

NAME OF COMMITTEE	<i>Bakersfield College Bookstore Advisory Committee</i>
COMMITTEE CHARGE	<p>The Bakersfield College Bookstore Advisory Committee is a shared governance committee that supports the college mission, goals and values through a comprehensive continued oversight and evaluation of the bookstore, specifically by ensuring for providing bookstore access to instructional materials at all Bakersfield College locations, which includes ing but <u>is</u> not limited to, the bookstore's contract:</p> <ul style="list-style-type: none"> • Hours of operation • Pricing policies • Refund policies and procedures • Textbook ordering • The availability of trade and supply items
SCOPE OF AUTHORITY	<p>The committee serves in a <u>as a recommending body to the Academic Senate authority capacity to</u> and the College President and the Vice President of Finance and Administrative Services on all matters pertaining to the bookstore services.</p>
TASKS, GOALS, AND OBJECTIVES	<ul style="list-style-type: none"> • Promote the adoption of strategies to improve bookstore access to instructional material(s) for all students • Serve as a conduit for the exchange of information and ideas between the College communities and the bookstore contractor on matters pertaining to bookstore services • Review pricing, refund and buy-back policies and procedures • Review the timeliness of textbook orders • Provide advice and assistance to faculty regarding policies and procedures related to the selection and use of instructional material(s). • <u>Work with the various constituent groups in a proactive way to ensure there is support for future bookstore offerings and operational plans, new program initiatives, and other issues which affect satisfaction, quality, and service orientation, are addressed.</u> • Monitor and track that any financial obligations to students are met, such as the student scholarship fund; the allocation of the bookstore profits related to the student fund obligation is met according to contractual expectations. • <u>Ensure bookstore access and compliance for all current and future campus-wide programs and initiatives, such as Inmate Education, Rural Initiative, Dual Enrollment, Concurrent Enrollment, and Early College.</u> • <u>Help inform faculty, staff and administrators of matters related to accessibility compliance and academic freedom.</u>

Formatted: Font: +Body (Calibri), 11 pt

Formatted: Right: 0.2", Space Before: 0.3 pt, Line spacing: Multiple 0.97 li

Formatted: Font: +Body (Calibri), 11 pt

	<ul style="list-style-type: none"> • Serve as an investigative body regarding problem and complaints from faculty, students, administrators or the bookstore contractor regarding operational processes effecting access to instructional material. • Create annual report related to contractual expectations, problems, and complaints. • Compile recommendations, commendations, and trends.
COMMUNICATES WITH	President, College Council, Academic Senate, FCDC, KCCD Business Services, Barnes & Noble Bookstore at Bakersfield College
MEMBERSHIP	<ul style="list-style-type: none"> • Vice President of Finance and Administrative Services • Vice President of Instruction • Director of DSPS • 1 Dean level Administrative Co-Chair • 1 faculty department co-chair appointed by the Academic Senate • 3 faculty members appointed by the Academic Senate, excluding co-chair • 2-1 classified staff representatives appointed by the CSEA • 2-1 2 Student Government Association representatives • Representative from College Bookstore Contractor (Ex-Officio) • Representative from Delano Center • Rural Initiative Director or Dean

Approved by Academic Senate, 3/21/2018
 Approved by College Council, 4/20/18
 Reviewed by Academic Senate, 10/17/18
 Reviewed by College Council, 10/19/18