

Administrative Policy

Category: Instruction

Policy Number: 3015

Title: Textbooks

Textbooks are an essential component of the education process and this policy defines how those books are selected and used at Cochise College. The college values affordable access to educational materials and academic departments are strongly encouraged to explore and adopt methods of reducing the cost of textbooks and other materials.

Procedure 3015.1 Textbook Approval

Each department shall designate required textbooks for each course within the department. As much as possible, all sections of a given course shall use the same books; however, each department shall adopt a procedure for approving exceptions to the adopted textbook. Textbooks must meet Americans with Disabilities Act (ADA) requirements and shall be adopted for a period of at least two years. Out-of-print materials shall be used as supplemental resources only.

All full-time and as many associate faculty members as possible within the department shall be involved in textbook review and adoption. The following factors shall be considered:

- Financial implications to students;
- Academic issues, such as student learning, curriculum outcomes, and advancement in theory and research;
- Availability of alternate formats (e.g. books on CD, e-text, Braille, etc.); and
- The impact on the various extended learning centers, dual credit classes and the virtual campus.

The academic dean responsible for the instructional area shall be the final authority when adopting new textbooks or other material for all course formats.

The vice president for instruction/provost shall develop and maintain a form for textbook adoption. That form shall be completed and submitted to the bookstore prior to the first use of the material. The form shall include, as a minimum:

- Specifications for the textbook, including title, author, edition, date, publisher, and ISBN.
- Verification by the Office of Disability Services that the textbook is available in an ADA compliant format. Lack of ADA compliance shall not automatically exclude a textbook; but the department needs to plan for accommodating students with disabilities.
- Verification by the department chair that all affected faculty members, including associates, have been notified concerning the textbook change.

Deans and center directors are responsible for placing orders for textbooks and course materials.



Orders shall be submitted to the bookstore by the date indicated in the college's contractual agreement with the bookstore. The method used for ordering textbooks shall be specified by the bookstore.

Procedure 3015.2 Desk Copies

Instructors shall only request evaluation copies of books through their academic dean's office and shall abide by the publisher's requirements, along with federal, state and local laws, regarding the disposition of those books. Under Arizona law (ARS 15-1891), it is illegal for anyone to solicit a faculty member or employee of a community college district for selling or trading free sample texts or complimentary instructors' editions; therefore, unused desk copies shall be sent to the Purchasing department for disposal.

Procedure 3015.3 Remuneration

In accordance with Arizona law (ARS 15-1891), no faculty member or employee shall receive any payment for selection or purchase of specific course materials, except that the individual may receive;

1. Free review copies, complimentary instructor editions, or instructional materials not intended for sale;
2. Royalties or other compensation from the sale of course materials that include the faculty member's own work;
3. Honoraria for academic peer review of course materials;
4. Training in the use of course materials and learning technologies.

Procedure 3015.4 Open Educational Resources

Cochise College shall create or adapt Open Educational Resources (OER) whenever possible in order to decrease the cost of course materials that students are required to purchase.

1. Definitions
 - a. Open Educational Resources (OER). OER are teaching, learning, and research materials in any medium, digital or otherwise, that reside in the public domain or have been released under a license that permits no-cost access, use, adaptation, and redistribution by others with no or limited restrictions.
 - b. Copyright. Copyright is a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished work.
 - c. Creative Commons License. A license that specifies what can and cannot be done with a work (whether sound, text, image, or multimedia). It grants permissions and specifies restrictions. Broadly speaking, a Creative Commons License grants

- permission to access, re-use, and redistribute a work with few or no restrictions.
- d. Public Domain. A work of authorship is in the “public domain” if it is no longer under copyright protection or if it failed to meet the requirements for copyright protection. Works in the public domain may be used freely without the permission of the former copyright owner.
 2. All OER proposed for class use must be approved using the same process as for textbooks.
 3. Faculty adopting OER in the classroom may only use materials that are published under a Creative Commons License or exist in the Public Domain.
 4. The college shall offer OER training for faculty interested in teaching with OER. Face-to-face classes shall be developed and led by the library staff and similar classes shall be made available online by the virtual campus for distant faculty.
 5. College library staff shall serve as central support for all faculty wishing to incorporate OER into a course. Among the support provided by librarians are OER training, preparing OER Guides, and assisting faculty in the location and curation of OER content. Additional support shall be provided by peer faculty leaders, the department chair, the virtual campus, and other college administrative staff.

**Procedure 3015.5
Developing OER**

1. Licensing Content
 - a. Faculty who create original content which is incorporated into an OER Course shall place a Creative Commons license on such content at the time that it is introduced into the course. It is the faculty member’s responsibility to ensure that such content is eligible for and meets the standards for the selected license.
 - b. Faculty who originate material may decide which type of Creative Commons license is appropriate except in the following cases:
 - i. The material is specifically paid for or commissioned by the college, which shall be released under a Creative Commons Attribution License: *CC-BY*.
 - ii. The material is developed under a grant or other collaboration, in which case the guidelines governing that collaboration shall prevail.

**Procedure 3015.6
OER Courses**

1. Designation
 - a. Courses that use only OER shall include an appropriate designation in the class schedule.
2. OER Course Instructor Qualifications
 - a. The instructor must successfully complete the OER training offered by the college library staff to teach either a new or existing OER course or obtain a waiver approved by the dean or designee.

- b. Regardless of the OER course delivery method (traditional, online, blended), the instructor must have completed the Virtual Campus Moodle Level I training.
3. OER Course Modifications
 - a. Once a course has received an OER designation, instructors shall use the approved OER and incorporate new or revised OER content as supplemental material only.
4. Incentives
 - a. Production and publishing of internally reviewed OER shall be recognized the same as if it had been published in a peer-reviewed publication.
 - b. The department chair can petition the dean for release time for instructors who are producing OER materials. That time is not guaranteed but deans shall try to accommodate faculty as much as possible.
 - c. Instructors and other staff who are involved in OER production may be eligible to receive Cochise College OER grants or stipends (when available).
 - d. The college shall honor instructors who have created or adopted OER during an annual "OER Day" which shall include an exhibition of OER materials from all departments.
 - e. The college shall promote the OER culture by organizing advocacy seminars, hands-on workshops, etc. for instructors and staff. These activities shall be offered through the center for lifelong learning and be eligible for continuing education units.
5. Liability
 - a. All OER materials created by college instructors and staff shall include a disclaimer like the following:

This publication is released for educational purposes. Although both the author and the college have made every effort to ensure that the information in this publication is correct and does not include copyrighted material, neither assume any liability to any party for any loss, damage, or disruption caused by errors or omissions. Any views expressed in the publication are those of the author and do not necessarily reflect the official position of the college. All products and services mentioned in this publication are owned by their respective copyright holders and merely mentioning them in this publication does not imply endorsement by the college. Derivatives of this work are not authorized to use the Cochise College logo.