SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: _____ **Textbook Usage** _____

EFFECTIVE DATE: _____ **July 1, 2000; Revised April 14, 2022** _____

Purpose

The purpose of this policy is to establish procedures for determining which textbooks and other course material should be selected for each course taught at Southwest Tennessee Community College ("College" or "Southwest").

No provision in this policy shall have the effect of diminishing the academic freedom faculty possess in selecting materials for their courses.

Definitions

An E-textbook, or electronic textbook, is an educational or instructional book in digital form.

Open Educational Resources (OER) are freely accessible, openly licensed text, media, and other digital assets that are useful for teaching, learning, and assessing as well as for research purposes.

Inclusive Access (IA) is a subscription-based model whereby students can gain immediate and complete access to digital course materials at substantially reduced cost. This usually includes a direct billing to students' accounts for the cost of the digital materials.

Policy/Procedure

Textbooks and other required course material have a direct relationship to course content, to the quality of teaching and learning, and to academic freedom and responsibility. The selection of textbooks and required materials for each course is the sole responsibility of faculty who teach that course. It is the responsibility of the departmental faculty and, indeed, of the entire College faculty to ensure that the selection of texts and materials is done in such a manner as to foster student learning and safeguard the integrity of the approved curriculum. Hence the following minimum guidelines are established:

A. Each department must establish a Textbook Committee and a process, including a calendar, by which texts and required course materials are adopted and ordered. For the purpose of this policy, "required course materials" means readers, laboratory manuals, and other instructional materials that students are required to purchase for a particular class.

B. The departmental Textbook Committee is charged with the review but not the approval or adoption of textbooks and materials. The committee will review proposed texts and materials for:

  1. correspondence of content to the approved course syllabus;

  2. currency of content;

  3. appropriateness of format, presentation, and style to learning;

  4. conduciveness of format, presentation, and style to learning;

  5. cost to the student; and

  6. potential discontinuation by the publisher of the proposed edition.

C. Any faculty member wishing to adopt a new text or other required course materials must request the committee's review of the proposed text and materials. The committee will provide the faculty member and the department head with a written response based on the criteria enumerated in Section 2 above.

D. If the committee's review is negative on any of the six (6) selection criteria, the faculty member must, if he or she still wishes to use the text, review the matter with the department head prior to adopting it.

E. Faculty must make every effort to reach a consensus on a common text for multi-sectional courses. Exceptions must be discussed with the department head prior to adoption.

F. Because of the burden that the rising cost of books places on students, textbooks should be used for at least two (2) academic years, when possible to do so.

G. Desk copies of newly adopted texts should be ordered well enough in advance as to allow faculty ample time to develop and prepare their courses.

H. All texts and required course materials, including those developed by faculty, must be sold through the College bookstore. This policy does not, however, restrict a student from renting or purchasing, new or used, textbooks from the vendor of the student's choice.

I. Good planning and full cooperation of the bookstore should ensure that a sufficient number of textbooks are ordered and available at the beginning of each academic term.

J. Digital material, including e-textbooks, courseware, and supplemental course activities (exercises, quizzes, readings, lab workbooks) should be considered by faculty when such options are available for the titles chosen for a course.

1. Mechanisms for digital delivery will include OER, IA through the College's bookstore operator, and the traditional transactional process whereby students purchase access codes from the bookstore or online directly from the publisher.

2. When Southwest has an IA model available, students shall be able to opt out of the program.

Responsible
Source of Policy: __Academic Affairs__   **Administrator:** __VP of Academic Affairs__

                                                   TBR Policy Reference: __2.07.00.00__

Related Policy: ____2:07:00:00/39____   **TBR Guideline Reference:** _____

Approved: _____   **Date:** ____April 14, 2022____
                    President