
TITLE: ADOPTION OF COURSE MATERIALS

POLICY NO: 2-13

EFFECTIVE DATE: 08/16/17

VCCS POLICY NO: N/A

REVISED DATE: 05/30/17

I. Purpose:

This policy establishes processes with regard to the selection and adoption of course materials and the services provided by the bookstore for textbook orders and distribution for credit courses. In addition, this policy establishes standards and processes for creating and offering Open Education Resources (OER) sections of established courses.

II. Definitions:

Bookstore Advisory Committee: an advisory committee created to improve the college/bookstore relationship and enhance the overall customer service experience for students at the bookstore by enabling faculty, staff, students, and bookstore personnel to discuss and propose enhancements to bookstore operations.

College library materials: the library provides access to thousands of magazine, journal, and newspaper articles, e-books, and streaming videos available through databases purchased by the college.

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 Copyright covers both published and unpublished works; faculty who wish to use copyrighted material may do so by linking to it online.

Corresponding course: a course offered at more than one campus/site.

Course materials: may include textbooks, audio-visual materials, copyrighted online materials or those in the public domain, material from the college's databases as well as supporting materials.

Course Materials Selection Committee: a group of faculty (full-time and/or adjunct) within the discipline, including the program head in consultation with the dean.

Creative commons license: Creative commons licenses manage the copyright terms that attach automatically to all creative material under copyright and allow that material to be shared and reused under terms that are flexible and legally sound.

Discipline: a course prefix such as ENG for English, NUR for Nursing, etc.

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Fair use: Fair use is a legal doctrine that permits limited use of copyrighted material without acquiring permission from the rights holders based on a set of criteria.

LT40: the LT40 designation in PeopleSoft refers to courses in which the total textbook costs are less than \$40.00.

Open Educational Resources (OER): OER are teaching, learning, and research resources that are free and accessible to students and faculty, and include materials from one or more of the following areas: open textbooks; original materials created by the instructor with a creative commons license; materials in the public domain; materials published under a creative commons license; materials available through the college library (e-books, videos, database articles); and/or links to copyrighted materials online.

Open textbooks: open textbooks are complete textbooks published under a creative commons license. These textbooks are available through organizations that specifically focus on the creation of open textbooks.

Original content: material created by a faculty member and published under an open license such as a creative commons license.

Pirated online course materials: materials currently under copyright that have been scanned and posted online without permission from the copyright holder.

Proprietary materials: course materials developed by publishers and/or manufacturers.

Public domain: works in the “public domain” are no longer under copyright protection or have failed to meet the requirements for copyright protection. Works in the public domain may be used freely without the permission.

Textbook: may include any supporting material, including electronic or printed media bundled with the textbook, or other required materials.

Textbook Selection Committee: a group of faculty (full-time and/or adjunct) within the discipline, including the program head, in consultation with the dean.

III. Policy:

A. Textbooks

Each academic discipline shall have one (1) or more designated Textbook Selection Committee(s) composed of teaching faculty in the discipline and chaired by the appropriate program head.

The school dean shall establish a decision timeline and calendar for the Textbook Selection Committee, to ensure sufficient time to research possible textbooks and associated costs.

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The Textbook Selection Committee shall select one (1) textbook for each course college-wide. The report of a Textbook Selection Committee must indicate the textbooks that were under consideration as well as a statement of the textbook alternatives considered and reasons for rejection. Should more than one (1) textbook for the same course be recommended, the report shall also include a rationale for the recommendation and be approved by the program head.

The final selection of textbooks for courses historically taught exclusively by one faculty member shall be handled on a course-by-course basis by individual faculty member(s), subject to the approval of the appropriate Textbook Selection Committee and dean. Supplemental textbooks are subject to approval by the program head and school dean.

It is the responsibility of the Textbook Selection Committee to consult with Academic and Instructional Computing Support to determine any impact on college computers before the selection is made.

