

BAC Meeting Minutes

11/5/2025

Call to Order: Meeting called to order by Michael McNellis

Roll Call:

- **In attendance:** Sandi Owens, Michael McNellis, Fabiola Butcher, Patrick Staten, Sara Wallace, Melissa Ysais, Ruthie Welborn, Rita Jones, Julian Navarrette.

Old Business:

1. Approval of minutes from 9/24/25. All members agreed to approve minutes.
2. Co-Chair Updates
 - a. Temporary change in Administrative Co-Chair while Dean Thorson is out. Sandi Owens will be stepping in.
3. New Bookstore Hours
 - a. Request for feedback was sent out to Faculty regarding new bookstore hours, but no feedback was received.
 - b. Will move forward with proposed hours for Spring. Updated hours will be proposed for Summer and Winter Break. Adjustments can be made for lower-traffic times when classes are not in session.
 - c. Bookstore Manager will connect with VP of Finance on adjustments.
 - d. Bookstore hours need to be updated on the website. Bookstore manager will submit a ticket to Marketing for an update.
4. Scholarship fund from eCampus
 - a. eCampus required to provide scholarship funds based on sales. Faculty co-chair will continue to follow up to get an answer to confirm this is being done, and if so, what the amount is. Financial Aid representative confirmed she has not seen any scholarship funds from bookstore.

New Business:

1. OER/ZTC Coding Issue

- a. Current book order form is not working as originally agreed upon between Co-chairs and eCampus. Options in drop down menu to mark OER/ZTC and optional checkbox is making OER/ZTC reporting difficult. Co-chair to set up a meeting to fix the form.
 - b. OER is defined as instructional materials not being more than \$50 and some things are not meeting that threshold and being marked as OER because of current drop down options. eCampus will update the form to fix this issue.
 - c. Faculty co-chair will ask Chairs at FCDC to make sure faculty know which option to choose when ordering textbooks.
 - d. Every textbook order needs to have the drop down menu, not only those designated as OER.
 - e. Discussion on eCampus saving information from previous courses. Some faculty have data carrying over and some don't.
 - f. There is an option "Textbooks are not required" that people are selecting and then not selecting an item in the drop down. We will ask eCampus if this can be a non-selectable option.
2. OER Statement of Clarity
 - a. Co-Chairs are working on this. Tabled until Dean Thorson returns.
 3. Book Order updates: Textbook Accessibility Language
 - a. Co-Chairs are working on this. Tabled until Dean Thorson returns. Will get it written for committee to approve before update to book order language in the Spring.

Meeting Closed. Next meeting scheduled 11/21/2025.