Meeting Started at 1:05 PM – Adjourned at 3:05 PM

Present: Don Newton, Katryn Wiese, Ray Gamba, Anne VanDerslice, Rauf Ibraginov, Deena Samii, Lisa Chen, Nini, Katie Gelardi, Teandra Johnson, Karen Saginor (at 2:30)

1. Discussion of preliminary results of Instructor Survey on Textbook Affordability (148 survey submissions to date). We reviewed some preliminary trends and discussed ways to increase participation through repeated e-mails AND City Currents article.

2. Review and Accept Minutes from September 17
   Minutes finalized and approved. Posted on web site

3. Survey of Students on textbook Affordability - review Comments
   a. General discussion about comments seen
   b. Decided that each person who had comments would summarize the topics and send the results to Ray Gamba
   c. Post these comments on the web site with a more thorough results page for Student Survey

4. Review of the website (www.ccsf.edu/tatf)
   a. Katryn walked the group through the web site
   b. Discussed concept of adding an open comments section for people to make affordability suggestions
   c. Encouraged task force members to look at the site often and send comments and suggestions to Katryn
   d. In the long term monitoring of the web site needs to become a part of the regular routine of some shared governance committee
   e. Discussed need for images – and thanks to Wendy Owens for coordinating a few of them to be taken. Need more!

5. Report for Board of Trustees Due Oct 18 for the Oct 28 board meeting.
a. We plan to have a visual presentation which will include a live website demo
b. Don will write up the report and send to all for review at next meeting (Oct 15)
c. Report needs to include our plan for continuation of the project once the task force ends.


7. Potential Open Forums on Textbook Affordability.
   Still not certain what or when. This may be a means to let all the college know about our work and demonstrate a priority. Suggested to have panel discussion of what’s available (student, instructor, department chair, bookstore).

8. Other Business –
   Discussed a role for the Academic Senate in institutionalizing the work of the task force.

Minutes approved and accepted
October 15, 2010
Don Newton, Chair