

AGC Decision Form

This form is to be used when the Academic Governing Council makes a decision on an issue. This form is sent to the Provost.

Instructional Materials Policy

Decision

On February 14, 2017, the AGC membership voted to approve the updated policy 7.3, with the addition of the following Guiding Principles:

1. Cost is one of the most significant variables limiting access to higher education. Impoverished and working class students, populations inordinately served by community colleges, are particularly susceptible to cost increases in higher education. For this reason, without compromising academic standards or academic freedom, lower-cost instructional materials are a better choice than more expensive instructional materials.
2. Fewer departmental or program options for instructional materials promotes curricular consistency. This is particularly important in environments that employ larger numbers of adjunct faculty.
3. A smaller number of instructional materials options stabilizes the resale market for used instructional materials and helps keep student materials costs low.
4. All materials selected for a course must provide for equal access as defined by the Americans with Disabilities Act of 1990, as amended (ADAA, Section 504 of the Civil Rights Act of 1973). This requirement for accessibility applies to websites and all other adjunctive resources identified for use in the course.
5. An apparent conflict of interest may occur when instructional materials produced by a faculty member are required or recommended for a course taught by that faculty member, and where the sale of such materials produces financial gain for the faculty member. In such a circumstance, the faculty member and the department must address this issue directly.

Sponsor/Champion of Proposed Policy

Co-Chairs: Mike Vargo (Administration) and Garry Brand (Business Faculty, Distance Learning)

Members: Sophia Brewer (Library Faculty), Bill Faber (Chemistry Faculty, Center for Teaching Excellence), Jenna Hess (Counseling Faculty), and Julie Hess (Math Faculty)

Rationale

This was a scheduled review of Policy 7.3, originally approved by AGC in December, 2001 and revised and approved by AGC on April 23, 2013. The stated purpose of this policy is, "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."

Changes to the policy included:

- Exceptions to adoption of materials for a minimum of two consecutive years include a decision to adopt freely licensed materials (Open Educational Resources) or significant curriculum change in an area that would render course content out-of-date in less than two years.
- Materials identified as *required* for a course must be used substantively in the course (for assigned readings, homework, activities, etc.).
- Each department/program is encouraged to establish its own instructional materials selection process, including a method for constructively resolving differences of opinion among members. Differences of opinion among faculty members regarding instructional materials choices will be resolved through the process established by the department/program.

Supporting Data

The Instructional Materials team:

- Benchmarked the existing policy against a number of others, including California State CC system, Citrus Community College District, Columbia State CC, Mira Costa CC, North Shore CC, Piedmont Virginia CC, Valencia CC, and others (11 in total).
- Reviewed and synthesized the transcribed feedback from the first and second AGC discussions and table-top conversations.
- Developed a set of Guiding Principles that were incorporated into the document presented at the February 14 AGC meeting.

Implications for Action

- N/A

Date of Decision by AGC

February 14, 2017

Vote: 98% approved, 1% not approved, 1% abstained

Section to be completed by the Provost

Evaluation Plan

This policy will next be reviewed in 2019-20.

Response from Provost

The Provost supports the decision of AGC. Policy is effective Fall 2017.

Jamie Chesley

8-8-17