

**Academic Affairs Council**  
Meeting Summary – May 8, 2007  
Boardrooms

**Present:** Ann Adams (guest), Scott Anselm, Bridgid Backus, Jim Bell, Russ Burchard, Linda Carroll, Rod Carter, Margarita Casas, Colleen Clancy, Lynne Cox, Darci Dance, Linda Donald, Pamela Dunn, Richard Gibbs, Fred Haynes, Alan Heywood, Beth Hogeland, Mike Houglum, Sharon Ketchum, Wendy Krislen-Adams, Mary Ann Lammers, Janet Lodge, Cathy Lovingier, Dawn McNannay, Audrey Perkins, Jorry Rolfe, Carol Schaafsma, Ann Smart, Linda Spain, Christy Stevens, Stephanie Ware (student rep), Mark Weiss, Gary Westford, and Jerry Wille

**Absent:** John Aikman, Sheri Billetter, Patsy Chester, Bruce Clemetsen, Denis Green (representing EIT Division), Mike Holland, Kristen Jones, Rick Klampe, Elizabeth Lundy, Ann Malosh, Faye Melius, Gary Ruppert, Alice Sperling, and Diane Watson

The meeting was called to order by Linda Carroll at 3:00 p.m.

**Introductions:** Self-introductions were done. Linda announced that Richard Gibbs has agreed to serve as AAC faculty co-chair elect for 2007-08.

**DEIT Conversation Follow-up:** Alan Heywood was present to continue the discussion started at the last AAC meeting. He distributed handouts showing the courses which are currently being offered and which requirements those courses meet.

At the last meeting, departments had been asked to discuss whether or not AAC should spearhead the work of DEIT, to support and give direction about online course offerings. Following is department feedback and comments/suggestions from today's meeting:

- There was quite a bit of interest in online classes by the Performing Arts Department.
- Two faculty in Education/Child & Family Studies are developing online courses and are pleased to see the college taking steps to move this forward.
- The DEIT Committee is relatively small and connecting it to AAC would result in broader participation/representation. There are no programs offered entirely online.
- DEIT could become a subcommittee of AAC, or DEIT membership could be increased and a representative participate in AAC.
- A subgroup of AAC could be formed to focus on curriculum and course development issues related to DEIT.
- Do we embrace putting resources toward distance education? If we do, perhaps that should be included in position opening requests to seek people who have those skills and interests.
- It would be interesting to pursue a niche, i.e., the 15-credit certificate in child care, or perhaps the Library Assistant program. There are people who drive from all over the state to take those courses.
- A collegewide strategy is needed. DEIT is a small, focused group.
- Could DEIT be reconstituted to meet the broader needs? Perhaps a subcommittee of DEIT focused on instruction? A liaison from that subcommittee to AAC would provide a communication link with departments.

**Action:** *Members agreed that a subcommittee of DEIT should be formed. The committee will meet during fall term to discuss the ramifications of offering degrees online, whether or not degrees should be offered online, and, if yes, which degree or degrees should be offered. Linda Carroll will provide Alan Heywood with a list of AAC members and work with him to determine what areas are under-represented.*

**Best Practices:** Members shared what they have done in their departments to reduce the costs of textbooks for students.

Suggest to students that they check syllabus ahead of time and order directly from publisher. Is this a good idea or bad idea?

#### Online Purchase of Textbooks

- Caution: An online purchase of a used workbook can be problematic. For example, assignments may already be completed, pages torn out, and the edition may be out of date.
- An online purchase of a textbook can be problematic for the student receiving financial aid.
- Text purchases in the Bookstore contain the correct access code (medical technology example). Sometimes online purchases come without the code. When students have to purchase the code separately, their cost increases beyond the amount of the text and code purchased at the Bookstore.

One department wrote its own textbook. It is shrink-wrapped and available for purchase in the Bookstore. It is also easily revised.

Pilot Program being developed: Select a book and commit to keeping it for five years. Students purchase the book at full price and sell it back to the Bookstore at a higher price than they normally receive for a used book.

#### Custom Publishing

- Custom publishing is an option. Several chapters are selected and bound together. This has worked well for some texts and not well for others. For example, a “gentleman’s agreement” (use the custom text for two years) worked for one department and another had to purchase 1,000 copies.
- The Math Department has found that buying each chapter online is more expensive than buying the entire text.
- When customizing books, if books are left over, the Bookstore charges the department.

#### Financial Aid Conflicts and Textbook Purchases

- Lag time exists between financial aid awards and the beginning of classes. The result is that some students are not able to purchase their books until the second or third week of the term.
- Books can be put on reserve in the Learning Center and the Library.
- TRIO center has a book loan program for students in that program

Some books are available electronically in e-format. Prices are usually lower.

One department was able to cut out a textbook because an existing text expanded coverage and works for more than one class.

Bundling a textbook with something else (i.e., course card) allowed the sales rep to offer lower price.

Use the same texts.

Give instructors an option of five texts that teachers can use for a course that has large number of sections.

Some instructors do not use texts. They provide links on their websites.

The Foundation provides support to students who lack funds to purchase textbooks.

Moving to online resources shifts costs to other parts of college such as the Library and the computer labs.

Representatives from the Bookstore and Jim Huckestein will attend the next AAC meeting to discuss textbook cost and order process. Following are questions members would like to have addressed:

- Is it good or bad to encourage students to order online?
- Why does the Bookstore run out of textbooks?
- Discuss pluses and minuses of customized books.
- Explain Math Department pilot.
- Discuss book rental.
- There's a lag between financial aid and when students need/get books - can anything be done?
- Is there someone in the Bookstore who can help negotiate deals with book reps?
- What happens with extra custom books?

**Fee Increase:** A \$1/credit Transportation and Safety fee is being proposed. Student hearings are being held to gather feedback and share information. Use of funds generated would be limited, and a plan for a series of improvements is being developed. An example would be a plan to address the concerns about safety at night in the parking lots. The Board will vote on the fee proposal in June.

**Stories and Announcements:** Members shared stories of positive events in recent weeks.

**Adjourn:** The meeting was adjourned at 4:30 p.m.

Notes by Janet Lodge