

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 and outcomes align with institutional policies, and the college mission statement.

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

Policy History:

September 13, 2021
November 6, 2017
July 11, 2016
July 7, 2014
January 1, 2011
January 25, 2010
July 30, 2001

BOOK/MATERIALS PROGRAM

Procedures:

1. Books/materials offered through the rental program are provided at a rental fee of \$30.00 per book. Courses requiring more than one book may require an additional rental fee. The 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.
2. Certain technical courses that require new and updated books each year may have to be purchased by students. These books will be offered at cost plus applicable taxes and shipping.
3. 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.
4. Instructors will be given a book/material adoption document 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.
5. 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 for Academics must approve any changes to texts before adoption period has recouped costs.
6. The Director of Educational Resources and ERC staff are responsible for ordering texts and managing rentals to students and inventory availability.
7. 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.
8. The Director of Educational Resources will determine deadlines for returning rentals. The deadline for rental refunds is the census date of each semester.
9. Students will be billed at the new replacement cost plus a \$20.00 processing fee for unreturned and/or damaged items. 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.

10. 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.
11. 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:

October 19, 2021
August 23, 2021
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

The use of Open Educational Resources is faculty driven with assistance from the Director of Educational Resources, who serves as an OER Specialist. Faculty interested in OER Resources should complete the institution's OER Training through Blackboard. Faculty are also encouraged to research creative commons and copyright usage and attend trainings as budget permits. An OER Team, comprised of faculty provided by the Vice Chancellor of Academics and the Director of Educational Resources, exist to support peer faculty in OER course development.

Division Chairs and the Director of Educational Resources are tasked with conducting a final review of the OER course before the course is made available. In order to review materials added after the initial development phase, attention to potential copyright violations shall occur during annual tech reviews, during the online review of minutes, and during the program review process.

The Chancellor and Vice Chancellor for Academics determine OER stipend payment. The stipend follows the point system at \$500 per point. Example, a 3 hour course stipend utilizing material fully curated by faculty would equal \$1500. A sliding scale is utilized for courses utilizing partial OER. The OER course will be maintained by the developer for a three-year period after approval.

The process of OER usage follows:

1. Faculty submits the OER application to their Division Chair. The Division Chair will notify the Director of Educational Resources. Following review of the application, the Director of Educational Resources will inform faculty and the Division Chair if they are eligible to receive payment. The faculty should complete the OER Blackboard Training course, if they have not previously done so.
2. Faculty will meet with the Division Chair to review course outcomes and objectives during course development. If the Division Chair is the developer, the Division Chair will review course outcomes and objectives with a peer Division Chair, other peer subject matter instructors, or the OER Mentoring Team. Faculty should work with the OER Mentoring Team as needed during the development process.
3. Once faculty completes course development, the Division Chairs and Director of Educational Resources will review the OER compliance. Faculty content experts may be asked to assist in reviewing developing courses. Objective and outcome alignment, grammar, flow, and template alignment will also be reviewed. If needed, a list of

proposed changes will be compiled and the Division Chair will work with the faculty developer on suggested changes.

4. Upon final completion, the Director of Educational Resources will provide a summary of work to the Vice Chancellor for Academic Services and Chancellor, who will determine the stipend payment amount based off input from the summary of work. The Chancellor and Vice Chancellor reserve the right to deny payment for course development for an existing OER course during the three-year period. Reasoning will be provided if denial is determined. The Faculty Developer and Division Chair will be notified of the decision for payment or non-payment. Human Resources will be notified if payment is to be awarded.

Procedure History:

October 18, 2021
August 23, 2021
July 16, 2018
April 2, 2018

Application to Develop OER Course

Principal Developer:

Department:

**Immediate
Supervisor:**

Course Name and

**Number: Is this a new
course?**

Next term in which this course will be offered:

Average number of enrolled students:

Briefly describe what type of materials this course will provide (online; media; open textbook, etc.

Administrative Use Only:

Applicant has been enrolled in the Blackboard OER course:

Applicant consulted with the Director of Educational Resources about developing a course:

OER Team Notes:

Chairs and Director of Educational Resources Notes and Final Recommendation:

Summary of Work/Stipend Recommendation:

3 Year Time Period Begin Date:

3 Year Time Period End Date:

Stipend Amount to be Awarded:

Signature of Chancellor or Vice Chancellor:

Procedure History:

August 23, 2021

Outline of Items to Review during OER Development

- Examine whether the OER meets ethical and professional standards. In other words, does the OER provide a thorough exploration of course content.
- Examine the quality of subject matter.
- Does the OER provide appropriate coverage of material in a clear, logical manner?
- Examine whether the quality of subject matter meets accurate and recent materials.
- Determine whether the OER are relevant to learners' needs.
- Examine whether the material is logically organized.
- Examine whether the OER are comprehensive for the learners to learn the subject and/or provides opportunities for deeper learning.
- Examine the OER to make sure it does not include publisher content. (Pearson, McGraw Hill, etc.)
- Examine the OER to ensure it includes proper CC licensing and attribution and/or exists within the public domain.
- Examine the OER to ensure that it adheres to copyright laws. Be sure to look at images, tables, graphs, charts, etc.
- If there are any YouTube videos, examine them to make sure they have Standard YouTube licenses or CC BY license and are from credible sources.
- Examine any slides or PowerPoints to ensure they are all openly licensed and contain attribution.
- Determine whether the course includes additional faculty resources.

- Determine whether the OER content is easily accessible.
- Does the media employed encourage inactive learning?
- Are the materials presented in a visual format and appropriate to the academic environment.
- Double check the OER to determine that the open licenses allow for reuse, remix, redistribution, retention, and revision, or clear permission from the copyright holder. Ensure all materials are properly attributed and licensed CC BY or are accessible through linking to websites.

Procedure History:

August 23, 2021
