

BOOK/MATERIALS PROGRAM

UA Cossatot provides books/materials for courses offered by the college for both General Education and Technical courses through a Book/Material Program offered through the Educational Resource Center (ERC) at the college. Books/materials offered through the program are free open educational resource, rented texts, or texts available for purchase for certain technical courses. The college administration will establish procedures for the operation of the book/material program that are in accordance with applicable State laws and reflect favorably on the institution.

Faculty and course developers have academic freedom in the selection of course materials and course activities as long materials are economically reasonable, outcomes align with institutional policies, and the college mission statement.

HLC Criterion: 1B; 2A; 2B.1

Policy History:

November 6, 2017
July 11, 2016
July 7, 2014
January 1, 2011
January 25, 2010
July 30, 2001

BOOK/MATERIALS PROGRAM

Procedures:

1. UA Cossatot provides books/materials for courses offered by the college for both General Education and Technical courses through a Book/Material program offered by the Educational Resources Center (ERC) at the college.
2. Books/materials offered through the program are either free open educational resources (OER) provided to students through online means or rented texts for \$30.00 per book. Courses requiring more than one book may require an additional rental fee.
3. Certain technical courses that require new and updated books each year may have to be purchased by students, but these books will be offered at cost plus applicable taxes and shipping.
4. The Director of Educational Resources is available to help instructors research and adopt either open educational resource materials or low cost books for rent that will still afford the best quality of instruction to students.
5. Instructors will be given a book/material adoption form in advance for each semester for notification by a specific date to the ERC so that book purchases, etc. can be made in a timely manner.
6. If textbooks are adopted for rental to students, the adoption must be kept for a minimum of three (3) years or nine (9) semesters to recoup all costs for that particular adoption. The Chancellor or Vice Chancellor must approve any changes to texts before adoption period has recouped costs.
7. The Director of Educational Resources and ERC staff are responsible for ordering texts and managing rentals to students and inventory availability.
8. A Book/Material Rental fee will be charged appropriately to students on their Student Account Statement and may be modified if a student wishes to keep a rental text at cost or can provide for their own books/materials. These modifications must go through the Director of Educational Resources, who will notify the Business Office.
9. The Maintenance staff is responsible for loading and moving textbooks to Ashdown and Nashville ERCs by a specific date prior to the beginning of each semester to allow ERC staff time to set up for textbook rentals.
10. The Director of Educational Resources will determine deadlines for returning rentals.
11. The deadline for rental refunds is the census date of each semester.

12. Students will be billed at the new replacement cost and a \$20.00 processing fee for unreturned and/or damaged items.
13. Students accept full responsibility for risk of loss from any cause, including theft, lost item(s) or return in condition relating to: damaged caused by liquids; chemical spills, fire (scorched); tooth marks (rodents, pets, human, etc.); missing components and/or pages; or any other damage not existing prior to rental.
14. Students' accounts are subject to an academic hold, which prevents release of financial aid, ability to enroll in courses, release of transcripts, and receipt of diploma, if textbooks are not returned by the rental return date.
15. Textbook rentals and/or purchases will be available at all three campuses the week prior to the first week of class each semester. Rentals will be on hand at Ashdown and Nashville for three weeks during the fall and spring semesters, and two weeks during the summer semester. Students may contact the De Queen ERC after that time and material will be sent to requested campus.

Procedure History:

June 15, 2016

**BOOK/MATERIALS PROCUREMENT FOR CONTINUING EDUCATION AND
WORKFORCE DEVELOPMENT**

GETTING A TEXTBOOK QUOTE

Textbook quotes are obtained through the Director of Education Resources and used to assess the affordability of educational resources being considered for use in an open enrollment continuing education course or to prepare an industry specific training proposal that requires the use of educational resources.

Procedures:

1. Complete a Resource Declaration Form --- checking “Estimate Requested” --- and email it to the Director of Education Resources (Relinda Ruth, rruth@cccua.edu).
2. The Director of Education Resources will email you the current price for the textbook.

