

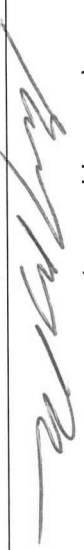
# Program Action Plan Template

Program: Bookstore		Date: 1/30/2023	Submitted By: Carly Gilder
Action Item 1	Textbook adoption Collection for HB		
Proposed Action	Create a committee comprised of Faculty, Dean and Academic Affairs with Bookstore to have a discussion on improving the process, response and procurement. Also, try a different process and complete a survey		
Responsible Party	Shared responsibility of Academic Affairs to the HB and the bookstore to get the collection		
Success Criteria	Meeting the HB requirement of 75% of adoptions at the time of registration		
Resources	SharePoint, adoption deadline doc and survey monkey		
Timeline	2/17 meet with VP Jennings about the current process 4/30 try email version 6/1 send out survey monkey on best way to process with collection of adoptions with faculty, dean and VP input Visit in summer about consent adoption for next year possibly and also share out information received on the survey to see if committee is needed.		
Action Item 2	Staffing for back up for the manager and supervisory support for student workers		
Proposed Action	Submit for budget planning to add a part time or full time worker		
Responsible Party	Administration for approval of additionally worker (manager created a budget to have this input)		
Success Criteria	Goal to provide lunches, vacation and be more of presence of front line support.		
Resources	funding		
Timeline	If the budget approved to start Fall term 2023		
Action Item 3	Training (annual) CAMEX or IBCA and our local conferences		
Proposed Action	Budget and have staffing to allow for the manager to attend conferences		
Responsible Party	Manager / Admin approval		
Success Criteria	To attend		
Resources	Hiring that part time worker to all for the manager to attend without affecting hours of the store/ budget for travel and membership to be expanded. This was requested by Manager in 2023-2024 budget.		
Timeline	Attend local conference in Fall NWCA in Olympia this year Oct 2023and plan on attending IBCA mid year 2024		

Program Action Plan Template

Signatures:

Department or Program Lead  6/7/2023  
Date

Dean (when applicable) \_\_\_\_\_ Date \_\_\_\_\_  
Vice President or President  7/10/23  
Date

After this document has been signed, please return to the Vice President of Academic Affairs.