

EP 330 – Textbooks and Course Materials

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April, 2024

References:

SP3-125g Web Accessibility Procedure

<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-125g-web-accessibility-procedure/>

Approved By:

Jacquelyn Gaiters-Jordan

Vice President for Instructional Services, Pikes Peak State College

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Jacquelyn Gaiters-Jordan (Apr 22, 2024 16:10 MDT)

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04/22/2024

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Faculty Senate President, Pikes Peak State College

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Benjy Davies

EP Committee Co-Chair, Pikes Peak State College

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Date

I. Purpose:

Specify process for textbook and course materials adoption at PPSC.

II. Scope:

Chairs, faculty, division executive deans, associate deans, or others who process textbook and course material adoptions.

III. Procedure:

A. Definition

Textbooks and accompanying ancillaries are selected and authorized by the Department Chairs of each discipline for each course and course section taught at PPSC, **and must comply with WCAG 2.0 AA Accessibility Standards as required by the Colorado Community College System’s SP3-125g.** Electronic courseware with embedded material must be approved by E-Learning. It can be a variety of items to include, but not limited to: materials created specifically for the course by the faculty member such as an OER, or platforms integrated by a third party such as a publisher.

Procedures: Appendix A PPSC Accessibility Validation Process, outlining steps and approval process for evaluating and determining accessibility of all electronic (textbook and resource) materials. Also, how to deal with “legacy” books/materials, and publishers who have a plan for compliance with WCAG 2.0.

B. Textbook and Course Material Selection

The Department Chair or designee (working with faculty/instructors in the department) will authorize textbook selections and other course materials to be used for each course and course section to satisfy Bookstore adoption deadlines. Prior to adoption submission, the Department Chair or division representative will notify eLearning and Accessibility Services maintaining compliance with accessibility standards.

Textbooks and electronic resources which are unable to comply with accessibility standards within the established submission deadlines, will not be adopted for that term.

The textbook and course materials selected must remain in use for at least one year, or a consecutive Fall and Spring term before considering a new adoption. This allows students an opportunity to finish their sequences without having to purchase two books.

If an instructor wants to use a textbook of which they are an author, they have must obtain approval from PPSC Human Resources.

C. Adoption Deadlines

Textbook and course material adoptions are due to the textbook manager based upon the following schedule:

- Summer and Fall Adoptions March 30 of each year
- Spring Adoptions October 15 of each year

It is the responsibility of the Department Chair to ensure that deadlines are met. Adoptions must be submitted to the Barnes and Noble – Adoptions and Insights (AIP) portal. These can be entered per course and section, or a spreadsheet containing all textbook information can be submitted.

D. Inclusive-Access Adoptions

Inclusive-Access (IA) materials are digital resources or physical textbooks that are supported by instructional fees and can be embedded directly into D2L. The adoption of IA which requires a fee must first be approved by the State Board for Community Colleges and Occupational Education (SBCCOE). Fee requests are due to the PPSC Budget Office January 31 of each year and may only be initially adopted in the Fall semester. If approved by the State Board, the inclusive materials will be supported by the Bookstore with a designated price point that will differ from the true cost of the product. The Department Chair then has the option to abandon or engage in the Inclusive Access request based on analysis of secondary market price points to ensure the student is realizing the best and lowest cost for these materials. If the IA providing entity presents a contract, this must be approved by Purchasing.

E. Required versus Recommended

The Department Chair can “recommend” materials for students to purchase, which must be a benefit of the student learning process respective to the course, but not a requirement for course completion. **All recommended materials must also comply with accessibility standards.** Any materials required for purchase by students, must be used in all designated sections of the course for which the text/materials are listed. This is to comply with Higher Education Opportunity Act (HEOA) requirements.

In some cases, materials such as pencils, pens, paper, may be listed as required so students with certain types of financial aid (Dakota Promise, etc.) can use that funding for these materials.

F. Copyright / OER Licensing

Department Chairs that select Open Educational Resources must have this approved by eLearning. Copyright permissions and licensing compliance must be secured and approved by the respective adoption deadlines. Any copyrighted documents or course material requests lacking copyright permissions will be denied.












EP_330_Textbooks_and_Course_Materials

Final Audit Report

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