

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Textbook Adoption Procedures

DATE: February 12, 2008

PURPOSE: Textbooks are an important resource critical to student learning. They also provide faculty with an important teaching tool. As such, textbook adoption procedures affect all aspects of the teaching-learning process and involve many areas of the college.

With this background, the following procedures were developed to:

- better implement and reflect the educational mission and philosophy of each department or program.
- provide for the best possible textbook for students at a reasonable price;
- increase the involvement of adjunct faculty in the selection process;
- allow for more options in the selection of textbooks by faculty;
- enhance communication between bookstore personnel and faculty;
- simplify the administration of textbook selection and distribution.

1. Definitions

For purposes of this PM, the following definitions will be used:

- A. Textbook - The principal resource required by the department/program for student use in a course.
- B. Ancillaries - Additional resources required by the department/program for student use in a course. These could include such things as CD ROMs, workbooks, lab books, solution guides, etc.
- C. Supplementals - Resources that students can use but are not required by the instructor of a course.
- D. Department/Program - Faculty who teach in the same course prefix (e.g., ACC, BIO, CST, etc.)
- E. Textbook Coordinator - Person designated by each Dean's office to act as a liaison between faculty and the bookstore.

2. Common Course Outline

- A. The textbook selection process should begin with the development, adoption, and use of a common course outline. This outline must follow the prescribed format and include all the components designated by the College. There should be one outline per course for College-wide use.
- B. The adoption process developed for the course outline should include all full-time faculty for the course. It is the responsibility of the department to decide how adjunct faculty should be involved in this process.
- C. Once a common course outline has been adopted and placed on file in the offices of the appropriate Dean and the Vice President of Educational Services, it shall be the responsibility of the appropriate Dean and the department/program faculty to monitor the instructional process in order to ensure that the common course outline is basic to the instruction provided by each instructor (full and adjunct) assigned to the course.

3. Suggested Criteria for Selection

Individual departments/programs will set/define their policy for selecting learning resource materials for their courses. In this process, the following may be considered but not limited to:

- A. The selection process must reflect the college's mission; departmental/program philosophy, goals, and objectives as stated in the course outline; the nature of the discipline; faculty teaching needs; adjunct use of books/ancillaries; cost of books and ancillaries to students; copyright dates; and revision cycles.
- B. Departments/programs will select one standard textbook per course. Procedures for selecting other texts or a "no textbook" option are listed in section 4 below.
- C. The department/program must also develop criteria for the use of course ancillaries as defined above.
- D. Departments/programs with courses that are offered as a sequence over more than one quarter (e.g., Calculus I, II, and III; Accounting I and II, etc.) should make every effort to adopt a book that can be used for the entire sequence.
- E. Criteria for the selection of textbooks and ancillaries must be collectively adopted by the faculty in the department/program based upon the principle of consensus.
- F. It is the responsibility of the department/program to decide how adjunct faculty should be involved in their textbook selection process.
- G. All criteria must be forwarded to the office of the appropriate Dean.

- H. The department/program will communicate its selection(s) to the office of the appropriate Dean using the textbook adoption form. This information must also be shared with the appropriate text book coordinator for the department or program.
 - I. The Vice President of Educational Services will develop a timeline for the textbook selection and adoption process.
 - J. Criteria must be reviewed and/or updated on a regular basis or as needed.
4. Use of Multiple Textbooks or No Textbook for a Course

Based upon the needs of the department/program, faculty may select more than one textbook for a course or allow a "no textbook" option for a course or section. This will be a decision of a department/program based upon the consensus of all full-time faculty in the department/program.

If this option is adopted by the department/program, the following criteria should be followed:

- A. All textbooks and ancillaries for a given course must be approved by the department/program faculty based on the criteria established by the department/program.
- B. A "no textbook" option for a course or section must also be based upon the established criteria.
- C. If more than one textbook is approved and selected for a course, the department/program must designate one textbook as the standard textbook for the course. This standard textbook must appear on the front page of the course outline. All other allowed texts must appear as a addendum to the course outline.
- D. This standard textbook will become the default textbook for a course.

5. Textbook Selection

- A. In order to ensure that books are in the bookstore by the time the quarter starts, the bookstore requests that textbooks, ancillaries, and supplementals be selected for each course three months before the course starts.

For those courses where multiple texts are allowed:

- 1) Faculty must inform the bookstore of their textbook, ancillary, and supplemental choice three months before the course starts either through the textbook coordinator or the web site. If a "no textbook" option is allowed, the faculty member opting for this must also inform the bookstore.

- 2) If a faculty member does not select a textbook within the required timeframe, the textbook coordinator and bookstore will assume that he/she will utilize the standard textbook for the course.
- 3) The textbook coordinator will supply all faculty with desk copies and ancillaries for the standard textbook. Faculty who choose not to use the standard textbook will be responsible for obtaining their own desk copies and ancillaries. The office of the program Dean will assist in this process by providing any information needed.
- 4) The departments/programs can set-up criteria for the use of books other than the standard textbook for adjunct faculty.

Adopted 8/24/92; Revised 5/17/01; Reviewed but no changes 2/12/08