

<b>NAME OF COMMITTEE</b>	<b>Bakersfield College Bookstore Advisory Committee (BAC)</b>
<b>TYPE OF COMMITTEE</b>	Standing Committee
<b>COMMITTEE CHARGE</b>	<p>The Bakersfield College Bookstore Advisory Committee is a standing committee that supports the college mission, goals and values through continued oversight and evaluation of the bookstore, specifically by ensuring bookstore access to instructional materials at all Bakersfield College locations, which includes, but is not limited to, the bookstore's contract</p> <ul style="list-style-type: none"> <li>• Hours of operation</li> <li>• Pricing policies</li> <li>• Refund policies and procedures</li> <li>• Textbook ordering</li> <li>• The availability of trade and supply items</li> </ul> <p>Definition of Term: For the purposes of this committee "bookstore" includes physical and online-based entities that provide textbooks, supplies, and branded materials (e.g., eCampus and University Gear Shop).</p>
<b>SCOPE OF AUTHORITY</b>	The committee serves as a recommending body to the Academic Senate and the College President on all matters pertaining to the bookstore services.
<b>TASKS, GOALS, AND OBJECTIVES</b>	<ul style="list-style-type: none"> <li>• Promote the adoption of strategies to improve bookstore access to instructional material(s) for all students. Serve as a conduit for the exchange of information and ideas between the College communities and the bookstore contractor(s) on matters pertaining to bookstore services and branded materials.</li> <li>• Review pricing, refund and buy-back policies and procedures.</li> <li>• Review the timeliness of textbook orders.</li> <li>• Work with the various constituent groups in proactive ways to address issues that affect satisfaction, quality, and service.</li> <li>• Monitor and track that any financial obligations to students are met, such as the student scholarship fund.</li> <li>• Ensure bookstore access and compliance for all current and future campus-wide programs and initiatives, such as Rising Scholars Program, Rural Initiative, Dual Enrollment, satellite campuses, and concurrent enrollment, and Early College.</li> <li>• Help inform faculty, staff and administrators of matters related to textbook accessibility compliance and academic freedom.</li> <li>• Serve as an investigative body regarding problems and complaints from faculty, students, administrators or the bookstore contractor(s) regarding operational processes affecting access to instructional and branded materials.</li> <li>• Create annual report related to contractual expectations, problems, and complaints.</li> <li>• Compile recommendations, commendations, and trends when appropriate.</li> </ul>
<b>PROVIDES REPORTS TO</b>	College President, College Council, and Academic Senate
<b>COMMUNICATES WITH</b>	College President, FCDC, KCCD Business Services, KCCD Chief Financial Officer, KCCD Vice Chancellor of Instructional Services, eCampus & University Gear Shop & any other outside vendors as needed.

<b>MEMBERSHIP</b>	<ul style="list-style-type: none"> <li>• 1 Dean-level Administrative Co-Chair</li> <li>• 1 Faculty Co-Chair</li> <li>• <del>4</del> 5 Faculty members, excluding Co-Chair <ul style="list-style-type: none"> <li>• 1 Rising Scholar's Program representative (Faculty-Preferred)</li> </ul> </li> <li>• Vice President of Finance and Administrative Services</li> <li>• 1 Director of Financial Aid</li> <li>• <del>1 Director or Dean of Dual Enrollment</del></li> <li>• 1 Satellite Campus Manager or Director</li> <li>• 1 Classified staff representative</li> <li>• 1 Student Government Association representative</li> <li>• <del>1 Rising Scholar's Program representative (Faculty preferred)</del></li> <li>• <del>1 Delano Center or Rural Initiative representative</del></li> <li>• 1 Student Affairs representative</li> <li>• 1 College Bookstore Contractor representative Non-Voting Member</li> </ul>
<b>ALIGNMENT WITH ACCREDITATION</b>	2-5 Student Success: 2.5

Approved by Academic Senate, 3/21/2018; 10/31/18; 9/27/23

Approved by College Council, 4/20/18; 11/2/18; 10/27/23