The appropriate school dean shall be responsible for ensuring that the duties of the Textbook Selection Committee(s) are carried out in full and that college policy is followed.

Once adopted, textbooks shall be used for a minimum of three (3) academic years. Exceptions shall be subject to written approval by the dean.

Individual instructors may opt not to use the departmental textbook with the written approval of the program head.

Textbooks that cost less than \$40.00 shall be designated as LT40 in PeopleSoft.

B. Open Educational Resources (OER)

Faculty are encouraged to explore OER as an alternative to the departmental textbook.

Oversight for the college-wide development of OER shall be administered by the OER faculty coordinator, in consultation with the vice president of academic affairs, program heads, and school deans.

In order for a course section to be designated as an OER section within the college's Student Information System (SIS), faculty must follow the guidelines established in this policy. Responsibility for maintaining the quality of OER sections, as measured by the OER self-checklist, shall rest with the appropriate program head, or designee, approved by the school dean

C. Bookstore

The college shall provide appropriate bookstore services at the Parham Road Campus, Downtown Campus, and Gochland Campus.

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The bookstores shall establish and communicate to all faculty and academic affairs administrators and to the Bookstore Advisory Committee textbook selection deadlines that support the provision of as many used textbooks as possible.

The bookstores shall monitor established textbook selection deadlines and report compliance to the academic deans, the vice president of academic affairs, the vice president of finance and administration, and the Bookstore Advisory Committee.

The bookstores shall provide an electronic means of receiving approved textbook selections and of confirming textbook orders to the faculty and school, to ensure ease of completion and accuracy.

The bookstores shall work with the Bookstore Advisory Committee to provide training to faculty as necessary, to enable easy access to textbook information databases.

The bookstores shall provide a method of universal access to textbook selections, including title, author, publisher, and the International Standard Book Number (ISBN). Access shall be provided sufficiently in advance to enable students to identify the correct textbook at alternative textbook outlets.

The bookstores, in concert with the Bookstore Advisory Committee, faculty, and academic administrators, shall provide information to faculty and students regarding means by which the bookstores can facilitate the use of OER within the parameters of the college's contract with the bookstores.

Responsibility

The vice president for academic affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System (VCCS) and the laws and regulations of the Commonwealth of Virginia.

IV. Procedures:

The following procedures will be followed for faculty interested in adopting OER.

A. Criteria for designating a course section as OER

An OER section at Reynolds is one that:

1. does not require the student to purchase a textbook
2. provides digital course materials
3. includes course materials in one or more of the following areas:

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- a. open textbooks
- b. original materials created by the instructor with a creative commons license
- c. materials in the public domain
- d. materials published under a creative commons license
- e. materials available through the college library (e-books, videos, database articles)
- f. links to legal copies of copyrighted materials online

A course section may NOT be designated as an OER course if it:

1. requires the purchase of a textbook, no matter how inexpensive
2. does not require the purchase of a textbook, but instead makes use of one or more of the following:
 - a. photocopied or scanned copyrighted materials that violate “fair use” guidelines
 - b. original content developed by the instructor who has not licensed the material under a creative commons license
 - c. links to sites that violate copyright law
 - d. proprietary materials provided by publishers or manufacturers at no cost

B. Quality standards for OER

As subject matter experts, faculty are responsible for selecting and developing OER of equal or greater quality than commercially distributed publisher content currently available for adoption. All OER elected for inclusion in any course must align directly to course outcomes. Responsibility for maintaining the academic integrity of OER will rest with the appropriate program head as measured by the OER evaluation rubric.

C. Licensing of faculty original content

Faculty who create original content that is incorporated into an OER section will place a creative commons license on such content at the time 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 such a license.

D. OER course instructor qualifications

Reynolds will offer several OER training opportunities through the Center for Faculty Engagement. In order to teach a new or existing OER course, the faculty member must have successfully completed OER training.

E. OER course publication

All OER courses will be published in an electronic format in a manner that permits access to the course content, materials, and assessments by faculty and students.

V. Other Information: N/A