

## **General Overview**

The intent of the Educational Materials Selection Process outlined in this document is to create a standardized college-wide process for educational materials selection. This will help the College track and provide documentation that all applicable laws are being followed, specifically FSS 1004.085 and FR 6A-14.092.

Any educational materials, such as a textbook, to be used in a course must go through the Educational Materials Selection Process. Any educational material that has not gone through this process cannot be used as a required course textbook/instruction material. This includes any textbook or software adoptions for Pilot courses. This will, at minimum, ensure that all required educational materials address all curriculum for a particular course.

Once an educational material has been selected by an instructor for a particular course section through this process, last minute changes to an instructor's educational material for a course section cannot be made without documentation of extenuating circumstances. This documentation must be provided to the Administrative Liaison to the instructor's Cluster and the Administrative Liaison must approve the change. This does not preclude educational material changes from one previously approved educational material to another approved educational material when a new instructor has been assigned to a course section (i.e. if an instructor is assigned a course section two weeks or less to a course start date they will be allowed to use a different Cluster approved educational material).

## **Deadlines**

All educational material selections must be voted on, and approved, by the Cluster before the Educational Tech Advisory Committee's (ETAC) deadline for new material review. Once ETAC receives a request, they will notify the appropriate Cluster Chair about any VPAT forms required. Once the Cluster Chair has been notified, the Cluster Chair (or faculty designee) will have 60 days to provide the VPAT, or justification of delay that includes an anticipated time of completion from the publisher. Faculty are strongly encouraged to request VPAT information during their selection process from publishers so that they may take this information into account. Administrative Liaisons will provide assistance with evaluating VPAT forms during the selection process. Faculty are encouraged to ask ETAC any questions they have concerning VPAT forms. This timeline is to allow sufficient time for any materials that must go through the ETAC process to do so. Once any educational material has been approved by the Cluster, it is the Cluster Chair's responsibility to upload any Required Course Materials Approval Tracking form and/or ETAC documentation to the Educational Materials Tracking system by the ETAC deadline.

## **Phasing Out Policy**

If a new educational material is selected to be used for multiple sequential courses (e.g. Spanish 1 and Spanish 2), the appropriate Cluster does have the right to phase the old educational material out gradually so that the financial impact on students who have already purchased the book for the first course in the sequence, can still use it for the second course in the sequence.

However, all sections of a course at the same level (e.g. all Spanish 1 courses) must use the same educational material. The Cluster will define what makes a course sequential or not, as outlined below.

### **Sequential and Non-sequential Courses**

The Discipline/Cluster must decide what is considered a sequential course. There are several courses that while numerically sequential, are not true sequential courses. For example, BSCC 1010 and 1011 do not depend on having the same educational material. Neither does ENC 1102 depend on a student having a specific educational material from ENC 1101. The Discipline/Cluster must define which of their courses will be considered sequential for the purposes of educational material adoption and which courses will be considered non-sequential. The Discipline/Cluster must create, vote, and maintain this list in an accessible location (Canvas Group/Cluster Repository/Etc.). This list will be used to determine which educational material adoption process must be followed. The Discipline/Cluster must also maintain a list of approved (either full-use or partial supplement) educational materials in an accessible location as well. The Discipline/Cluster may also maintain a list of non-approved educational materials, too.

When a new educational material is being considered, the selection process may be at the Discipline/Cluster, departmental/campus, or individual instructor level. A campus may decide to use multiple educational materials for different sections of the same course provided that this course has not been identified by the Cluster as a sequential course that requires a college-wide common textbook. Campuses are encouraged, but not required, to use a reasonable number of common educational materials for non-sequential courses.

If the adoption is to be made at the Discipline/Cluster level, the Cluster Chair must ask the entire Discipline/Cluster for volunteers for the Faculty Committee. The committee should be representative of the Discipline/Cluster as a whole, every attempt must be made to include faculty from all campuses. All committee meetings must be documented with meeting minutes that can be uploaded to the textbook tracking system. This requirement may be waived for programs with 1-2 full-time faculty or individual instructor selections provided that they document the process in their Cluster meeting minutes.

If the adoption is to be made at the departmental/campus or individual instructor level, all procedures outlined below must still be followed.

### **Sequential Courses**

#### **First Stop: College-wide Faculty Committee**

- Must Evaluate at least one Open Educational Resource (OER)
  - If it meets the full curriculum and accessibility requirements, the Cluster should vote on adding the OER to the discipline approved alternative educational material list. Only OER on the discipline approved alternative educational material list would be allowed to be used in the future.
  - If it doesn't meet the full curriculum requirements but still meets accessibility requirements, the cluster should vote on adding the OER to the partial supplement

educational material list. This list should include the areas of the curriculum covered by each of the materials on this list. An instructor may select to use several different materials from the list to meet the full curriculum requirements.

- If an OER doesn't meet the curriculum requirement, or isn't suitable for use in a class as determined by the Cluster, the Cluster may decide to include it in a list of educational materials that cannot be used.
- Must create scoring criteria for selecting an educational material. It is suggested that a rubric be created based on one of the samples provided by the Academic Affairs Council. Scoring of educational materials should be documented in committee meeting minutes.
- Must create a cost-benefit analysis for each educational material evaluated. It is suggested that the cost-benefit analysis be created based on one of the sample ones provided by the Academic Affairs Committee. Cost-benefit analyses should be documented in committee meeting minutes.
- Must make a written recommendation based on the scoring rubric and cost-benefit analysis. It is okay if a more expensive educational material is selected for a College-wide adoption, as long as it is justified in the recommendation.

