**ISP ####**

**Textbook and Instructional Materials Adoption Regulation**

**PURPOSE**

Establishes guidelines for adoption of textbook and instructional materials adoption.

**SUMMARY**

The department chair will coordinate faculty discussion on textbook and/or instructional materials adoption. The conditions below are to be followed unless the department chair, in consultation with faculty, determines that there is a need to do otherwise.

**STANDARD**

1. Departments will do everything possible to help keep student’s costs reasonable, while still maintaining academic quality.

a. In order to maximize the availability of used textbooks and/or instructional materials, departments will adopt them for at least two years, and adopt

 new editions only when necessary.

b. The Bookstore will work to continue ordering older textbook editions

 and/or instructional materials when requested by departments, and to

 maximize the availability of used textbooks and/or instructional materials.

c. Departments will avoid publisher-provided supplements, or “bundles,”

 unless bundled material is integral to the course.

d. When possible, departments will replace or augment high-cost textbooks with high-quality Open Educational Resources (OERs). Any OER so chosen should be approved by the department or faculty content expert, and a list of such PERs should be maintained along with the department-approved list of textbooks.

1. One textbook, or set of textbooks, and/or instructional materials will be adopted by the department (or faculty content expert) for each course. The department will maintain a current list of adopted books and/or instructional materials.
2. For courses taught in multiple sections, the same textbook(s), or a department-approved list of textbook choices, and/or instructional materials will be adopted for all sections.
3. Any textbook and/or instructional materials adopted as “required” (that is, required to purchase) must be integral to the course. Every effort should be made to avoid students purchasing books that will not be used or that are not necessary for their success in the class.
4. Departments will adopt textbooks and/or instructional materials in accordance with Clackamas Community College Bookstore due dates for textbook adoptions and the Higher Education Opportunity Act Textbook Provision, which states, “To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall...[d]isclose, on the institution’s internet course schedule and in a manner of the institution’s choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes”:

Summer term—April 26

Fall term—May 10

Winter term—October 25

Spring term—January 25

1. Departments will place one copy of all required and recommended texts on reserve in the library or the department office, consistent with Clackamas Community College copyright policies.

**APPROVALS**

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| College Council | May 17, 2013 |
| College Council | June 3, 2005 |
| College Council | February 1, 2002 |
| Instructional Council | May 24, 1988 |