

TITLE: ADOPTION OF COURSE MATERIALS

POLICY NO: 2-13

EFFECTIVE DATE: 08/16/2017

VCCS POLICY NO: N/A

REVISED DATE: 05/26/2022

I. Purpose:

This policy establishes processes regarding the selection and adoption of course materials and the services provided by the bookstore for textbook orders and distribution for credit courses. In addition, this policy establishes standards and processes for creating and offering Open Education Resources (OER) sections of established courses.

II. Definitions:

College library materials: the library provides access to thousands of magazine, journal, and newspaper articles, e-books, and streaming videos available through databases purchased by the college.

Copyright: copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works; faculty who wish to use copyrighted material may do so by linking to it online.

Corresponding course: a course offered at more than one campus/site.

Course materials: may include textbooks, audio-visual materials, copyrighted online materials or those in the public domain, material from the college's databases as well as supporting materials.

Course Materials Selection Committee: a group of faculty (full-time and/or adjunct) within the discipline, including the program head in consultation with the dean.

Creative commons license: Creative commons licenses manage the copyright terms that attach automatically to all creative material under copyright and allow that material to be shared and reused under terms that are flexible and legally sound.

Discipline: a course prefix such as ENG for English, NUR for Nursing, etc.

Fair use: Fair use is a legal doctrine that permits limited use of copyrighted material without acquiring permission from the rights holders based on a set of criteria.

LT40: the LT40 designation in PeopleSoft refers to courses in which the total textbook costs are less than \$40.00.

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Open Educational Resources (OER): OER are teaching, learning, and research resources that are free and accessible to students and faculty, and include materials from one or more of the following areas: open textbooks; original materials created by the instructor with a creative commons license; materials in the public domain; materials published under a creative commons license; materials available through the college library (e-books, videos, database articles); and/or links to copyrighted materials online.

Original content: material created by a faculty member and published under an open license such as a creative commons license.

Pirated online course materials: materials currently under copyright that have been scanned and posted online without permission from the copyright holder.

Proprietary materials: course materials developed by publishers and/or manufacturers.

Public domain: works in the “public domain” are no longer under copyright protection or have failed to meet the requirements for copyright protection. Works in the public domain may be used freely without permission.

Textbook: may include any supporting material, including electronic or printed media bundled with the textbook, or other required materials.

ZERO: the ZERO designation in PeopleSoft refers to courses in which the total textbook costs are zero.

III. Policy:

A. Textbooks and Other Course Materials

Academic Deans, Program Heads and faculty should strive to keep the cost of course materials as low as possible, while assuring that materials are of the highest quality for achieving the learning outcomes of the course. Reynolds Librarians are available to assist faculty in locating materials to support student learning outcomes.

Each academic discipline shall have one (1) or more designated Course Materials Selection Committee (CMSC) composed of teaching faculty in the discipline and chaired by the appropriate program head.

The school dean shall establish a decision timeline and calendar for the CMSC, to ensure sufficient time to research possible textbooks and associated costs.

The CMSC shall recommend one (1) textbook for each course college-wide. Should more than one (1) textbook for the same course be recommended, the CMSC shall also include a rationale for the recommendation to be approved by the program head.

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The final selection of textbooks for courses historically taught exclusively by one faculty member shall be handled on a course-by-course basis by individual faculty member(s), subject to the approval of the appropriate CMSC and dean. Supplemental textbooks are subject to approval by the program head and school dean.

It is the responsibility of the CMSC to consult with Department of Technology Computing Support to determine any impact on college computers before the selection is made.

The appropriate school dean shall be responsible for ensuring that the duties of the CMSC are carried out in full and that college policy is followed.

Once adopted, textbooks shall be used for a minimum of three (3) academic years. Exceptions shall be subject to written approval by the dean. Or when the textbook is no longer available

Textbooks that cost less than \$40.00 shall be designated as LT40 in the Student Information System (SIS).

B. Open Educational Resources (OER)

Faculty are encouraged to explore OER as an alternative to the recommended departmental course materials.

Oversight for the college-wide development of OER shall be administered by the Dean of Online Learning and Instructional Excellence, in consultation with the Vice President of Academic Affairs, program heads, and school deans.

In order for a course section to be designated as an OER section within the college's SIS, faculty must follow the guidelines established in this policy. Responsibility for maintaining the quality of OER sections shall rest with the appropriate program head, or designee, approved by the school dean.

C. Bookstores

The college shall provide appropriate bookstore services at the Parham Road Campus and the Downtown Campus.

The bookstores shall establish and communicate deadlines to all faculty and academic affairs administrators for the selection of course materials that support the provision of as many used textbooks as possible.

The bookstores shall monitor established textbook selection deadlines and report compliance to the academic deans, the Vice President of Academic Affairs, and the Vice President of Finance and Administration.

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The bookstores shall provide an electronic means of receiving approved textbook selections and of confirming textbook orders to the faculty and school, to ensure ease of completion and accuracy.

The bookstores shall provide a method of universal access to textbook selections, including title, author, publisher, and the International Standard Book Number (ISBN). Access shall be provided sufficiently in advance to enable students to identify the correct textbook at alternative textbook outlets.

The bookstores, in concert with faculty, and academic administrators, shall provide information to faculty and students regarding means by which the bookstores can facilitate the use of OER within the parameters of the college's contract with the bookstores.

D. Responsibility

The Vice President for Academic Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System (VCCS) and the laws and regulations of the Commonwealth of Virginia.

IV. [Procedures for Adoption of Course Materials, 2-13](#)

V. Other Information: N/A