

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.