

Attachment #2

MEMO

TO: Faculty Senate

FROM: Chemistry Department

DATE: November 3, 2009

SUBJECT: Textbook ordering process

Rationale:

The online ordering system put in place by Student Service Inc. on behalf of the administration may meet the federal mandate. However, some changes are needed in order to meet the needs of students and faculty. Specifically, there need to be improved mechanisms for allowing faculty to communicate course material needs that are not or cannot be met by SSI.

Recommendations:

- 1) Within the Registration system, there needs to be a way for faculty to provide comments regarding alternate sources for textbooks and/or materials. For example, lecture notes or lab notes available through a department, older versions of a textbook, and texts published abroad. This could be a comment box or possibly a direct link to related materials on departmental websites.
- 2) Within the SSI program, there needs to be an additional option provided for faculty when adopting textbooks. Currently, if course materials are not available through SSI, the only option allowed states "No text." This is misleading if a course requires a text or materials available through an alternate source. This could be corrected by adding an additional option such as "Required Material Info Available from Dept." If possible, there could also be an opportunity for faculty to post a "Message to Students" here as well.