

AP 207 Textbook and Course Materials

Associated Board Policy: 207.00 – Selection, Adoption, and Ordering of Textbooks

Procedure Owner: Vice President of Academic Affairs

Related Procedures: Bookstore Services 144.00

I. Procedure Scope and Purpose

This procedure addresses the process for selection, requisition and purchase of Cowley College textbooks and course materials. The purpose of this procedure and the HEOA (Higher Education Opportunity Act) is to ensure that students have access to affordable textbooks and course materials. It is the intent that this legislation will encourage all parties - faculty, administration, publishers, bookstore and students - to work together to identify ways to decrease the cost of college course materials while supporting the academic freedom of faculty.

III. Definitions

Higher Education Opportunity Act (HEOA)-As of October 29, 2011, every post-secondary institution that receives federal financial aid funds must post the institution's cost of attendance. Included in the cost of attendance are course materials including textbooks and supplies.

Textbook Requisition System-The process by which full-time faculty and/or administrative assistants submit course material requirements to the Bookstore.

IV. Procedure

1. Selection of Textbooks and Course Materials

- a. Selection of proper course materials is critical for student success. Faculty should recommend and select course materials that cover appropriate subject matter for a course.
- b. All full-time instructors teaching the course and the Department Chairperson will review the course materials being considered for adoption. Input is also sought from adjunct/part-time instructors who have taught the course for more than two semesters. Selection of course materials shall be made after careful evaluation of the instructional value. The final recommendation will be submitted by a consensus of the full-time instructors and Department Chairperson.
- c. Full-time faculty should consider all means to control and reduce the cost of course materials that do not compromise the academic freedom or educational quality, such as:
 - i. Requesting net cost from publisher representative to maximize faculty awareness of exact cost of course materials.

- ii. Faculty should consider all options for course materials to keep costs down including hardback, paperback, digital, OER, etc. When selecting bundles or custom books, be aware of hidden costs to students.
 - iii. Explore alternatives to bundling. Do bundle components add value to the students? Will each component of the bundle be utilized in the course? Consider how bundles affect the rental ability and buyback value of textbooks.
 - iv. Maximizing the length of time that a course material will be used will ultimately result in savings to the students.
 - v. Textbooks must be adopted for minimum use of three years, or the textbook publisher's rotation, or if any text is out of print, or if current text proves unacceptable
 - vi. Indicating to the bookstore and students that a course material is required ONLY if it will actually be used. Otherwise, the course material should be labeled as optional.
- d. In order to maintain consistency and support student learning outcomes, all sections of a particular course will require and use the same course materials selected and recommended by the full-time instructors and Department Chairperson. Some exceptions will be considered if the method of course delivery dictates that alternate or additional course materials be used. Exceptions must be approved by the respective Department Chairperson and the Vice-President of Academic Affairs.
 - e. It is the responsibility of the full-time instructors and Department Chairperson to communicate course materials requirements to all adjunct/part-time instructors.
 - f. All instructor materials, full-time and adjunct/part-time, should be requested directly from the publisher by the instructor or department coordinator. Instructors who have requested materials and a desk copy from the publisher, but have not received them in time, may borrow a copy from Bookstore stock until their desk copy arrives.
 - g. Any change in the adoption process must be approved by the Vice President of Academic Affairs
 - h. Full-time instructors and/or administrative assistants use the Bookstore textbook requisition process to submit course material for adoption.
 - i. All submitted requisitions must be approved by the respective Department Chairperson and the Vice-President of Academic Affairs.

V. Effective Date(s)

This procedure first became effective: October 11, 2018

This procedure was reviewed: October 11, 2018

This procedure was updated: December 5, 2023

VI. Signature and Title

A handwritten signature in black ink, appearing to read "D. M. Bates", written in a cursive style.

This procedure is implemented by: _____

Title: Vice President of Academic Affairs