

Textbook and Instructional Materials Committee (TIMC)

Report to Academic Senate

December 4, 2024

TIMC has had a busy fall with many of our members being new to the committee. We offer the report below of our activities and look forward to future annual reports. We welcome senators to visit our committee meeting or reach out with any questions they may have.

Textbook Adoption Process

The Committee heard a presentation detailing the steps of the current textbook adoption process. Here is a timeline of this process:

Initial inquiry by Bookstore

- Around week 10 of the semester (10/24/24 this year), the bookstore sends out an email to all faculty asking for their needs for the upcoming semester.
- This email asks faculty to respond by the end of Week 11 (11/1/24 this year), when the class schedule for the following semester is published.
- Faculty can specify their course needs through a webform, via an email to the textbook manager, or by visiting the bookstore in person.

Auto-Adoption by the Bookstore

- If faculty do not respond by the due date, then the bookstore auto-adopts the books from the previous semester.
- The purpose of this is that students know what textbooks and materials are needed upon registration.
- These auto-adoption choices are tentative and are not finalized until the end of finals week.
- Up until then, the instructor can submit their choice, and the auto-adoption is overridden.

The bookstore then estimates the number of copies they need of each book and performs their ordering. One important reason for faculty to specify their textbook needs is that it allows the bookstore to pay students a higher price for their used textbooks during finals week. If there is no stated need for a particular book at SRJC, then the bookstore can only pay students a significantly lower price. Being named through the auto-adoption process is enough for the bookstore to justify paying students the higher buyback price.

ZTC Grant for SRJC and Faculty Coordinator

In March 2023, Santa Rosa Junior College was allocated \$180,000 through district apportionment to design, develop, and pilot at least one ZTC degree pathway offering. At the end of Spring 2024, our ZTC Grant Coordinator – Katrina Smith came to TIMC to share information on the grant plans. As the grant progresses, she will bring regular updates to the TIMC committee as supporting Open Educational Resource (OER) and informing faculty on OER adoptions is part of the Committee’s charge. We look forward to this continued work.

Inclusive Access

Inclusive Access is a textbook access model that bundles the cost of the digital course content into registration. This model was presented by the bookstore as a potential option for consideration. If approved for the district, faculty could individually choose this access model and students would be required to go through extra steps to opt out, after paying. The committee discussed Inclusive Access, and former TIMC co-chair Canon Crawford presented a report drafted by TIMC as well as updates to the trends, which is also referred to as automatic billing. Concerns were raised whether this model would really benefit students, whether it was predatory, whether access to materials would be available outside of the course platform, and considering other initiatives such as ZTC, that the model isn’t equitable. *The committee voted to pass on an inclusive access proposal at this time.*

Committee Charge and Membership – Request to College Council

The current committee charge is adequate. We are still exploring how to best execute these charges. The Committee has requested a change to membership that is currently being considered by College Council. We have not been able to identify a faculty chair for the committee. The last faculty chair resigned in Fall of 2023. Prior to this chair there were intermittent faculty chairs from December of 2022 until present. Currently, Mary-Catherine Oxford (administration) is acting as committee chair.

Spring 2025 Plans

Discuss Future of the Bookstore – There have been significant changes in textbook publishing, textbook affordability, and bookstores at universities. TIMC plans to discuss this in spring and understand what is occurring at other institutions. TIMC is interested in guidance on what the Senate would like to see in this work.

Textbook Adoption Form – The Committee is in the process of gaining a deeper understanding of the comprehensive textbook adoption process to inform recommendations, including possible recommendations to the textbook adoption form.

Library Services - The Committee would like to help the larger SRJC Community understand SRJC Libraries services related to instructional materials.

Burden Free Instructional Materials Initiative – The Committee plans to discuss, understand and bring awareness to SRJC of the [Burden Free Instructional Materials Chancellor’s Office Initiative](#).