

**CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS**

**AP 4080 INSTRUCTIONAL MATERIALS AND TEXTBOOK  
ADOPTION AND PROCUREMENT**

The textbook(s) and other instructional materials (collectively referred to herein as “instructional materials”) to be used in a course are normally included in the course outline presented to the Curriculum Committee when the course is first submitted for approval. Subsequent revisions of or updates to course outlines through the curriculum process may also include updates to the instructional materials. The process by which a change may be made to the instructional materials for a course is as follows:

1. Course outline addendum. If a faculty member teaching a course wants to use instructional materials that are not included in the course outline, he or she will submit an addendum to the course outline to the Curriculum Committee for approval. The criteria for approval will be whether the materials are congruent with the content and student learning outcomes as indicated in the course outline of record. If approved, the new course materials will be included as alternates to the previously approved course materials. Once approved, the new materials may be used by any faculty member teaching that course who meets the deadline for ordering them set by the College Bookstore.
2. Timeline. Prior to the start of each term, the College Bookstore will notify the faculty, through the deans and their secretaries, of the deadline for submitting a change in instructional materials, including a change in quantities, for each upcoming term. Each individual faculty member is responsible for submitting the request for a change by that deadline. If the faculty member does not submit a request for a change, the Bookstore will provide the same materials as were used in that section the last term it was taught by that faculty member. The deans, in cooperation with the College Bookstore, are responsible for ensuring that the quantities ordered match the expected class size. Faculty members may request new instructional materials only if those materials have been approved through the process outlined in paragraph 1.

3. Default materials. Faculty members will select default materials for each course from the approved list and submit them to the deans. In the event a faculty member is hired to teach a course at such a late date that it is impossible for him or her to meet the deadline set by the College Bookstore, the dean will notify the Bookstore of the correct quantities required for the course section and the Bookstore will order the default materials.
  
4. Cost reduction efforts. Faculty members will strive to utilize the same instructional materials for a period of at least two years. In addition, faculty members will keep in mind the costs of instructional materials when adopting them, striving to keep costs to a minimum. However, faculty members will balance a concern with cost reduction with the goal of adopting instructional materials that are effective in achieving course objectives and student learning outcomes. It is the responsibility of the College Bookstore to provide faculty members, upon request, with the net cost to students of instructional materials, as soon as that information becomes available.
  
5. Change in edition. A course outline addendum is needed to cancel an older edition or to adopt a new or revised edition of a currently adopted textbook. However, in the event that a change in editions by the publisher, coupled with an inadequate supply of the old edition, makes it necessary for the new edition to be adopted even though it is impossible for the course outline addendum process to be completed in time, the new edition shall be considered as tentatively approved for that term only. In such a case, it is the responsibility of the College Bookstore to so inform the affected faculty member(s), through the dean. For subsequent terms the affected faculty member(s) will then have a choice whether to complete the course outline addendum process for the new edition or for a different textbook altogether, in accordance with the timeline of paragraph 2, or else to adopt one of the already approved alternatives in the course outline of record. If a faculty member fails to do this in accordance with the timeline provisions of paragraph 2, the College Bookstore will order the default materials for that course section.

6. Communication with the College Bookstore. Many problems in procurement of course materials can be avoided, and cost reduction efforts can be improved, through clear communication between faculty members and the College Bookstore. Faculty members are encouraged to communicate directly with the College Bookstore, as well as to do so indirectly through their deans, about any special requirements or permissions affecting their course sections. For instance, if a faculty member is willing to allow students to use either an older edition of a textbook or a new edition, he or she should so inform the College Bookstore. Similarly, the College Bookstore is encouraged to communicate with the faculty, either directly or through the deans, any new information relevant to instructional materials adoption and procurement or cost reduction efforts.

#### INPUT FROM INTERESTED CITIZENS

Interested citizens may have comments, concerns or complaints relative to instructional materials in use at the College, including library print and non-print resources and textbooks. If an interested citizen wishes to have his or her concerns considered by the College, the process is as follows:

1. The citizen shall set forth the concerns in writing.
2. The citizen shall submit the written concerns to the Dean of Library and Information Services.
3. Within a reasonable time after receipt of the written concerns (in no event more than 60 days thereafter), a Community Response Team will be convened which consists of the Academic Senate President or their designee, the Bookstore Committee chairperson, and the faculty member(s) who selected the instructional materials (if they would like to be present), the Dean of Library, an academic dean selected by the Vice President of Instruction, and the Vice President of Instruction (or designee) shall meet to consider and evaluate the written concerns.
4. Following this meeting, the Vice President of Instruction shall determine if a recommendation to the Board of Trustees is appropriate.
5. If a recommendation is deemed appropriate, the Vice President of Instruction shall make such recommendation to the Board of Trustees.
6. The Board of Trustees will make a final determination and notify the Community Response Team of the decision.

Board Approved 07/21/09