



August 26, 2016

Dear Faculty,

Thank you for your generally positive responsiveness to recent requests to complete textbook orders well in advance of the start of classes. Since last spring, we have attempted to explain through various administrative meetings and messages the critical importance of completing textbook orders in a timely manner through the campus Barnes & Noble bookstore. With this message we want to again attempt to clarify why it is so important to do this, and to offer some strategies for improving the process.

State legislation (Texas Education Code Sec. 51.452) stipulates that textbook orders are to be completed and publicly accessible by 30 days before the start of classes each semester or term. Last year, we were at 80% complete 30 days out. This year we were slightly below 70% at the same time. The good news is that we've gained considerable ground during August, so that as of August 22 we are about 90% complete. Ideally, we should be closer to 100% 30 days out, and essentially done with the process for the semester. This year, we will be extremely pleased if we are near 100% on the first day of class.

Moving forward, our objective is to achieve the 100% mark by 30 days before the new semester's first class date. For the spring 2017 semester, with a first class date of January 19, this means our target date for completion and posting of textbook orders will be December 19, 2016. Meeting this target is important because it provides students (and parents) ample time to know what purchases to make for the upcoming semester, and it enables the bookstores to be more operationally and cost-efficient, thereby saving students time and money. It also keeps us compliant with state law.

We expect to utilize the following strategies to reach this objective:

1. The Provost's Office will post the textbook order due date each semester on the Academic Calendar and Provost Planning Calendar, and distribute relevant communications at appropriate intervals.

2. The Provost's Office will introduce as a revision to OP 32.06 Faculty Responsibility, a statement about making timely textbook orders.
3. Faculty will use the Barnes & Noble Campus Bookstore as the primary source with which to place textbook orders. The campus bookstore has multiple contractual responsibilities to the university and its faculty to assure accurate, timely, and sufficient textbook orders. Moreover, the campus bookstore has contractual obligations to share textbook orders with the other area bookstores, which ensures that students have multiple retailers to choose from.
4. Faculty should use the online textbook ordering portal Faculty Enlight (<https://www.facultyenlight.com/>) to place textbook orders. It's a straightforward process to enter the information for each course item, and a designated individual in your department can enter the information for all faculty ordering textbooks. The system confirms each order. The portal provides the campus bookstore the most immediate, complete, and readily accessible information needed to fulfill orders. Regardless of how orders are submitted, however, the campus bookstore will process the orders and share them with the off-campus bookstores.
5. Faculty should keep with the orders they submit for a given semester and refrain from changing orders within the month before the start of classes. Many students will have already purchased the textbook previously submitted, and bookstores will incur costs as a result of the change that might then be passed on to students or unduly affect their cost of doing business.
6. The campus bookstore will work cooperatively and directly with individual faculty and departments to offer guidance and accept input on implementing and improving timely and efficient procedures.
7. The campus bookstore will share with the other area bookstores its received orders in the intervals and timeframe agreed to among the bookstores.
8. The Provost's Office will continue to work with faculty and faculty administrators to monitor effectiveness of these strategies and determine other needed approaches to optimize the textbook ordering process.

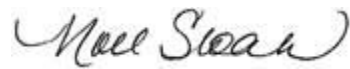
Our foremost concern is to provide students with the information they need to plan for required course materials in time to begin each semester as well-prepared as possible. This is part of the intent of the state's textbook legislation, and we also must comply with that regulation.

We appreciate your cooperation and wish you a wonderful start to the new semester.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael Galyean".

Michael Galyean
Interim Provost

A handwritten signature in cursive script, appearing to read "Noel Sloan".

Noel Sloan
CFO