

Eastern Florida State College Course Materials Adoption Tracking Form Instructions

Line	Description	Instructions
1	Course Number and Title	Enter the course lettering and numbers as well as the title of the course.
2	Effective Term Code	Enter the term code that the book will start being used.
3	Is this a Special Project or approved Pilot Course	This is if the course is for specific short-time period course then addition approval will be needed.
4	Custom Text/Gen Ed	Yes or no answer
5	If Gen Ed course	Yes or no answer
5a		Yes or no answer
5b		Yes or no answer
5c		Yes or no answer
5d		Yes or no answer
5e		Must conduct a cost-benefit analysis. There must be a review of other materials to determine if the chosen material and cost is best for the student. Often Barnes and Noble has done the price match. Faculty should look at open resources if applicable. One such is www.openstax.org Faculty do not have to incorporate these other materials but they should at least evaluate alternative materials.
6	Required Text/Materials	Must include all information about the materials being chosen as well as alternative formats such as hardcopy, e-book, loose leaf, etc. if alternative formats are available.
7	College-wide or Campus Based	If a book is used for more than one course that is in sequence such as in the case of biology 1 and biology 2 then the book must be approved by the cluster. If it is a one semester book then it has to be decided on by the full-time faculty within the department.
8	Adopting	Must identify what campus the materials will be adopted for.
9	Less than 3 years	If the course materials currently being used was adopted less than 3 years ago or this is new materials, then the supervisor must approve this change or addition.
9a	Identify	Clearly explain why this course material needs to be adopted or changed. Going from one edition of a book to another edition of a book is not a valid reason for the change. There must be a significant need to change editions beyond "it is a new edition". Significant reasons could be less expensive cost to the student, the current edition is no longer in print, the new edition has more updated and current information, etc.
10	Sequential Course	If this course is part of a sequence where the course materials are the same in this course as the next course then there will be a need for college-wide and cluster adoption and approval.

11	2 or more sections	If there are 2 or more sections being taught then move to 12 if not move to 13 for the signature process.
12	2 or more full-time faculty	If there are 2 or more full-time faculty teaching the course then a committee must be formed to discuss the adoption of the course materials and agreed upon by the full-time faculty teaching the course. This information of who was on the committee and when the committee met and came into agreement must be recorded.
13	Signatures	The originator must sign. The supervising administrator must sign only if the course materials currently being used was adopted less than 3 years ago or this is new materials, then the supervisor must approve this change or addition The selection committee chair must sign if a committee was necessary to decide on course materials. If it is a college-wide adoption then the Cluster Chair must sign. If it is a campus based adoption then the Department Chair must sign.
14	ETAC	ETAC review is only necessary if there are third party LMS or the use of online videos or learning programs. The forms and instructions can be found on the AAC site to help you determine if an ETAC review is necessary and who to submit the ETAC review request to.
15	Notification	Once all information has been captured then a notification to the Department Chairs or Program Managers/Coordinators must be sent. The time, date, and to whom the notification was sent must be recorded on this form.
16	Course Materials Adoption Date	Once notification has been sent the materials can be considered officially adopted when entered into Faculty Enlight and approved by the Department Chairs or Program Managers/Coordinators. This must be completed and approved 45 days to the start of the term. After 45 days special permission from the Chief Learning Officer of the College must be obtained or the use of the materials must wait until the next available term to be utilized. The date that the materials were approved by the Department Chairs or Program Managers/Coordinators must be recorded.
17	Course Materials Repository	The date of when the course materials were entered into Faculty Enlight and by whom the entering of the materials was conducted by, must be recorded on the form.
****	Important Advisory Note	Once notification has been sent the materials can be considered officially adopted when entered into Faculty Enlight and approved by the Department Chairs or Program Managers/Coordinators. This must be completed and approved 45 days to the start of the term. <u>After 45 days special permission from the Chief Learning Officer of the College must be obtained or the use of the materials must wait until the next available term to be utilized.</u> The date that the materials were approved by the Department Chairs or Program Managers/Coordinators must be recorded. Once all signatures are obtained and the materials are entered into Faculty Enlight, please scan and store the form into the Textbook Adoption Datastore.