

# ADMINISTRATIVE PROCEDURE No.3304

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## Textbook Adoption Procedure

Date Adopted: 01 March 2013

Date Revised:

Date Reviewed: 24 March 2014

References:

Faculty at all campus sites within a division/program will adopt a common textbook for each course.

- A. Create a review team consisting of the division chair and/or instructional coordinator/vocational coordinator, program coordinator and faculty members that teach the course at all sites.
  - a) The review team will review and/or pilot potential textbook(s)
  - b) The review team will conduct a readability test of the textbook using either “Fry” or “Flesch-Kincaid”.
  - c) The review team will make a decision and communicate it to the DAP using the course modification form. This process will take no longer than 3 weeks.
- B. The DAP will inform the college community of the change.
  - a. DAP will forward one electronic copy to IT for the placement on the website
  - b. DAP will notify the appropriate faculty members and the bookstore of the change in textbook.
- C. The VPIA and CAC chair will sign the official paper copy of the course modification form and course outline and file the outline in the office.
- D. If the instructor wishes to use alternative material they must refer to the procedure and/or policy referred to in the 2007 faculty handbook, page 15. The policy states, “Substitutions of the required text with alternative materials must be approved in advance by the Curriculum Committee.”