Affordable Learning Solutions Subcommittee

DRAFT Minutes Meeting of May 1, 2015

Present: Sylvester Donelson Jr., Eduina Escobar, Jordan Leopold (for Marie Ibarra), James Murray, Corazon Napolis, Eric Neumann, Aline Soules, Jingwen Yang, Missy Wright

Guest: Bookstore Manager (Jaime Scobel)

1. Approval of the agenda (Murray/Wright)
   a. Note: the meeting was moved to PE 106 to facilitate the demonstrations (.

2. Approval of the minutes of Feb. 23, 2015 (Wright/Murray)

3. Old business
   a. Review of the bookstore adoption form
      i. A copy of the print form was distributed; however, as only about 10% of adoptions are submitted this way, no change was recommended
      ii. Escobar demonstrated the current online ordering procedure.
      iii. An accessibility concern was raised in the case of course readers where students are asked to contact the instructor. Accessibility Services then has insufficient time to make the reader accessible.
      iv. Another concern was how to indicate multiple ISBNs. Escobar showed how to find multiple ISBNs and how to indicate "required," "recommended," or "choice."
   b. Demonstration of "Faculty Discover" (Escobar, Scobel)
      i. When courses loaded into PeopleSoft, then they are loaded into Follett's new Faculty Discover module. Ultimately, there will be a connection from BlackBoard, hopefully by fall 2015.
         1. A few changes were suggested (e.g. change "add to library" to "add to my library" to ensure faculty don't think they are saving the request to the university libraries)
         2. When material is chosen, the bookstore reviews them; when approved, they will be ordered or, if open educational resources, will be loaded to Blackboard
      ii. There was discussion about professors who assign books but do not refer to them in class, either by choice or because they run out of time. The question is how to communicate alternate options, e.g., making it recommended rather than required. It would be helpful if students could communicate their concerns about individual class situations to the provost in order to

examine patterns of behavior. Neumann and Murray pointed out that there is a question on the new student evaluation document (question #4); however, it's somewhat oblique to this situation. There is, however, a comment box.

  iii. It was recommended that points be added to the report about the accessibility issue (still a situation in "Faculty Discover" as currently) and about the need for a 5-10 minute demonstration of "Faculty Discover" in Senate in fall 2015

 c. Demonstration of "student view" when ordering textbooks

  i. Leopold logged on and showed the student view in My CSUEB. Subsequently, Escobar showed a different path to reach the "purchase textbooks" feature. This enabled other committee members to develop a better understanding of what the student sees in regard to HEOA compliance. There was discussion about adding a link to the university libraries to enable students to check if a textbook is/is not on reserve.

2. Draft report to CIC
   a. Suggestions/comments on the current draft of the report should be submitted on Google Drive by Thursday, May 7. This will enable Soules to complete a second draft for short review in order to complete and submit a final report by May 14. This will ensure that the report can be added to the CIC agenda for May 18. Soules will inform Watnik that a report will be submitted.

3. Marketing plan
   a. A continuous plan is needed, e.g., submitting something for the Academic Affairs e-newsletter regularly. One option is a single point of information; another is to showcase faculty who are engaging in ALS
   b. Key points for faculty
      i. Students will need a bigger lump sum of money to purchase materials at the beginning of each semester because they will now take 4-5 classes at a time
      ii. Also with semesters, students will be on campus more and have less opportunity to work. This makes ALS even more important.
   c. Key points for students
      i. A student needs to write something for the Pioneer (faculty do not write articles for this publication). Soules will contact the new ASI executive, once elected, to see if this can be arranged.

4. Meeting adjourned 10:44am