

College Operating Procedures (COP)



Procedure Title: Instructional Materials Adoption
Procedure Number: 03-0606
Originating Department: Provost

Specific Authority:

Board Policy
Florida Statute
Florida Administrative Code **1004.085**
6A-14.092

Procedure Actions: Adopted: 08/14/18

Purpose Statement: The adoption of instructional materials shall occur in a manner that will promote quality of education, maintain academic freedom, and further efforts to minimize cost for students while complying with the applicable federal and state statutes and rules.

DEFINITIONS

Instructional Materials: Textbooks and course materials used within a course, which may be available in printed or digital format.

GENERAL GUIDELINES

- I. Faculty are responsible for the selection of textbooks and course materials used in credit courses at the College. The Collective Negotiation Agreement outlines the expectations that faculty will comply with Florida Statute 1004.085 and 6A-14.092 FAC on Textbook Affordability.
- II. Deadlines for the decision on textbooks and course materials must meet the deadlines as outlined in Florida Statute 1004.085. The College may identify dates for the decisions on instructional materials that are prior to the deadline provided in Florida Statute 1004.085.
- III. Textbook and instructional materials shall be posted prominently in the course registration system and on the college's website by the deadline as specified in Florida Statute 1004.085.
- IV. Each term, the Provost will be provided a report that outlines the following:
 - a. The cost of textbooks and instructional materials by course for all general education courses and high enrollment courses offered at the institution.
 - b. The percentage of textbooks and instructional materials that remain in use for more than one term.
 - c. The number of courses that did not meet the instruction materials adoption deadline.
 - d. The number of courses that did not meet the textbook and instructional materials posting deadline.

As per Florida Statute 1004.085, courses that have a wide variance in costs among sections or that have frequent changes in instructional materials shall be identified, and a list of such courses sent to appropriate academic department chair or dean for review.