

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-009-178

Course Materials Adoption Policy

Academic Affairs Committee

Date: September 2018

Executive Committee  
Received and Forwarded

Date: 03 October 2018

Academic Senate

Date: 10 October 2018  
First Reading  
07 November 2018  
Second Reading

## **Background**

Affordability of course materials and availability of materials in alternate-media format are both issues which impact student learning outcomes and the accessibility of higher education for all students. Timeliness of adoptions for 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. Additionally, 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.

At the time of student registration for most terms, Cal Poly Pomona is generally out of compliance with respect to timely adoption of course materials, reflecting incomplete information submitted to the bookstore. Cal Poly Pomona has existing procedures for addressing timely book adoptions (<http://www.cpp.edu/~faculty-affairs/documents/textbook.pdf>), and the Bronco Bookstore also has its own policy for book orders (see attached). However, these procedures alone have proved insufficient to achieve timely adoption of course materials. Therefore, we respectfully ask that the Academic Senate propose a policy for timely adoption of course materials. The attached document may serve as a starting point for this policy.

## **Resources Consulted**

- Faculty ([faculty@cpp.edu](mailto:faculty@cpp.edu))
- Department chairs ([chairs@cpp.edu](mailto:chairs@cpp.edu))
- Associate Deans ([associate\\_deans@cpp.edu](mailto:associate_deans@cpp.edu))
- Deans ([deans@cpp.edu](mailto:deans@cpp.edu))
- Suzanne Donnelly, Senior Associate Director, Bronco Bookstore ([smdonnelly@cpp.edu](mailto:smdonnelly@cpp.edu))
- Sep Eskandari, Interim AVP for Academic Planning ([seskandari@cpp.edu](mailto:seskandari@cpp.edu))

## **Discussion:**

The Academic Affairs Committee echoes concerns of affordability and accessibility. We have suggested a few minor changes to the policy in the interest of clarification. We have also asked, that for those who submit their materials on time, that the ordering of exam copies, be an added incentive. Working with the bookstore, the following policy has been developed.

## **Recommendation:**

The Academic Affairs Committee recommends the adoption of the following process:

## Course Materials Adoption Policy

### California State Polytechnic University, Pomona

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Late submission of course materials information adversely impact our students in the following ways:

- Increasing the cost to students for course materials
- Delayed access to accessible versions of materials for students with disabilities
- Potential delayed arrival of books causing disruptions to reading assignments

To address these issues, the following Procedure for Timely Course Materials Adoptions shall be followed:

1. All instructors requiring or recommending textbooks/course materials (including course-packs, digital materials, Open Educational Resources materials, and adaptive learning products) in their classes are **required** to submit their adoptions by the deadline established by the Bronco Bookstore. This due date is always **five business days** prior to the start of priority registration for the term.
  - a. Department Chairs shall encourage all instructors to start considering textbook and other instructional materials choices as soon as a schedule for courses in a particular semester is determined.
  - b. All textbook adoptions will be made via the bookstore's online system.
  - c. Each department shall identify an individual ("contact") who shall be responsible for tracking the submission of course material requests. The contact shall have responsibility for reminding the faculty of the deadline, and should have access to the bookstore's online system to track adoptions, and to submit on behalf of faculty.
2. The bookstore will use established communication channels (PolyUpdates, emails, newsletters) to publicize the due date and remind faculty as it approaches.
3. 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.
  - a. The bookstore will also use the messaging tools within the online system to generate reminders to specific instructors with outstanding courses.
4. For classes with no assigned instructor at the time registration opens, where the course materials are not chosen by an adoption committee or course coordinator, the Department Chair or designee ~~may~~ *should* assign "default" course materials/textbooks, if feasible and appropriate.

- a. Instructors who are assigned to a class after the deadline, and have a *compelling need* to change the textbook or other instructional materials selected for that class should contact the Bookstore to make changes as soon as possible, with the approval of the department chair.
  - b. For courses where the chair is not able to select materials on behalf of the pending instructor, the new instructor should be asked to submit their adoption as soon as possible once the course assignment is known.
5. Departments and faculty should take note of the following definitions for book usage indicators (required, recommended, optional, attend first, part-of-set, substitute, bookstore recommends, special-order, pick one, no text required), and be aware of the bookstore's policies for course materials adoptions.

**IMPORTANT STATUS DEFINITIONS FOR COURSE MATERIALS ADOPTIONS:**

- A. REQUIRED:** Means that students will be assigned either the entire text or specific readings from this adopted text and that information will be necessary to complete assignments, projects, or tests that are crucial to passing the course.
- B. RECOMMENDED:** The professor strongly believes the content will improve students' understanding of the course and grade performance. May or may not be used for graded assignments or tests, students *may* be able to pass the course without the recommended material by using alternate sources.
- C. OPTIONAL:** May be a supplement that relates to the main required text and provides additional content or help (e.g., study guide or solutions manual). May also be a book that is for extra credit, or one from which the professor believes students may benefit.
- D. ATTEND FIRST:** The professor needs to explain or give instructions before students purchase – i.e. students will be doing group assignments and each group will use different books.
- E. PART OF SET:** A component of an adopted bundle, such as the book by itself or the access code by itself. The bookstore is required to list these components to comply with HEOA.
- F. SUBSTITUTE:** A slightly different version or format of the adopted book that is equally acceptable. An example may be that a book with CD is adopted, but used books without the CD will suffice. This option may be used in cases where the publisher forces the bookstore to accept a new edition, and faculty agrees to putting the new edition out.
- G. BOOKSTORE RECOMMENDS:** The bookstore is offering an alternate format as an affordable option (i.e., loose-leaf "Value edition") to required adopted text. Also occasionally used for supplements the bookstore is offering that students may find helpful for studying. Designated clearly as the bookstore's choice, not the choice of the faculty.
- H. SPECIAL ORDER:** Adopted title should only be ordered on a special order basis for specific students.

