TEXTBOOK AFFORDABILITY COMMITTEE

Tuesday, August 25, 2020

Online – 2:00 p.m.

**Members Attending:** Anne Shelley, Euysup Shim, Michaelene Cox, Julie Murphy, Pam Walden, Joe Hendrix, Joshua Crockett

**Members Absent:** Caleb Howard

**Guests:** Amelia Noel-Elkins

**Call to order:** The meeting was called to order 2:00pm

**Introductions**

1. Anne introduced Ameila Noel-Elkins, Interim Assistant Vice President for Student Success. Committee members introduced themselves and stated department/connection to committee.

**Action Items:**

1. **Review and approve draft minutes from April meeting**

Minutes were approved

1. **Determine minutes taker**

Pam and Michaelene both commented that they were not comfortable with this task. Pam agreed to take minutes this time provided the meeting is recorded so she could refer back to recording if needed. The committee agreed that we would record the meeting for this purpose only, and that the recorded meeting would not be shared in any other format or with others.

**Information Items:**

1. **FY20 annual report submitted**

Anne informed the committee the annual report was submitted to Cera Hazelrigg.

1. **FY20 agendas and minutes submitted**

Anne informed the committee the FY20 agendas and minutes were submitted to Cera Hazelrigg.

**Discussion Items:**

1. **Elect chair**

Michaelene nominated Anne Shelley to continue to serve as committee chair. Anne accepted. This is the final year Anne will chair the committee.

1. **Elect secretary (or continue rotating minute taking)**

The committee agreed to keep the rotation of minutes taking as nobody stepped forward to be committee secretary.

1. **Set meeting schedule for Fall 2020**

The committee agreed to meet on a monthly basis. After some discussion we agreed on the 4th Tuesday of each month at 2 p.m.

1. Textbook affordability at ISU website- <https://about/illinoisstate.edu/textbookaffordability>

Anne informed the committee that additional information had been added to the website since we last reviewed it.

Anne asked Pam to share comments on the addition that she suggested to the group via email re: the Higher Education Opportunity Act of 2008. This is the actual wording:

An institution of higher education receiving Federal financial assistance

shall make available to a college bookstore that is operated by, or in a

contractual relationship or otherwise affiliated with, the institution,

as soon as is practicable upon the request of such college bookstore,

the most accurate information available regarding--

            ``(1) the institution's course schedule for the subsequent

        academic period; and

           ``(2) for each course or class offered by the institution

        for the subsequent academic period--

                    ``(A) the information required by subsection (d)(1)

                for each college textbook or supplemental material

                required or recommended for such course or class;

                    ``(B) the number of students enrolled in such course

                or class; and

                    ``(C) the maximum student enrollment for such course

                or class.

Pam shared that she thinks we need this included on the website as more students are coming forward, unhappy that textbooks they purchased (that were marked “required” in Campus Solutions) are either not needed or had been changed at the last minute. Students sometimes get stuck with a book they do not need as in some cases they cannot get their money back.

It was suggested that some faculty are unaware of the textbook expectations identified in the Act. Whose responsibility is it to educate faculty? Could this committee leverage itself to train the department chairs as to why providing accurate and timely textbook information to students is so important? It was discussed that an endorsement from the Senate behind the committee’s recommendation would be very helpful.

This website could be a very useful tool to both faculty and students. It would need to be strategically placed online so both faculty and students can find the information. Should this website be stand alone? Should the information on this website be woven into other websites? It was agreed that Anne would reach out to Arturo Ramirez and Zach Parcell in WEB for guidance.

1. **Affordable textbook initiative grant (draft)**

Per Anne, the Library Dean has agreed to put $10,000 towards this grant. There was much discussion on this initiative grant re: award amount, timing of award, reviewing applications/criteria to be evaluated & who will ultimately decide the winners.

*Amount of award* - Is $750 an appropriate amount to award? Is it enough to encourage faculty to spend their time searching for alternative, less expensive textbook options for students? Faculty on the committee agreed that the amount was appropriate, but also that if faculty were educated on the importance of textbook affordability, a monetary incentive might not be necessary. If that is the case – could the money be spent in a different way to help students directly, possibly by giving the money to a fund that goes towards students who need financial assistance? Amelia mentioned that although this is a good idea, this sometimes becomes complex to execute.

*Timing of award* - The committee discussed possible application deadline dates. Our hope is to have this award in place in the spring semester. Should the date be the date registration opens so that the textbooks are already assigned, meaning the students can see this information as they register? Or, do we set the deadline later? If we do this, more faculty might continue to search for less expensive options for their classes as they won’t know who the winners are until later in the semester.

*Reviewing applications/criteria* - What criteria will be evaluated? Who will create the rubric for evaluation? No decisions were made.

*Decision making* – It was decided that this Textbook Affordability Committee is the best group to evaluation applications and select winners. It was suggested (and agreed upon) to have a subgroup as not everyone on the TAC needs to be involved. We did agree that the subcommittee needs to be a mix of faculty, student, and staff.

1. **Faculty survey**

Meeting adjourned before this was addressed.

1. **Goals/activities for FY 20201**

Meeting adjourned before this was addressed.

**Announcements/Miscellaneous:**

**Adjournment:** The meeting was adjourned at 3:35 p.m.