

<b>TITLE:</b>	Textbook Adoption
<b>ORIGINATOR:</b>	Chief Academic Officer
<b>APPROVAL DATE:</b>	October 5, 2010
<b>EFFECTIVE DATE:</b>	October 5, 2010
<b>PURPOSE:</b>	To establish guidelines for adopting textbooks and for assessing the effectiveness of textbook adoption
<b>REVIEWER:</b>	Academic Council
<b>REVIEW DATE:</b>	Fall 2020 and every five years thereafter
<b>OPERATING DETAILS:</b>	

In accordance with IHL Board Policy 617, which sets a minimum standard for textbook policies in the Mississippi IHL system, Mississippi University for Women (MUW) sets the following guidelines for adopting textbooks and for assessing the effectiveness of textbook adoption. In these guidelines, the word 'textbook' refers to software, electronic files, supplemental materials, course packs, and other course materials that are resalable.

1. Textbook Adoption Deadlines and Practices

- a. MUW will set the following deadlines for textbook adoptions for all courses that typically require textbooks, including, but not limited to, courses designated as lecture, lecture/lab, laboratory, and recitation/discussion:

The day that the final version of course schedules is due to the Office of Academic Affairs in the fall term for spring courses

The day that the final version of course schedules is due to the Office of Academic Affairs in the spring term for summer and fall courses

- b. Departments will adopt, whenever feasible, the same textbooks for all sections of a given course. Department chairs will judge the feasibility of this guideline on a case-by-case basis.
- c. Departments will indicate whether a textbook is required or recommended and, if possible, whether an alternate edition of the textbook may be used.

- d. Department chairs will ensure to the degree possible that all textbook adoptions meet the deadlines and specifications detailed above, even for courses to which instructors have not yet been assigned by the adoption deadlines.
- e. The university bookstore will provide information about textbook prices, ISBN's and other pertinent textbook information to the Chief Academic Officer (CAO) at least 15 days prior to the preregistration advising period in order to be posted with course schedules. The course schedules will indicate that prices, editions, and other pertinent textbook information are accurate at the time of the publication of the course schedules. Course schedules will be published no later than the first day of pre-scheduling for the following term(s).
- f. Once the course schedule has been published by the Office of Academic Affairs, the bookstore will publish a weekly listing of missing adoptions to be submitted to the Department chairs/heads until two weeks prior to the scheduled date for classes to begin each term. The bookstore will publish a listing of missing adoptions to be submitted to Deans and the Office of Academic Affairs two weeks prior to the scheduled date for classes to begin each term.

## 2. Minimum Adoption Periods

- a. With certain exceptions, departments will adopt textbooks for lower-division (i.e., freshman and sophomore) courses for a minimum of three years. Exceptions include textbook editions that go out of print, courses or textbooks that undergo substantial changes, and courses that address a body of knowledge that undergoes significant changes. If exceptions must be made, department chairs will make recommendations to their deans for final approval.
- b. Departments will adopt, whenever feasible, textbooks for upper-division (i.e., junior and senior) courses for a minimum of two years. However, it is recognized that, to provide current scholarship in a global marketplace, upper-division courses will have more advanced and changing content, that students often wish to build a personal library of books in their major, and that there is a more limited potential for establishing a favorable local buy-back market for such upper-division textbooks. Because of these factors, MUW will balance the benefits of a minimum adoption period with the selection of the best available textbooks. In addition, course rotations may make a two-year adoption for some upper-division textbooks impossible. Department chairs will judge the feasibility of this guideline on a case-by-case basis.

3. Dissemination of Textbook Information

- a. The university bookstore will provide the faculty information about best practices in textbook adoptions as well as information about textbook pricing, alternative formats for course materials, and separately available components of bundled textbooks for the textbooks that they plan to adopt.
- b. At freshman orientation, the university bookstore will provide students information that will assist them in making wise textbook acquisitions.
- c. MUW will post the results from surveys of student and faculty satisfaction with textbooks and the university bookstore.

4. Assessment

- a. MUW will appoint a textbook coordinator to oversee the University's compliance with this policy.
- b. With the cooperation of academic departments and the university bookstore, the textbook coordinator will collect assessment data about campus textbook practices.
- c. The textbook coordinator will submit an annual assessment report to the Commissioner or his/her designee for posting on the IHL website. The textbook coordinator will also post the report on the MUW website.