

# Textbook Affordability Subcommittee Meeting Minutes for 17 March 2026, 1-2pm, via [Zoom](#)

## Attendance

- Present: Amira Alkeswani, Sarah Harmon, Jai Kumar, Carlos Luna, Marina Noel, Anniqua Rana, Diana Tedone-Goldstone
- Absent: Chialin Hsieh, Nada Nekrep
- Guests: Katie Harrar, Nancy Hoebelheinrich, John Perez

## Agenda

- I. Introductions and Welcome (5 minutes; Information)
- II. Updates (10 minutes; Information and Discussion)
  - a. CCCCCO ZTC Grant Updates
    - i. No news at this time. Sarah is working on budget updates and should have something to report for April's meeting.
  - b. Updates from CCCCCO
    - i. No news at this time.
  - c. Updates from the OERI
    - i. Cañada will be hosting the OERI's LibreTexts in-person workshop in April. Details are forthcoming.
- III. [Controlled Digital Lending \(CDL\) Presentation](#) (30 minutes; Information and Discussion)
  - a. Nancy Hoebelheinrich showcased what CDL is and how it fits into the [larger ZTC landscape](#).
    - i. CDL is a way to create digital reserve materials of resources that are not already available online. However, students can't download, print or share these materials.
    - ii. Jessica Marshall of Anthropology has started working with Nancy on materials for ANTH 110.
    - iii. There is a potential for a large number of students served, particularly based on the data from Skyline (which has been offering CDL for a few years) and enrollment data in non-ZTC courses that use physical instructional materials only.
    - iv. Since CDL fits into the ZTC landscape, there's a potential for growth in a number of disciplines, particularly with General Education courses and Career Technical courses, as a way to continue offering options for students as they prepare for their courses.
    - v. Library Student Assistants will continue to be trained on scanning, with support Library Support Specialists for cataloging. Nancy is already documenting the procedures and protocols to aid in institutionalizing the work.
  - b. TAS will discuss how to spread the word and pull in more faculty interest
    - i. Doing a temperature check with faculty on the general process for requesting reserve textbooks, including CDL. We can then see communication gaps.
      1. [Faculty Textbook Request Form](#) is the way that we can collect possible CDL projects.
    - ii. Connect with Program Coordinators, since they are the direct conduits to many faculty (both full-time and part-time)
    - iii. Connect with faculty who are using high-cost print-only materials and see how CDL could potentially work for their courses.
    - iv. When the Library receives textbook donations from faculty, see if they can be candidates for CDL.
- IV. Open Education Week 2026 Recap (10 minutes; Information)
  - a. SMCCCD events were generally well-attended, and all session recordings are on the [SMCCCD OWeek website](#).
  - b. One session included information about updates to each college's respective ZTC Course Conversion Program, including [Cañada's version](#).
    - i. TAS didn't add notes to the plan document, and no further comments were made for changes, so Sarah will take this information and [present the program](#) to Academic Senate on 25 March.
    - ii. First cohort will be open for applications in April, with the program running this summer.

- iii. Training micro-courses and courses will be offered year-round. ZTC funds will be used to pay for those who wish to receive the training, with certain parameters in place. (There's a full list of possible trainings through [CSM's ZTC Professional Development site](#).)

V. Adjourn

### ***Important links***

- [Textbook Affordability Subcommittee website](#)
- [Textbook Affordability Subcommittee SharePoint site](#)
- [OER/ZTC LibGuide](#)
- [SMCCCD OER/ZTC Website](#)
- [ASCCC OERI Website](#)

**Next meeting: 21 April 2026, 1-2pm, via [Zoom](#)**

Focus: Planning ideas for 2026-2027