

## Procedure for Timely Course Materials Requisitions

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

Cal Poly Pomona currently has a higher-than-average rate of on-time requisitions. However, there is still a significant percentage of course material requests that are incomplete after the bookstore requisition due date each quarter. These late requisitions adversely impact our students because there is:

- ✧ lost opportunity for current students to sell books back to the store,
- ✧ decreased probability that the bookstore will be able to stock used copies.

Late requisitions also negatively impact The Disability Resource Center's (DRC) ability to provide textbook and other instructional materials in alternate format for students with disabilities. Conversion from printed text to electronic alternate-media can take up to five weeks, so late orders can prevent students with disabilities being able to access their textbooks until halfway into the quarter.

The task of ensuring timely requisitions has been complicated by a lack of clear and consistent procedures to ensure that requisitions are completed and to accommodate late revisions to the schedule. Some departments leave all decisions up to individual instructors, while some have all book orders decided by committee. Some require that all orders be submitted by the department secretary or a textbook coordinator, while others allow the instructor to submit requisitions directly to the bookstore. This creates confusion for the Bookstore when follow-up is needed for outstanding requisitions.

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

1. All instructors using textbooks and other instructional materials in their classes are required to submit their requests by the deadline established by the Bronco Bookstore.
  - 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 quarter is determined.
  - b. All textbook requests will be made via the online form.
  - 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.

2. Reminders will be sent prior to the deadline.
  - a. One week prior to the deadline, the Bronco Bookstore will send to the department contacts a list of classes for which instructional materials have not been selected.
3. Notices will be sent after the deadline.
  - a. One week after the deadline, and again two weeks after the deadline, Academic Affairs will send to the department chairs and associate deans a list of classes for which texts and instructional materials have not been requested.
  - b. The Department Chair shall have the responsibility of requesting a textbook and/or other instructional material for all classes on the list.
4. 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 individual arrangements.

**Note:** Departments may wish to set up a procedure to assist the department chair in this selection. Suggestions for this include:

- Designating a default textbook by selecting the textbook last used by the majority of sections for that course, or some other method.
- Selecting the text from a list of textbooks that have previously been made “accessible” in alternate formats. This list is available at [http://www.dsa.csupomona.edu/drc/faculty\\_services.asp](http://www.dsa.csupomona.edu/drc/faculty_services.asp).