TAC Agenda and Minutes – 4/28/20

1. Attendance
2. Approve Feb. minutes
3. Review draft annual report
4. Discuss website - <https://about.illinoisstate.edu/textbookaffordability/>
5. Faculty survey

Notes –

Make sure member terms are noted in annual report and on website

Anne will send Doodle poll in August to set first mtg

For people who have seen student survey data

Send personal e-mail with URL to website

Write News post when new website is ready

Important to distribute widely

Faculty survey

Double check with IRB what we can share with whom

Share dept specific info with chairs and directors and Provost?

Need to create report to submit to Academic Affairs

When sharing survey data on website:

Received xx responses

Add some context – how does this compare with national data?

Check back with AT later to see who didn’t receive survey

\*\*Check ticket information status or ticket number – can share with Pam

Create a overview/handbook for the committee – what chair needs to do, orientation for members

Do this in the fall – appoint a working group

Website

Make a note on the website that it is under development

Contact page – ask for suggestions and feedback on what to include

Ask for a generic e-mail for textbook affordability

Textbook announcements-L list on campus, clerical staff who enter textbook info