

**FSCOT Minutes**  
March 2, 2010

The meeting came to order at 3:30pm, Union 204

**Attendance**

Guests:

Rebecca Gould  
Melody Lehew (acting chair for Tweed Ross)  
Betsy Cauble

Membership:

Andrea Blair, General University  
Jamene Brooks-Kieffer, Library  
Matt Ebert, Student Representative  
Julia Keen, Engineering  
Chihyung Ok, Human Ecology  
Michael Raine, Business Administration  
Mark Stadlander, Extension  
Alysia Starkey, Technology & Aviation (Salina campus)

**Approval of Minutes**

The minutes from the February 2, 2010 meeting were approved.

**New Business**

Textbook Reporting Requirements

Rebecca Gould described the requirements for textbook reporting in order to meet the Higher Education Opportunity Act of 2008 (quoted from the summary about textbook reporting distributed by Gould at the meeting):

“...universities must make information about required textbook and supplemental materials available to students in their online course schedules by July 1, 2010. They must also make certain information available to their affiliated bookstores.”

The bookstores that work with K-State (Union Bookstore/Varney's, Manhattan; Follett's, Salina; KVESS, College of Veterinary Medicine,) are keeping databases of textbooks as reported by faculty. These databases will interact with iSIS to give students easy access to their course textbook requirements. The bookstores must send the Office of Academic Personnel a report detailing faculty compliance with this reporting system.

Gould encouraged faculty to accurately report textbook requirements and encouraged FSCOT members to spread this word within our colleges. Authentication for this reporting system is different from what faculty may be used to. The faculty member's credentials will be their K-State email address and a password set by the bookstore, not their K-State eID and password. Faculty should already have been contacted once by the bookstore(s) via email to initiate textbook reporting. One member reported being unable to use the bookstore's reporting system after receiving the email and being unable to receive any substantive answers from the bookstore staff about how to proceed. Gould is investigating this instance with the bookstore in question.

Questions and answers discussed by the membership and Gould included:

Q: Since accuracy is so important, if faculty are not sure about their textbook requirements, should they report anything?

A: No, don't report until you are sure of your textbook requirements.

Q: If there is no textbook requirement for a course, do faculty still have to report?

A: Yes, report "No textbook required."

Q: If required materials include coursepacks not sold by the bookstore, should these be reported?

A: Yes. Report the material and state where it is available, e.g.: "Coursepack available from Union Copy Center."

Q: Will the bookstore database be purged at the end of a semester so that possibly incorrect textbook information isn't carried over to a new semester?

A: Gould will take this question back to the bookstores and report answer to Tweed.

Q: Will Varney's be changing their requirement that a student drop the class to receive a refund on a textbook? Members discussed circumstances in which students might wish to return a textbook without dropping the class, e.g.: when the instructor can provide texts to students cheaper than a bookstore.

A: Gould will investigate this question with the bookstores and report answer to Tweed.

## **Old Business**

### Budget Reduction Items

In Tweed's absence, this topic was tabled until March 23, 2010.

### Report on CIO Search

Julia Keen updated FSCOT on the progress of the CIO search. The pool has been narrowed to 6 strong candidates. The search committee will conduct telephone interviews with the candidates this week and interviews with references before and right after Spring Break. Depending on these interviews, up to 4 candidates will be invited to campus, probably in April. The committee intends to hold open forums with the candidates for the campus but the format of these forums hasn't yet been determined. The start date for this position will be negotiable; the intended date is either June 1 or July 1, 2010.

### FSCOT leadership, 2010/2011

Faculty Senate President Melody Lehew and President Elect Betsy Cauble stressed the importance of finding a chair for FSCOT's 2010/2011 term, preferably one with committee experience as required by the University Handbook, Appendix E. Lehew detailed the meeting commitments expected of the chair (approx. 15 hours per month or 4-5 hours per week) and listed some of the benefits, including knowledge of and participation in the university's administration. Lehew answered members' questions and shared that she and Cauble had met with the deans and stressed the importance of granting standing committee chairs the 25% release time allowed by the Handbook. Lehew encouraged anyone thinking of assuming the FSCOT chair position to discuss the matter with their department head and dean. She will email some encouragement to the current FSCOT membership along with the list of time commitments drawn up during the meeting. The deadline for expressing interest in the chair position will be March 22, 2010, the day before FSCOT's next meeting.

## **Next Meeting**

March 23, 2010