

NORTHWEST VISTA COLLEGE

PROCEDURE

Procedure Number:

AS 003

Procedure Title:

Selection of Instructional Materials

1. PURPOSE

The purpose of this procedure is to define the process used by NVC faculty members for the selection of textbooks and other instructional material for effective learning. Utilizing subject-matter knowledge and skill, faculty members select those instructional materials best suited for the realization of educational objectives and student learning outcomes.

2. DEFINITIONS

2.1. *Instructional Materials*: any teaching, learning, or research resource required by an instructor in a course, including full course curricula, course materials, modules, textbooks, media assessments, software, and any other tools, materials, or techniques, whether digital or otherwise, used to support access to knowledge.

2.2 *Textbook*: A published text required by an instructor for a course as specified in a syllabus. A textbook is often the primary text of record for a course.

2.3 *Open Educational Resource*: a teaching, learning, or research resource that is in the public domain or has been released under an intellectual property license that permits the free use, adaptation, and redistribution of the resource by any person. The term may include full course curricula, course materials, modules, textbooks, media assessments, software, and any other tools, materials, or techniques, whether digital or otherwise, used to support access to knowledge.

2.4 *Supplemental Instructional Materials*: a teaching, learning, or research resource that is not a primary text, but may be used to support instructional delivery for a particular lesson or assignment - such as articles, original PDFs, study guides, videos, or online resources - that are used in addition to and not instead of primary texts, textbooks, or primary instructional materials.

3. RESPONSIBILITY

3.1. The Discipline/Program Coordinator or Adoption Lead will be responsible for the selection and adoption of all required instructional materials to be used in each course within their Discipline/Department/Program.

3.2 The Discipline/Program Coordinator or Adoption Lead will be responsible for communicating any textbook changes or implementations to the Department Chair to meet deadlines and, where applicable, stay within the approved budget.

3.2.1 The Discipline/Program Coordinator or Adoption Lead is responsible for reporting to the Department Chair any adoptions of Instruction Material Direct (IMD) and provide all needed information for the Department Chair to set up the adoption for each section requesting IMD.

3.2.2 The Discipline/Program Coordinator will be responsible for reporting to the Department Chair any schedule changes that involve IMD sections (added or deleted).

3.2.3 The Department Chair will be responsible for reporting any changes to the schedule that entail changes to the IMD scheduled sections. Any additional sections that are added after the IMD due date must be added to the IMD request before the new section can be published.

4. SELECTION PROCESS

4.1 Faculty members in each discipline determine a process for instructional materials and delivery method selection. The process may differ from department to department or from program to program. All full-time faculty members in the department responsible for each course are included in the selection process. The process may include steps for piloting new instructional materials before full adoption.

4.1.1 Any adjunct faculty member from a discipline/program with previous experience teaching a course and plans to teach it again can be invited by the Discipline/Program Coordinator or Adoption Lead to participate in the selection process of instructional materials. Adjunct faculty participation in selecting instructional materials will be voluntary upon invitation and is not required.

4.2 For each course in a discipline or program, the Discipline/Program Coordinator will oversee the selection process for instructional materials or may choose an Adoption Lead to oversee the selection of instructional materials for each course within a discipline or program. Any faculty member teaching a course, including an adjunct faculty member, can request that new instructional materials be considered. All selections must adhere to Board of Trustees Policy E.1.7 Instructional Resources: Copyrighted Materials.

4.3 Textbooks will be adopted for implementation as deemed appropriate for each Discipline/Department/Program. There is not a prescribed adoption cycle, but the Discipline/Program Coordinator, or Adoption Lead will work with the Department Chair to ensure adequate funding and minimize student cost (see section 5). For example, a 3-year cycle of textbook adoption may result in lower bookstore cost for students.

4.4 If course requires a textbook or other instructional materials that must be purchased, the Discipline/Program Coordinator will send adoption information to the Department Chair, and the Department Chair will send information about adoptions to the bookstore.

4.5 Each semester (or part of term), no later than two weeks prior to the first day of classes, the bookstore will provide to the college a list of the textbook(s), text(s), or other instructional materials required for each course based on information provided by the Department Chairs.

