

# **Textbook Affordability Sub-committee**

## **Auxiliary Services**

**Date:** Monday, November 18, 2013

**Place:** UHDS Conference Room (Calhoun Lofts, Suite 102)

**Time:** 3 p.m.-4 p.m.

**Attendees:** Rosie Ashley, Deborah Davis, Marcella Norwood, Chris Foster, Leiser Silva, Mark Badgett, Lerin Holmes

## **Meeting Minutes**

### **I. Textbook Adoption Update**

- a. As of November 18, 2013, 46% of adoptions have been submitted.
- b. Bookstore to provide Auxiliary services with a list of courses that have no adoptions as of 11/18/13.
- c. Auxiliary Services will send to Heidi Kennedy so that she can send an email message to the deans of each college.
- d. The textbook adoption deadline for Summer and Fall 2014 is in March.
- e. Course numbers are currently being sent to the Bookstore every two week. The Bookstore would like to receive them twice a week during peak times and every other week the rest of the year.
- f. An enhancement will be made to Faculty Enlight during Fall 2014. Currently the Bookstore receives the adoptions and has to key it into another system. The enhancement will transfer the adoption information to the second system and no longer require Bookstore staff to manually key in information.

### **II. SGA Standard Protocols**

- a. Sub-committee reviewed an SGA bill that was written in 2008 that proposed that any professor that did not submit their adoption on time would have to use the same textbook from the previous semester.
- b. Sub-committee came to the conclusion that this bill most likely had not been approved.
- c. The group agreed that the development of these protocols should be revisited with more participation from SGA representatives. (SGA rep not present due to scheduling conflicts.)

### **III. Faculty Awareness**

- a. Sub-committee reviewed "How to Impact Student Success through Textbook Adoptions."

- i. The group agreed that the flyer is very eye catching and contains great information that will help faculty realize the importance of submitting textbook adoptions on time.
  - ii. It was pointed out that this flyer had been emailed to faculty twice in October. Approximately 4,000 emails were sent but only about 1,200 emails were opened.
  - iii. The group suggested that the flyer be printed and posted in areas where more faculty will see it. Some suggested locations are common areas in academic buildings and faculty lounges/breaks rooms.
- b. It was suggested that the Bookstore speak during faculty meetings that take place at least once a semester.
  - i. Bookstore representative would like to speak at faculty meetings.
- c. Sub-committee thinks that emails to faculty may be sent to them too early. They believe that the messages should be sent out no earlier than two weeks before the adoption deadline.
- d. Another suggestion was to ask faculty to submit their CV, syllabus, and textbook adoptions at the same time.
  - i. This may be an opportunity to create a video to show faculty how to submit these items. Dr. Norwood said she could be part of video.

#### **IV. Spring-Town Hall Meeting**

- a. A town hall meeting will be held in the new bookstore during the spring semester.
- b. The date and agenda will be discussed during the next meeting.

#### **V. Next Steps**

- a. Auxiliary Services will create a communication plan spreadsheet based on the suggestions made by the sub-committee.
- b. The communication plan will be reviewed during the next sub-committee meeting.

#### **VI. Next Meeting**

- a. Next meeting will be scheduled during the last week of January.