

Standard Course Resources Selection

Since an effective and functional system of course resources selection is essential to the institution, the following procedure shall be followed when adopting standard course resources.

1. Each course shall have identified student learning outcomes which are the basis for the instruction in the course. For the purposes of this procedure, the definition of standard course resources shall refer to textbooks, resources, and materials necessary for students to achieve learning outcomes for the respective courses.
2. Full-time faculty shall have primary responsibility for standard course resources selection in his/her subject area.
 - A. If there are two or more full-time faculty teaching the same course, they shall agree on the standard course resources to be used in all sections of the course.
 - B. Every effort shall be made to select standard course resources which will be used for at least two (2) years. If standard course resources are to be changed before the suggested two-year period, supporting justification and reasons shall be presented, in writing, to the division dean for review and approval.
 - C. Once posted, standard course resources shall not be changed.
 - D. Exceptions to this section may be made at the discretion of the division dean.
3. All recommendations for adoption of standard course resources will be channeled through the division dean.
4. The Bookstore Manager will work with the division deans in determining the dates for orders.
 - A. Forms for orders will be supplied to each division office.
 - B. Receipt and availability of standard course resources and title changes shall be promised only if specified deadline dates are met in submitting orders and returns information.
5. Exceptions to this procedure may be made at the discretion of the Vice President of Instruction.