In attendance: Melissa Y., Rita J., Fabiola B., Patrick St. Calvin Y., Michael M., Andrea T, Jennifer A.

Administrative Updates:

Meeting will not be recorded but Rita will be taking notes/minutes and send them to Drea/Michael for review and distribution to the group.

Introductions were made. Mike Giacomini has always been part of committee but he moved to the district. Calvin is taking his place.

If Calvin is copied on an email/issue, it's mostly to keep him in the loop, but we will ask him if we need him to step in on things we can't solve/do on a committee level.

Rita will email most recent contract to everyone. Question about whether to use Sharepoint or Teams for BAC documents. Decision made to keep documents in both.

Meeting Business

Issue: Bookstore said all the books would be sent to students within 2-3 days. That's not happening.

- With Biology Lab Manuals/Course Packs. We're going to have to look at the contract to see if course packs have the same 2-3 day policy as other books to see what the caveats are.
- Non-compete is no longer there so students can be told to go to publisher (but not Amazon, as many books on Amazon are counterfeit.)
- Print shop may be able to print manuals/course packs instead.

Discussion - Is there a cost limitation each department will have if we go that route? Depends on funding source. Since it's instructional, more leeway. Historically, a lot of things were done at print shop before B&N came aboard. Faculty had to get permission from publisher and it was usually allowed. With B&N was no longer allowed. Book waivers can't be used in a lot of places, but would be able to be used at print shop. For storage, would lab manuals be able to be stored in bookstore? Probably not. Graphics center? Some other space? Calvin believes there should be a separate place for distribution for printed materials we create. Drea thinks if we need to make this big a change, we need buy in from senate and exec board asap. Fabiola agreed and said we should move to have things in place in time for Spring semester.

Conclusion - Intention is to make this happen. Not just a theoretical discussion, but an actual plan. Calvin recommends a pilot program. Patrick to find out how many courses in STEM use course packs per semester.

Issue: Messaging of 2-3 days to receive books needs to change.

- It isn't clear and should not be committed to students when this is often not the case.
- Messaging should be not blaming bookstore or anything else.
- Delays are often caused by not getting book orders in on time.

Discussion: Each course should be assigned a default book, where if a different book is not chosen by specific date they will have to teach the default book. Accessibility laws trump Academic Freedom. Two months in advance should be the norm for both accessibility and equity. Deans should hold faculty accountable to get their book orders in on time. Maybe classes need to be scheduled sooner so the whole process can start sooner.

Conclusion: Mike to propose to senate.

Issue: Publishers having different timelines or guidelines can cause significant delays.

- E-campus was supposed to send general timeline of when they need books in.
- Need to know if certain publishers have different guidelines/timelines (i.e., pay in advance).

Discussion: This is not only a bookstore problem, this is a deadline problem. The common narrative for B&N is to blame publishers for delays, but they often just wouldn't order books on time. Calvin shared excel sheet of open orders at PC and it has lot of information. He will try to get similar info for BC. Melissa thinks disseminating publisher information to all faculty would not be a good idea. Michael clarified that this information would be for the committee only and we would pass on important information if needed.

Conclusion: Michael/Drea to follow up with Katie and Clay about E-campus general timelines. Calvin will try to get same info for BC campus that was on the PC excel sheet shared.