

EPPM 30 First Day Policies and Procedures

30 FIRST DAY

30.1 Overview

First Day is a collaboration among WSU, The Student Book Corporation, and Barnes & Noble College. Other WSU partners include the Bursar's Office, Enterprise Systems Group, Faculty Senate, and the Provost's Office. First Day provides electronic course materials to students before the first day of the coming semester through the Learning Management System (LMS). Students that are enrolled in courses that join First Day will be charged a fee for their learning materials at the time of enrollment that they can later decline if they desire to find other procurement options on their own.

First Day must be established using the procedures in Policy 7 EACH semester and First Day course materials will not roll over from term to term.

30.2 Policies and Procedures

The following policies apply for instructors/courses seeking to use First Day.

1. When multiple sections of a course belong to a Combined Section, then ALL sections within that Combined Section must agree to use First Day. Further, they may do so independently of all other class sections with same subject, course number, and campus that are taught during the same session. As examples:
 - a. Course "A" is a stand-alone 15-week section of ENGLISH 101 at Vancouver. Course "B" is a 15-week section of ENGLISH 101 with sections listed at Everett, Global, Pullman and Tri-Cities. Course "A" and Course "B" can independently choose to utilize First Day. However, all the class sections associated with Course "B" must agree to use First Day.
 - b. Course "C" is a stand-alone 15-week section of SOE 492 at Vancouver. Course "D" is a 15-week section of SOE 492 at Vancouver that is conjoined with a 15-week section of SOE 592 at Pullman. Both Course "C" and Course "D" can independently decide to utilize First Day. Again, both the Vancouver and Pullman sections of Course "D" must collectively agree to either use or not use First Day.

2. When multiple sections belong to a Shared Course Space in Canvas (or the current WSU Learning Management System), then ALL sections within that Shared Course Space must agree to use First Day. For example:
 - c. Courses "E", "F", and "G" are 15-week sections of HISTORY 105 at Vancouver. Courses "E", "F", and "G" share the same Canvas Course Space. All three sections must collectively agree to either use or not use First Day.

- d. Courses “H” and “I” are independent 15-week sections of EconS 101 at Pullman. Each course instructor can choose to either use or not use First Day.
3. Policies 1 and 2 do not apply for courses with the same Subject and Course Number that are offered during different sessions on the same campus. For instance, a seven-week section of COMM 105 on the Tri-Cities campus would not need to be coordinated with a 15-week section of COMM 105 at Tri-Cities; each can independently decide to use First Day.
 4. All First Day materials must be from a single provider and bundled in First Day. Students can opt-out of these materials in an “all or nothing” fashion.
 5. Faculty wishing to participate in First Day must coordinate with the Bookie according to the following deadlines:
 - Adoption in Fall term: May 1
 - Adoption in Spring term: October 15
 - Adoption in Summer term: March 1
 6. Instructors may opt out of using First Day in courses where it was used in the past. To do so, they must notify their chair/director/VCAA of this decision and then notify the Bookie by the dates in Policy 5 to have their course materials removed from the First Day system.
 7. The workflow for First Day adoption is detailed below.
 - a. Instructors contact the Bookie (bksbookie@bncollege.com) to determine course costs associated with First Day.
 - b. Instructors ensure the requirements listed in Policies 1-4 are met. If so, they must next request First Day adoption approval from their unit chair/director/VCAA.
 - i. Since the chair/director/VCAA is responsible for teaching assignments and overseeing the curriculum for their program, this assures that all instructors for a multi-section course agree.
 - c. If Chair/Director/VCAA approves request, then this individual or their designee (e.g. academic coordinator) contacts the Bookie to indicate their approval of the use of First Day in all sections of a particular course (Subject code and course number) on a particular campus.
 - d. The Bookie then completes the tracker process to set up the electronic materials for the following semester by the deadlines listed in Policy 5.
 - e. The instructor will be contacted by the Bookie to confirm the course information and cost of materials.
 - f. Upon instructor approval the accounts of enrolled students will be charged, and the course materials will be integrated into the LMS course section shells.

30.3 Supervision and Review of First Day

Representatives from the WSU Bursar's Office, the Bookie/Barnes & Noble, the WSU Enterprise Systems Group, the WSU Provost's Office, and the WSU Faculty Senate will meet each semester to review the policies, procedures, and workflow of the First Day program, the cost savings to students who enroll in courses supported by First Day and identify actions that can lead to improvement and efficiency.

May 2022