

## ISP 170

# Textbook and Instructional Materials Adoption

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### PURPOSE

Establishes guidelines for adoption of textbook and instructional materials.

### SUMMARY

The department chair will coordinate faculty discussion on textbook and/or instructional materials adoption. The conditions below are to be followed unless the department chair, in consultation with faculty, determines that there is a need to do otherwise. Departments and instructors share responsibility in the process of adopting textbooks and instructional materials, giving primary concern for the academic quality of the material, affordability of that material for students, and accessibility.

### STANDARD

1. Departments will adopt textbooks and/or instructional materials in accordance with Clackamas Community College Bookstore due dates for textbook adoptions and the Higher Education Opportunity Act Textbook Provision, which states: “To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall...[d]isclose, on the institution’s internet course schedule and in a manner of the institution’s choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.” Departments and instructors should work with the Bookstore and the scheduling office to ensure compliance with this Act, as further outlined in the Textbook and Instructional Materials Adoption Procedure (ISP 170P).
2. Departments will do everything possible to help keep students’ costs reasonable, while still maintaining academic quality.
  - a. In order to maximize the availability of used textbooks and/or instructional materials, departments will adopt them for at least two years, and adopt new editions only when necessary. Exceptions to such two-year adoptions can be made when not changing textbooks would negatively impact academic quality or cost to the student.
  - b. The Bookstore will work to continue ordering older textbook editions and/or instructional materials when requested by departments, and to promote the availability of used textbooks and/or instructional materials.
  - c. Departments should avoid publisher-provided supplements, or “bundles,” unless bundled material is integral to the course. The same consideration should be made for online “access codes;” if these are not essential to

academic quality, or are detrimental to students' costs, every effort should be made to find an alternative to requiring such materials.

- d. When possible, departments will consider replacing or augmenting textbooks with high-quality Open Educational Resources (OERs). Any OER so chosen should be approved by the department or faculty content expert, and a list of such OERs should be maintained along with the department-approved list of textbooks.
3. One textbook, or set of textbooks, and/or instructional materials should be adopted by the department (or faculty content expert) for each course. The department will maintain a current list of adopted books and/or instructional materials.
4. For courses taught in multiple sections, the same textbook(s), or a department-approved list of textbook choices and/or instructional materials should be adopted for all sections.
5. Any textbook and/or instructional materials adopted as "required" (that is, required to purchase) must be integral to the course. Every effort should be made to avoid students purchasing books that will not be used or that are not necessary for their success in the class.
6. Because of the potential conflict of interest when an instructor assigns a text from which s/he will profit, all faculty-authored texts will be reviewed by the department chair and dean (or director/supervisor) before being adopted for use. A faculty-authored text is defined as a full-length work that has been written by a faculty member currently teaching at Clackamas Community College, regardless of whether the text is self-published (printing costs borne by the author) or released by an outside academic publisher. The department chair and dean (or director/supervisor) will examine the text prior to adoption to determine text quality and copyright compliance and to ensure that the adoption is ethical and shows no conflict of interest.

## REVIEW HISTORY

College Council	Reviewed	February 19, 2016
ISP Committee	Adopted	
College Council	Reviewed	May 17, 2013
College Council	Reviewed	June 3, 2005
College Council	Reviewed	February 1, 2002
Instructional Council	Reviewed	May 24, 1988