

## TEXTBOOK AFFORDABILITY TASK FORCE

Approved Minutes April 30, 2010

Ocean Campus, Science Hall Room S45

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Submitted by Don Newton, Approved on May 14

### **The meeting began at 1:15 PM**

**Present:** MEMBERS: Don Newton, Deena Samii, Karen Saginor, Katherine Gelardi, Katryn Wiese, Ray Gamba, Ryan Vanderpol,

**Minutes:** Minutes for April 9th were reviewed, revised, and approved without objection.

### **Agenda Items:**

- **Distribute report made to Board of Trustees on April 29<sup>th</sup> - Don .** We did take a look at it. Problem of who'd report it led to some suggestions on how to handle late requests for information so that the entire group will be aware of any special reports sent. The chair intends to "anticipate" such requests so that a report requested by the Board of Trustees or the Chancellor would in fact be a summary of information already posted on the web site. If we keep that site current, requested reports, with a short due date, can be compiled from already agreed upon information.
- **Report and discussion from Sub group on textbook price negotiation - Ray & Katryn,** Both reported on what they had considered to date. Perhaps this will take the form of a case study. Don will get a list of customized textbooks the bookstore currently has available for classes. This is a work still in progress so further notes on the discussion are not ready for the minutes.
- **Report and discussion from Sub group on library Reserve – Wendy and Karen.** No report yet. Since Wendy was not able to attend, the discussion is also not ready for the minutes.
- **Survey – when to close and start tabulating.** Raw data collected from the CCSF Textbook Usage Student Survey will be sent to Ray Gamba to compile and report. Possibly, some information will be ready by the next meeting.
- **Review and decide what we want on the web page ([www.ccsf.edu/tatf](http://www.ccsf.edu/tatf)) - Katryn**
  - **What is needed?** A Mission Statement, posting of reports and minutes, eventually TATF recommendations would be posted. Links to affordability web sites, links to news articles about affordability. Perhaps a sounding board for comments and ideas. Karen and Katryn will put together a list of goals for discussion May 14.
  - **Editing or Monitoring of content?**
- **Get ideas started for FLEX day presentation.** At the present time there were no useful ideas ready for a FLEX day presentation. As a result no updated description of a presentation was sent to the Human Resources Office. The time slot is available for, and will be described in the printed program as, a status report on the task force.
- **Other Items of discussion.** These are topics or ideas which were discussed but may or may not be recommended or implemented.
  - Create a Mission Statement – some language was suggested but not resolved.
    - Explore issues, evaluate options, make Recommendations, promote recommendations. – What result do we want to achieve?
  - Using Program Review to encourage that textbook affordability be made an important departmental priority by means of asking a derivative of a question such as: "What steps has your department taken to make textbooks more affordable."
  - A letter to department Chairs from the Chair of the task force encouraging a special emphasis on textbook affordability at FLEX DAY Department meetings.
  - Do a faculty survey in the Fall. We should try to get the wording completed over the summer so it is ready to go shortly after Labor Day, to coincide with the time faculty are selecting spring textbooks. (be sure to include questions about what the instructor is teaching – Credit v. Non, how many, etc.)

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**The meeting Adjourned at 2:55 PM**