

AGENDA ITEM 3.

**APPROVAL OF MINUTES OF THE MARCH 28, 2022
MEETING OF THE COLLEGE COURSE MATERIALS AFFORDABILITY
AND EQUITABLE ACCESS TASK FORCE**

Submitted for: Action

Summary: This report includes the minutes of the Task Force meeting held on March 28, 2022.

Action requested: That the Task Force approve the minutes of the March 28, 2022 Meeting.

**MINUTES OF THE
ILLINOIS STUDENT ASSISTANCE COMMISSION
COLLEGE COURSE MATERIALS AFFORDABILITY AND EQUITABLE ACCESS
TASK FORCE
VIDEO CONFERENCE
Instruction to be provided by ISAC.org**

**March 28, 2022
1:00 p.m.**

MEMBERS PRESENT via WebEx:

Senator Laura Murphy, Senate Democratic Caucus
Senator Sally Turner, Senate Republican Caucus
Representative Edgar Gonzales, House Democratic Caucus
Representative Dan Swanson, House Republican Caucus
Lily Rocha, Young Invincibles
Lindsay Anderson, Cengage
Tom Loftus, Assistant State's Attorney
Alli Gentile, Pearson
Jeff Stowell, EIU
Joan Knox, FIICU
Cynthia Boyce, Lincoln Trail (Il Eastern Community Colleges)
Melvin Harrison, ICCB (staff)
Eric Zarnikow, ISAC, Executive Director
Anne Craig, CARLI, based at UIUC
Shawn Schumacher, IBHE-FAC chair,
Kelly Denson, Association of American Publishers
Denise Cote, College of DuPage
Richard Hershman, National Association of College Stores
Tom Scotty, RedShelf
Jennifer Becker

STAFF PRESENT via WebEx:

Eric Zarnikow, Executive Director
Shana Rogers, Managing Director, RPPA
Katharine Gricevich, Director, Government Relations
Susan Giberson, Senior Research Associate, RPPA
Rich Nowell, General Counsel
Gloria Legette, Deputy General Counsel
Natalie Wandall, Administrative Assistant to the Task Force
Scott Taylor, Assistant Director, RPPA
Kevin Bertolino, Research Associate, RPPA

COND'T

Manuel Talavera, Professional Development Specialist
Dada Ibrahimovic, Professional Development Specialist
Lisa Murphy-Coveny, Senior Compliance Counsel

OTHERS PRESENT via WebEx:

Pat Schuberg
Amy Spies
Paul Ramey
Call in User_5
Call in User_6

The meeting of the College Course Materials Affordability and Equitable Access Task Force was called to order at 1:11 p.m.

Mr. Zarnikow, ISAC's Executive Director, introduced himself and provided background information regarding ISAC and the programs it administers to help make education beyond high school accessible and affordable.

He explained that the meeting was being conducted through electronic means pursuant to the College Course Materials Affordability and Equitable Access Act (which he would refer to as "the Act) and the Open Meetings Act which allow the work of the task force to be completed remotely through audio and video conferencing applications.

He further stated that, as with all ISAC public meetings, a specific time was reserved in the agenda for public comment.

He explained that the applicable law requires a roll call for every vote and gave Commission members the relevant instructions.

He indicated that there would be a verbatim recording of the whole meeting, open and closed sessions, as required by law.

He advised meetings could not be scheduled closely enough to allow for approved minutes to be made available to the public within 14 days after a meeting as required by the Act. However, he explained that in order to comply with the spirit of the Act and ensure that the public has the opportunity to engage throughout the process, a recording of the meeting would be posted to ISAC's website within 48 hours of the meeting.

WebEx instructions, including those for public comment, and closed session were provided by Manuel Talavera.

Mr. Zarnikow called for a roll call of the Task Force. A roll call was taken, and a quorum was established.

Item 1. Announcements- Welcome Statement

Mr. Zarnikow introduced Natalie Wandall, the Task Force Administrative Assistant. In addition, he reviewed the applicable statutory obligations of the members including Ethics training, Open Meetings Act training, and Ethics time sheet submissions. After noting that the responsibility to comply with the requirements is the responsibility of each member, he explained that Ms. Wandall is available to provide assistance. He reminded the members that Open Meetings Act requirements apply anytime a majority of a quorum of members, in this case seven, discuss task force business. Therefore, in person meetings, phone calls or email exchanges among more than six members discussing task force business could be deemed to be a meeting and requested that members refrain from such action to avoid inadvertently violating the Open Meetings Act.

Item 2. Appointment of a Chair (Action)

Mr. Zarnikow explained that the first action for the members is to appoint a chair of the Task Force and advised that he has offered to serve in that capacity.

