Members Present: Kyzyl Fenno-Smith (chair), Donald Gailey, Barbara Hall, Yi He, Cathy Inouye, Yi Jiang, Keith Kravitz, Susan Opp, Erin Poor (student), Nancy Thompson, Holly Vugia

Members Absent: Brian Cook, Farzad Shahbodaghlo

Guests: Sarah Aubert, Endre Branstad, Jiansheng Guo, Sally Murphy, Sophie Rollins, Pamela Brian, Daminna Stanfield

1. Introductions

2. Approval of the agenda: M/S Hall/Kravitz; passed 11/0/0

3. Approval of the minutes of 4/15/13 Inouye/He; passed pending attendance corrections, 11/0/0

4. Report of the Chair:
   a. Offers suggestion that departments take pro-active stance regarding textbook policies and create their own departmental policy and perhaps a list of approved books
   b. June 3, 2013 meeting of CIC will be an organizational meeting

5. Report of the Presidential appointee: note that CIC policies on incomplete contracts and prerequisites are going to the senate; these have been controversial issues prompting a lot of discussion

6. Infrequently Offered Courses (IOC) APGS memo: This is an information only item. The list of courses that are infrequently offered is in the hyperlinked memo. The list has been sent to Department Chairs for review.

7. Old business:
   a. Affordable Learning Solutions (ALS): This is a CSU-wide initiative that aims to assist faculty in providing affordable education content to students; http://als.csuprojects.org/ Linda Dobb has requested that someone from CIC be on the CSUEB campus ALS committee. Discussion revealed that CIC is not very familiar with this initiative. The CIC chair pointed out two initial questions: 1) should CIC have a formal relationship with the committee, and 2) if so, who would that be. The committee may want to meet over the summer. An example of ALS, a recently created digital biology textbook, can be seen on the webpage. Student CIC member shared that her freshman year textbooks cast $2,200. Plan is to discuss this at next meeting, after Fenno-Smith has more information to share, and if needed representative will be appointed at the CIC’s June organizational meeting.

   b. Textbook Adoption and Americans with Disabilities Act (ADA) discussion: A referral from the Senate Executive Committee requests that CIC create a textbook policy to help with ADA required on-time adoptions and Higher Education Opportunity Act of 2008 (accessibility and cost of textbooks). Kravitz explained that the original policy regarding timely textbook adoptions was criticized for being difficult to enforce. Incentives (such as free coffee or other awards) have been offered, but without very much success.

Guests, Daminna Standfield (Accessible Technology Coordinator) and Pamela Brian (Accessibility Coordinator) addressed the CIC, explaining the importance of timely
adoptions. Their department serves 660 students on this campus, and a typical quarter has 250 requests for creating accessible media. About 64% of textbooks are adopted on-time. Particular issues that arose in this discussion included:

- instructors should note that PDF versions of documents are particularly difficult for Accessibility Services;
- Ms. Stanfield is the contact person who can assist faculty in creating accessible media either by appointment or drop-in (daminna.standfield@csueastbay.edu);
- textbook ordering deadlines are apparently established well ahead of time; CIC members queried whether these dates could not be made available at the beginning of the year;
- a question about the problematic timing of the class schedule going live, the textbook ordering dates, and confirmation of course teaching assignments;
- clarification that all students with an identified disability should be received priority registration to facilitate obtaining accessible media;
- some discomfort with the recent lists that have been emailed indicating which course/faculty have ordered on-time; and,
- possible strategies for increasing compliance with timely adoptions, such as the re-educating faculty about the importance of the timeline, the senate chair sending out the textbook policy to all faculty, and/or requesting departments create a plan about how they will meet the required ordering deadline. (Noted that at CSULA the course textbook list must be submitted with the course schedule.)

Fenno-Smith will draft a potential model template for department textbook policies.

i. **Referral** from Senate Chair Watnik

9. From the floor: none
10. Adjournment: Thompson/He; Passed 11/0/0

Next Meeting May 20, 2013

Respectfully submitted,
Holly Vugia