

TEXTBOOK POLICY

I. Policy Section

7.0 Instruction

II. Policy Subsection

7.3 Textbooks

III. Policy Statement

- A. Every course shall have an adopted text. Course packs and electronic media can be considered textbooks.
- B. Textbooks shall be adopted for no less than two consecutive years.
- C. Textbooks shall be adopted through the process established by the respective department/discipline and ordered by the Department Head/Program Director or their designee.
- D. Textbooks, which are adopted by the department/discipline, shall be used by all faculty teaching that course.
- E. Textbook selection will include the following three primary considerations: 1) quality of content to meet course learning outcomes, 2) cost to students, and 3) equal access as defined by the Americans with Disabilities Act Amendment (ADAA, Section 504 of the Civil Rights Act of 1973).
- F. Variation from this policy and unusual text selection circumstances shall be resolved with the Department Head/Program Director and with the appropriate Dean or Associate Dean.
- G. Departments that order textbooks that are electronic or are bundled with electronic media containing courseware or software applications must acquire a sufficient number of licenses for the College to use in its computer labs and classrooms.

IV. Reason for Policy

To give clear direction dealing with use and ordering of textbooks, course packs, instructional materials, and supplies while ensuring the material meets the college's commitment to equal access for all students.

V. Entities Affected by This Policy

The College Bookstore, other bookstores including those on-line and publishers are affected by this policy.

VI. Who Should Read This Policy

Deans, Associate Deans, Academic Department Heads and Program Directors, Faculty, Academic Department Secretaries, Printing Services, Bookstores and Publishers.

VII. Related Documents

GRCC Bookstore Oversight Committee Timelines and Processes for Textbook Ordering

National Center on Accessible Instructional Material
http://aim.cast.org/learn/post-secondary/higher_ed

VIII. Contacts

Policy Owner: AGC
Deans, Associate Deans, Academic Department Heads and Program Directors, and
Printing and Graphic Services
Director of Accessibility

IX. Definitions

- A. Textbooks – a book written and published for use by students as a basis for their studies. All textbooks should reflect cultural diversity.
- B. Course Packs – customized course materials developed in-house.
(Note: All materials must meet Copyright regulations)
- C. Instructional Materials/Supplies – Special instructional supplies required for a course.
- D. Software/electronic Media: Audio, video, electronic media, off air recording, computer software, etc.

X. Procedures

- A. When several instructors teach courses with multiple sections, using the established textbook selection process the department must decide if there is going to be one textbook used by all faculty or if different faculty may use different textbooks. If the department decides on allowing multiple textbooks, textbook options will be limited according to the following schedule. If there is more than one official textbook, use the following algorithm to determine the maximum number of textbooks that can be used. The number of sections applies to a single semester.
 - 1. 8 or fewer sections 1 base text
 - 2. 9 to 25 sections 2 text options

3. More than 25 sections 3 text options

- B. Faculty-produced course packs must follow the established procedures and timelines, which are available through the Dean's Office or GRCC's Printing and Graphic Services.
- C. Each department is allowed to establish their own textbook selection process. A rubric for the selection of textbooks as designed by the department is recommended. Textbook selection will include the following three primary considerations: 1) quality of content to meet course learning outcomes, 2) cost to students, and 3) equal access as defined by the Americans with Disabilities Act Amendment (ADAA, Section 504 of the Civil Rights Act of 1973). Additional criteria may be considered.
- D. The Department Head/Program Director or their designee will advise part-time faculty of text options.
- E. Departments must follow the Academic Software Installation Process to ensure that the required licenses are procured for software to be loaded in the appropriate computer labs and classrooms for the beginning of classes each semester in coordination with Information Systems. Textbooks, course packs, and instructional material/supplies must be available for students by the start of class.

XI. Forms

Ordering forms from the College Bookstore must be supervised as needed by the appropriate Department Head/Program Director.

XII. Effective Date

Fall 2013

XII. Policy History

June 11, 2001 – Approved December 12, 2001
Revised and Approved by AGC - April 23, 2013

XIV. Next Review/Revision Date:

Reviewed in 2016/2017