Member Knox **MOVED THAT** Eric Zarnikow be appointed Chair of the Task Force. Member Craig seconded the motion.

Mr. Zarnikow opened the floor for discussion and additional motions. Hearing none, a roll call vote was taken and the motion was unanimously approved by all voting members.

Item 3. Approval of the Tentative 2022 Meeting Dates (Action)

Mr. Zarnikow presented a power point slide listing the tentative meeting dates of May 12, 2022, July 21, 2022, and August 25, 2022. He reminded the members that special meetings could be called with 10 days advance notice. He suggested the August 25, 2022, meeting as a target date for the Task Force to approve the initial report in order to make any recommended changes prior to the October 1, 2022, deadline for submission.

Member Cote **MOVED** to approve the calendar year 2022 activity calendar as provided on the slide shared with the members. Member Schumacher seconded the motion. A roll call vote was taken, and the motion was unanimously approved by all voting members.

Item 4. Introduction of ISAC staff members and Task Force Members (Information)

Mr. Zarnikow advised that, pursuant to the Act, Shana Rogers has been designated to serve as a point of contact for the Task Force and the public as well as policy and technology advisor to assist the Task Force. ISAC staff members who will also provide support to the efforts of the Task Force introduced themselves.

Ms. Rogers presented a slide outlining the requirements in the Act for appointments of the Task Force members. Members each briefly introduced themselves and discussed their interest in serving on the Task Force.

Item 5. Overview of Act and Task Force Charge (Information)

Ms. Giberson provided an overview of the Act and advised that ISAC's roll is to provide support to the Task Force, maintain the public contact list, and publish Task Force information on its website. She further explained the duties of the Task Force, the topics to be examined and included in the report, and the articulated goal of seeking collaboration from outside entities.

Item 6. Proposal for Meeting the Task Force Charge (Information)

Ms. Rogers provided a draft proposal for actions designed to meet the obligations of the Task Force, including the development of research questions, conducting secondary research, reviewing legislation and discussions with subject matter experts. In addition, she explained that the student survey is currently in the field and the draft school survey was sent recently sent to Task Force members for feedback and welcomed any suggestions regarding additional possibilities for gathering data.

There was discussion regarding the surveys, the challenges, and methods for identifying and increasing responses from individuals with the most subject matter knowledge. Ms. Rogers acknowledged the expertise of the members and invited them to email her with any additional suggestions or feedback.

Ms. Rogers suggested that presentations on some topics, such as textbook rental programs, inclusive or equitable access programs, and open resources would be helpful to understand the benefits and impacts, associated costs, and the process for studying the programs to answer the study questions.

There were numerous suggestions from the members regarding possible presentation topics such as the basic terminology, availability of options, first day access, options inside and outside of Illinois, options at 2- and 4-year institutions, cross-campus collaboration, and differing perspectives on inclusive access. Ms. Rogers expressed appreciation for the discussion and explained that the ISAC team will follow up and may reach out for more information to set up presentations.

Ms. Rogers identified a possible timeline and framework for completing the study and report.

Item 7: High-Level overview of some relevant Data (Information)

Ms. Rogers indicated that the study will also include the review of secondary materials and a scan of applicable legislation. She presented slides of information regarding studies, articles and reports on relevant topics. She indicated that there are links on the CCM Task Force page to many of the items presented in the slides. She highlighted several laws, studies and articles presented in the slides.

Ms. Rogers also presented information from the GAO report that identifies the 4 categories of decisions that student must make when obtaining course material. There was discussion regarding the need to include discussion regarding affordability and impact on students who are unable to purchase the materials. Ms. Rogers continued to review relevant findings from relevant reports and indicated that the slides with the information would be provided to members.

In the interest of ending the meeting by the scheduled time, Mr. Zarnikow suggested completing the remaining business before finishing the remainder of the presentation.

Item 9: Public Comment

No requests for public comment were made.

Member Kelly Denson, who due to technical difficulties was unable to be heard previously, introduced herself.

Item 8: Discussion of Other Items to Cover/Consider, Including Suggestions for Individual/Organization Presentations for the Task Force

Ms. Rogers addressed the issue of affordability and noted studies that show the impact on student who are unable to obtain course materials, the reasons some students do not obtain the material, and the perceived value of the materials. She noted the need to review those topics.

Item 10. Next Steps

Mr. Zarnikow thanked the members for serving on the Task Force. Ms. Rogers answered questions regarding the time frame for receiving responses to the surveys and logistical presentation information.

Seeing no further business to come before the Task Force, Member Knox **MOVED** to adjourn. Member Schumacher seconded that motion, which was unanimously approved by the Task Force.

The meeting adjourned at approximately 3:01 p.m.

Respectfully submitted,

Lisa Murphy-Coveny