

Textbook Committee Meeting: Minutes  
February 1, 2010

- I. Introduction of Committee Members
  - A. Members Present:
    1. Carolyn
    2. Myra
    3. Debbie
    4. Sean
    5. Heather
    6. Welcome Student Senate Textbook Representative: Whitney Nielsen
  
- II. Old Business
  - A. Textbook committee Website
    1. Volunteer to put together/maintain "Important Links"
    2. *Heather will check with Jaime Speilmann about how the current textbook committee site is being run. She will then contact Carolyn to see if someone on the library staff might be able to help us keep it current/add important links for faculty*
  - B. Book Swap
    1. Fall 2010: Whitney to organize with help from committee
    2. How to outreach to extended sites
    3. *Various possible dates were discussed. Sean mentioned the Friday before classes start (during Welcome Day). The Friday after classes start was also discussed. Heather will check with Sherry to see if Welcome Day is still going to happen. Whitney and Heather will confirm a day and get back to the committee.*
  - C. HOEA
    1. Debbie: Update on meeting with Deans, Admin Assistant & Bookstore
    2. Faculty/Staff Awareness?
    3. *Information on this new requirement is being dispersed through the departments. Division admin assistants and Deans have been informed. Debbie will make sure that Deans are including this information during Division meetings. Debbie will also check with C. Bailey about putting together a timeline for textbook adoptions for Summer and Fall 2010 to distribute to faculty, admin, staff. Sean also mentioned that a new spreadsheet form will be used for textbook adoptions.*
  - D. Follett Textbook Rental Program
    1. Update: Sean
    2. *Debbie and Sean reported that it is 90% likely that SC will have a textbook rental program starting this summer. Debbie has been speaking with Mary Pearce, the Follett rep for the rental program. Rental costs will be 55% of the cost of the book.*

- E. Inviting administrator:
  - 1. Update: Heather
  - 2. *Heather invited Brian Spillane to join the committee. At the time of the meeting, Heather had not yet heard back. Update: Brian has agreed to join the committee*
- F. Decrease in on-time textbook adoptions
  - 1. Fall 2010 Adoption Deadline?: Sean
  - 2. *Debbie will be putting together a timeline, then, per the plan from our previous meeting, members of the committee will help distribute this information.*
  - 3. Review Plan
    - a. *Include adoption deadlines in N2M a few weeks before the deadline (Lauren)*
    - b. *Send all faculty email reminders before deadline for adoptions (Heather)*
    - c. *Include adoption deadline on textbook committee website (Heather)*
    - d. *Follett host a deadline adoption open house at the bookstore (Sean)*
    - e. *Include textbook adoptions deadline banner on SC website (Debbie)*
- G. OER Presentation
  - 1. Fall Flex Day?: Heather
  - 2. *It was agreed that an OER presentation during Fall 2010 flex day is a good idea. It was mentioned that having it in a computer lab would help make it more hands on. Carolyn mentioned that the new computer lab in the library should be ready by then. Heather will check with the Flex Day committee on availability. Further details will be discussed at the next meeting.*
- H. Raising Awareness: Faculty & Student Orientations
  - 1. *Debbie mentioned that other campuses had a faculty education pamphlet that included information on choosing textbooks. Sean mentioned that he had a PDF copy and he will be sending this to Debbie, who will distribute it to the rest of the committee for review. Everyone agreed that this would be helpful in terms of campus awareness, particularly to new faculty.*

III. New Business

IV. Date of Next Textbook Committee Meeting

A. Monday, March 1 11-12 Room 638

- 1. *All future textbook committee meetings will be held in the Fireside room in the library*