

Educational Materials Selection Guidelines (including textbook requests)

A faculty member wishing to request a new textbook or other educational material(s) (as defined in the CBA section 6.3) should adhere to the following step-by-step guidelines. If the originator is not aware of the current semester's deadline for text and/or educational material requests (which, pursuant to FL-[DOE Rule 6A-14.092](#)) must be observed), the Collegewide Chair (CW Chair) should be contacted for the deadline.

- For sequential courses (materials used collegewide):** The PM will assist in establishing a faculty-led committee to review the proposed selection(s). If only one or two FT faculty members collegewide teach the course (most likely in AS or Workforce programs), a formal committee is not necessary. The PM may not chair the committee; the committee must elect its own faculty chair. After review and voting, the committee chair will send the [Course Materials Adoption Form](#) to the PM. **Note:** A cost-benefit analysis must be completed, and at least one OER must be considered by the committee and identified on the form. The committee must also ensure the selection meets stated course objectives and learning outcomes per the official course plan in the [Electronic Course Plan Repository \(e-CPR\)](#)
For non-sequential courses (individual adoptions): The originator should send the [Course Materials Adoption Form](#) to the PM. The PM will distribute the proposal to the full-time faculty members in the ADG who teach the course in question. **This is not a formal committee.** Rather, the purpose is threefold: **1)** To ensure that State-mandated requirements have been met (e.g., a cost-benefit analysis was conducted/documented and at least one OER was considered); **2)** to ensure the selection meets stated course objectives and learning outcomes per the official course plan in the [Electronic Course Plan Repository \(e-CPR\)](#), and **3)** to allow the originator's peers an opportunity to offer direct feedback about the proposal. The originator retains the right to use the selection provided these requirements have been met (as verified by the CW Chair per Step #3, below).
- Upon receipt of the Course Materials Adoption Form, the PM will enter the text and/or educational materials request into the Educational Materials Tracking System (EMTS). (Faculty members other than the PM should not use this system. The PM will enter the information and route to the CW Chair).
- The CW Chair will check the form to ensure all fields are complete; documentation of the OER consideration and cost-benefit analysis must be included. The CW Chair will not alter any contents of the form; rather, the CW Chair's role is to help facilitate the request. The CW Chair or PM will notify the textbook committee chair (or for non-sequential, individual course requests -- the originator) that the selection is approved or not approved. If *not* approved, the CW Chair should explain, e.g. the procedure outlined here was not followed; something was missing on the form; documentation is missing; at least one OER was not considered and documented, etc.

4. If the request includes electronic educational material(s), the PM will route the request to the Educational Technology Advisory Committee (ETAC), a subcommittee of the Academic Council. The PM will report back to the textbook committee chair or originator, as applicable, upon approval by the ETAC.