

BAC Meeting Minutes

10/16/2024

Call to Order: Meeting called to order by Michael McNellis

Roll Call:

- **In attendance:** Michael McNellis, Queen King, Sara Wallace, Melissa Ysais, Rita Jones, Arlene Vargas, Hunter Moore, Julian Navarrette, Proxy for Financial Aid – Walter Rivas, Proxy for Dual Enrollment – Alma Feathers, and Guest – Denice McCauley

Old Business:

None

New Business:

1. Committee Members:

- a. **Introduction of new members:** Vice President of Finance and Administrative Services, Queen King and Student Association Representatives, SGA Senators Arlene Vargas and Hunter Moore.

2. Committee Charge Review

- a. **Approval of updates:** Sara Wallace moved to approve changes. Melissa Ysais seconded. The committee unanimously voted to approve. Rita Jones will add updated charge to BC_BAC files in Outlook and BC website once approved by Senate and College Council.

3. Textbook Designation Form:

- a. Our guest, Director of Instructional Operations Denise McCauley, discussed updated state reporting requirements regarding MIS. They want to know zero textbook cost, low textbook cost, and other information. The most recent change in the reporting requirements this summer led to the creation and usage of the new Textbook Designation Form.
- b. Discussion continued from last meeting about requesting for eCampus to somehow work this information into the process when faculty orders books so they don't have to complete two different steps and alleviate confusion.

- c. At last week's bi-weekly meeting with Katie Waller from eCampus, faculty co-chair will made the request and they are seeing what they can do to make integration of the textbook designation information happen. Faculty co-chair invited guest, Denise McCauley to the next meeting with eCampus to discuss MIS requirements and what they need in the reports.
- d. **Action Item:** Co-Chairs and guest Denise McCauley will meet with eCampus to discuss. VP of FAS, Queen King and Interim Director of Enterprise Applications, Stephen Kegley, also will be added to the meeting.

4. **Rising Scholars Book Issues**

- a. To be discussed at the next meeting.

Meeting Closed. Next meeting scheduled 10/30/24