

TEXT BOOK – MODULE ORDERING Opportunities for Improvement by Area

Curriculum Update Project
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Notification of book order due dates:

Prepare Lotus Notes book orders:

- Develop written process to prepare course in Lotus Notes.
- Flag enrollments over or under. Auto notification to all with inventory information.
- Mesh enrollments with # of text books and modules needed.
- Connect update plan to textbook and module orders.
- Timeline – curriculum update plan – do they return when books are due.
- Re-evaluate timing of the process.
- Add or Cancel class - now a manual process notifying all involved. Book/module orders & returns.
- Hold accountable

Send book order to instructors:

- Professional development to provide information & what it means to the process.
- Include all information and supplies needed for financial aid availability.
- Need current ISBN entered, build system so it must be input. “Latest” is not acceptable.
- Classroom software & textbook tie together (SHIMPI process).
- Tie software, curriculum and textbook order timelines together.

Instructors review, complete and return textbook order:

- Instructors check w/book store re: quantity on shelves.
- Tell bookstore if book will not be used again so bookstore can return.
- Book order database form needs clear button for books, new, revised, etc.
- CLEAN UP form, simplify – book order database.
- How do faculty know what is financially aidable?

Administrative Assistants Review (second time):

- Written process needed.
- Standardize communications to dean and faculty.
- Include instruction materials, books, modules, (COS, modules, supplies for financial aid).
- Inventory, what is on shelves?
- Update database design: history, date, clarification, additional views.

Book Store Receives and Organizes Book Orders:

- Set up restrictions on when updates can be made to textbook database.
- Build workflow into database for revisions. Add/delete CRN.
- Setup Lotus Notes database to “bump” or pull information into the Nebraska system instead of manual entry.
- Skip Lotus Notes and enter directly into Nebraska system.

Book Store transfers info into Nebraska book system:

- Document process – steps to flag records, include vendors.
- Communicate to students the availability of online ordering.
- When students register, determine whether ordering for online or bookstore (which campus).

Generate report for module orders:

- Notify Jon of revisions.

Additional review and entry of book orders:**Generate PO (used books first, new books out of Nebraska system):****Receive book shipments:****Re-orders:**

- Improve process for notifying Jon of added/dropped classes. Include MaryLee for modules.
- Standardize the process for notifying the bookstore.
- Get Banner reporting of enrollments by course number not individual CRN.
- Accountability.

Return books:

- Standardize the process for notifying the faculty, administrative assistants and bookstore.
- Who decides charge out? What happens to obsolete books?
- Be sure to include dean, administrative assistant and faculty.
- Which faculty is responsible? (Update plan?)
- How/where is needed information found?
- Timeframe to react to outdated books. Show need - decision.

Parking Lot:

- Consider process for at-risk books that need to be returned due to no classes running next semester (possible new edition of book).
- College policy for using modules is not consistent.
- No accountability for parties that need to enter book order information (instructors' by-pass the system).
- Supplies not on book order so they are not able to be funded through financial aid.
- Conflicting timelines.
- Professional Development for new instructors – Dean follow-up/mentor program during first year. Possibly extend mentorship to 2-year cycle & create documented process to follow.
- Used book ordering from multiple sources is a huge process.
- Skip entire Lotus Notes process & input directly into the Nebraska system or format so Lotus Notes can migrate data into Nebraska. Get workflow from Banner...eventually?
- How do we know where books should be held (which campus)? Inform people of online bookstore at registration.
- How do we dispose of obsolete books?
- What are the hard costs?
- How are hard costs broken down?
- What departments are impacted the most?