



PimaCountyCommunityCollegeDistrict Administrative Procedure

AP Title:

Course Materials

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AP 3.26.01

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Every five years

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Sponsoring Unit/Department:

Office of the Provost

Policy Title(s) & No(s).:

Information for Students, BP 3.26

Legal Reference:

Arizona Revised Statutes (A.R.S. § 15-1891)

Cross Reference:

PURPOSE

The purpose of this Administrative Procedure (“AP”) is to implement the Board Policy on Course Materials as it relates to the selection and adoption of classroom materials. In doing so, the Office of the Chancellor delegates responsibility to the [Provost and Executive Vice Chancellor of Academic Affairs and Workforce Development](#) ~~Provost and Executive Vice Chancellor for Academic Affairs~~.

Faculty, as a discipline body, have a shared freedom and responsibility to select course materials to the best benefit of students, ensuring the effective delivery of curriculum and optimizing student learning while being cost effective in accordance with applicable College policies.

SECTION 1: Process and Procedure

- 1.1 Selection of course materials shall be a thoughtful and collaborative process culminating in a vote by each Faculty Discipline Committee to approve textbooks and other course materials (see DFC [Handbooks Guidelines](#)).

Faculty members within a discipline shall undertake this process by considering and weighing a set of factors including:

- a. Quality of course material resource
 - b. Cost to students relative to the quality of the course material
 - c. Availability and quality of no/low cost course materials, including open educational resources and library course materials.
 - d. Accessibility
 - e. Currency
 - f. Transferability with regard to university partners
 - g. Alignment with stated College goals, including those of diversity, equity, and inclusion.
- 1.2 In accordance with A.R.S. §15-1891, a faculty members or any other employee in charge of ordering materials must place the order for such materials by the date specified and communicated by the College or bookstore to enable the bookstore sufficient lead time to confirm the availability of the requested materials.
- 1.3 In accordance with A.R.S. §15-1891, Faculty, as a discipline body, or any other employee who is in charge of ordering course materials shall, prior to selection or adoption of any course materials, make a request for the following written information from the publisher of the course materials:
- a. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in bundled package or sold separately.
 - b. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials. The publisher may include the time period during which the pricing is applicable.
 - c. The copyright dates of the previous edition if the copyright dates do not appear in the course materials.
 - d. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.
- 1.4 No faculty member or employee of Pima Community College shall demand or receive any payment, loan, advance, good or deposit of money present or promised for selecting or purchasing specific course materials required for coursework or instruction, except that the faculty member may receive:

- a. Free review copies, complimentary teacher editions or instructional materials that are not intended to be sold by any faculty, staff or bookstore. Such materials provided by the publisher at no charge are presumed to be the property of the faculty member or employee.
 - b. Royalties or other compensation from the sale of course materials that include the faculty member's own writing or work.
 - c. Honoraria for academic peer review of course materials.
 - d. Training in the use of course materials and learning technologies.
- 1.5 For faculty information A.R.S. § 15-1891 stipulates that a book buyer or vendor of course materials shall not solicit a faculty member or employee of Pima Community College for the purpose of selling or trading a free sample copy or complimentary teacher editions provided at no charge by a publisher to a faculty member or employee.
- 1.6 This AP shall not be construed in a manner that violates academic freedom.

Definitions

"Book buyer" means any person or entity, including the Pima Community College district bookstore, engaged in the purchase or sale of course materials.

"Bundled" means one or more course materials that are packaged together to be sold as course materials for a single price.

"Complimentary teacher editions" means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an "instructor edition" or "instructor manual" and that contains answers and solutions, test questions and pedagogical techniques.

"Course materials" means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course in Pima Community College.

"Publisher" means any publishing house, firm or company that produces course materials.

"Sample copy" means any book that is the same as the regular student edition.

"Substantive content" means portions of a college textbook, including new chapters, additional eras of time, new themes or new subject matter.

"Written information" means information provided on print material. Written information includes electronic communication or publication on a website