

# BAC Meeting Minutes

Date 3/5/25

**Call to Order:** Meeting called to order by Andrea Thorson

## **Roll Call:**

- **In attendance:** Andrea Thorson, Michael McNellis, Fabiola Butcher, Patrick Staten, Sara Wallace, Melissa Ysais, Arlene Vargas, Rita Jones, and Julian Navarrette.

## **Old Business:**

1. Approval of meeting minutes:
  - a. Andrea Thorson called for approval and edits. All members approved meeting minutes from 2/19/25.
  - b. Discussion of the importance of posting agendas and meeting minutes to the website in a timely manner.

## **New Business:**

1. Textbook selection and faculty communication:
  - a. Faculty member shared concerns about the new textbook resolution from departments concerned that books would be assigned for them. It should be clarified to faculty that textbooks will only be assigned when books are not ordered within 30 days of class start.
  - b. Faculty member also proposed forming a group to gather feedback on current textbooks. Faculty co-chair supported this, suggesting a voting process during department meetings since it should be the chairs, in collaboration with faculty members in their departments to select the default textbooks.
  - c. Each department can choose how to handle the book choice on their own, and the decision on how to do that is up to the chair.
2. Ordering Issues:
  - a. Deadline for ordering books moved from the 3/5 to the 3/10 to mitigate any concerns faculty have in getting book orders in on time.

- b. Rural classes are not showing up in the system for instructors to order books on eCampus. Co-Chairs are investigating that with eCampus.
- c. For some faculty, fall classes are showing up on eCampus for books to be ordered summer classes are not. Faculty member noted that her classes are showing up to order books in eCampus, but nowhere in Banner/MyBanWeb to see other class details like day, times, and classroom locations. Some issues with fall populating and not summer are being followed up with Scheduling for fixes.
- d. Admin co-chair reported that some faculty have also had problems using Banner/MyBanWeb/eCampus and don't know where to look for their classes to order the books. Chairs reported asking for more training in FCDC on the various systems (Cognos, Banner, etc.) Admin co-chair suggested best practice would be for chairs to send out SAS sheets to all faculty so they have their schedules even if they aren't populating correctly in the portals.
- e. Faculty co-chair reported getting communications from various faculty that they feel students are being overcharged for some books. Specific concerns from faculty in the Geology department. Students have told faculty that books selected as low cost are being marked up by eCampus. eCampus is only allowed to markup 33%, which is a lot, but anything more than that is non-contractual.
- f. Reminder that RSP uses a different system for ordering textbooks.
- g. Mentions of online Banked Load form not having the option to select upcoming semesters yet. People who've been unable to submit it may impact whether or not they get a full schedule.

### 3. Bookstore Hours and Staffing:

- a. Faculty Co-Chair asked Bookstore Manager for an update on the requested store hour expansion. He reports that there isn't any new information yet, but it is on his boss' radar. In the meantime, Bookstore Manager is adjusting current employees' schedules so the store can remain open during the requested hours.
- b. Door locks are on a schedule. Currently locked for only 30 minutes during his lunch hour. He is hoping to eliminate this closure completely once he has more staffing to cover.

### 4. Bookstore Supply Concerns and Solutions:

- a. Bookstore manager reports reaching out to faculty about supply requests last year and getting no responses back except for one art teacher. Says it would be helpful to let faculty know to reach out to him if they need specific supplies stocked for their classes.
  - b. Currently, what is stocked is information gathered from students' syllabi, but needed supplies coming from the instructors would be better so he can have them ahead of time and not order when it comes up, which then can cause a 2-week delay in getting the materials in store.
  - c. Admin co-chair mentioned that in talking about supplies, a lot of the concerns from both students and faculty were a lack of the basics: scantrons, blue books, notebooks, paper, pens, general supplies, etc.
  - d. Faculty co-chair suggested inviting Bookstore Manager to a FCDC meeting to talk to the chairs about what supplies are needed. Bookstore Manager agreed this was a good idea and will attend.
  - e. New website for ordering branded items is confusing. Bookstore Manager confirmed you have to make a store account to shop.
5. OER Reporting:
- a. Faculty member needing the OER report still does not have access to reports on eCampus. OIE office reported that their data is not correct on that either. Admin co-chair mentioned that some of the confusion in the reports for the last year come from migrating from the Textbook Designation form that was implemented and the new information being gathered in eCampus now.
  - b. Co-Chairs will reach out to e-Campus to see if they can get updated data for Spring.

**Meeting Closed. Next meeting scheduled 3/19/25**