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**BILL NUMBER:** 2020-01-31.03

**NAME OF BILL:** Book Ordering Timeframe

**DATE OF REQUEST:** 1/30/2020

**REQUESTOR:** Student Senate

**COMMITTEE WORK:**

Recruitment Committee 1/31/2020-Forward to Staff Senate

Staff Senate 1/31/2020 Forward to Shared Governance

Shared Governance 2/7/2020 Closed

*Needs follow-up for syllabus, books, etc*

**STATUS:** CLOSED

RV 10/5/21

Kim Beck



# Shared Governance Issue Request

Bill #: 2020-01-31.03 Title: BOOK ORDERING Time frame

Submission Date: 1/30/2020 Starting Subgroup: Recruitment/Campus Life

**Complete the following information on this page only,  
attaching additional documentation as needed.  
Deliver 2 printed copies to Shared Governance Council.**

Requestor(s): student senate

Department: Student Senate Extension: \_\_\_\_\_

Description of Issue/Request: Book ordering on-line -

Books are not open to order until 1<sup>st</sup> day of class then takes up to 2 wks for book to arrive. Delay on assignments

Why should this be addressed/addressed now? Books have been ordered

on-line for 2 semesters and same outcome

Who will this impact? What are the costs? student body, Professors.

zero cost to institution some cost to student

What are the expected outcomes/benefits? Improve time frame

for ordering books on-line

Bill #: 2020-01-31.03 Title: BOOK ordering Time Frame

Reinforcement/CL Forwarded Feedback 1/31/2020 X  
Subgroup Action to SAS Date Reported

Staff Senate Feedback to SGC 1/31/2020 X  
Subgroup Action Date Reported

SGC closed 12/4/20   
Subgroup Action Date Reported

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Subgroup Action Date Reported

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Subgroup Action Date Reported

Final Disposition

Motion to close - approved see  
attached SGSF form



### Shared Governance Subgroup Feedback

Bill #: 2020-01-51.03 Title: Book ordering time frame  
 Submission Date: 1/31/2020 Subgroup: Student Senate

Attach as supporting information to completed SGIR.

Date	Progress/Feedback
01-31-2020	Item discussed. Recommend all class syllabi be made available at the book store at minimum two weeks prior to the first day of class. All class syllabi must include required texts for the course.

Clarify who adds the books to the schedule <sup>submits</sup> what's the protocol for book ordering & whom is adding the correct book per class.



## Shared Governance Subgroup Feedback

Bill #: 2020-01-31.03 Title: Book Ordering

Submission Date: 1-31-2020 Subgroup: Staff Ad. Sen.

Attach as supporting information to completed SGIR.

Date	Progress/Feedback
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1-31-2020	<ol style="list-style-type: none"> <li>1. get book request from faculty</li> <li>2. enter to virtual website ISBN using</li> <li>3. No changes should be made once submitted</li> <li>4. director <del>had</del> gives approval to post on virtual website</li> </ol>
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a. Book order begins at every mid-term semester.

b. all other concerns refer to Ron @ Book store <sup>with Book ~~order~~ <sup>Buy</sup></sup>

c. Books placed @ library Reserved

12/16/20<sup>19</sup> - vouchers made available by  
 - 1/31/2020 financial aid / FM  
 FAO verifies Academic Progress to MBS ; students  
 emailed via student email