Bookstore Advisory Committee Report to Academic Senate

October 15, 2026

Goals of the Committee:

1. Enhance faculty awareness of book and supply processes
2. Strengthen cross-departmental communication
3. Monitor and oversee bookstore agreement compliance

Announcements:

- **Spring 2027 orders due October 14:** The book and supply ordering window is October 7–14, 2026. Although ordering opened October 7, many faculty could not find their Spring schedules October 7–8 because eCampus did not upload them until Friday, October 9. This delay reduced the effective ordering window. Schedules should now appear; faculty must submit book and supply orders by October 14. Senators should share this deadline with their departments.
- **Book adoptions:** Sign in at https://fast.ecampus.com/school/bakersfieldcollege with BC credentials, choose Submit Adoptions > My Courses, and select the course. All new adoptions and renewals require a course-material classification, including OER/ZTC, for state reporting. Submit OER/ZTC adoptions through eCampus as well.
- **Supply orders:** Email Julian Navarrette at julian.navarrette@getugear.com each semester for supplies, including bluebooks, Scantrons, AccuScans, and calculators.
- **Course packets:** Request black-and-white packets through the BC Print Shop at https://forms.office.com/r/MBkVSa4204; they are free to students and distributed by the instructor. Request color packets through eCampus, specifying BC Print Shop in the notes; students purchase them and pick them up at the bookstore.

Completed Items:

- Followed up on district funding, student scholarships, and eCampus/UGS contract compliance. The committee learned that scholarship funds must be used by year-end and have remained unused since the contract began. The committee is committed to ensuring these funds are distributed to students.
- Received the bookstore manager's update on customer traffic during rush week. Mornings continue to be the busiest period, while traffic after 6 p.m. remains low.

Upcoming Items:

- Continue the default textbook list: update the shared spreadsheet, determine SharePoint/Drive storage, and follow up on department data entry.
- Continue OER access and course-material process work, including print options, ISBNs or other identifiers, and follow-up on the DSPS Director invitation.
- Continue FAQ/Q&A development, committee website updates, and review of faculty email language to clarify processes for faculty, chairs, and deans.
- Plan an eCampus discussion of pricing and refunds.
- Review scheduling coordination, the delayed eCampus upload, and deadline communication to improve future ordering cycles.

Respectfully submitted,

Michael McNellis, Faculty Co-Chair, on behalf of BAC