

## 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/or is required for graded assignments).

**Course prefix:** \_\_\_\_\_

**Course number:** \_\_\_\_\_

**Effective Term Code** (year plus suffix: e.g., fall 2017 would be 201740): \_\_\_\_\_

**The materials are for a Special Project or approved Pilot Course** (if applicable)

\_\_\_\_\_ The number of semesters materials are to be used.

**Is this a college-wide sequential or campus based non-sequential course? Choose one.**

**College-wide (sequential course) selection.**

The Cluster has documented a vote on whether or not to approve this selection.

**Campus based (non-sequential) selection.**

The Cluster has documented a vote on whether or not to approve this selection

**Select campus location:**

Palm Bay     Melbourne     Cocoa     Titusville     eLearning

**If this is a non-sequential general education course, check all that apply.**

The materials differ from those used in other course sections.

The materials are comparable in cost to other selections.

The materials cover approved objectives and competencies.

**A cost-benefit analysis must be conducted before proceeding.**

A cost-benefit analysis has been documented.

**If it has been less than 3 years since last adoption or addition, Administrative Liaison approval is required.**

It has been less than 3 years     It has been 3 years or more

**If less than 3 years, how does this selection differ from previous selection and what is the educational value of changing to new edition?**

**Administrative Liaison:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Open access textbooks and instructional materials have been evaluated.**

A comparable open access textbook or instructional material must be evaluated and presented to the Cluster for review before proceeding.

**Selected Material Information (fill in applicable fields only)**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Edition: \_\_\_\_\_

ISBN, Stock Number, or URL: \_\_\_\_\_

Format (hardcopy, e-book, open access source, etc.): \_\_\_\_\_

Price: \_\_\_\_\_

**Added to Covers All Competencies List or Partially Approved List.**

All       Partially       Neither

**Evaluated Open Access Textbook and Instructional Materials**

**(Reviewed only, not necessarily selected)**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Format (hardcopy, e-book, open access source, etc.): \_\_\_\_\_

ISBN, Stock Number, or URL: \_\_\_\_\_

Edition: \_\_\_\_\_

**Added to Covers All Competencies List or Partially Approved List.**

All       Partially       Neither

**(If required) The Educational Technology Advisory Committee (ETAC) has reviewed and approved the selection. ETAC will be responsible for documenting its application, including IT approval, FERPA compliance, and ADA compliance.**

**Coordination Signatures (only sign applicable fields)**

_____ Originator	_____ Electronic Signature	_____ Date
_____ Selection Committee Chair	_____ Electronic Signature	_____ Date
_____ Cluster Chair Verif. Cluster Vote	_____ Electronic Signature	_____ Date
_____ Supervising Administrator	_____ Electronic Signature	_____ Date

**(If required) The affected Department Chairs or Program Managers/Coordinators have been notified by the Administrative Liaison's office.**