

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Textbook Usage

EFFECTIVE DATE: July 1, 2000

Textbooks and other required course materials have a direct relationship to course content, to the quality of teaching and learning, and to academic freedom and responsibility. The selection of textbooks and required materials for each course is the sole responsibility of faculty who teach that course. It is the responsibility of the departmental faculty and, indeed, of the entire College faculty to ensure that the selection of texts and materials is done in such a manner as to foster student learning and safeguard the integrity of the approved curriculum. Hence the following minimum guidelines are established:

- A. Each department must establish a textbook committee and a process, including a calendar, by which texts and required course materials are adopted and ordered. For the purpose of this policy, "required course materials" means readers, laboratory manuals, and other instructional materials which students are required to purchase for a particular class.
- B. The department textbook committee is charged with the review but not the approval or adoption textbooks and materials. The committee will review proposed texts and materials for:
 - 1. correspondence of content to the approved course syllabus:
 - 2. currency of content:
 - 3. appropriateness of format, presentation, and style to learning:
 - 4. condusiveness of format, presentation, and style to learning:
 - 5. cost to the student: and
 - 6. potential discontinuation by the publisher of the proposed edition.

<p>Source of Policy: <u>Transition Team II Academic Programs</u></p> <p>Related Policy: <u>N/A</u></p> <p>Approved: _____ President</p>	<p style="text-align: center;">Provost/Ex. VP</p> <p>Responsible for Academic and Administrator: <u>Student Affairs</u></p> <p>TBR Policy Reference: <u>N/A</u></p> <p>TBR Guideline Reference: <u>N/A</u></p> <p>Date: <u>July 1, 2000</u></p>
---	--

- C. Any faculty member wishing to adopt a new text or other required course materials must request the committee's review of the proposed text and materials. The committee will provide the faculty member and the department head with a written response based on the criteria enumerated in Section 2 above.
- D. If the committee's review is negative on any of the six selection criteria, the faculty member must, if he or she still wishes to use the text, review the matter with the department head prior to adopting it.
- E. Faculty must make every effort to reach consensus on a common text for multi-sectional courses. Exceptions must be discussed with the department head prior to adoption.
- F. Because of the burden that the rising cost of books places on students, textbooks should whenever possible, be used for at least two academic years.
- G. Desk copies of newly adopted texts should be ordered well enough in advance as to allow faculty ample time to develop and prepare their courses.
- H. All texts and required course materials, including those developed by faculty must be sold through the College bookstore.
- I. Good planning and full cooperation of the bookstore should ensure that a sufficient number of textbooks are ordered and available at the beginning of each academic term.