

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-001-190

Course Materials Adoption Policy

Academic Affairs Committee

Date: 10/30/2019

Executive Committee  
Received and Forwarded

Date: 10/30/2019

Academic Senate

Date: 11/13/2019  
First Reading  
12/04/2019  
Second Reading

**BACKGROUND:**

Affordability of course materials and availability of materials in alternate-media format are both issues which impact student success and the accessibility of higher education for all students. Timely adoptions of course materials is crucial for ensuring that all students have the ability to purchase and use textbooks and other instructional materials chosen by faculty as critical components of academic success in their classes.

Provisions of the 2008 Higher Education Opportunity Act (HEOA) require that institutions of higher learning make textbook cost information available to students at the time of registration, to the maximum extent possible. California state laws\* have also addressed the importance of timely adoptions in increasing textbook affordability and accessibility and have encouraged the development of policies to increase timeliness. (\*AB 2477, AB 1548, AB 1941, see links at end of document).

Historically, Cal Poly Pomona has consistently failed to have course materials information available to students at the time of registration for 30-45% of sections offered due to delayed assignment of instructors and other factors. Late submission of course materials information adversely impact our students in the following ways:

- Increasing the cost to students for purchasing/renting course materials
- Delayed access to accessible versions of materials for students with disabilities
- Delayed arrival of course materials causing disruptions to reading assignments

To address these issues, the following Policy for Timely Course Materials Adoptions shall be proposed to the Academic Senate:

1. Course materials are defined as textbooks and other materials serving the same function as textbooks for the course, including but not limited to readers, course-packs, digital materials, Open Educational Resources materials, and adaptive learning products.
2. Academic departments are responsible for ensuring timely submission of adopted course materials for all courses by the due date. The default due date will be five business days prior to the start of priority registration for the term.
3. Department Chairs shall require all instructors to start considering textbook and other instructional materials choices as soon as a schedule for courses in a particular semester is determined. All instructors shall be required to submit their adoptions for required and recommended materials, or confirm their courses are “No Text/Materials” to Bronco Bookstore by the due date. Departments may designate adoption committees or coordinators to select materials and submit adoptions, or may allow individual faculty choice, but must ensure timely submission.
  - a. For courses/sections with no assigned instructor by the due date (where the course materials are not chosen by an adoption committee/course coordinator), the Department Chair or designee will assign “default” course materials/textbooks based on prior textbook usage for the course.
  - b. For courses where the chair is not able to select materials on behalf of a pending instructor, the

new instructor is required to submit their adoption as soon as possible once the course assignment is known.

c. Instructors assigned to a class after the deadline who have a compelling need to change the adopted materials for that class, with the approval of the department chair, should contact the Bookstore to make changes as soon as possible,

4. Each department shall identify an individual, whether the chair or staff member or designated faculty member, who is responsible for tracking the submission of course material requests and facilitating the adoption process with the bookstore. The contact shall have responsibility for reminding the faculty of the deadline, and shall have access to the bookstore's online system to track adoptions, and to submit on behalf of faculty.

5. The bookstore will use established communication channels (PolyUpdates, emails, newsletters, messages from the adoption system) to publicize the due date and remind faculty as it approaches.

6. After the due date has passed, the bookstore will send weekly reminder messages including the current list of outstanding courses to department contacts and to Academic Affairs.

\*California legislation related to timely adoption and adoption policies:

AB 2477, 2004:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=200320040AB2477](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200320040AB2477)

Section 66406 is added to the Education Code, to read:

“.....(2) Require college and university bookstores to work with the academic senates of each respective campus to do both of the following:

(A) Review issues relative to timelines and processes involved in ordering and stocking selected textbooks.

(B) Work closely with faculty or publishers, or both, to create bundles and packages that are economically sound and deliver cost savings to students.”

AB 1548, 2007:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=200720080AB1548](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080AB1548)

SECTION 1. Section 66406.7 is added to the Education Code, to read:

“...(g) Each public postsecondary educational institution shall encourage adopters with course material selection responsibilities to place their orders with sufficient lead time, whenever possible, to enable the university-managed bookstore or contract-managed bookstore to confirm the availability of the requested materials.

....”

AB 1914, 2016:

[http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB1914](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1914)

SECTION 1. Section 66407.5 is added to the Education Code, to read:

“ 66407.5. (a) The respective academic senates of the campuses of the California State University and the University of California, in collaboration with students and campus administrators, shall develop policies regarding required academic materials in order to encourage efforts to reduce redundancy in the delivery of academic materials, including, but not

necessarily limited to, textbooks and access codes. The policies adopted pursuant to this section shall include, but not necessarily be limited to, all of the following:

.....

(3) The establishment, in consultation with the campus bookstore, of deadlines by the campus for a faculty member or academic department to notify the campus bookstore of required and recommended textbooks and other instructional materials so that the bookstore may verify availability, source, and lower cost options when practicable, and provide this information to faculty for consideration when exploring alternatives.

(4) A determination, in consultation with the campus bookstore, of approved descriptors to post next to academic materials offered for sale at the campus bookstore, including a requirement that the bookstore clearly identify any recommended course materials that are suggested by the bookstore but not by the faculty member who assigned the materials.

(b) The campuses of the California State University shall, and the campuses of the University of California are requested to, submit the policies developed pursuant to subdivision (a) to the Trustees of the California State University and the Regents of the University of California, as appropriate, for their review.

....”

### **RESOURCES CONSULTED:**

Clint Aase, Director, Bronco Bookstore  
 Suzanne Donnelly, Sr. Associate Director, Bronco Bookstore  
 Dr. Terri S. Gomez, Associate Vice President for Student Success  
 Department Chairs  
 Faculty

### **DISCUSSION AND RECOMMENDATION:**

In order to meet accessibility requirements, increasing demands are made on the bookstore. In addition, timely submissions make it more likely that low cost alternatives can be made available. However, specifics are not necessary for good policy. Hence we modified the recommendations to remove procedure recommendations.

Policy for Timely Course Materials Adoptions

1. Course materials are defined as textbooks and other materials serving the same function as textbooks for the course, including but not limited to readers, course-packs, digital materials, Open Educational Resources materials, and adaptive learning products.
2. Academic departments are responsible for ensuring timely submission of adopted course materials for all courses by the due date. The default due date will be five business days prior to the start of priority registration for the term.
3. Department Chairs shall require all instructors to submit their adoptions for required and recommended materials, or confirm their courses are “No Text/Materials” to Bronco Bookstore by the due date. Departments may designate adoption committees or coordinators to select materials and submit adoptions, or may allow individual faculty choice. Timely submission is

essential to meet accessibility standards.

- a. For courses/sections with no assigned instructor by the due date (where the course materials are not chosen by an adoption committee/course coordinator), the Department Chair or designee will assign “default” course materials/textbooks based on prior textbook usage for the course.
  - b. For courses where the chair is not able to select materials on behalf of a pending instructor, the new instructor is required to submit their adoption as soon as possible following course assignment.
  - c. Instructors assigned to a class after the deadline who have a compelling need to change the adopted materials for that class, with the approval of the department chair, should contact the Bookstore to make changes as soon as possible.
4. Each department is responsible for ensuring timely submissions.
  5. Due dates will be well publicized and made available to departments and faculty.