



# EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

**EDA-1 Selection and Ordering of Textbooks for Credit/Developmental Education Courses**      **APPROVED:** November 8, 1979      **REVISED:** September 29, 2017  
 Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** EDA

Classification: Administrative  
 Vice President or Associate Vice President: Vice President of Instruction and Workforce Education  
 Designated Contact: Vice President of Instruction and Workforce Education

**OBJECTIVE:** To establish guidelines for the selection and ordering of textbooks for credit and developmental education courses.

**GENERAL:** Textbooks are a typical requirement for instruction. Faculty\* in the various disciplines have the sole responsibility for choosing appropriate textbooks, supplementary and optional readings, as well as ancillary materials, including study guides and computer assisted instructional materials regardless of delivery system. For the purposes of the guidelines, “textbook” also refers to a “set of texts” for those courses requiring several texts all used together, such as a book of readings, a dictionary, a lab manual, a workbook, and access codes.

**PROCESS:**

**I. Selection**

- A. Faculty in each discipline shall determine a process for District-wide textbook selection. Textbook decisions should be appropriately documented. Each discipline should consider criteria such as the number of textbooks required per course, whether alternate text choices will be permitted for a particular course and the cost to the student. Disciplines may choose to involve adjunct faculty in making the final selection(s). Each discipline will decide which textbook(s) will be used by adjunct faculty *District-wide and for Dual Credit District-wide*.
- B. Each discipline will make textbook and ancillary materials under consideration available for review.
- C. A typical textbook adoption cycle should not be less than two years, and disciplines which are able to adopt a longer cycle without degrading instructional quality are encouraged to do so. For purposes of the adoption cycle, a change in textbook edition is not viewed as “adoption of a new text.” If sufficient copies of the originally adopted edition are available, the original edition may continue to be used.
- D. Dual Credit Textbook Selection and Management
  - 1. All instructional materials in the EPCC Dual Credit Program will be only those selected by the EPCC academic discipline.
  - 2. For an onsite dual credit course, the adoption cycle will be four years from the original purchase date by the school district. However, if the discipline determines that there are reasons for which a text can no longer be used to legitimately deliver the College course, the school district will be notified in writing as soon as possible that the text in question must be replaced with the current discipline selection by the next semester.
  - 3. For an early college high school course taught on a College campus, the high school must provide the discipline-approved text that the instructor has chosen for his or her course. For a course taught on the early college high school campus, the current discipline-designated default text will be used.
  - 4. The dual credit online textbook will be the current EPCC discipline-designated default text.

\* Note: The word “faculty” denotes instructors, counselors and librarians.

5. The school district is required to issue as of the first week of class one set of instructional materials per student enrolled in a dual credit course. It is expected that the student will be free to use the materials in a manner that is typical of a student in an on-campus College course. Each student must have her/his own copy of the text for both classroom and out of classroom use.
6. For materials which are for one-time use, such as lab manuals, workbooks, access codes, etc., the school district must provide new copies each semester.
7. The EPCC onsite classroom observation and evaluation of instruction will include a verification that the EPCC discipline approved text is in use and within the four-year limit. The evaluator will also ensure that each student has a copy of the text for individual use and that the school is not working with a class set of texts for use by students in multiple sections.
8. EPCC will create and maintain a system for tracking the dual credit four-year use limit. The College will inform the school districts one year prior to reaching the limit to ensure that the District makes plans to replace the text with the current District-wide designated default text.
9. The Office of the Dean of Dual Credit and Early College High Schools will create and maintain the Dual Credit Textbook List, a list of current discipline-designated selections for dual credit use for the academic year. The purpose of this list is to provide accurate ordering information to a school district that is offering a course for the first time, is ordering replacement texts upon reaching the four-year dual credit use limit or is responding to an EPCC discipline notice that a text may no longer be used. In preparing this list, a discipline should take into consideration that the version of the text that the school district buys might be different from the one in use on the College campuses. For example, the hard cover version would probably be more appropriate than the "loose-leaf" version. The school district may be interested in purchasing "bundled" materials or not, in which case the ISBNs for both the bundled and the separate items should be provided.

The District-wide coordinator will alert the District-wide designated dean if the discipline is considering a textbook adoption change no later than March 1. On or before April 1, the District-wide coordinator will provide the District-wide designated dean with a complete list of all of the discipline's textbook selections for the upcoming academic year. The discipline will identify the default text, if there are multiple selections for a given course. On April 15, the Curriculum Office will publish the list. The Dual Credit Textbook List will be published on the Dual Credit web page.

- E. A discipline has the option of field-testing a new textbook prior to full-fledged adoption. All field testing must be District-wide discipline decisions. Individual faculty members may not make arrangements with publishers without the approval of the District-wide discipline. The District-wide coordinator will inform the District-wide designated dean of all discipline-approved field tests.
- F. The faculty of the District-wide discipline have the option of selecting a maximum of three textbooks and ancillary materials sets per course. Disciplines with only two full-time faculty are strongly encouraged to adopt the same textbook(s) per course.

