



Textbook Adoptions Process

Overview of the Textbook Adoptions Process

Purpose: Student learning, curriculum, and instruction should be the primary drivers in the selection of textbooks. The Textbook Adoption Process is used by the academic schools to select and approve appropriate textbooks to assist instruction.

CNM Way Expert: The Associate Deans, Department Chairs, and faculty will decide on specific course material used to teach classes.

Functional Units Involved: Associate Deans, Chairs, and course owners (Faculty).

Beginning of Process: When possible, the process for selecting new textbooks should begin and end in the spring and the new textbook should be adopted in the fall. Review of textbooks begins with the Department Chair.

End of Process: Once the material has been approved, books or online materials will be adopted and syllabi and master course outlines should be reviewed to ensure the correct listing of the textbook(s)/materials are on the syllabus.

Textbook Selection Guidelines:

- Textbooks should be adopted for no less than two years, unless there are extenuating circumstances.
- When possible, the procedure for selecting new textbooks should begin and end in the spring and the new textbook would be adopted in the fall.
- This process takes six to eight weeks prior to the term.

Textbooks will be assessed in the following areas:

- Address student learning outcomes for the course
- Adheres to the School's approved curriculum
- Readability (pictures, tables)
- Reading level
- Currency (up to date)
- Accuracy
- Textbook organization
- Cost
- Supplemental materials
- DL compatibility

Definitions:

- DL – Distance Learning

Related Documents and Forms:

- A. Academic Affairs Textbook Evaluation Form
- B. Academic Affairs Textbook Spreadsheet - https://www.cnm.edu/depts/academic-affairs/documents/AcademicAffairsTextbookSpreadsheet_format081010.xlsx
- C. Faculty Guide for Textbook Adoptions - <https://www.cnm.edu/depts/academic-affairs/documents/FacultyGuideforTextbookAdoptions.pdf>

Process:

1. The Department Chair begins the review of textbooks.
2. The Department Chair requests volunteers for the textbook selection committee via email. When appropriate, both full- and part-time faculty will be involved in the review of textbooks.
3. A committee is formed to begin the review process (depending on the size of the discipline). If the Discipline has a course owner/coordinator, he/she will be a member of the textbook selection committee.
4. The Chair will facilitate the contact of multiple publishers requesting exam copies of textbooks for consideration.
5. The committee is responsible for organizing the search and disseminating the information received by the discipline's faculty.
6. A Textbook Evaluation Form will be created and used by the textbook selection committee in the discipline to review each textbook. The information from the evaluation should be aggregated and shared with all faculty in the discipline.
7. Textbooks for review will be available for all discipline faculty to review.
8. A majority vote of the textbook selection committee determines the selection. The decision of the textbook selection committee is final, and the textbook(s) will be used in all designated sections. If there are concerns with the textbook adoption, the original committee will be reconvened to determine the next steps, if any.
9. Academic schools use a consistent textbook spreadsheet to list and submit new or current adopted textbook information to the bookstore. The following are the deadlines for the textbook information for the spreadsheet:
 - Spring - 1st Friday in October
 - Summer - 1st Friday in March
 - Fall - 1st Friday in April
10. All information regarding the search should be retained by the School Office for future reference.
11. Once textbooks have been selected, syllabi and master course outlines should be reviewed to ensure correct listing of the textbook(s) on the syllabus.

Conflict of Interest:

A standard practice within the textbook industry is for publishers to donate exam and desk copies to the academic school. Exam copies are textbooks that are reviewed by faculty for possible adoption. Desk copies are textbooks that are currently or newly adopted that are ordered by academic school personnel and distributed accordingly to faculty teaching the course. Exam and retired desk copies not retained by faculty for future reference should be returned to the School for proper disposal. Each School will attempt to return the text to the publisher, send the copy to Shipping and Receiving for recycling, or add the text to the school's reference library. Exam and desk copies cannot be sold or given away. If a faculty member attends a publisher paid event, they will not be allowed to participate in the selection of the textbook for that discipline during the

adoption cycle for that text. No donations related to a textbook adoption should be accepted by any School.

Signature Collection

Signatures are not required.

Form Distribution - The textbook spreadsheet should be retained electronically for at least 5 years.

Activity Tracked/Results - What metric(s) or measurements are collected as part of this process or procedure?

Last Reviewed/Improvements made – The Textbook Adoption Process was last reviewed in February, 2018.