



Textbook Affordability Group - Charter Draft

Type of group

Constituted as a volunteer standing committee that has an advisory role to the ASA Technology Council.

Charge

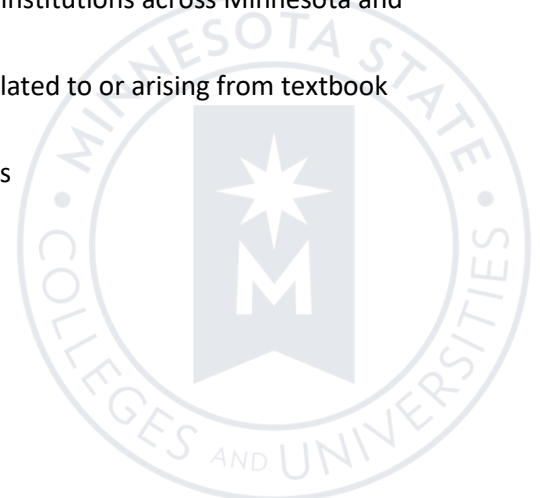
The textbook affordability committee acts as a conduit between various stakeholders across the system, including students, faculty, staff, administrators, and external partners to raise awareness around educational materials and the processes that support them.

The committee:

- evaluates and identifies opportunities for the system within an evolving educational material landscape including traditional textbooks, open educational resources, inclusive access options and programs, etc.,
- advises on trends and best practices to technology groups, bookstores, libraries, and other relevant stakeholders in matters surrounding educational materials, and
- explores and supports options that align with the system-wide objective to offer an affordable, equitable, high-quality educational experience to Minnesota State College and University students.

Roles & Responsibilities: *(What tasks/milestones will this group achieve?)*

- Serve as a forum for discussing, exploring, and raising awareness surrounding textbooks
- Create project teams and work groups as needed
- Identify and share, where appropriate, best practices from institutions across Minnesota and nationally
- Oversee currency of guides and tutorials for information related to or arising from textbook affordability initiatives
- Identify and measure key performance indicators of success



Scope *(i.e., boundaries of the project)*

In Scope

- Participate in the [Microsoft Teams Site for Textbook Affordability](https://mnsu.sharepoint.com/teams/SO-TextbookAffordability-Team) (<https://mnsu.sharepoint.com/teams/SO-TextbookAffordability-Team> and the [Chat and Discussion channel on Teams](#))
- Gather, organize, review, and discuss current efforts on textbook affordability, system-wide and on individual campuses
- Advocate for coordination of similar or overlapping projects arising from separate groups (e.g. two or more campuses, a group or campus and the system office, etc.)
- Develop and distribute tools for measuring perception and awareness of topics, questions, and initiatives amongst various stakeholders, including students, faculty, staff, administrators, and specific groups or teams within.
- Recommend messaging to students on the impact of including textbook cost in course selection
- Contribute to system reports on the state of affairs of textbook affordability initiatives in Minnesota

Duration and Time Commitment:

- This group will meet once per month (one to two hours)
- The duration of this group shall be one year, and continuation will be assessed annually
- Additional time commitments include research, report contribution, and time for sharing and contribution in Team discussions

Meeting Times and Dates

- Meeting times and dates are to be determined. Initial recommendation is to meet once per month for one to two hours per meeting.

Sponsors

- Ron Anderson, Senior Vice Chancellor of Academic and Student Affairs

Membership:

Note: Since there is a Teams site set up for this purpose, the group will identify two different types of Membership -- (1) Members: those who will be invited/added to the Teams site, and (2) Committee: those who will be responsible for driving the discussion, establishing meetings, writing reports, etc.

Members of Microsoft Teams site

Individuals meeting the following descriptions will be encouraged to join the Microsoft Teams site.

- Librarians
- Center for Teaching and Learning members
- Campus Academic Technology Team members
- Faculty members
- Students
- Instructional Designers
- Administrators
- Bookstore staff
- SO Educational Innovations members
- Creative Commons Certificate Course Graduates

Committee members

The committee will include stakeholders that represent the following:

- System Office (1 administrator)
- College Librarian (1)
- University Librarian (1)
- College Faculty (2)
- University Faculty (2)
- College Students (2)
- University Students (2)
- College Administration (1)
- University Administration (1)
- College Bookstore Staff (1)

- University Bookstore Staff (1)
- Subject Matter Experts, as needed (not sure how to word this)

Expectations of workgroup Members: *Members are expected to:*

Participate in discussions using Microsoft Teams site

- Attend regular meetings

Resources: *(what will the group need access to in order to do their work?)*

- Microsoft Teams Site for Textbook Affordability
(<https://mnsu.sharepoint.com/teams/SO-TextbookAffordability-Team>)
- [Microsoft Teams chat and discussions](#)

Consultation Process: *(how will the work of the group be communicated and to whom?)*

- Report back to the ASA Technology Council and relay communications as directed by the Council.

Links: *(List other groups or projects that are linked to the work of this group)*

- [Minnesota State OER Community Site](#)
- [Z-Degree Project](#)
- [Textbook Search and Display Project](#)

System Office Staff Support:

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Questions or Clarification:

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