Instructional Materials and Equity Committee (IMEC)

Friday | Nov. 13, 2026
1:00 pm – 2:15 pm | Zoom

COMMITTEE MEMBERS

Present: Sarah Bosler (Co-chair), Aleli Clark, Elizabeth Cook (Co-chair), Katherine Culliver-Carter, Kathy Harker, Danielle Policarpio (ASCC), and Stephanie Yee

Not Present: Kelly Adams, Lee Marie Bagtas, Veronika Delveax, Rina Gonzalez, David Lewis, Gil Marquez, Kevin Pao, Nicholas Paulson, Areej Qasqas, Peter Rodriguez,

MINUTES

Discussion

- Reviewed draft of Faculty ZTC Professional Learning Survey created last meeting and presented survey revisions.
  - The survey's purpose is to measure what faculty know about OER and ZTC concepts. The results will show knowledge gaps and guide professional development planning. The committee discussed how to present data on which types of course materials faculty use. Explored Flex Day as a possibility.
- The group shared feedback on Citrus College Report for No-Cost Textbook and Instructional Materials Student Survey - Fall 2026. 250 students took the survey in Oct and the results were very helpful in understanding student experience with textbook affordability. This info can be used in the spring during training.
- XB12 Tool implementation update – Most winter and spring sections were correctly marked ZTC or LTC by Nov. 3 when registration started. Thanks to Admin Secretaries who assisted Sarah in marking them.

Committee Business

- Members reviewed the previous meeting's minutes and the agenda.
- **Decision:** Keep items 10 and 11 in the survey as reflective questions. Send it out to faculty next week in order to get feedback in time to plan a Flex Day session.

Action Items

- **Faculty:** Seeking Student Stories for ZTC Grant Reporting and Strategic Communications Article. Refer any students to Sarah or Elizabeth
- **Committee:** Use the survey results to find knowledge gaps and design professional development for spring semester.
- **Elizabeth:** Will send out the Nov. OERI Newsletter soon
- **Sarah:** Send out survey to faculty next week.

Future 2026-27 Meeting Dates

Fall: Dec. 11 – CANCELED ~ Spring: Mar. 12, Apr. 9, May 14