Title:	Textbook Adoption Policy
Effective Date:	08/01/2016
Last Revision Date:	N/A
Office:	Academic Affairs

Textbook Adoption Policy

Purpose
The College generally attempts to standardize required textbook for each course taught across campuses for a period of two (2) years. Some unusual circumstances which would not require standardization may include, but are not limited to, the following: (1) cross-enrollment/on-campus partnership courses with other colleges and universities; (2) technical courses requiring ongoing updates of textbook to ensure teaching of most recent technology such as information technology involving software updates; and (3) courses requiring the teaching of a specialized application of the same discipline such as teaching a course for a specific industry. Supplemental textbooks and other course materials are not standardized to allow for the individual faculty member's preference in teaching methods.

In accordance with L.R.S. 44:1, Public Records, the College allows, upon request, external (non-College) bookstores to review copies of all textbook adoption information which is made available in the divisional dean offices.

Scope
This policy applies to all faculty who are involved in or affected by the adoption of textbook used for credit-bearing courses at the College.

Procedures
The responsibility of those involved in completing the adoption process is as follows:

A. Faculty Members (Faculty members involved in the textbook adoption process includes only full-time instructors of a credit-bearing course taught on a campus.)
   1. Together with other instructors of the same course taught across campuses, reach a consensus and select appropriate required textbook.
   2. Submit the appropriate information to the Divisional Dean in accordance with the College's established textbook ordering schedule.

B. Each Divisional Dean:
   1. Reviews, verifies, and approves all textbook adoptions and submits them to the contracted bookstore in accordance with the College's published textbook ordering schedule. Selects, with the assistance from the Provost and Vice Chancellor for Academic Affairs if deemed necessary, an appropriate textbook when a consensus is not reached between faculty members.

2. Adheres to the College's established textbook ordering schedule for any planned change in title.
3. Complies with Louisiana's Public Records Law by assuring that copies of textbook adoption information for each required textbook in that division are made available in the divisional dean office for review by external (non-College) bookstores.

C. The Divisional Dean coordinates release of the lists for all division-approved textbook for courses offered within each program.

D. In accordance with the Louisiana Community and Technical College System (LCTCS) Board of Supervisors' Code of Conduct policy, employees of the college "with positions that allow/require participation in the selection process for textbooks or any material from which the employee might personally gain shall completely withdraw from such process by not participating in any discussion or voting on any recommendation related thereto."

Adoption Criteria

When the desired textbook has been narrowed down to two or three options, which equally meet course requirements, the following criteria are considered in making the final selection:

- Reputation of and service provided by the publisher (e.g., a reasonable return policy);
- Price of textbook; and
- Likelihood of edition change in the near future. When an option for an abridged paperback edition of the text chosen exists, adoption of this version should be considered.

Textbook Changeover Flexibility

Open communication regarding information about forthcoming new editions is critical between the instructors and bookstore managers. When a new edition of a textbook is published and this new edition is being requested by the faculty or ordered by the bookstore, it is important that this information be communicated to all involved parties as soon as possible.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	7/20/2016	7/20/2016
X	College Leadership Committee	7/20/2016	7/20/2016
X	Academic Affairs Committee	7/20/2016	7/20/2016

Distribution:

Distributed Electronically via College's Internet 7/25/2016
All Employee Email Dated 7/25/2016