

NAME OF COMMITTEE	<i>Bakersfield College Bookstore Advisory Committee (BAC)</i>
COMMITTEE CHARGE	<p>The Bakersfield College Bookstore Advisory Committee (BAC) is a shared governance committee that supports the college mission, goals and values through a comprehensive evaluation for providing access to instructional materials, including but 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	The committee serves in an <u>authority-advisory</u> capacity to the College President and the Vice President of Finance and Administrative Services on all matters pertaining to the bookstore services.
TASKS, GOALS, AND OBJECTIVES	<ul style="list-style-type: none"> • <u>Develop and implement</u> Promote the adoption of strategies to <u>ensure timely and equitable</u>improve access to instructional material(s) for all students <u>at all locations.</u> • 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 <u>and evaluate</u> pricing, refund and buy-back policies and procedures • Review <u>and evaluate</u> 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). • 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 that affect satisfaction, quality, and service orientation. • Serve as an investigative body regarding problem and complaints from faculty, students, administrators or the bookstore contactor 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 <u>Business Services</u>
MEMBERSHIP	<ul style="list-style-type: none"> • Vice President of Finance and Administrative Services • Vice President of Instruction <u>or designee</u>

- Director of DSPS
- 1 Dean [of Instruction or Director of Rural Initiatives](#)
- 1 Faculty department chair appointed by the Academic Senate
- 3 Faculty appointed by the Academic Senate
- ~~2-1~~ [classified/Classified](#) staff representatives appointed by the CSEA
- ~~2-1-2~~ Student Government Association representatives
- Representative from College Bookstore Contractor (Ex-Officio)

[Chaired by Dean of Instruction and a Faculty member.](#)

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Approved by Academic Senate, 3/21/2018
Approved by College Council, 4/20/18