd, Anne has spoken with Yojanna Cuenca-Carlino. Suggestion to check with chair of Academic Affairs Committee, as well. Committee discussed inviting guests to TAC meetings, but we should be strategic about when to schedule guests so we can still accomplish goals for the year.
2. Suggestion to look at questions from past faculty survey, to help prepare for upcoming faculty survey.

**Adjournment:** 2:10