

02-04-00 Textbooks, Workbooks and Lab Manuals Policy

PURPOSE

The purpose of this policy is to set guidelines around the adoption of course materials.

POLICY

Faculty, in concert with Deans, have responsibility for selecting textbooks, workbooks, and laboratory manuals for each course. Selected textbooks and materials should be re-used as long as is appropriate in order to enable students to buy used textbooks and other reusable materials. When a new edition of a textbook or materials is published, a division may wish or need to make a change, as the bookstore may be unable to stock the old edition. The decision to change a textbook or other instructional material in a course must be approved by the appropriate Dean.

Accessibility of all course content, including (but not limited to) books, computer software, websites, instruction manuals, videos, study guides, laboratory manuals, and computer-assisted instruction modules must be ensured when adopting textbooks and other course materials.

A change of instructional materials that necessitates a new order by the bookstore should be made as early as possible during the last year of use of the existing textbook. All sections of a course must have a common text(s) except in special circumstances approved by the Dean and Vice President for Academic Affairs. The full-time faculty teaching the course, or a committee selected from those faculty by the division Dean will review possible textbooks/ancillary materials and recommend new selections. In disciplines with no full-time faculty, the division Dean, in consultation with the adjunct faculty teaching the course, will select the textbooks/ancillary materials.

Cost to students will be an important factor in the selection of textbooks and ancillary materials. Faculty members shall consider practices that reduce the cost of course materials, such as utilizing Open Educational Resources (OER) or lower-cost electronic formats (e-texts). In general, the lowest cost alternative that meets the instructional needs and quality standards of the course will be selected. Ancillary materials will be required only if essential to meeting the student-learning objectives of the course. Bundled materials will be considered only if the ancillary materials bundled with the textbooks are essential to the course and/or they deliver cost savings to the students.

NOTE: Bundled materials may prevent students from selling books back and require students to buy new books or pay more for a used book plus the bundled materials than for a new book.

SOURCES

N/A

RELATED POLICIES

N/A

Approved by NSCC Cabinet 9-27-21