

STANDING COMMITTEES

Academic Policy Committee (APC)

Updates

Meeting May 1, 2023

Melanie Uribe (APC Co-Chair), Rob DeMazzo (Senior Director of Conferences, Event and Student Affairs Auxiliaries) and Lauren Taylor (Bookstore Manager)

Barnes and Nobles contract is up at the end of the year (2023) and the CSU system will be taking over. This means all sister universities will be under the same provider and contract, the system wants consistency across the board. Details have not been finalized.

As the system takes over, there is also talk of implementing “First Day Complete” which consist of adding a set fee to tuition for students to purchase their books and they will be ready for pick up on the first day of class. Details have not been finalized, but this should be something students can select to use or not. The goal is to help students save money.

Concerns discussed at the meeting from all the faculty feedback received from senators:

1. Digital copies should not be ordered unless requested by faculty; the book format specified in the faculty member’s book order should always be respected.
 - The aip system does not have an option to override this from the faculty side. The only solution at the moment is to email Lauren Taylor (bookstore manager) and make the request that only hard copies should be order.
 - There are publishers that no longer make physical copies and they do not have this information in advance.
 - Students get to pick with book format they prefer, if different formats are available there is a high percentage students select digital copy because of the lower price point.
2. Copies should be ordered in sufficient numbers to ensure availability for all students in the course; copies should not be under-ordered so that students cannot buy required books at the bookstore.
 - Only 22% of students order their books from the campus bookstore, and books are order to accommodate the statistics, not the actual number of students in a class.
 - Faculty need to submit book orders early, so that used books can get ordered in time, this helps with inventory and provides students lower pricing.
 - If faculty order books 4 weeks or less before the semester starts, most likely books will not be ready for the start of the semester.
 - Other reasons the bookstore does not order extra books:
 - Publishers may have non-returnable books.
 - Publishers may have 20% return fee.
 - Publishers may only accept 20% of returns.

3. Ordered editions should not be changed by the bookstore without prior approval of the instructor.
 - There is no advanced notice from publishers about new editions.
 - Contact bookstore manager directly to make this request, this will assist bookstore in securing used copies.
4. If an ordered text becomes unavailable or unavailable in sufficient quantity, the bookstore should notify faculty well in advance of the beginning of the semester to allow time for researching and ordering a suitable substitute.
 - Sufficient notice is not possible, there is not enough manpower for this.
5. If the bookstore runs out of copies of an ordered text, the bookstore should notify faculty immediately.
 - Sufficient notice is not possible, there is not enough manpower for this.
6. Students should not have to pay for the book for multiple semesters.
 - Faculty should encourage students to purchase books instead of renting or contact bookstore manager to make note that book can only be purchased. This is the only way to avoid this issue.