

AGENDA ITEM 10.e

Textbook Adoption Policy

RECOMMENDED DIRECTIVE: The Board of Regents hereby approves the Textbook Adoption Policy and implementation date is upon approval of this policy by the Board.

DISCUSSION: *Include the following information:*

1. The Textbook Adoption Policy is a new policy. In previous years, the author of the course outline included a textbook, but no one really questioned how that book was selected. If the faculty teaching the course wanted to change a textbook, then a course modification was submitted to Curriculum and Assessment Committee. Again, no one really questioned the selection of the textbook. This policy establishes a set of criteria on how to make the selection.
2. The Dean of Academic Programs prepared the original draft. The Business Office and Bookstore were consulted in the initial stages to make sure that the adoption policy did not conflict with the Bookstore purchasing policy. A draft was sent to Curriculum and Assessment Committee for review. Many changes were recommended. One important recommendation was that the review team conduct a readability test on the book to make sure it is at an appropriate level for the students who will use it. The Curriculum and Assessment Committee recommended the policy on October 1, 2012. The Executive Committee reviewed the policy on February 27, 2013, and endorsed the policy to the Board of Regents for approval.
3. Members of the Curriculum and Assessment Committee originally requested that the procedure for adopting a textbook be changed. When past recommendations were submitted to the committee, most members had no idea if the book was appropriate. The members often asked the presenting division a question about the appropriateness of a textbook. The idea was that those faculty members teaching the course would be able to make the most informed decision about a textbook. This request was the main reason for the change in procedure and the fact that there was no previous policy.
4. Textbook changes have to be justified by assessment results; hence the three-year minimum requirement before making changes. Many COM-FSM students read below college level, so this prompted the need for readability tests on proposed books. Finally, there should be a simple established process for selecting textbooks for courses.
5. The approval process follows the current participatory governance structure and is outlined in section 2 of this discussion.
6. The proposed implementation date is upon Board of Regent approval.
7. The desired outcome is that there is a textbook for each course that supports the learning outcomes of the course and is easy for students to use.

ACTION TAKEN:

_____ Approved as presented

_____ Approved w/ modifications

_____ Disapproved

_____ Deferred to a later meeting

VOTE:

_____aye _____nay _____abstain

DATE: _____

TEXTBOOK ADOPTION POLICY

1.0 Policy

It is the policy of the College of Micronesia to establish an effective textbook adoption process, so that the College of Micronesia can efficiently serve the students and the College community.

2.0 Purpose

The purpose for the textbook adoption policy for the COM-FSM is to clearly define the responsibility and procedure of individual faculty members, division chairpersons, program coordinators, vocational coordinators, instructional coordinators, Dean of Academic Programs (DAP) and/or Director of Career and Technical Education (DCTE), and Vice President for Instructional Affairs (VPIA) for timely identification and adoption of textbooks, course packs and other instructional materials needed in support of the academic programs and operations of the College. The policy also aims to provide uniformity and consistency across COM-FSM with regards to the use of required textbooks.

3.0 Application

This policy applies to all faculty members, program coordinators, division chairpersons, instructional coordinators, vocational coordinators and academic affairs administrators of COM-FSM.

4.0 Responsibilities

Overall responsibility for enforcing this policy is with the office of the Vice President of Instructional Affairs (VPIA), Dean of Academic Programs (DAP) and/or Director of Career and Technical Education (DCTE).

In addition, it is the responsibility of instructional coordinators, program coordinators, division chairs, vocational coordinators and COM-FSM faculty members to comply with the provisions of this policy.

5.0 Procedure

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-Kinkade”.

- 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."

Textbook duration periods

COM-FSM requires that the same textbook is used for a course for a minimum of 3 years. After this period of time the textbook can be reviewed/ replaced as deemed necessary through the procedure outlined in 4.0. Reasonable exceptions to this policy may include instances when editions go out of print, when substantive changes are made in either the course description or the textbook, or when there is a significant change in the body of knowledge pertinent to the course.

Instructor Copies and Course Materials

Faculty should order instructor copies of textbooks directly from the publisher on college letterhead stationery. The bookstore is not responsible for supplying faculty with instructor copies of textbooks they have adopted. However, the Bookstore will assist if an instructor wants an electronic copy of a textbook or access to online support for a textbook. The instructor should email the Bookstore with the information on the electronic resources.

Sources:

Southeastern Community College, Whiteville, NC

<http://www.scnc.edu/polnprocedEdProgServInstrPlanning21.html>

Mississippi State University, June 2010

<http://www.msstate.edu/dept/audit/1014.html>

Lincoln University, PA

<http://www.lincoln.edu/hr/Policy%20FISC%20806%20Textbook%20Adoption%20Policy.pdf>

Fayetteville State University, NC

<http://www.unccfsu.edu/bookstore/adoptionpolicy.htm>