

## REPORT OF BOOKSTORE ADVISORY COMMITTEE 2010-2011

The committee met twice during the year, once each semester. Both meetings were called by Jaime Hillman and all committee members were present at both. The first meeting was attended by two additional Barnes and Noble representatives as well as Kathy Worster, but the additional people were not present at the second meeting; however, two B&N student workers were present.

At the first meeting Jaime gave us information regarding personnel, procedures, and book orders. She was surprised to hear that I had been asked to chair the committee, and I do not think she had been informed of that decision. At the conclusion of her presentation, I brought up some concerns that I had heard within the Department of English & Modern Languages (EML), such as the high costs associated with text books, errors in orders, and books arriving late.

One of those complaints is as follows: In November of 2010, I received an email from Larissa concerning a complaint from a faculty member and a request that I check with Kathy Worster to get information concerning the issue. I am still waiting for that information. I sent Kathy a second letter to remind her of our concern but received no response. I informed Larissa about my efforts to get any information about the issue in question, but I am unaware of whether or not it was resolved by some other means.

At the second meeting, we were informed of personnel changes in the bookstore, and Jaime showed us the bookstore's updated website and made suggestions concerning orders. Again, we discussed some of the concerns I had reported from EML, such as errors in book orders and a possible conflict of interest at having a teacher's requested edition replaced by a Barnes and Noble edition. A major request within my department was that instructors receive notification not only when their orders were *received* by B&N but also when their book orders were *processed* by B&N. Faculty members also asked to be notified immediately if any problem were to come up with a particular book order (to have time to order a new book, if necessary).

The committee developed a Faculty Reads program this semester and will put the program into effect during the Fall 2011 semester. Briefly, faculty members will be contacted and asked what they are reading, and in return for responses, participating faculty will be provided with small rewards: free coffee, or a shot at a discount coupon, etc. Also, participating faculty members will have their recommended reading selection placed in a special section of the store along with a short blurb about the book (why it was recommended) for a short length of time (a month or so).

Jaime informed us that the bookstore committee members are appointed for one year, and she asked that we let her know if we were interested in remaining on the committee. Because the function and responsibilities of this committee have been ambiguous, however, we decided to draw up a suggested description of what we believe its duties should be. We believe that having definite guidelines will make a big difference in the efficiency and relevance of the committee, and we respectfully submit our suggestions for your consideration. For efficiency's sake, we are using the standard format for recognized committees listed in the Faculty Handbook.

## BOOKSTORE ADVISORY COMMITTEE:

1. Purposes and Duties: The committee members will serve as liaisons between faculty members and the bookstore director and staff concerning suggestions for, questions about, or problems with both textbook and trade / recreational book orders. The bookstore manager will communicate any pertinent changes or important information to the committee members (such as book order deadlines and policy / procedural changes) and will utilize the members in an advisory capacity as appropriate.
2. Membership: Currently this consists of faculty who have expressed interest in serving, but the committee might find itself better served if one or two faculty members from each college were appointed.
3. Ex-officio members: None
4. Tenure restrictions: None
5. Departmental Restrictions: None
6. College Restrictions: None
7. Other Restrictions: None
8. Term of Office: 2 years. May be reappointed.
9. Method of Selection: Appointed by Executive Committee of Faculty Senate
10. Chair: Appointed by Executive Committee of Faculty Senate
11. Reporting Route: To Faculty Senate

Submitted by Ruth Budd, Chair  
In collaboration with Susan Stinson, Member