

# BAC Meeting Minutes

12/3/25

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

## **Roll Call:**

- **In attendance:** Andrea Thorson, Michael McNellis, Fabiola Butcher, Sara Wallace, Melissa Ysais, Queen King, David Moncayo (for Ruthie Welborn), Rita Jones

## **Minutes:**

1. Approval of minutes from 11/5/2025. All members agreed to approve minutes.

## **New Business:**

1. Video on Book Order Form
  - a. With changes to book order form, we need a video to go out to faculty. Fabiola made video and will send it to committee for review.
  - b. All members to review and provide feedback about any concerns by 6:00pm today. Co-Chairs will share video at next FCDC meeting and send out to faculty.
2. Chairs and Members encouraging ordering on time
  - a. Ongoing problem with getting instructors to order books on time, particularly with late added classes.
  - b. Department Chairs have access to a screen that shows who has and has not ordered books in their area. Co-Chairs would like to ask chairs to help support in this area.
  - c. Current language in BAC email to faculty for book orders says “3-5” days to get book orders in on late added classes. Proposal to change language to “3 business days” instead of “3-5 days”.
  - d. Co-Chairs to remind everyone at FCDC of recency requirements and making sure books used are up to date (within 7 years).
3. Email reminders about books due to late adds

- a. Would like to do more email reminders. Co-Chairs will draft emails with reminders and videos. Faculty Co-Chair will send initially and Admin Co-Chair will also send later to ensure people are seeing emails.
  - b. Emails will be sent to BC\_Faculty, BC\_Adjunct, and BC
  - c. Discussion on sending a calendar invite to Faculty with book due date reminder as an event. Discussion about adding book orders to “Important Dates”.
4. Meeting scheduling for Spring 2026
- a. Multiple faculty have a conflict with current day and time for next semester.
  - b. The one window that works for everyone’s teaching schedules is M/W 9:45-10:45.
  - c. After discussion, new meeting day and time Wednesday 9:45, starting 1/28.
  - d. Cancelling meeting on calendar 12/17, faculty will be off contract. This will be the last meeting for 2025 to resume in Spring.
  - e. Rita will send out invites for Spring semester meetings.

**Meeting Closed. Next meeting scheduled 1/28/2026**