

**Eastern Florida State College
Course Materials Adoption Form**

Required Course Materials Approval Tracking System (RCMATs)

Use this form to select educational materials (anything that has a cost to the student and is needed for graded assignments).

1. Course prefix the selection is for:
2. Course number the selection is for: _____
3. Effective Term Code (year plus suffix: e.g. Fall 2017 would be 201740)
4. Are the materials for a Special Project or approved Pilot Course? (Y/N) _____
 - a. If yes, how many semesters will the materials be used for? _____
5. If the course is a non-sequential general education course please answer the following:
 - a. Do the materials differ from those being used in other course sections? (Y/N)
 - b. Are the text(s)/materials comparable in cost to other selections? (Y/N) _____
 - c. Will materials cover approved objectives and competencies? (Y/N) _____
6. Has a cost-benefit analysis for this material been completed? (Y/N) _____
 - a. If no, a cost benefit analysis must be conducted before proceeding.
 - b. If yes, has it been documented in either committee or Cluster meeting minutes? (Y/N)
7. Has an Open Educational Resource (OER) been evaluated? (Y/N) _____
 - a. If no, an OER must be evaluated and presented to the Cluster for review before proceeding.

8. Selected Material Information

Title:

Author: _____

Publisher: _____

Edition: _____

ISBN, Stock Number, or URL:

Format (Hardcopy, E-Book, Open Source, etc.):

Price: _____

Added to Covers All Competencies List or Partially Approved List? (All/Partially/Neither):

9. Open Education Resource _____

Title:

Author: _____

Publisher: _____

Format (Hardcopy, E-Book, Online, etc.):

ISBN, Stock Number, or URL:

Edition: _____

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ISBN, Stock Number, or URL: _____

Edition: _____

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10. Is this a College-wide (Sequential course) selection? (Y/N) _____

If yes, has the Cluster documented a vote to approve this selection? (Y/N) _____

11. Is this a Campus based (Non-Sequential) selection? (Y/N) _____

a. If yes, which campus? (C, M, P, T, or eL) _____

b. If yes, has the Cluster documented a vote on whether or not the selection covers required course competencies? (Y/N) _____

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12. Is it less than 3 years since last adoption or addition? (Y/N) _____

a. If yes, how does this selection differ from previous selection and what is the educational value of changing to new edition? _____

b. If yes, requires Administrative Liaison approval for a new selection to be made.

Administrative Liaison Name and Approval Date:

13. If required, has the Educational Technology Advisory Committee (ETAC) Reviewed & Approved the selection? (N/A, Y/N) _____

a. Coordinator Signature (electronic signature, date):

b. Originator (electronic signature, date):

c. Selection Committee Chair (electronic signature, date):

d. Cluster Chair Verification of Cluster Vote (electronic signature, date):

e. Supervising Administrator (electronic signature, date):

f. ETAC will document approval and tracking IT, FERPA, and ADA compliance.

14. Have the affected Department Chairs or Program Managers/Coordinators been notified by the Administrative Liaison's office? (Y/N) _____