In disciplines in which, for pedagogical reasons, more than three choices may be appropriate, the adoption of additional texts will be documented on the *Additional Textbook Request Form* (attached) and will be reviewed by the District-wide designated dean. This form may also be used by high schools to petition to use a college level text that is available to them through state funding. For example, many Advanced Placement (AP) and Career and Technical textbooks typically have college level content and rigor. The appropriate high school administrator will complete the form and submit a copy of the textbook for discipline review and disposition. In the event that a discipline allows the use of the text in question, it will be considered separate from, and not available as a choice for, use in regular College courses. Any arrangements made under this provision will be subject to review every two years.

Textbooks recommended for selection should be significantly different in content, pedagogy, philosophy, or approach; however, each textbook should support course objectives. The prices should not vary significantly. In addition, disciplines are encouraged to consider textbooks that provide electronic versions. When a textbook is adopted for both parts of a two-semester course series, and different textbooks are adopted at different teaching locations, instructors will accommodate the needs of students who transfer between locations in consecutive semesters by allowing them to continue using the previously purchased text

and providing alternatives, including books on reserve at the library, handouts, etc. This accommodation does not apply to expendables (consumable workbooks, lab manuals, and like materials).

Student accessibility should be considered when adopting textbooks and other instructional materials. Specifically, instructional materials should be available electronically (e.g., e-books) and with accommodations for students with different sensory abilities (e.g., closed captioning on videos, audio transcripts).

- G. The District-wide discipline will choose a default text for each course for which there are multiple selections. The default text will be the dual credit text. Other uses of the default text will be a District-wide discipline choice.

Open Educational Resources (OER) used as the primary instructional materials in a section are considered a single “textbook”; however, the OER materials may be piloted for one semester before being officially adopted as one of the three discipline-designated “textbooks”.

- H. In order not to delay or otherwise hinder the ordering process either at the level of the division or the bookstore, each discipline must determine and document a process for individual discipline faculty to choose their particular textbooks in a timely fashion and to provide a system for textbook selection for faculty assigned after the cutoff deadline for ordering texts. Documentation of these decisions will be provided to the deans responsible for submitting textbook orders to the College bookstore.
- I. New additions and new textbooks should only be adopted for implementation in the fall semester. Every effort must be made to avoid mid-year textbook changes.
- J. The Curriculum Office will maintain a District-wide current adoption list. The purpose is to provide a central master list of all discipline adoption decisions for a given year. All division textbook orders will be derived from the same source to minimize the potential for error. This list will also serve as a record of the adoptions of any given year over time. Accurate tracking of this data is essential for the College to be able to track the four-year dual credit use limit.

In order for a textbook to be considered for adoption, the new edition must be available in its final form by the adoption deadline.

The District-wide coordinator will alert the District-wide designated dean if the discipline is considering a textbook adoption change no later than March 1. On or before April 1, the District-wide coordinator will provide the District-wide designated dean with a complete list of all of the discipline’s textbook selections for the upcoming academic year. The discipline will identify the default text, if there are multiple selections for a given course. On April 15, the Curriculum Office will publish the list.

## II. Preparing the Division Bookstore Order

- A. Textbooks, supplementary and optional readings, and ancillary materials to be used by students are ordered and sold through the El Paso County Community College District Bookstore. Students are free to purchase textbooks from any vendor providing that it adheres to the instructor’s policies and doesn’t violate copyright laws.
- B. A separate order will be completed for each text or ancillary material item and must contain the following:
1. Author
  2. Complete title
  3. Publisher
  4. Edition
  5. ISBN
  6. Enrollment projections
  7. Dean’s signature
  8. Semester/session/beginning date of class

Division offices will distribute the attached *Textbook Order Request Form* to the discipline coordinators responsible for this function at each campus. The coordinators will specify the quantities of textbooks that the bookstore should order for that campus based on number of sections. On the same form, the coordinator will also indicate the quantities of desk instructional materials that should be ordered and the intended

purpose. With the signature of the dean, the division office will provide the bookstore with the textbook order and will request desk copies from the textbook publishers. OER materials are available online for free or minimal cost to the student and therefore are not included in the Division Bookstore Order.

- C. Textbook order will be completed by the dean and forwarded to the bookstore based on these deadlines:

<u>Semester/Session</u>	<u>Submit to Dean</u>	<u>Submit to Bookstore</u>
Fall	April 1	April 15
Spring	October 1	October 15
Summer	March 1	March 15
Other Start Dates (Including PowerPacks Minimesters, and Late- Start sections)	At least 60 days before class starts	At least 45 days before class starts

Upon notification from the bookstore, the dean will communicate to instructors teaching sections with other start dates any special dates and hours of operation.

