

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
PROCEDURE
SIP-5074**

SUBJECT: Selection, Adoption, Use and Faculty Resale of Textbooks and Other Course Materials

REFERENCE: SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*

ORIGINATION: June 2010

EFFECTIVE: January 12, 2021

REVIEWED: October 14, 2022

SECTION 1. PURPOSE

- 1.1 The purpose of this procedure is to establish and communicate the rule of Southern West Virginia Community and Technical College (College) regarding the selection, adoption, use and faculty resale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This procedure applies to the selection, adoption, and use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses.

SECTION 3. DEFINITIONS

- 3.1 None.

SECTION 4. PROCEDURE

- 4.1 Employees will comply with institutional policies and procedures established in respect to the selection, adoption, use and faculty resale of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites, and course locations.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Textbook selection will ensure textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily obtained.
- 5.2 The faculty or any employee is prohibited from receiving any payment, loan, subscription, advance, deposit or money, service, benefit or anything of value, at present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.
- 5.3 The faculty or any employee may not receive royalties or other compensation from such sales that include the faculty member or other employee's own writing or work.

- 5.4 The faculty or any employee may receive free sample copies, instructors' copies, and instructional materials for review, but shall not resell those items and retain the proceeds.
- 5.5 Unless otherwise approved by the Dean, faculty or any other employee is prohibited from requiring a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages intended to be written on or removed from the book.
- 5.6 Prior to considering a specific textbook for selection, adoption, and/or use, faculty should attempt to determine the best value for the students and college and:
 - 5.6.1 The price of the textbook and/or supplemental course materials to be considered;
 - 5.6.2 The copyright dates of the three previous editions, if any;
 - 5.6.3 A description of substantial content revisions from previous editions;
 - 5.6.4 Whether the textbook is available in other low-cost formats and, if so, the price to the institution and the general public;
 - 5.6.5 The price of textbooks unbundled from supplemental materials; and
 - 5.6.6 The same information, to the extent practicable, for custom textbooks;
 - 5.6.7 The quality and availability of Open Educational Resources (OER).

SECTION 6. GENERAL PROVISIONS

- 6.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the Chief Academic Officer. Such procedures shall include the following:
 - 6.1.1 Whenever possible, faculty will be assigned courses no later than one week prior to the beginning of the academic semester.
 - 6.1.2 The selection, adoption, and placement of orders with the College Bookstore for textbooks and supplemental course materials will be accomplished by using the Application Programming Interface (API) System. The Chief Academic Officer, in conjunction with the Deans and faculty, will maintain an approved course textbook list. This list will cover required, optional, and recommended textbooks and supplemental course materials for each course, and if applicable, each section. This list will be updated as necessary and at least annually. Divisional Administrative Associates will enter materials requests into the API System no later than April 1st for Fall semester and no later than September 15th for Spring and Summer sessions. Exceptions may be made based upon availability, program, or student need. Exceptions will need to be approved by the appropriate Dean or the Chief Academic Officer.
 - 6.1.3 Faculty will submit a request for textbooks to the appropriate Dean via e-mail and should include the reasoning and justification for the textbook and any relevant information from Section 5.5 above. If the Dean approves the request, the Administrative Associate will enter the information and materials into the API system. The Bursar will administer and monitor the API system and should be contacted to resolve any problems or mistakes.

The appropriate Dean will make every effort to work with the bookstore to select a textbook which will meet the course/student need in order to minimize bookstore/institutional cost. This may include using OER materials, dead stock, and/or used textbooks.

- 6.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:
 - 6.1.4.1 Faculty will provide the appropriate Dean a list of multiple textbooks and publishers that were considered for textbook adoption.
 - 6.1.4.2 Faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption. Prices of all textbooks considered for adoption will be provided to the appropriate Dean.
 - 6.1.4.3 Textbooks will be used for a minimum of three (3) years unless the edition changes and the faculty can justify that the edition change is significant and the use of the older textbook is a detriment to the student. Faculty who request to change a textbook shall provide the rationale, in writing, to the appropriate Dean that states the reason the textbook is being changed before the end of three (3) years.
 - 6.1.4.4 Deans will discourage the selection and adoption of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be used in subsequent courses. Faculty will be encouraged to use textbooks that have lower-cost alternative editions available, OER materials, or other quality materials, open source textbooks or course materials for free or at low cost.
 - 6.1.4.5 Faculty should adopt and use various technology innovations for the provision of textbooks and course materials such as electronic textbooks, online textbooks, open source materials, and institutionally produced materials.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 In addition to the requirements set forth in previous sections of this procedure, the Chief Academic Officer shall:
 - 7.1.1 Include training for all faculty and adjuncts, at the time of hire and periodically thereafter, on textbook selection strategies that guarantee high quality course materials at the most affordable cost. Textbook selection training shall be conducted annually by the Deans. Faculty hired after the start of the fall semester should receive individualized training by the appropriate Dean by the end of the first semester of employment.
 - 7.1.2 Deans or designees shall serve as liaisons with textbook publishers and will be responsible for dissemination of relevant information to their respective faculty on textbook strategies and education and training opportunities regarding textbook selection.
- 7.2 The Chief Academic Officer and Deans shall enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.

SECTION 8. CANCELLATION

- 8.1 SCP-3780, *Textbook Selection Policy*, SIP 5074.A *Textbook Consideration Form*, and SCP-5075, *Bookstore Textbook Procedures*

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

Attachments: None.

Distribution: All Southern Employees

Revision Notes: August 2010 - New procedure was developed as required in Section 6.1 of SCP-5074, *Selection, Adoption, Use and Sale of Textbooks and Other Course Materials*.

September 2020 - Titles were changed to reflect the current organizational structure, a detailed statement was added regarding the Official Textbook List, SIP-5074.A, *Textbook Consideration Form* was added as an attachment, and Sections 1 - 5 were added to the procedure.

October 2022 – Updated processes to include the API system and other operational changes for the new bookstore.