

NORTHWEST VISTA COLLEGE  
PROCEDURE

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Procedure Number: AS 003  
Procedure Title: Selection of Instructional Materials

1. PURPOSE

The purpose of this procedure is to define the process used by the NVC faculty for the selection of textbooks and other instructional supplemental material for effective learning. The faculty select those materials best suited for the realization of its educational objectives, utilizing the subject-matter knowledge and skill of faculty members. Faculty have the responsibility for choosing appropriate textbooks, supplementary and optional readings, including study guides and computer assisted instructional materials regardless of delivery system.

2. GUIDELINES FOR SELECTION OF INSTRUCTIONAL MATERIALS

The following guidelines are to be followed in the selection and ordering process. The guidelines apply to all materials required or recommended for credit courses.

**Responsibility**

1. The department chair is responsible for the adoption of all textbooks and materials to be used in each course. The Dean of Arts and Sciences, Dean of Workforce, or Vice President of Academic Success provides oversight for all textbook selections.
2. The college may allow the faculty in each discipline to determine a process for textbook selection that includes the guidelines provided herein. The process must be documented and provided to the appropriate Dean/Vice President. All full-time faculty members in the department responsible for each course are included in the selection process unless a faculty member may personally benefit from the selection of any instructional materials under consideration.
3. The process begins with the department chair identifying a textbook adoption lead for each course within a discipline. The lead follows the identified process, is responsible for documenting the information required in the process, and is responsible for meeting the chair's deadline required to meet the bookstore deadline. Documentation should be available to the appropriate Dean/Vice President.
4. Each semester, no later than two weeks prior to the beginning of the semester, the bookstore will provide to the college a list of the text(s) or other materials required for each section in the schedule based on information provided by the chair.
5. Faculty members are encouraged to produce materials, either individually or collaboratively, that assist student learning and success. Faculty 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). See Selection #6 and Cost Considerations provided below.

**Selection**

1. A normal textbook adoption cycle should not be less than three years, and disciplines which are able to adopt a longer cycle without diminishing instructional quality are encouraged to do so. Flexibility should be considered for those disciplines that require more timely changes of adoptions due to rapid changes in technology and information or publisher's new editions, although newer materials should be explored

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- in online, open formats to supplement current textbooks rather than require new textbooks. Except in extenuating circumstances, new editions and new textbooks should only be adopted for implementation in the fall semester. This will avoid mid-year text book changes and should reduce costs for students.
2. The faculty members of the discipline will select one textbook or set of materials per course. All faculty who want a text for the course will use the one selected by the discipline. The number of supplemental materials (novels, etc.) to be required should be discussed within the discipline to establish some consistency across requirements. Individual faculty may not select a textbook(s) outside the discipline selection.
  3. For each section of the course scheduled for a semester, the chair shall gather from full-time faculty members if the text is required.
  4. Departments are encouraged to select open source materials where appropriate to minimize costs to students. All selections must adhere to Board of Trustees Policy E.1.7 Instructional Resources: Copyrighted Materials. The chair should be notified if open source materials will be required instead or in addition to one of the approved text(s).
  5. The department selecting a custom textbook or a textbook bundle should carefully consider the cost to the student (including buy-back, used text and rental cost) and document the basis for, and benefit of, using a customized textbook or bundle. The option must be approved by the appropriate dean/vice-president.
  6. Consumable materials should not be bundled with texts to allow rental or buyback of the text.
  7. Any original instructor materials from an individual faculty member or group of faculty members within a discipline/department selected as required for a course must be approved by the chair and appropriate dean/vice president. Faculty may not receive compensation from materials adopted by NVC. The request from the lead must include how any funds that will go to the originating faculty member (royalties or other compensation) from an adoption will be sent to the Alamo Community College District Foundation. Each semester the faculty member will provide the lead, chair, and appropriate dean/vice president with 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.
  8. The lead and department will consider during the selection process all pricing options, including standalone textbooks, texts with Pass Codes and Bundles or Packages, Custom published products, loose-leaf versions, digital textbooks, and rentals. The considerations should include the buyback and resale costs to students. Selected texts should be available to students in rental and digital option.

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:

Last Updated: February, 2013

Approved: \_\_\_\_\_

Dr. Amy  
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Vice President of Academic Success

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