TEXTBOOK AFFORDABILITY COMMITTEE

Tuesday, December 3, 2019

1:00 p.m.

Milner Library, 311G

Minutes

**Members Attending:** Laurence Bender, Joshua Crockett, Michaelene Cox, Joe Hendrix, Danielle Miller-Schuster, Julie Murphy, Anne Shelley, Euysup Shim

**Members Absent**: Caleb Howard, Samiat Solebo, Crystal Nourie

**Call to order:** The meeting was called to order 1:00pm

**Introductions**

1. The committee welcomed Joe Hendrix

**Action Items:**

1. **Review and approve draft minutes from September 24 meeting**

Minutes from October meeting were updated by Danielle to provide more details on the University’s contract with Barnes and Noble. Anne provided these for member review via her shared screen in the meeting room. Revised minutes were approved.

1. **Determine minutes taker**

Anne requested a member of the committee to continue the rotation of this responsibility. Joe agreed to take minutes for current (12/3/2019) meeting.

**Information Items:**

**CTLT Symposium Poster**

Anne requested comments/feedback of the draft poster that she had saved in the TAC Teams folder, including the approach taken to include the purpose, goals and activities of the TAC.

*Discussion*:

The document was displayed for review. Overall, the committee was pleased with the document and had some suggestions to strengthen it further.

*Suggestions:*

Alternatives were discussed regarding the headers for items referring to national and ISU data, respectively. Ultimately the committee agreed to alter these to “Challenges – National” and Challenges – Illinois State University” to distinguish these data points as items of concern regarding textbook affordability. Anne made these updates to the draft poster during the meeting.

For the “Strategies” section, the committee agreed to revise the header to “Strategies for Faculty” to clarify the intended audience given the expected symposium attendees. The committee discussed the intent to provide faculty with ways that they can directly influence textbook affordability as well as help educate students on their options. For reference, please see the strategies listed in the “Information for Faculty” section recorded in the meeting minutes from 10/22/19, and also found on the Registrar’s webpage at <https://registrar.illinoisstate.edu/resources/textbooks/>.

Michaelene suggested adding a link on the poster to provide the TAC membership information for those who wish to contact the committee. The committee agreed and Anne made a note to add it to the draft poster.

Danielle suggested that the national data be cited more clearly in terms of its sourcing and to ensure it is not confused with results from the TAC survey which shares some similar data points. Committee agreed and Anne made a note to address this on the draft poster.

Larry provided suggestions on some grammatical and readability items, such as arranging the TAC survey bullet points to more closely resemble those from the national data. Michaelene and Larry suggested possible use of a graphical representation of some of the data, such as a bar graph including the responses where national and ISU shared data points occurred.

Along with Anne’s updates based on earlier comments, Michaelene and Larry agreed to work on draft edits to include a proposed graphical representation along these lines with the goal of making the CTLT submission deadline of Dec 6 for free printing of the poster via CTLT. It was noted by Anne and Julie that the library might also have equipment that could be used to print the poster if needed.

The group agreed that the draft revisions will be shared to the committee by the afternoon of Dec 5 or as soon as it is available for review and comment.

*Presenter for TAC’s Poster:*

Anne brought this up for discussion among the group. The poster presentation is scheduled to run from 4-5 pm on January 8, and it was determined that several committee members will be attending the symposium (Michaelene, Anne, Euysup) that day. Following discussion Euysup agreed to serve as our presenter for the poster presentation. Michaelene inquired as to whether individuals presenting are recognized as such – Anne will check on this and let the committee know.

**Discussion Items:**

1. Set meeting calendar for Spring 2020.

Prior to reviewing calendars to set meetings for Spring 2020, Anne first asked if maintaining meeting times beginning at 1 pm on Tuesdays would work for the group. The group confirmed that this would be the case, and Anne then followed with a proposal to consider expanding to 90-minute meetings given the committee’s experience in trying to work through its meeting agendas within 60-minute periods. The group agreed to move to a 90-minute meeting format, and Anne then proceeded to work through the spring 2020 calendar with proposals for dates/times. The committee agreed to the following dates and times for the TAC’s Spring 2020 meetings (all meetings scheduled for 1:00 – 2:30 pm):

* Tuesday, January 28, 2020 [AS: meeting rescheduled for January 21, 2020)
* Tuesday, February 18, 2020
* Tuesday, March 3, 2020
* Tuesday, March 31, 2020
* Tuesday, April 28, 2020

Anne will send Outlook meeting invites to the TAC committee for each of these dates.

1. Faculty survey

Due to time constraints, the committee agreed to skip this agenda item for this meeting but will continue to review and discuss via the Teams platform and future meetings.

1. Review Textbook Policy revisions
	1. Request from Dimitrios Nikolaou:
	2. “The Academic Affairs Committee (I serve as the Chair for this calendar year) was reviewing the Textbook Policy yesterday and we would like to hear from the Textbook Affordability Committee if there should be any changes/modifications/additions to the proposed policy. I have attached the policy that was forward to the AAC without any of our comments so that we are not influencing the discussion within the TAC. I look forward to any suggestions the TAC may have on the policy. Thank you!”

Anne led the group in a brief review of the documents shared by Dimitrios Nikolaou regarding the University’s textbook policy (Policy 4.1.3 Textbooks). The group discussed item 3 within the general section of the policy which states

3. “The textbook list is public knowledge and Illinois State may not enter into an exclusive contract for textbook sales with any one store.”

The draft copy shared with TAC showed a suggested edit to strike the phrase “and Illinois State may not enter into an exclusive contract for textbook sales with any one store” from the sentence.

As this seems to be inconsistent with the existing agreement with Barnes and Noble (though textbook sales per se are not technically exclusive in that agreement), the group agreed that this phrase should not appear in the policy. However, Danielle offered to verify with ISU legal staff that the suggested strike of that portion of the sentence is still accurate as we believe it may originally be from 2017.

Larry left at 1:52 pm

Anne and others also noted that the textbook list link embedded with the textbook policy on the University’s Policy and Procedures webpage at <https://policy.illinoisstate.edu/academic/4-1-3.shtml> is currently broken.

Also noted was that the navigation to the textbook information within the Registrar’s website was challenging and requires use of the search function on the page using the term “textbooks” in order to access the page that offers information on textbook affordability, resources, TAC information, textbook adoption information for faculty, etc.

As a follow up to the discussion, Anne will contact Dimitrios to request more guidance and clarity on what the Academic Affairs Committee would like in terms of feedback from the TAC on the policy. The group agreed that we will revisit this policy discussion at the next meeting in January.

For next meeting (items carried over from today’s agenda):

1. Review Dr. Pancrazio’s document and make any edits in Teams before next meeting
2. Review Anne’s document for faculty survey, including goals section, bring suggestions

**Adjournment: Meeting adjourned at 2:00pm**