OVERVIEW
Temple College has a standardized course materials adoption policy to ensure that students and faculty have access to quality, affordable course materials designed to aid in the mastery of measurable learning outcomes (MLOs) for a given course. The purpose of this policy is to outline procedures and best practices for adopting course materials in order to address issues with excessive book costs, dual credit students and high schools, OER, misunderstandings regarding the requirement of course materials, and students continuing into the second semester of courses that utilize the same materials or publisher courseware.

In this policy, course materials are defined as publisher-created print and digital textbooks, publisher integrations and courseware, paid apps, and Open Educational Resources (OER). This policy does not address free digital resources or free instructor-created materials, including but not limited to lectures, slideshows, notes, handouts, in-class activities, or assignments.

Determining factors for selecting course materials should include quality, price, frequency of use, support of Measurable Learning Outcomes, student support, accessibility, availability, diversity of representation, and transparency regarding the collection and use of student data. Other considerations may include how often a publisher releases a new edition.

ADOPTION OF COURSE MATERIALS
When students are required to purchase materials for a course, including publisher-created print or digital textbooks, publisher integrations, courseware, digital platforms, or apps, departments will adopt standardized materials. Courses offered on multiple campuses (e.g., Main Campus vs TBI or an ISD campus) or in multiple modalities (e.g., hybrid vs online) or timeframes (e.g., 8-weeks vs 16-weeks) may require different purchased materials to best meet student and faculty needs. In such cases, all sections of a course offered on the same campus or in the same modality and timeframe will utilize the same purchased materials.

Faculty teaching a certain course will determine the use of purchased course materials by vote. In the case of a tie, the department chair will make the final decision. Purchased course materials will normally be adopted for a minimum of four long semesters (2 years).

All purchased course materials should be beneficial enough to justify the expense for students. The greater the expense, the more beneficial purchased materials should be to mastery of the MLOs. Because Temple College provides students with access to materials through Single Sign-on, such as D2L Brightspace, MS Office Suite, Google Workspace (which includes YouTube), and Adobe Creative Cloud, students should not be required to purchase course materials that duplicate these resources. In special circumstances, exceptions to this policy can be made with approval from the department chair and dean.

Full-time faculty may opt out of using adopted purchased materials for any given course and instead use OER and/or instructor-created materials. If a course is only taught by adjunct faculty, then the department chair will be responsible for working with adjunct faculty to choose course materials, including OER. Faculty should not ask students to purchase additional course materials that have not been adopted by the department or require students to print course materials in excess of the student printing account allowance. Courses or course sections that
Subject: Course Materials Adoption Policy
Board Policy Reference: EDA (LOCAL) Instructional Resources – Instructional Materials

will use OER or that will otherwise not require students to purchase materials will be designated as such according to Texas Education Code, Section 51.4521.

All course materials, including OER, should be listed on the standard departmental syllabus and/or instructor syllabus.

OPEN EDUCATIONAL RESOURCES (OER)
Instead of or in addition to purchased materials, departments may adopt Open Educational Resources for a course. Open Educational Resources are defined as “teaching, learning, or research resources that are in the public domain or that have been released under an intellectual property license that permits their free use, adaptation, and redistribution by any person” (Texas Education Code, Section 51.451). When adopting OER for a course, consideration should be given to offline accessibility, and if possible an optional printed course-pack should be made available to students through the Bookstore. If enrolled students are moved from an OER to a non-OER section of a course, this change should be made as clear as possible to the student in accessing the appropriate materials.

Because Temple College supports the use of OER, funding will be available when possible to encourage faculty and/or departments to adopt, develop, and revise Open Educational Resources. All faculty who are eligible to teach a given course should be invited to participate in development and revision of Open Educational Resources for the course.

INCLUSIVE ACCESS
Adopted publisher-created print or digital textbooks, publisher integrations, and/or courseware should be made available through Inclusive Access if possible. All courses that use Inclusive Access should be clearly designated as such, and students will be allowed to opt out of Inclusive Access, as stipulated by state regulations and requirements. Students who opt out of Inclusive Access will have time to procure adopted course materials.

TEMPLE COLLEGE BOOKSTORE
The Temple College Bookstore’s primary location is in the Arnold Student Union on the Main Campus and is operated either by the College or by a contractor approved by the Board of Trustees. Course material adoption requests for all classes are required to be submitted to the Bookstore by the department chair, preferably through an online portal, on a schedule established by the Bookstore manager to maintain compliance with federal and state regulations. Courses that will use OER or will otherwise not require students to purchase course materials should also be communicated by the department chair to the Bookstore on a schedule established by the Bookstore manager so the Bookstore can include this information, as stipulated by Texas Education Code, Section 51.4521.

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