

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 120.0 TEXTBOOK AND EDUCATIONAL RESOURCES ADOPTION POLICY

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**Policy #:** I – 120.0  
**Effective:** June 2007  
**Revised:** April 2015  
**Responsible Dept.:** VPISS

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#### **Purpose**

To state the policy of the college with regard to the selection, adoption and distribution of textbooks and other educational resources for credit courses with the goal of minimizing the cost of these resources while maintaining the quality of education.

#### **Policy**

The full-time teaching faculty in each discipline shall select a textbook and/or educational resources for each course in that discipline. In disciplines where there is no full-time faculty member, the division dean will consult with the adjunct faculty on such selections.

If a faculty member chooses to use a traditional textbook, adoptions will be made with sufficient lead time so as to confirm the availability of requested materials, and where possible, to ensure maximum availability of used textbooks. Deadlines for submission of textbook adoptions are due to the bookstore on the following schedule: April 15 for fall semester, October 15 for spring semester, and March 15 for summer semester.

Faculty are encouraged to work with the bookstore to determine any less costly but comparable versions of textbooks and/or other educational resources to be adopted including previous editions of textbooks, electronic textbooks, rentals, and open educational resources (OER). Faculty members are also encouraged to work with the bookstore on the impact of selecting bundled materials and how those may limit students from utilizing used and rental textbooks and the ability to sell the textbook back to the bookstore.

If a traditional textbook is used, the full-time faculty in each academic discipline with assistance of the part-time faculty in that discipline shall select one (1) textbook for all sections of a course college-wide. With the approval of the division dean, select course sections of a college-wide course may pilot the use of a different textbook or OER for possible future adoption. Faculty should select a textbook that is suitable for the subject matter in a course, that support appropriate pedagogical approaches to teaching within that discipline, that meet the stated student learning outcomes for the course, and that promote the goal of providing a high quality educational experience. Faculty should ensure that a significant portion of each adopted textbook and/or other educational resources will be used in the course. Individual faculty members may select printed books in addition to the one textbook selected for the course with the approval of the division dean. Individual instructors who opt not to use a traditional printed textbook must get approval from the division dean.

It is the responsibility of the faculty in the discipline and the division dean to consult with Information Technology to determine any impact on college computers before the selection is made.

Printed textbooks, once adopted, shall be used for a minimum of three (3) academic years. Exceptions must be approved by the division dean.

The bookstore shall establish and communicate to all faculty and division deans and to the Bookstore Advisory Committee, textbook selection deadlines that support the provision of as many used or rental textbooks as possible.

The bookstore shall provide an electronic means of receiving approved textbook selections and of confirming textbook orders to the faculty and division to ensure ease of completion and accuracy.

The bookstore shall work with the Bookstore Advisory Committee to provide training to faculty as necessary to enable easy access to textbook cost information.

The bookstore, in concert with the faculty and division deans, shall provide information to faculty and students regarding means by which the bookstores can facilitate the use of open educational resources (OER) within the parameters of the college's contract with the bookstore.