

MEETING MINUTES

Bookstore Advisory Committee

3/1/17 11:00 AM – 12:00 PM

1. Introductions
 - a. Todd Smith, Sarah Freeman, Nicole Larson, Troy Howat, Nancy Ferguson, Matt Sirinek, Pam Watters

2. Follett Discover Program
 - a. Online tool for instructors and students
 - b. Assists faculty with the adoption of course materials
 - i. Faculty and staff enter course information for adoption process
 - ii. Searchable parameters (ISBN)
 - iii. Discover option to view what other schools are using
 - iv. Enter notes for students
 - c. Helps students purchase and manage materials
 - i. Integrated to online course schedule
 - ii. Students can look up required course materials and purchase
 - iii. Compliant with HEOA law for students to see materials that are required for courses
 - iv. Digital access
 - d. Varying roles are assigned
 - i. Administrator access settings
 - ii. Concierge enters materials for several departments (Nicole)
 - iii. Adjust on department-by-department basis
 - iv. Can require pre-approval if needed
 - e. eLearning Portal
 - i. Faculty will drive students to Follett Discover as needed
 - ii. Designate required materials
 - iii. Informs if rental is available
 - iv. Pricing options for buying new vs. used books
 - v. Todd will modify email to students with direct link to Follett Discover
 - vi. Implement as part of eLearning Training
 - vii. Procedures document for instructors also has links

3. Carroll Bookstore Survey
 - a. Partnership with the National Association of College Stores
 - b. Student and Faculty surveys will launch March 20th
 - i. Participation gets a \$5.00 coupon

- ii. This is a random sampling and not all students will receive it
 - iii. Looking for feedback on service and product selection
- c. Matt will review demographic choices on survey for staff/admin roles
- d. Todd will send faculty survey link to concierge group

4. Access Codes

- a. This is a recurring issue for students
 - i. Generally need to buy brand new if an access code is required
 - ii. Books are required with access codes that are not actually being used in the classroom
- b. It's important to make sure students are not required to buy an access code with the book if it is not needed
 - i. ISBN will differentiate if access code is required
- c. Important for Student Senate to document and provide feedback

5. Next Meeting

- a. Wednesday, April 12th 11am – 12 pm in VO311