

Textbook List

The textbook list will contain the information required by Board Policy EDA plus the following for each textbook:

1. The semester when the book was adopted;
2. If the textbook comes with access codes for online resources, the textbook list shall specify if the access codes are required or optional and the recommended license period, e.g., a 6-month, 9-month or a 24-month license.

**Instructional
Materials other than
Textbooks**

Instructional materials other than textbooks will be included in the Textbook List. Faculty shall identify instructional materials other than textbooks that are required for each course they teach. These can include but are not limited to:

1. Art supplies;
2. Personal safety equipment such as goggles;
3. Instruments, such as stethoscopes;
4. Physical models;
5. Tools.

Sufficient information must be provided for each item so it can be easily found and purchased without ambiguity. Information may include:

1. Retailer;
2. Manufacturer;
3. Part number;
4. Quantity that is needed.

Faculty Deadline

In accordance with Board Policy EDA, the college establishes the following deadlines for faculty to provide all information on the Textbook List:

June 1 for courses taught in Fall

October 1 for courses taught in Spring

April 1 for courses taught in Summer

If the division chair has not received information for the Textbook List from the appropriate faculty or faculty committees by the deadline, the chair will assign the textbook and other instructional materials and the faculty will be obliged to use them.

Textbook Selection

Divisions can determine their own process for reviewing and selecting textbooks and other instructional materials including selecting what will be used by adjunct faculty, but the final selections must be approved by the division chair. Textbooks and other instructional materials for courses taught at the Huntsville campus may require TDCJ approval. Only the division chair and the division secretary can enter textbook and other instructional material selections into the requisition system.

Textbooks and other instructional materials shall be selected in accordance with the following requirements:

1. All textbook selections shall be on a 3-year cycle except for Government textbooks which change every two years. If there is a compelling need to change a textbook in less than three years, the change requires the approval of the Associate VP of Academic Affairs and, if the course is offered for dual credit, the approval of the Director of Dual Credit.
2. Courses in the Core Curriculum shall all use the same textbooks and other instructional materials. This applies regardless of whether the course is taught on the main campus, the Huntsville center, or at a remote teaching location including high schools and the Liberty Center. The exception is that instructors of core English courses can require supplemental books and other materials that are not required by other instructors as long as the supplemental books and other materials cost less than \$25.
3. Textbooks from for-profit publishers must be available in at least two modalities including print and e-books. The exception is Government textbooks which are only available online.
4. Instructors who adopt textbooks from for-profit publishers that have a "smartbook" component, e.g., Pearson MyLabs or McGraw Hill Connect, should either align this content with their course design or permit students to opt-out of any supplemental online platform licenses.
5. Faculty are strongly encouraged to adopt Open Educational Resources if they are appropriate and ADA compliant. Faculty should consult with Instructional Designers in the Empirical Educator Center for advice if needed. Good sources of OER include:
 - a. [OpenStax \(Rice University\)](#);
 - b. [The Open Textbook Library \(University of Minnesota\)](#);
 - c. [OERTX \(State of Texas\)](#);

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL MATERIALS

EDA-R
(Administrative
Regulation)

- d. [The American Institute of Mathematics Open Textbook Initiative](#);
 - e. [The OER Commons](#);
 - f. [MERLOT](#);
 - g. [Saylor](#).
6. If a division decides to adopt a uniform textbook for a non-core course, the division may allow individual faculty to adopt supplemental books or materials, but the supplemental books and materials cannot replace or be used instead of the adopted textbook, and the cost of supplemental materials should not exceed \$25.

**Shared Governance
Notes**

This administrative regulation follows the recommendations provided by the Faculty Assembly Ad-Hoc Textbook Committee on March 4, 2021.