### **Second Stop: Discipline/Cluster**

- Discussion must be held regarding sequential courses.
- The Faculty Committee should present all educational materials evaluated and their recommendations to the Discipline.
- The Discipline must vote on adding any OER educational materials evaluated to either the discipline approved alternative educational material list or the partial supplement educational material list. All votes should be documented in Cluster meeting minutes.
- The Discipline must vote on which educational material should be adopted for a College-wide sequential course
  - There is no 'opting' out of an educational material that has been selected by the Discipline for a college-wide sequential course. However, Instructors may opt to use OER from the approved lists in place of the Discipline selected textbook or software.
  - Educational materials must receive a majority vote (51%) of the full-time faculty in the Cluster in order to be approved.
- A Discipline does have the option of making both a software and textbook selection for a sequential course, however, the Discipline must provide justification. The software does not need to be connected to the selected text, or even be from the same publisher. The justification must include how any potential extra student cost will be addressed.
- Once the Cluster has approved the selection, the College-wide Faculty Committee should work with the Cluster Chair to properly complete and submit the RCMATS form and/or any ETAC documentation to the Educational Materials Tracking system by the ETAC deadline.

### **Third Stop: Educational Technology Advisory Committee (ETAC)**

- If the educational material meets the criteria for ETAC evaluation, the materials must go through the approved ETAC selection process next. Please refer to the ETAC website for up to date procedures.

#### **Fourth Step: Discipline Administrative Liaison**

- Once the Discipline has voted on and selected an educational material, and ETAC approval has been documented (when applicable), the Discipline Administrative Liaison will review the educational material selected to ensure that all policies and procedures have been followed. If all policies and procedures have been followed, the Administrative Liaison will add the educational material to a repository and notify the appropriate Department Chairs of the change. Department Chairs will then inform faculty (adjunct or full-time) of the adoption so that they may plan appropriately.

#### **Non-Sequential Courses:**

#### **First Step: Campus Faculty Committee or Individual Instructor**

- Must Evaluate at least one Open Educational Resource (OER)
  - If the OER meets the full curriculum and accessibility requirements, the Cluster should vote on adding it to the Discipline approved alternative educational materials list. Only OERs on the Discipline approved alternative educational materials list would be allowed to be used in the future.
  - If the OER doesn't meet the full curriculum requirement but still meets accessibility requirements, the Cluster should vote on adding it to the partial supplement educational materials list. This list should include the areas of the curriculum covered by each of the materials on this list. An instructor may select to use several different educational materials from this list to meet the full curriculum requirements.
- Must create scoring criteria for selecting an educational material. It is suggested that a rubric be created based on one of the samples provided by the Academic Affairs Council. Scoring of educational materials should be documented in committee meeting minutes.
- Must create a cost-benefit analysis for each textbook or software evaluated. It is suggested that the cost-benefit analysis be created based on one of the sample ones provided by the Academic Affairs Committee. Cost-benefit analyses should be documented in committee meeting minutes.
- Must make a written recommendation based on the scoring rubric and cost-benefit analysis. If a Campus/Department has selected/recommended an educational material, individual instructor selections must not exceed the cost of that selection/recommendation by more than 10%.

#### **Second Step: Campus Academic Unit/Department/Division**

- If the textbooks or software evaluated is a reader, the campus may create a list of acceptable readers for instructor selection. All readers must go through the curriculum adoption process.

- The Faculty Committee must present educational materials evaluated, as well as their recommendation to the Campus Academic Unit.
- The Campus Academic Unit must vote on and approve any campus-wide educational material selection.
  - A campus may not supersede a Discipline vote for a sequential course.
  - An educational material must receive a majority vote (51%) of the full-time faculty teaching that subject/class in that Campus Academic Unit in order to be approved.

### **Third Stop: Discipline/Cluster**

- The Faculty Committee must present the educational materials evaluated, as well as their recommendation to the Discipline.
- The Discipline must vote on adding any OER educational materials evaluated to either the discipline approved alternative educational materials list or the partial supplement educational materials list.
- The Discipline must vote on whether the educational materials meets the curriculum and accessibility requirements. This is not a vote on whether the Discipline “likes” the book, but only a vote on whether or not the textbook meets both curriculum and accessibility requirements.
- Once the Cluster has approved the selection, the Campus Faculty Committee or individual instructor should work with the Cluster Chair to properly complete and submit the RCMATS form.

### **Fourth Stop: Educational Technology Advisory Committee (ETAC)**

- If the textbook, or software, meets the criteria for ETAC evaluation, the materials must go through the approved ETAC selection process. Please refer to the ETAC website for up to date procedures.

### **Fifth Stop: Administrative Liaison**

- Once the Discipline has voted on and approved the Campus Academic Unit’s selection, and ETAC approval has been documented (when applicable), the Discipline Administrative Liaison will review the educational material selected to ensure that all policies and procedures have been followed. If all policies and procedures have been followed, the Administrative Liaison will add the educational material to a repository and notify the appropriate Department Chairs of the textbook or software change. Department Chairs will then inform faculty (adjunct or full-time) of the adoption so that they may plan appropriately.