

# MEETING MINUTES

## Bookstore Advisory Committee

4.17.19 11:00 AM – 12:00 PM

1. Advisory Committee Members Present
  - a. Nancy Ferguson, Ann Marie Johnson, Matt Sirinek, Tyler Ratkowski, Pam Watters, Justin (Interim Manager)
2. Adoptions
  - a. Justin will provide numbers
  - b. 80% of fall coursed are listed
    - i. Courses not listed haven't used materials in the past
    - ii. Carroll is above the 67% company average
3. Process
  - a. Timeline for VB success (handout)
  - b. Bookstore opens – typically 4 weeks out from class start
  - c. Customer submissions – due 4-6 weeks before bookstore opens
  - d. Also look at compliance to government standards
  - e. Book charge was opened early for spring term
    - i. Continue to open 4 weeks prior to class start
  - f. Summer 1 starts May 9th
    - i. Book charge opened April 11
  - g. Not able to look at fall materials
    - i. Should be able to at least view materials and cost even if not able to purchase
    - ii. When is this available?
    - iii. If they can't buy, they may end up buying elsewhere
    - iv. July 1 was typically when books were on the shelf
    - v. Look at getting materials available to order sooner
4. Xanadu
  - a. Admin Demo - Determining best time for campus
  - b. Invite all admin staff and recommended faculty
  - c. Recycle any materials that are no longer needed
5. Faculty Enlight
  - a. Training with admins done in fall as well as some faculty
  - b. Refresher training available at store level
  - c. Looks like it is being used correctly
  - d. Faculty can recommend or post materials for approval
    - i. Still won't submit directly but helps with materials selection
    - ii. Can look up what instructors at other institutions are using

- e. Cost data is also available
    - i. Able to compare prices and look for lower cost alternatives
6. Associate Nursing Degree
- a. Best way to deliver materials?
    - i. Interested in building as course fee
    - ii. Procure on student's behalf
    - iii. Cost is important factor
  - b. Matt will present options at next task force meeting
    - i. LoudCloud Courseware
      - 1. Fully customizable online learning platform
      - 2. OER (Open Education Resource)
      - 3. Provides built-in analytics and reporting for class activity and performance
      - 4. \$35-40 for student cost
    - ii. First Day Solution
      - 1. Inclusive access model to help provide student materials by first day of class
      - 2. Course fee added as part of tuition or fees
      - 3. Lowers price of item
      - 4. Content typically available one semester but varies depending on publisher and school needs
7. One Price
- a. Every student pays one price based on materials getting bundled together
  - b. Varies from school to school
  - c. Newer program and can be a big cost savings
  - d. Buy back is available at end of term
  - e. Make less per student but selling to every student
  - f. Justin will review feedback from students and parents that are using at other schools
8. General Merchandise Update
- a. Not sure some of new order will arrive prior to commencement
  - b. New 'Mom' and 'Dad' shirts
  - c. Standard coupon offered during freshman registration
  - d. Also offering discount for registration days
  - e. Encourage getting store app for promotional offers
    - i. Alerts for store sales
    - ii. Coupons for Birthday etc
    - iii. Cater to different groups for alumni, parents and students
    - iv. Also order books through app
  - f. Diploma frames arriving in two different styles