

# Bookstore Advisory Committee

02/25/2026

## Goals of the Committee:

1. Enhance faculty awareness of book and supply processes
2. Strengthen cross-departmental communication
3. Monitor and oversee bookstore agreement compliance

## Announcements:

- Established final book ordering window: SUMMER & FALL Book Ordering Window is now March 9<sup>th</sup> through March 27<sup>th</sup>. Also, established tentative book ordering window for Spring 2027 orders: September 28<sup>th</sup> through October 19<sup>th</sup>.
- Created updated email for book ordering deadlines for all faculty.
- Worked with head of scheduling to coordinate availability of faculty schedules in database with book ordering window to avoid faculty members placing orders when schedules are not in eCampus database.
- Every textbook order needs to fill out the drop down menu to categorize the textbook. Most non-OER books should be classified under the Y option.
- Worked with eCampus to ensure students are notified that funding is available when a book advance has been approved/submitted by our Financial Aid & Scholarship office staff. eCampus had this feature turned off.
- Worked with eCampus to update students emails to remove the wording of “book vouchers” and replace it with “book advances.”
- We are working to have more affordable apparel in the bookstore
- Bookstore is going to stock more essential school supplies and snacks. For faculty needed to have the bookstore stock items, please email Julian directly to let him know.
- Continued discussion on default textbooks list

## Completed Items:

- Confirmed eCampus updated their system to ensure every textbook order includes categorizing the textbook via drop-down menu. Applies to renewals as well.

## Upcoming Items:

- Research to ensure eCampus has fulfilled contractual obligations for student scholarships
- Create statement of clarity for department chairs and deans

## Due Date Reminders:

- Summer & Fall 2026 book ordering window: March 9<sup>th</sup> – March 27<sup>th</sup>
- Spring 2027 book ordering window: (tentative) September 28<sup>th</sup> – October 19<sup>th</sup>

Respectfully submitted,

on behalf of BAC, Michael McNellis  
Faculty Co-Chair