TEXTBOOK AFFORDABILITY COMMITTEE

**Thursday, March 21, 2019**

1:00 p.m.

Milner Library, 311

**Agenda**

**Members Attending**: Michaelene, Michael, Crystal, Do-Yong, Laurence, Danielle, Anne, Jim

**Members Absent:** Morgan

**Call to Order:** 1:01

**Action Items**:

1. Review and approve minutes from 2/28/2019 TAC meeting
2. Done at 1:04 after minor amendments

**Information Items**:

**Discussion Items:**

1. Student Survey
	1. Review and approve draft survey
	2. Distributing survey
		1. Q from last meeting: How to get a purposeful sample – does each college have a student group represented in SGA?
		2. Format
			1. Both paper and online - yes
			2. Use Qualtrics – Anne will input questions and send out for review
		3. Possible methods
			1. Question about if survey needs approval
				1. Danielle will talk to Susan about survey and report back Anne about results
			2. E-mail
				1. SGA e-mail list - Michael will send
				2. SGA has election in a couple weeks, want to avoid conflicting with those e-mails
				3. Dean of Students (RSOs) - no need
				4. Graduate students

Michaelene is on

* + - * 1. Other
			1. Milner Library
				1. SGA Club Milner – finals week

Can pass out surveys then

* + - * 1. Coffee and Donuts – finals week
				2. Pawsitively Stress Free
				3. Place copies at service points
				4. Distribute during National Library Week kickoff event
			1. Registrar’s Office
			2. TCH RSO meetings
		1. Timing
			1. ASAP, through mid-April
	1. IRB?
		1. Per Tim Deering in Research Ethics and Compliance, protocol only needed if research being conducted
		2. Anne can double check – may submit a protocol
1. Planning for Summer/Next Year
	1. Anne needs to submit annual report to AS
		1. Who will be rotating off
		2. Rotating off
			1. Michaelene
			2. Do-Yong
			3. Jim
	2. Anne will check with Cera about new committee membership
		1. New person coming to Academic Affairs
		2. Anne
		3. Crystal
	3. Only one meeting left (on May 2)
		1. Invite new SGA officers, have Michael and Morgan attend
	4. Discuss student survey results
	5. Faculty survey
	6. Web presence for textbook affordability resources
	7. Physical handout on affordability…. For parents, prospective students?
	8. Programming/Educational Event
		1. Panel about affordable course materials – library, student, faculty?
2. Other

**Announcements/Miscellaneous:** Danielle will bring treats for the May meeting.

**Adjournment:** 2:02