Affordable Learning Solutions Subcommittee
Minutes of the Meeting of April 1, 2016
Location: SF 329
Time: 10 – 11:30 a.m.

Present: James Murray, Corazon Napolis, Aline Soules, Jingwen Yang

1. Approval of the agenda
   JM/JY/approved

2. Approval of the minutes of Jan. 19, 2016
   JM/JY/approved

3. Report of the Chair
   None

4. Old Business
   a. update on publisher survey
      Soules send the final version of the survey to Leslie Kennedy at the Chancellor’s Office, per
      her request. As she is busy with the C.O. grant process (due April 1, 2016), Soules has
      deferred following up with her until next week.
   b. follow-up on Feb. 6 faculty workshop
      As yet, there isn’t any particular follow-up, other than the fact that the notes from that meeting
      will feed into the state grant proposal. Soules plans to contact the attendees of that meeting
      to see if they would be interested in participating in the state grant process. John Tan, for
      example, has expressed interest in making changes to his course materials. Penny
      McCullagh and Vanessa Yingling may also be interested. Soules is also working with them
      on a video. Roger Wen will help promote the grant process to his online campus faculty.

5. New Business
   a. finalize cover letter and resolution to send forward to CIC (NOTE: CIC Chair, Mitch Watnik,
      has provided a place-holder for this resolution.)
      Murray made one final suggestion to improve the cover letter. Following that, based on
      previous emails and the presence of a majority of the voting members of the committee, a
      final vote was taken. JM/JY/Approved unanimously
      It was further suggested that after the CIC meeting on Monday, April 4, where this item will be
      on the agenda, Soules should ask M. Hedrick to put this item on the “consent calendar,”
      based on these considerations: 1. It enables CSUEB to apply for available funds; 2. It
      involves only faculty who volunteer; and 3. It provides a financial benefit to students.
   b. report on Mar. 1-2 ALS meeting in LA
      March 1 was the all-CSU meeting of ALS. The morning was an advisory committee meeting;
      the afternoon was the general meeting. The majority of the day was devoted to the C.O. grant
      process. Of note was the presence of representatives from all 23 campuses, a first.
      March 2 was a day devoted to the state grant and the process unfolding for AB 798. There
      were presentations and break-out sessions. The RFP and the evaluation criteria are available
      on the http://www.coolfored.org site. In terms of providing students with print versions of
      online texts, Napolis suggested using duplicating services. This also helps Accessibility
      Services because duplicating services will “clean up” text where possible. Big concerns for
      the planning process are budget and sustainability.
   c. discussion of plan development, based on RFP requirements with input from Feb. 6 workshop
      notes, discussions with Roger Wen and Jessica Weiss, and input from various stakeholders
      (NOTE: the draft plan will be available in Google Drive shortly for comment, suggestions, etc.)
A draft plan and a draft RFP document will be placed on Google Drive by the end of next week. Part of the plan is to engage in “awareness” training, involving mini-tutorials and other features that will perhaps be more helpful to faculty than face-to-face meetings and long webinars.

Soules will prepare a poster for the final symposium held by Faculty Development for FLCs and other initiatives. At that time, some budget from the previous C.O. grant can help with refreshments or door prizes or something of the sort. Certificates can be provided to those faculty who have previously participated in ALS initiatives.

6. Other business
   There was extensive discussion about e-books and how faculty can be made aware or reminded about library e-books. Murray found one e-book that he plans to use as a text for his students. There was also discussion about what happens when the limit of simultaneous users is reached and the next student tries to access the book. The message that pops up doesn’t always make it clear that the limit has been reached. Murray also requested some information be provided about how many simultaneous uses are available for each e-book.

   This led to a discussion of how faculty need to use the new bookstore adoption tool in order to ensure that Accessibility Services is fully aware of what materials need to be prepared for students. It might be possible to create a tutorial about the adoption tool because faculty did not come to the sessions offered by the bookstore. Soules will discuss with Escobar.

7. Next meeting date
   There will be a meeting in May. Soules will send a Doodle poll closer to the date.