



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: TEXTBOOK AND COURSE MATERIAL ADOPTIONS, ORDERING AND DESK COPY ACQUISITIONS	Code: EE0102
--	--------------

Policy Reference: E100, Instructional Support

I. PURPOSE

MATC is committed to quality education. In that spirit and to assure fair and consistent exposure of primary course-related content, the same principal textbooks and materials shall be used in all sections of any course taught within the Milwaukee Area Technical College.

To implement the above regulation, the following procedures apply for usage of textbooks/supplies, textbook adoption, textbook ordering, and desk copy acquisitions.

II. PROCEDURES

A. Textbook/Supplies Categories

Required Texts/Supplies: Each course must have texts and supplies which when adopted must be acquired by the student.

Supplementary Materials: Supplementary materials may vary by instructor and must be included in the course syllabus and course outline.

Examples: Communication Skills instructors require supplementary novels to achieve the reading novel competency requirement. Computer-Aided drafting instructors require a supplementary manual to achieve competency requirements for different software in the lab.

Alternative Delivery Materials: For courses which use alternative delivery such as TV College, interactive video, individualized instruction, the principal text may be substituted or augmented with supplementary materials. The course outline must include the textbook listed under the alternative delivery heading. The textbooks for alternative delivery are usually provided under special registration such as TV College. Exceptions should be discussed with Instructional Development.

Optional Materials: Several courses identify optional materials to be specifically assigned by instructors. Optional materials have been removed from the textbook and supply lists. The optional materials should appear in the course



Title: TEXTBOOK AND COURSE MATERIAL ADOPTIONS, ORDERING AND DESK COPY ACQUISITIONS	Code: EE0102
--	--------------

syllabus and may be obtained by the student from a special learning center, reserved at the library, or purchased by the student as a personal convenience.

B. Textbook Adoption

Textbook/supply adoptions are the responsibility of the instructional divisions and are submitted as a change on the course outline as approved by the dean or their designee. The process of selecting textbooks should involve full- and part-time instructors. If only part-time instructors teach a particular course, the selection is determined by them. Advanced course faculty should be consulted to make sure needed competencies are included. Advisory committee input is welcomed. A reading level analysis is to be completed for each textbook by the Reading Department. Textbooks with high reading levels may be adopted if supplementary materials are available.

Book adoptions should remain in force for two or three years.

C. Textbook Ordering

Textbooks are ordered by indicating the quantity needed on the textbook list. Any changes in textbooks that are made to the "official" textbook ordering list needs to be approved by the dean or designee. The college bookstore enters the book order and notifies Curriculum Management of changes. Curriculum Management maintains an informational database, which provides accurate and up-to-date reports on textbooks and supplies that are designated for each course.

Textbook Ordering Timetable

<u>LAST DATE FOR CHANGES</u>	<u>SUMMER SESSION</u>	<u>FIRST SEMESTER</u>	<u>SECOND SEMESTER</u>
To Curriculum Management: Changes after this date will not necessarily be included on ordering lists, program lists, etc.	Mar 1	Mar 20	Oct 1
Textbook Ordering LIST TO DEANS:	Mar 10	Apr 1	Oct 10



Title: TEXTBOOK AND COURSE MATERIAL ADOPTIONS, ORDERING AND DESK COPY ACQUISITIONS	Code: EE0102
--	--------------

Textbook Ordering Lists
DUE IN COLLEGE BOOKSTORE: Apr 1 Apr 20 Nov 1

D. Desk Copy Acquisitions

A desk copy is the instructor's copy of the officially adopted textbook for a course. The instructor is responsible for obtaining his/her own desk copy directly from the publisher.

1. An instructor in need of a desk copy of a text should obtain a Desk Copy Request Form from his/her supervisor and mail it to the publisher (supervisors may pick up the forms at the college bookstore).
2. An instructor in immediate need of a desk copy should complete an internal requisition, obtain the approval of his/her supervisor, and obtain the book from their campus college bookstore. In addition, a Desk Copy Request Form should be obtained and mailed to the publisher. Upon receipt of the text, it should be presented to the issuing bookstore for credit to the appropriate department account.
3. If the publisher does not supply desk copies free of charge, the instructor should complete an External Purchase Requisition (Form 71:28) and submit it to his/her supervisor.

See also: EE0103 Textbook and Course Material Acquisitions by Students

Office of Responsibility: Curriculum Management