



## Presentation/Proposal Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Information: \_\_\_\_\_

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

### 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
    - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

### 5. OPERATIONAL IMPACT

**6. STUDENT IMPACT**

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

**8. MOTION TO BE RECOMMENDED**

## G-31-10 Bookstore

The Central Oregon Community College Bookstore exists to serve the college community. The Bookstore is operated as a self-supporting enterprise.

The pricing structure of the Bookstore is designed to make books, services, and supplies available to students at reasonable prices, while covering its cost of operations.

Textbooks:

Adoptions: Textbook Adoption Forms must be completed by each instructor for each course they are teaching each term, approved by the Department Chair and submitted to the Bookstore by the established term deadline (Fall: ~~May 4~~ April 15; Winter: October ~~30~~ 15; Spring: January ~~30~~ 15; Summer: April ~~17~~ 1). Textbook Adoptions submitted after the deadline may not arrive on time without additional expense to the Department and will not be included in consideration for Buy-Back. Assumptions about the current or continuing book inventory should not be made. Regardless of whether a book has been used in the past or is currently in inventory, an Adoption must be received to guarantee sufficient books for a class. Adoption must be received even if no text is required and so stating that fact. Books not adopted will be returned to the publisher each term.