

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 5.0  
Procedure Title: General Guidelines for Course Materials Adoptions

Relevant Board /  
SACSCOC Policy: Deans of Academic Success  
Originating Unit: Vice President of Academic Success  
Maintenance Unit:

I. Purpose: Details the procedures by which faculty select instructional materials.

II. Procedure Statement:

1. Hard-copy instructional materials:

A. By majority vote of a committee of full-time faculty members in the relevant discipline, academic departments will select the hard-copy text-book(s) to be used in each of the courses offered by that department. The same hard-copy text(s) shall be used in each section of a given course unless a faculty member chooses to use a set of lower-cost digital or OER course materials.

B. Hard-copy course materials should be adopted for a minimum of three years. In the case of changing pedagogy or unavoidable edition changes, shorter adoption periods may be considered. These adopted materials will be used in all sections of the course except where lower-cost materials have been provided by a full-time faculty member qualified in that relevant discipline.

C. Adopted textbooks and supplementary materials should be ordered by the department through the College Bookstore, following the Bookstore's time-lines. The College Bookstore and the Departments will work closely together to provide textbooks to all students.

2. Digital and other low-cost course materials options:

If pedagogically sound, lower cost options for instructional materials become available, faculty are strongly encouraged to take advantage of the savings these materials offer to students. Whenever possible, professional

development opportunities will be made available to faculty who wish to develop OER materials.

A choice of digital or other low-cost options for course materials made by a full-time or part-time faculty member must have joint approval of the Chair and full-time faculty with appropriate credentials in the relevant discipline.

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Date Updated/Approved: February 23, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President

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