



Procedure 301-02 Instructional Materials

Sponsor: Academic and Student Affairs

Purpose

This procedure outlines how instructional materials are selected (adopted) and made available to students.

Definitions

Textbook – For the purpose of this procedure, a textbook is any reference source (electronic or hard copy) used by students to study a subject.

Instructional Materials – For the purpose of this procedure, instructional materials are any resources used by students in addition to textbooks to study a subject including lab kits, class supplies, software, learning systems, etc.

Procedure

Guiding Principles

Because it is an integral component of curriculum development and delivery (see Policy 301-00 Curriculum Development), selection of instructional materials is the responsibility of appropriately qualified faculty.

To ensure consistency across sections of each course at CCC, the selection of instructional materials will be coordinated by Lead Faculty. All sections of a course taught by CCC instructors will use the same required instructional materials unless otherwise authorized by the relevant Lead Faculty. Additional recommended or suggested materials may be added by individual faculty in consultation with their Lead Faculty. Dual enrollment instructors will select textbooks and instructional materials for their courses in consultation with CCC Lead Faculty and their district- and building-level administrators.

The cost of textbooks and other instructional materials can easily surpass the cost of tuition each semester. To reduce the cost to students, faculty will observe the following guidelines in the selection process.

1. Open source and free instructional materials will be considered wherever possible.
2. When multiple sources of equivalent quality but differing costs are available, faculty will make a good-faith effort to identify and adopt the lowest-cost options that still meet the course learning outcomes at an appropriate level of rigor.
3. If both physical and electronic versions of instructional materials are available, faculty will specify when the physical version must be purchased by students. If not otherwise specified, students may choose the least expensive format that fits their individual needs.
4. To take advantage of used prices for textbooks and other materials, new editions will only be adopted when the old editions are no longer available or relevant (such as in rapidly changing fields of study). Unless compelling reasons exist, new editions will be adopted at intervals of no less than two years.

5. Customized publisher ISBNs (which represent packages created by publishers specifically for CCC) will be avoided wherever possible to avoid the additional costs to students and the CCC Bookstore.
6. CCC texts and materials will be adopted for an entire academic year. Modifications and additions to adopted texts and materials during the academic year will only be allowed on a case-by-case basis with approval from the Lead Faculty, dean, and provost.

Coconino Community College's (CCC) contract with Follett, the operator of the CCC Bookstore, gives Follett the first right of refusal for the sale of all textbooks and instructional materials to CCC students (including subscriptions to online homework, lab, and learning systems). While instructors may suggest to students other options for acquiring textbooks and instructional materials, CCC and its instructors may not purchase and resell any of these items directly to students, nor are instructors allowed to list other suppliers in their syllabi without the authorization of the CCC Bookstore.

Selection Process

1. To reduce miscommunication and provide better service to students, all requests for instructional materials will go through Lead Faculty. Prior to the start of each academic year, Lead Faculty will coordinate the process of selecting textbooks and instructional materials for each course for the upcoming year with the faculty in their assigned disciplines.
2. The CCC Bookstore will send a spreadsheet of the prior year's adoptions to the academic scheduling coordinator, who will produce a list of the upcoming semester's courses and the current materials adopted for each and send it to the Lead Faculty six weeks prior to each established adoption deadline (October 15th for spring semester, April 15th for summer semester, and May 15th for fall semester) to serve as a starting point for review. Required textbooks and other instructional materials will be selected at the course level and will apply to all sections of the course taught by CCC instructors unless an exception is authorized by the Lead Faculty.
3. Lead Faculty will enter required, recommended, and suggested textbooks and instructional materials with complete and correct ISBNs (including online learning system subscriptions, software licenses, homework systems, etc.) into the appropriate columns for each class section and return the spreadsheet to the academic scheduling coordinator, who will compile them and send a master spreadsheet to the CCC Bookstore by the established deadlines. If a section has no required, recommended, or suggested materials, "none" should be entered into each column. No column should be left blank.
4. All textbooks and instructional materials will be adopted and communicated to the CCC Bookstore by established deadlines. Changes or additions after the established deadlines require Lead Faculty, Dean, and Provost approval.
5. As the CCC Bookstore manager proceeds with procurement, any textbooks or instructional materials that cannot be obtained by the Bookstore (including obsolete editions) along with information about available substitutions will be communicated immediately to the appropriate Lead Faculty with a carbon copy to the Academic Scheduling Coordinator. The CCC Bookstore manager will also communicate if faculty are authorized to direct students to another supplier. Substitutions (if and only if requested by the CCC Bookstore manager) will be selected by the appropriate faculty in consultation with their Lead Faculty and sent to the CCC Bookstore within one week of notification by the CCC Bookstore manager.
6. All free materials from publishers, including evaluation copies for potential materials and instructor copies for adopted materials, will be obtained as follows:
 - a. Full-time faculty will obtain instructional materials for their own courses in collaboration with the Lead Faculty and Academic Scheduling Coordinator (if desired).

- b. Lead Faculty will collaborate with the Academic Scheduling Coordinator to obtain instructional materials on behalf of part-time faculty.

Adjustments After Submission Deadlines

If an individual faculty member discovers an issue with the materials ordered by the Bookstore (incorrect materials, short supply, materials that are no longer needed, etc.), they will immediately notify their Lead Faculty, who will communicate this information to the Bookstore. If the Bookstore and an individual faculty member communicate with one another directly, it is the responsibility of both parties to inform the Lead Faculty as soon as possible to ensure consistent communication.

Any shortages reported by students to the Bookstore or to a faculty member will be communicated immediately to Lead Faculty and Academic Scheduling Coordinator. Lead Faculty and the Academic Scheduling Coordinator will work with the CCC Bookstore manager to remedy shortages and to communicate to faculty and students regarding anticipated availability and other suppliers where appropriate.

Changes to the class schedule, including the addition or cancellation of a section and changes to class caps, will be communicated immediately to the CCC Bookstore manager by the Academic Scheduling Coordinator.

Instructional Materials Cost Disclosure

1. By federal law (20 USC §1015b), the College is required to disclose the costs of all materials to students.
2. All required and recommended/suggested textbooks and materials will be listed on the course syllabus. This includes textbooks (both physical and electronic), subscriptions to online learning platforms, software licenses, and homework tools.
3. Textbook pricing information for both required and recommended materials for classes are linked from the class schedule. For each class, there is a "View Book Information" link. Once clicked, students are connected with Follett's BookLook which displays pricing information including the International Standard Book Number (ISBN) and retail price of the materials charged by the CCC bookstore (Follett). If no ISBN is available, the author, title, publisher, and copyright date of the textbook or supplemental material is provided.
4. The cost of any materials not available through the CCC Bookstore, including software licenses and homework platform subscriptions, will be listed in Banner for students to view while they are searching the class schedule. Lead Faculty will share this information with the academic scheduling coordinator (by the established deadlines), who will work with Registration & Enrollment Services to place the necessary text in the SSATEXT field of Banner.

Conflict of Interest

Faculty who wish to use instructional materials from which they will personally profit must receive approval from the appropriate Dean and Provost and will be required to demonstrate that the materials will more effectively meet the learning outcomes of the course compared to other available materials. Any proceeds from the sale of these materials will be donated to the CCC Foundation.

References

Policy 301-00 Curriculum Development
20 USC §1015b: Textbook information

Procedure History

03/11/2009 New and approved by College Council

02/25/2021 Revised, Renamed (Textbook Sale and Selection) and approved by Executive Council

Legal Review

None