When preparing a quote for industry, it is important to include a pricing disclaimer stating clearly that the estimated textbook price is subject to change.

ORDERING TEXTBOOKS

New resources should be ordered for student or industry client purchase, with the exception of select open enrollment continuing education.

At the discretion of the Director of Education Resources, used resources for student rental may be made available for courses that are conducted frequently enough to fiscally warrant maintaining an inventory of rental resources.

Procedures:

1. Complete a Resource Declaration Form --- checking “Order Requested”--- and email it to the Director of Education Resources (Relinda Ruth, rruth@cccua.edu).
2. The Director of Education Resources will email you an order acknowledgment.
3. Review the attached order acknowledgement and respond to the email to confirm or cancel the order request.

The price of a resource is subject to change at any time. Therefore, a quoted textbook price may vary from price of purchase when placing an actual order.

When ordering on behalf of an industry client, communicate cost fluctuations to the client.

4. The Director of Education Resources will email to communicate that the textbook order has been placed and the estimated time of arrival.

EXPEDITED TEXTBOOK ORDERS

Expedited ordering disrupts the routine processing of orders and completion of duties that are important to others and are therefore limited to situations in which there is a demand for the expedited delivery of training. Advanced planning and ordering should be used when possible to preclude urgent situations.

Procedures:

1. Complete a Resource Declaration Form --- checking “Order Requested”--- and email it to the Director of Education Resources (Relinda Ruth, rruth@cccua.edu) inquiring about the availability of expedited ordering.
2. The Director of Education Resources will respond via email or phone to discuss the availability of options. The availability of expedited ordering is not guaranteed.
3. If you opt to proceed with the order, the Director of Education Resources will email you an order acknowledgment.
4. Review the attached order acknowledgement and respond to the email to confirm or cancel the order request as quickly as possible. Delays in responding to the Director of Education Resources could impact the expedited delivery date of the educational resources.

The price of a resource is subject to change at any time. Therefore, a quoted textbook price may vary from price of purchase when placing an actual order.

When ordering on behalf of an industry client, communicate cost fluctuations to the client.

5. The Textbook Procurement Coordinator will email to communicate that the textbook order has been placed and the estimated time of arrival.

Procedure History:

June 15, 2016

OPEN EDUCATION RESOURCES (OER) ADOPTION

Procedures:

1. Faculty submits the OER application to the Director of Educational Resources by the announced due date.
2. Faculty notifies the Division Chair and the Vice-Chancellor for Academic Services of intent to develop a course using OER.
3. The OER Board will review the application and notify faculty when it's approved for the next steps of course development,
4. Faculty requests that the Director of Distance Education create a Blackboard enhancement for the course.
5. Faculty meets with the Director of Educational Resources and is enrolled in the OER Training Blackboard course.
6. There may be additional meetings with the OER Board during course development.
7. Faculty will meet with the Division Chair to review course outcomes and objectives during course development.
8. Once faculty completes course development, the OER Board will review the OER content. The OER Board may request faculty content experts to assist in reviewing developing courses.
9. A Division Chair or Vice Chancellor for Academic Services will review the course, especially objective and outcome alignment, grammar, flow, and template alignment and notify the OER Board when their review is complete and approved.
10. Upon OER Board final approval, the Director of Educational Resources will notify the OER developer, HR Director, Vice-Chancellor for Academic Services, and Division Chair that faculty should be paid \$500 or \$1000 stipend depending on content structure.
11. The OER course will be maintained by the developer for a three-year period after approval.
12. Faculty wishing to add OER content to an existing approved OER course, during the three-year window, should contact the Director of Educational Resources.
13. The OER Board will review the potential content to and notify the faculty member when the content is approved. The faculty must waive the development stipend during the three-year window.

14. Procedures are the same for NEW courses, except new courses are presented to the Curriculum Committee prior to submitting the OER application.

Procedure History:

July 16, 2018
April 2, 2018