- I. PICK ONE:** Students should pick just one option and should not buy all the listed materials. Can be used if a professor wants to list multiple editions as ‘required’ rather than one as required and the others as substitutes.
- J. “NO TEXT REQUIRED”:** The course **will not use** course materials including textbooks, lab manuals, course readers, trade books, or any form of text-based materials whether in print or digital format that need to be purchased or licensed, or open educational resources (OER) textbooks and/or course materials. “NO TEXT REQUIRED” should not be used if the professor:
- Uses a book but recommends that students buy off campus or online.
  - Uses a book that can only be acquired elsewhere.
  - Uses a book as recommended or optional.
  - Uses a book that is only available in digital form.
  - Uses adaptive content that is only available digitally.

**BRONCO BOOKSTORE'S COURSE MATERIALS ADOPTIONS POLICIES:**

1. **ALL ACADEMIC DEPARTMENTS ARE EXPECTED TO SUBMIT ADOPTION INFORMATION TO BRONCO BOOKSTORE (or "No Text Required" confirmations) FOR ALL COURSES OFFERED IN EACH ACADEMIC TERM**

Course materials information should be submitted via the bookstore's online adoption collection platform. Emailed information will be entered into the system or directly into our back office system by our staff but there may be delays.

2. **BRONCO BOOKSTORE IS THE ONLY OFFICIALLY RECOGNIZED VENUE FOR COURSE MATERIALS INFORMATION FOR CAL POLY POMONA UNIVERSITY.**

Even if a given professor or department prefers for students to purchase materials elsewhere, CSU system and CPP campus policy (ATI), state and federal legislation (AB 1548, AB 2477, Higher Education Act) require that timely, accurate information about books for CPP courses be posted via Bronco Bookstore's website.

3. **LATE ADOPTIONS:** Please remember to submit information even when faculty are assigned a class or decide on a book after the due date. There is no cut-off date beyond which we will not order adopted materials.
4. **CHANGES TO ADOPTIONS:** However, changes to pre-existing adoptions after the due date must be approved in writing (email is fine) by your department chair.

5. **BUNDLES & CUSTOM BOOKS:**

- **If faculty adopt a custom book or a bundle, submit the information for THAT version, not for the book alone or the standard national text!**
- If the custom/bundle ISBN is not available yet, submit the information you do have without an ISBN and we will follow up with the sales rep.
- For bundles, use the "comments" field to explain the bundle contents and let us know whether all parts of a bundle are absolutely required.
- Let us know if the publisher will also be selling bundle components such as online adaptive content platforms (Connect, Mylab, Mindtap, Aplia) directly to students
- **NOTE: Bronco Bookstore will also stock used, unbundled versions of the main text in adopted bundles unless there is a compelling reason not to do so**

6. **TEXTBOOK EDITIONS:**

- Specify which edition you **prefer** – don't list the new edition just because the publisher rep said it was the only edition available.
- We can stock used copies of older editions if we have enough advance notice.
- We do NOT automatically accept publisher substitutions to the newest edition unless we know the professor is aware of the change.

- **If you want the most recent edition of a book and have the information about that edition, please submit that ISBN.** Do NOT submit the older edition's ISBN and assume we'll know to update it.
  - If older editions to the one you submitted are acceptable, please click the 'older edition OK' button – that lets us know it is permissible to list those editions as 'substitutes' and try to find inexpensive used copies.
7. **COURSEPACKS/READERS/MANUALS:** If you are planning to produce a reader or write a manual, please contact the custom publishing specialist. For more information about our custom publishing services, please see the "COURSEPACK/CUSTOM PUBLISHING & COPYRIGHT CLEARANCE" section on the Faculty Resources page of [broncobookstore.com](http://broncobookstore.com).
- IMPORTANT: Do not use Copy & Mail if your reader/manual contains anything from a copyrighted source. Copy & Mail staff do NOT clear copyright permission or pay permission fees to rights-holders.*
8. **MULTI-TERM CLASSES:** Please let us know students in the later classes of a series will continue to use the same book as in the first semester. Submit the same book as "required" (or whatever status applied in the first semester) and let us know in the comments that most students will already have the book.
9. **LONG-TERM ADOPTIONS:** Please use the comment section to let us know if this book order will be continued through future semesters i.e. "book will stay the same every time class is offered for next two academic years" "will use same book next spring". This helps us make better stock decisions. NOTE – BRONCO BOOKSTORE STILL NEEDS DEPARTMENTS TO SUBMIT ADOPTIONS FOR EACH SEMESTER.
10. **DESK COPIES:** For faculty who submit on time, a desk copy, if specifically requested, will be ordered by our staff (assuming the publisher in question provides such). For exam copies prior to ordering, our staff will be happy to help you find the correct publisher contact information or sales rep. Professors who have requested a desk copy from the publisher but not received it in time may borrow a copy from our stock until their desk copy arrives, *up to a maximum of 2 weeks*.