### III. Changes

- A. The deans shall inform the bookstore of any changes to the book orders due to cancellation of courses/sections or addition of sections that occur before registration information is available.
- B. The bookstore will inform the dean of all problems associated with orders as soon as those problems are known to the bookstore. This includes delayed orders, late orders, and out-of-print materials, change of publishers, changes in editions, and other factors which directly affect the availability of texts and other materials to students.

### IV. The Procurement and Distribution of Desk Copies of Instructional Materials by Division Offices

Textbook publishers generally provide desk copies of instructional materials for use by instructors and/or tutors for use in classes, labs, tutoring centers, and libraries. Division offices order and distribute these materials to the users and for the uses that the publishing company intends. Users include dual credit instructors. This process must be the same in all division offices, and utmost care must be given to the propriety, security, and transparency of all of these transactions.

#### A. Ordering

From the information provided by the coordinators, a designated staff member in the dean's office will prepare the requests for division-wide desk copies of instructional materials. This staff member will adjust the requested quantity of desk copies, taking into account the present division-office inventory and the tracking system. Upon completion, all discipline requests will be submitted to the dean for review and approval.

#### B. Receiving

1. Upon receipt of the desk copies in the division office, a *different staff member from the one who generated the order* will check the delivery against the original order and add the items to the inventory list.
2. Each copy will be stamped "Desk Copy" on the three paper edges of textbooks and on a highly visible location on other materials.
3. All of these materials should be stored in a secure location.

#### C. Distribution

1. The faculty member who needs the desk copy will be notified to pick it up at the dean's office, where the materials will be checked out to that person. A faculty member will be issued one desk copy.
2. Desk copies destined for faculty or tutorial use in labs and for student use in libraries will be logged out for delivery.

3. Desk copies of instructional materials provided by publishers to division offices to support instruction will not be provided “on loan” to District employees for courses in which they, their family members, or friends are enrolled.

D. Tracking

1. A standardized inventory management system will be used in all division offices to track the distribution of desk copies.
2. A faculty member who has requested a replacement for a lost or damaged desk copy will be required to report the circumstance requiring the need for replacement in a memorandum addressed to the dean.

E. Disposal of Desk Copies

1. When instructional materials are no longer being used, any surplus copies that remain in the division office inventory will be disposed of in an appropriate manner, such as donating them for not-for-profit uses or recycling them.
2. The sale of copies of instructional materials that were provided to division offices and to faculty to support instruction is prohibited. Violations of this provision may result in disciplinary action.
3. The sale of copies of instructional materials that were provided to instructors for review purposes is discouraged by the El Paso County Community College District. To this end, book buyers are not allowed to purchase such materials on College premises.

Attachments:

1. *Additional Textbook Request Form*
2. *Discipline Textbook Order Request Form*
3. *A Standardized Desk Copy Inventory Management System Form*



EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

ADDITIONAL TEXTBOOK REQUEST FORM

For College Procedure EDA-1
Selection and Ordering of Textbooks
for Credit/Developmental Education
Courses

Course: High School District/School
Current Date: or EPCC Discipline:
Initiator: Semester/Year:
(name/title)

Requested Additional Textbook (Include Title, Author, Edition, Publisher and ISBN number):

Large empty rectangular box for entering textbook details.

Rationale:

Approved: Yes [ ] No [ ]

Approved: Yes [ ] No [ ]

District-Wide Coordinator
(Confirms that the discipline has reached a consensus
regarding the above decision)

Dean of Corresponding High School
(Confirms discipline approval.)

If not approved, state the reasons:

If not approved, state the reasons:

Horizontal grey bar separator.

- [ ] High School Dual Credit Only
[ ] On-Campus Alternate Text

Review Date:
(Recommended every two years.)

Copies to: District-Wide Coordinator
Corresponding Deans
Dual Credit Coordinator

Revised 11-08-05.





For College Procedure EDA-1  
 Selection and Ordering of Textbooks for  
 Credit/Developmental Education Courses

### DESK COPY INVENTORY MANAGEMENT SYSTEM FORM (Sample)

COURSE NO	TITLE & EDITION	TOTAL QUANTITY IN BOOK ROOM	NO. OF BOOKS OUT	REMAINING BOOKS	INSTRUCTOR'S SIGNATURE	DATE
ARTS 1301	Living with Art 9/e	6	2	1	Juan	
			1		Letty	
			1		Liz	
			1		Joe	
COMM 2366	How to Read a Film 4/e	7	3	3	Kelli	
			1		Terri	
DRAM 1310	Theater 9/e	3	1	1	Liz	
			1		Mike	
ECON 2301-2302	Economics 2/e	4	1	0	Juan	
			1		Dolores	
			1		Bertha	
			1		Martha	
ENGL 0309	The Writers World: Paragraphs & Essays 2/e	5	2	2	Juan	
			1		Tiara	