

Bookstore Innovation Group (BIG) Annual Report for 2014-2015

Submitted on April 30, 2015 by Linda Lau

Purpose and Duties: The committee members will serve as liaisons between faculty members and the bookstore manager(s) and staff concerning suggestions for, questions about, and /or problems with both textbook and trade book orders. The bookstore manager will communicate any pertinent changes or important information to the committee members (such as book order deadlines and book return dates and policy procedural changes) and will utilize the members in an advisory capacity, as appropriate.

BIG members:

1. Rhonda Brock-Servais, brockservaisrl@longwood.edu, English and Modern Languages
2. Amber Clark, clarkak@longwood.edu, Assistant Store Manager
3. Leslie Cook-Day, cookdaylk@longwood.edu, Costume Design and Technology
4. Kevin Doyle, Ed.D, LPC, LSATP, doyleks@longwood.edu, Counselor Education
5. Jaime Hillman, hillmanja@longwood.edu, Store Manager
6. Linda Lau, chair, laulk@longwood.edu, College of Business and Economics
7. Frances Reeve, reevefm@longwood.edu, Education and Special Education
8. Nancy Scruggs, scruggsne@longwood.edu, HARK Department
9. Wendy Smith, smithwh@longwood.edu, Math and Computer Science

Report Summary

For the 2014-2015 academic year, the BIG continued to address faculty concerns regarding book order levels and book availability. Jaime Hillman spoke to the Faculty Senate during the fall and spring semesters, and the Committee met twice during the academic year.

Our first meeting was conducted on October 15, 2014, Wednesday, in Hiner 101, and our agenda included the following topics:

1. Purpose of the BIG Committee
2. Results from the start of the Fall 2014 semester
3. The 30% list - Jaime will provide more information about this topic
4. Helping adjunct instructors with textbook requests
5. Solicit feedback from your departments/college

The main discussion focused on how to help adjunct instructors work on their book requests – to get the right books and to turn in their book orders as soon as they can. The major problem lies with adjuncts who were teaching for the first time and those who were hired very late in the semester. Some suggestions include: (1) ordering the previous textbook(s) for the adjunct; (2) tell the chair to hire adjunct earlier; and (3) Amber offered to lend some books to the adjuncts. BIG members will go back to their departments and solicit feedback on how the bookstore can identify and provide help to these adjuncts. Amber and Jaime will also bring this issue to the Department Chairs' meeting.

Amber and Jaime introduced the Faculty Resources page on the Bookstore site (<https://www.facultyenlight.com/?storeNbr=342>) to the BIG. Instructors can search for textbooks from all publishers, search for textbooks used by other universities, and request desk copies. Jaime and Amber will attend departmental meetings and chair meetings through the year to brief them on this new feature.

Other issues discussed were (1) problem with lab manuals from printing services for one professor; and (2) the big green workbook for MATH 310 and 313 that have pages ripped out should not be resold at the bookstore.

In Spring 2015, the Committee met again on April 8, 2015, Wednesday, in Hiner G16, and agenda items included the following:

1. A summary of Bookstore Web site presentations at departments' meeting
2. A summary of the summer and fall book orders received (broken down by departments)
3. Demonstration of the new Canvas integration and to get feedback from departments

During the academic year, Amber visited several departmental meetings to give a presentation on the resources available to faculty on the Bookstore page. She also created a cheat sheet on how to use the special features on the faculty site. In addition, Amber repeated her presentation to the BIG during the 2nd meeting.

Amber and Jaime distributed a short hard copy of the 30% list for the summer classes, indicating that about 30% of the book orders are still outstanding. Jaime asked the BIG for help in reaching out to those instructors. A way to shorten the 30% list is for the Amber and Jaime to systematically remove courses that do not require a textbook. Amber indicated that she continues to review the textbooks for many courses, and she had systematically deleted courses that do not require any textbooks, e.g., internships, study abroad, and some special classes such as production, acting, and dancing.

Finally, Amber distributed a 1-page Who's Who at Barnes & Noble @ Longwood information sheet that she had created for the BIG Committee.

On April 17, Friday, Jaime sent an email to departmental assistants (cc to BIG), with a spreadsheet showing 108 outstanding book orders. The list was accurate through April 15. Jaime asked for all kinds of assistance from the departmental assistants – e.g., forward the list to the dept chair, or speak to the faculty directly. Jaime will send out a fall list shortly.

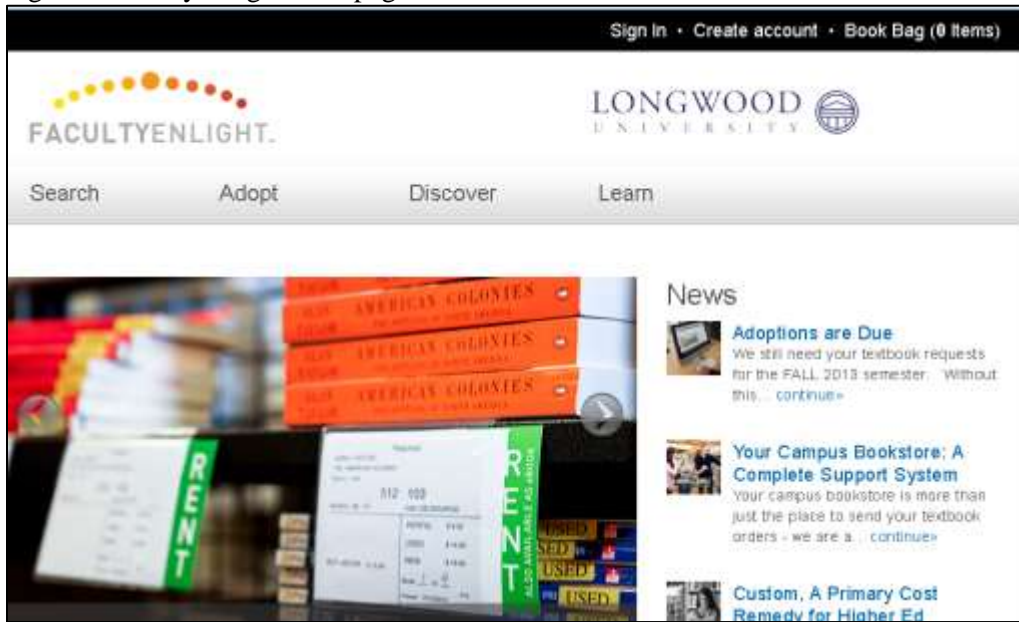
Faculty Resources on Barnes & Noble Site

Faculty can visit the Faculty Resources page using either of the following two ways**:

1. Go directly to <https://www.facultyenlight.com/?storeNbr=342> (Figure 1) or
2. Go to <http://longwood.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=30059&catalogId=10001&langId=-1>, and click on the Faculty Resources tab on the top right (Figure 2).

** the pop-up blocker must be disabled.

Figure 1 FacultyEnlight Web page



Click here to access the Faculty Resources

Figure 2 Bookstore Home page



Canvas Integration

Faculty can have access to the FacultyEnlight page directly from the Course Canvas page. When instructor clicks on the Purchase Course Materials tab located on the lower portion of the left panel (Figure 3), it will open the FacultyEnlight page on a new tab. Instructors and students can now have direct access to the Bookstore from Canvas.

Figure 3 Link to Bookstore page from Canvas

