

# ISP 170P

## Textbook and Instructional Materials Adoption

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### Procedure

#### PURPOSE

States procedures for adoption of textbooks and instructional materials.

#### SUMMARY

Departments and instructors share responsibility in the process of adopting textbooks and instructional materials, giving primary concern for the academic quality of the material, affordability of that material for students, and accessibility.

#### PROCEDURE

1. Instructors within departments are responsible for making their adoption according to the following schedule:
  - Summer term—Friday, Week 4 of the preceding Spring term
  - Fall term—Friday, Week 5 of the preceding Spring term
  - Winter term—Friday, Week 4 of the preceding Fall term
  - Spring term—Friday, Week 4 of the preceding Winter term

This schedule allows the bookstore to have all textbook information in their system and thus accessible to students by the Friday before registration for the following term begins.
2. Textbook adoptions should be either sent to or made directly with the Bookstore, preferably by use of the bookstore website (paper and email adoption requests take longer for manual data entry by the textbook manager). Faculty adoptions include textbook name and International Standard Book Number (ISBN). The bookstore staff loads this information as well as price into the student enrollment system by the Friday before registration. Punctual adoption allows this system to operate smoothly, as there are several steps and reports that the bookstore is responsible for to make sure the correct information is accessible to students. Punctual adoption also allows the bookstore to begin sourcing used books for the coming term (in Week 5) and place orders for custom texts and packages (in Week 6) so that they are able to have all books on hand for a new term two weeks before that term starts, or four weeks before in the case of fall term.
3. If an instructor wishes to adopt a text which s/he has authored, s/he will schedule a meeting with his/her department chair (or designated faculty content expert) to review the recommended text before submitting it for adoption. The department chair will also confer with the dean (or director or supervisor) to review the possibility of a conflict of interest. If approval for the faculty-authored text is given, the instructor will then fill out the form (**see Appendix ISP 170A**) and submit it with his/her textbook order. If the text is self-published (printing costs borne by the author), the department chair and/or dean and the instructor will establish a market price that ensures that the instructor recovers production costs and makes a reasonable profit.
4. Departments will place one copy of all required and recommended texts on reserve in the library or the department office, consistent with Clackamas

Community College copyright policies. An exception can be made for Open Education Resources, which are available to students online and need not be printed for hard-copy consultation.

## REVIEW HISTORY

ISP Committee		
College Council	Reviewed	January 16, 2009
College Council	Reviewed	February 1, 2002
Instructional Council	Reviewed	September 1, 1992