

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Instructional Materials (EDA)	Section E: Instruction	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Instructional Resources	Policy: EDA (Local)	
Subtitle: Instructional Materials	Date Adopted: 8-01-20	

Purpose

Provides the procedures for adopting, reviewing, and changing course materials, including textbooks.

Procedure

1. The members of each academic department or program shall produce an official book order list in advance of the fall, spring, and summer semesters.
2. With oversight from the division chair, the department head/program director, as appropriate, is responsible for approving textbooks. Course materials, including textbooks, are listed in the Administrative Master Syllabus (AMS).
3. Department heads/program directors shall select one book (or set of books) per course, regardless of section, location, or instructor. Adopting one textbook helps ensure the consistency of student learning outcomes in all course sections. The uniformity of textbook selections and other course materials minimizes potential confusion for students who may add or drop sections of courses and enroll in a different section taught by another faculty member. Book selections should not vary by course section or instructor.
4. The department head, program director, or program coordinator compiles the official book- order list, provided by the bookstore supervisor, by the last Friday of the months of October (for winter mini and spring term), March (for May mini and summer term), and April (for fall term) and sends the list to the division chair for submission to the bookstore. The list must include the following:

- a. Course number and title
 - b. Author, title, publisher, and edition
 - c. ISBN Number
 - d. Estimated quantity required for each campus
5. The bookstore orders and stocks the books.
- a. If an insufficient number of books are ordered, thus student demand is unmet; the bookstore supervisor acquires a sufficient number of books within a reasonable time frame, usually 48 hours.
 - b. It is the responsibility of the department head/program director to communicate issues with book orders to the division chair who communicates to the WCJC bookstore liaison.
6. Reviewing and changing course materials, including textbooks, occurs through the annual review of the Administrative Master Syllabus (AMS). Division Chairs ensure Department Heads/Program Directors review Administrative Master Syllabi (AMS) every academic year. AMS shall be updated at least every three years during the program assessment process.

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