4.6 All faculty members teaching a course will use the instructional materials selected by the discipline, unless deemed appropriate by the Discipline/Department/Program or Adoption Lead (or shall use open source materials, see 4.6.1).

4.6.1 An individual faculty member can propose to use instructional material that are of no cost to the students for a course. Open Educational Resources (OER) include Open Access, Open Source, or Free Instructional materials. (Please reference: <https://www.alamo.edu/nvc/oer/>) This proposal must be approved by the Discipline/Program Coordinator. Any materials that are of any cost to students, even low cost (such as e-book, digital books, IMD, etc.) should be selected by the Discipline/Program Coordinator or Adoption Lead through the selection process outlined above.

4.6.2 An individual faculty member may use incidental supplementary materials without approval, provided that the material is used in addition to and not as a replacement for the materials selected by the Discipline/Program Coordinator or Adoption Lead.

4.7 If using a textbook, faculty are encouraged to send a physical copy to the library for the Course Reserves Collection.

5. MINIMIZING COST FOR STUDENTS

5.1 The Discipline/Program Coordinator or Adoption Lead will consider all pricing options, including standalone textbooks, texts with passcodes and bundles or packages, custom-published products, loose-leaf versions, etc. Wherever possible, selected texts should be available to students in rental and digital options, and the considerations should include the buyback and resale costs to students.

5.2 Departments are encouraged to select open educational resource materials where appropriate to minimize costs to students. However, to ensure curricular and pedagogical autonomy and to ensure subject-matter experts can select the highest quality materials to best benefit students (see 1. Purpose above), a discipline shall not be subject to instructional material requirements beyond a commitment to low cost materials. This autonomy prohibits college or district policy prescribing instructional materials to disciplines.

5.2.1 As a cost saving measure, faculty members are encouraged to consult with the college library to see if instructional materials can be purchased with an unlimited user access or Digital Rights Management (DRM) free license.

5.2.2 If using an OER or Open Source textbook faculty are encouraged to send either a digital and/or print copy to the library for inclusion in the Course Reserves Collection.

5. ORIGINAL MATERIALS

5.1 Faculty members are encouraged to produce instructional materials, either individually or collaboratively, that support student learning outcomes. Faculty members shall adhere to all appropriate Board of Trustees policies including, but not limited to, Intellectual Property (C.1.8), Conflicts of Interest (D.2.4.2), and Instructional Resources: Copyrighted Materials (E.1.7).

5.2 For all original instructional materials, faculty members may not receive compensation, such as royalties, from instructional materials adopted by NVC. The request from the Discipline/Program Coordinator or Adoption Lead must include how any funds that will go to the originating faculty member from an adoption will be sent to the Alamo Community College District Foundation.

5.2.1 For any original instructional materials that produce compensation, each semester the faculty member will inform the Discipline/Program Coordinator of the amount sent to the foundation and how, within the Foundation guidelines, it will be distributed to students. See Board of Trustees Policy C.1.8 Intellectual Property.

4. DIVERSITY, EQUITY, AND INCLUSION

4.1 NVC values equity-mindedness, and all instructional materials selected must provide for equal access as defined by the American with Disabilities Act regardless of delivery method.

4.2 As a Hispanic-Serving Institution, NVC values multiple perspectives and diversity, and this includes selection of instructional materials and their authors. To promote the inclusion of the voices and scholarly contributions of minoritized races, ethnicities, genders, sexualities, different abilities, etc., departments should consider diversity a value in their selections and utilize measures to avoid homogeneity in the perspectives and authorship (e.g. all Euro-Anglo and/or male authors) of instructional materials. In using diversity as a value in selection of instructional materials, NVC faculty make an intentional effort to bring intersectional discussions to classroom dialogue and study, promoting a safe space where ethnic, racial, cultural, religious, and gender differences are respected.

Contact for Interpretation: Vice President of Academic Success

Relevant Board Policy: Intellectual Property (C.1.8)

Conflicts of Interest (D.2.4.2),

Instructional Resources: Copyrighted Materials (E.1.7)

Relevant SACSCOC Principle: 6.1.4 - Academic Freedom

Last Updated: Fall 2020

Policy review cycle: 3 years - next review Fall 2023