



SELECTION AND ADOPTION OF TEXTBOOKS

The selection and adoption of textbooks and course materials are the responsibility of individual faculty members. If a program or department teaches a sequential set of classes that use the same textbook over several semesters, the department may require instructors to adopt one common textbook. (For example, Math A, B, and C or Language 1, 2, and 3.) Departments will develop their own practices for the selection of any common textbook and record that practice in writing with their Dean or Supervising Administrator.

A two-year minimum text adoption will be assumed on all Regular Faculty orders; adjunct textbook orders will be sustained for two sequential semesters. If a textbook is a workbook or similar disposable item, the appropriate reorder order time frame should be noted on the order form.

The extension of textbook orders is designed to provide curriculum continuity and student support. However, should an instructor find a textbook unsuitable before the extended order period is reached, they may change their text book order for the next semester. They should make any necessary change by contacting the bookstore and filling out a new book order form for the following semester.

ADOPTION AND ORDER SCHEDULE

All faculty members are asked to submit their textbook adoption orders to the college bookstore. Textbook adoption forms may be either electronic or hard copy and faculty shall submit one form for each course title. Adoption forms will be due in the Bookstore according to the following schedule:

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| 1. Summer classes | last week in February |
| 2. Fall classes | last week in March |
| 3. Spring classes | last week in October |

OPEN EDUCATION RESOURCES, ONLINE AND CUSTOM TEXTBOOKS

Instructors may use appropriate “open domain” resources that are available to students and found online. Instructors may also use appropriate online and custom textbooks as well. Online material and textbooks are reviewed by the Curriculum Review Committee in the same manner and on the same occasions as hard copy textbooks.

ACADEMIC SENATE TEXTBOOK COMMITTEE

The Academic Senate shall maintain a sub committee to provide recommendations on issues of concern to faculty, students, administration, and the bookstore regarding successful textbook ordering practices. This liaison and advisory group shall meet a minimum of once each year and additionally on an as needed basis.

TEXTBOOKS AND FACULTY ORIENTATION

The College Bookstores shall include Textbook order instructions and information when distributing or announcing book order forms and due dates. New faculty members will also be given the textbook adoption policy information as part of the “new faculty orientation” activities provided by the Senate and Bookstore.