



Recommendation Signatures Form

Date of College Affairs meeting initial presentation: 05-03-2019

Presenter(s): Lori Benefiel

Title of Proposal: Textbooks Policy revised deadlines

Check the following: First Reading Second Reading Consent Agenda

College Affairs Recommendation (Check all that apply)

Approve the proposal as submitted

Approve an amended proposal

Vote against the proposal

Postpone reading and/or motion until: _____

Create a task force to broaden the discussion

Refer the issue elsewhere (e.g. faculty or administrator consultant, another committee) for broader review and consideration.

GPM changes submitted to College Affairs Committee support specialist

Submission Date: 5/3/2019


Chair of College Affairs

Action taken by College President: Approved Denied Tabled

6/19/19 
Date College President

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: An online 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 Aadoptions 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 textbook inventory should not be made. Regardless of whether a textbook has been used in the past or is currently in inventory, an Aadoption form must be received to guarantee sufficient textbooks for a class. An Aadoption form must be received even if no textbook is required and so stating that fact. TextBbooks not adopted will be returned to the publisher each term.