**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 students’ 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. Exceptions to such two-year adoptions can be made when not changing textbooks would negatively impact academic quality or cost to the student.

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

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

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

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

 unless bundled material is integral to the course. The same consideration should be made for online “access codes;” if these are not essential to academic quality, or are detrimental to students’ costs, every effort should be made to find an alternative to requiring such materials.

d. When possible, departments will consider replacing or augmenting 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 OERs should be maintained along with the department-approved list of textbooks.

1. One textbook, or set of textbooks, and/or instructional materials should 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 should 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—Friday, Week 4 of the preceding Spring term

Fall term—Friday, Week 7 of the preceding Spring term

Winter term—Friday, Week 4 of the preceding Fall term

Spring term—Friday, Week 4 of the preceding Winter term

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 |