

Textbook and Instructional Materials Committee (TIMC)

Report to Academic Senate

April 15, 2026

Charge: Textbook and Instructional Materials Committee will:

1. Assist the District with the development and implementation of compliant policies pertaining to textbook and instructional material selection and access, including accessibility and copyright compliance.
2. Identify and make recommendations to remove institutional barriers related to textbook and instructional materials access and affordability
3. Establish guidelines for Santa Rosa Junior College faculty and staff for the timely selection and submission of course materials.
4. Develop strategies and best practices for the affordable provision of textbooks and/or instructional materials to students.
5. Develop strategies and presentations to keep faculty informed about best practices and emerging technologies for providing textbooks and/or instructional materials to students.
6. Support and inform faculty on the adoption and review of accessible Open Educational Resources (OER).

Overview of Report

Our committee has been focused on understanding and improving current SJRC systems for course adoption selection and increasing student awareness of options on how to get access to course materials. This semester our committee has had several new appointments in Spring 2026. Our work in the areas described below will continue in Fall 2026.

Textbook adoption process

We as a committee have been working on understanding the full textbook adoption process. The textbook adoption process is owned by several separate entities, therefore making it challenging to get an overall understanding of how the process works.

- Understanding the transition to banner's impact on textbook adoption process: the committee has begun communicating with Hailey Yaffee from Systems & Programming, Information Technology to understand the impact the transition to banner will have on the textbook adoption process. This is ongoing work as the transition to banner continues and full transition is to be completed by Spring 2027 with the Follett Integration.
- Communication with the bookstore to improve faculty textbook adoption processes: the committee has also been communicating with the bookstore to improve the process by which faculty adoptions are identified for a course. We identified that it would be helpful if the bookstore had access to the email of department chairs to reach out to if a course of adoption is missing from their department. We are currently working with academic affairs to get this information posted to their department chair SRJC webpage. In addition, we will be asking departments to identify a point of contact for the bookstore if the department chair is not the appropriate choice.

Use of Open Education Resources and Zero Textbook Cost course distinction at SRJC

As a committee, we have been also working to increase the number of courses using open education resources (OER) or zero textbook cost (ZTC) courses at SRJC. We also have identified that a major challenge to this work is that courses are not easily identified as ZTC in the schedule. This is challenging both during the scheduling process marking classes as ZTC as well as students then understanding that notation on the course schedule (discussed later in the document).

- Our committee is working to identify and improve the process of how ZTC courses are identified during the scheduling process. We hope to identify any areas that make this process challenging and work to address those areas either with suggested changes in process or education for those who are involved in class scheduling.
- Our committee is developing a survey to gather input from faculty on their experience and questions related to OER and ZTC courses. The development of this survey is being completed in consultation with the ZTC workgroup. The goal of this survey is to guide the committee's work in Fall 2026.
- Our committee will be informed on the timeline and goals for the remainder of the ZTC grant.

Informing students about options to lower the material costs of their courses

As a committee, we are also engaged in work to help improve student awareness of how to decrease instructional material costs.

- We are working to better catalogue all the current SRJC textbook loan programs. We have an understanding of how the library loan and reserve processes work with helpful consultation with our committee member David Rau. We are now working to learn about other loan programs including those with MESA, Pre-Nursing Pathway, and others.
- We are also working to develop a list of suggestions to increase the visibility of student textbook loan programs. Ideas that have been discussed include:
 - Social media advertisements (e.g., Instagram, Cub Life)
 - Campus bulletin boards and signage
 - Welcome Day and early-semester events presence
- Work is being done to improve students' understanding of what a ZTC course is and how to identify those courses when registering. Our student committee member (Edgar Najjar Flores) and ZTC Grant Coordinator – Katrina Smith are key contributors to these efforts. Ideas that have been discussed include:
 - Create simple, clear flyers explaining icons and benefits of ZTC course
 - Encourage counseling to inform students about ZTC options during sessions
 - Maintain or improve existing webpage linking textbook access options