TEXTBOOK AFFORDABILITY COMMITTEE

**Tuesday, September 24, 2019**

1:00 p.m.

Milner Library, 311G

**Minutes**

**Members Attending**: *Laurence Bender, Michaelene Cox, Caleb Howard, Danielle Miller-Schuster, Julie Murphy, Anne Shelley, and Euysup Shim*

**Members Absent:** *Crystal Nourie and Samiat Solebo*

**Call to Order:** *The meeting was called to order 1:01 p.m.*

**Introductions**

1. *The committee welcomed new member, Caleb Howard.*

**Action Items**:

1. **Review and approve draft minutes from August 27 meeting**

*The agenda was changed to strike the word ‘Agenda’ at the top and replace it with ‘Minutes.’*

1. **Determine chair/co-chairs for FY2020**

*Anne Shelley will continue as chair; Caleb is going to discuss with Anne the possibility of co-chairing the committee with her.*

1. **Elect committee secretary**

*Since there were no nominations at this time, Danielle Miller-Schuster volunteered to take notes for the meeting. Nominations will once again be accepted at the next meeting in October.*

**Information Items**:

1. **FY2019 annual report was submitted to Cera**

*The annual report was emailed to the committee on September 14th for review. Changes and/or recommendations were accepted until September 18th. The approved annual report was placed in Microsoft Teams and sent to the Academic Senate Clerk.*

1. **Anne has a meeting scheduled with Dr. Amy Hurd, AVP for undergraduate students**

*The meeting is intended to be an introductory conversation to discuss: (1) purpose and goals of the Textbook Affordability Committee, (2) opportunities to collaborate and share resources, and (3) resources available to students and faculty through Milner Library to reduce textbook costs.*

*Depending on next steps, Dr. Hurd may be invited to a future TAC meeting for more discussion.*

1. **New item for discussion: Microsoft Teams**

*Need to look into Caleb’s access and email notifications/settings.*

*The work of the TAC committee (e.g., agendas, minutes, surveys, reports) is available in Teams.*

*It was decided that the Chair and/or Secretary will send out an email notification to the committee when materials are added to the site.*

*For committee members using Teams for the first time, it was recommended they visit* [*https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7*](https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7) *for video training.*

1. **Anne met with Dr. Jim Pancrazio from the Academic Senate**

*Anne shared that Dr. Pancrazio is very aware of textbook affordability issues. He has personally used tools to offset the costs of textbooks for students enrolled in his courses. He suggested providing faculty with information they could use (if they desired) in their syllabi regarding textbook affordability. He recommended our committee review it.*

*Discussion:*

*A question was posed: How does he plan on sharing that information/template? Anne commented that Dr. Pancrazio was using it in his IDS 128 syllabus and had shared it with Dr. Amelia Noelle-Elkins (University College), Bridget Curl (Financial Aid), and Pamm Ambrose (University College). Bridget recommended he share it with our committee.*

*Another question posed: Could/should this be a role for UCC? After some discussion, it was decided that UCC may not be the right fit. It was noted that Jim recommended that our committee review it and make a recommendation to the Academic Affairs Committee of the Academic Senate.*

* 1. *If TAC does recommend it, it would be merely suggested language that faculty could use if they elect to, as it may not be appropriate for all faculty and all departments.*
	2. *Committee members recommended that one course of action would be to include a question in our faculty survey gauging interest in a template prior to making a recommendation to the Academic Affairs Committee of the Academic Senate.*
	3. *Anne offered to send what Dr. Pancrazio shared with her prior to our next meeting.*

*The committee shifted gears to discuss the timing of survey dissemination.*

1. *It was proposed that we provide a short turnaround to respond to the survey with the hope that faculty members would respond right away.*
2. *The committee will discuss when and how to distribute the survey at our next meeting.*
3. *It was suggested that we revisit the previous survey to determine if we want to include questions and discuss what additional questions need to be added.*

**Discussion**

1. Proposal for 2020 CTLT Teaching and Learning Symposium
	1. Remaining committee members Julie, Euysup, Michaelene, and Anne discussed the committee proposing a poster for the Symposium. It was agreed that a poster would be a good way to communicate the committee’s role and work, along with general issues in textbook affordability, to attendees. Anne offered to draft a proposal and share it with the committee for review.

**Adjournment**: Meeting adjourned at 2:10 p.m.