

**Roger Williams University
University Life Committee
Meetings November 15, 2017**

Attendance:

X	Roberts, Joseph (Senator, SSNS-SS, Chair)	Matos, Gerald
X	Duffy, Elizabeth (SHAE-Arts)	No Representative (SSNS-MNS)
X	Fagan, Christine (DAS)	Tsankova, Jenny (SHAE-Ed)
	Hollingsworth, Tony (SHAE-Hum)	Yonan, Scott J (Student Life)
X	Jeznach, Lillian (SECCM)	No Representative (SJS)
X	King, John J (Student Life)	X Marcella, Michelle (Bookstore — Guest)

NOTE: X: Present/ O: Online

New Business

Bookstore

There is a new hire as the Textbook Manager, Dottie Carreiro, who will start on 11/27/2017. She formerly worked in the Copy Center on campus.

Barnes and Noble store and the company has guidelines that suggest when they should have book orders. For spring, Barnes and Noble would like 30% by October 1, 70% by November 1, and 80-90% by December 1. For fall, Barnes and Noble wants 80% of book orders by May 1. RWU Bookstore typically gets 40%. Ideally, bookstore would have 90% by August 1. Order books through Faculty Enlight (<https://www.facultyenlight.com/?storeNbr=551>) or by email to bookstore.

The sooner the book orders are in, the more likely that the bookstore can keep books on campus that might be reused, particularly rentals. Faculty Enlight allows the books to be automatically shown to students within 24 hours of processing. Faculty Enlight also automatically looks for used books at other Barnes and Noble campus bookstores. The goal is to minimize the number of books ordered directly from the publishers because the publishers are shrink wrapping texts, sending newer editions, or other things that make the experience more expensive. Ebooks are also an option and has saved students money. For books that will be used for two semesters, it is often better to buy than to rent and the bookstore can counsel students on their options. Students can preorder books from the bookstore and they are ready for students to pick up on the first day. The orders begin being pulled January 6 for Spring and August 1 for Fall. Early orders by faculty allow this process to work much better. If there are issues with desk copies (publishers requiring minimum orders, for example, before sending desk copies), call the bookstore and they can offer some assistance.

Common Reading for 2018-2019

Theme for 2018-2019 will be “sea level rise” and ULC is seeking recommendations for books. Our timeline for deciding on the Common Reading for Fall 2018 by late January or early February 2018. The book selected should be related to the theme, broadly applicable across campus, interesting, and written by an author who is still alive (and can come to

campus). If you have recommendations please forward them to the committee (jroberts@rwu.edu). The committee will read the books over winter break and discuss them before making any decision.

Personal Device Policy/Outlook Security Measures

The ULC has not yet been charged with this yet. The Senate did not get through the whole agenda and this was the last item in November. ULC will get the charge in December.

1. The Faculty Senate charges the University Life Committee with inquiring into the new Outlook security measures (login and synch with Calendar and Contacts in particular).

It would be helpful to discuss this with faculty in your areas to determine the scope and breadth of the issues with this policy. Faculty should contact the committee with any concerns, issues, or suggestions about best practices.

Please note that there is an expectation that the personal device policy will extend to Bridges and the Portal sometime in the near future.