

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP-7.13
Reviewed by Textbook Workgroup on 7-11-16**

TITLE: TEXTBOOK POLICY

SECTION 1. GENERAL

- 1.1 Scope - This policy shall be in effect and shall govern selection, adoption, use and sale of textbooks and other course materials and the operation of a bookstore by a private vendor at Eastern West Virginia Community and Technical College. The goal of this policy is to maintain and improve program and course quality and minimize textbook costs to students and to be in compliance with the Higher Education Opportunity Act of 2008 and WVCCTCE Series 51.
- 1.2 Authority - West Virginia Code §§18B-1B-4, 18B-10-14
Title 135, Procedural Rule, Series 51, Bookstores and Textbooks
Public Law 110-315 Higher Education Opportunity Act, August 2008
- 1.3 Effective Date – November 17, 2010, Replaces January, 2008, Reviewed January 18, 2017

SECTION 2. PRICING

- 2.1 The prices charged for textbooks and other instructional material may not be less than the prices fixed by any fair trade agreements and shall in all cases, include in addition to the purchase price paid by the bookstore, a sufficient handling charge to cover all expenses incurred for personnel and other services, supplies and equipment, storage and other operating expenses.
- 2.2 The bookstore will minimize the cost to students of purchasing textbooks and instructional supplies.
- 2.2.1 The bookstore shall maintain both new and used book stocks along with other supplies for student needs.
- 2.2.1.1 The College will require that prior to submitting new adoptions for textbook or related educational materials that faculty review other

comparable titles and compare pricing and submit to the Division Chair for approval.

- 2.2.1.2. Bundling of customized and supplemental items with textbooks is strongly discouraged. Access codes and disposable class resources such as workbooks must be made available separately from required textbooks to maximize the opportunity or buy back and the availability of used textbooks for students.
- 2.2.2 Textbooks should be used for at least two years before a change is made, if possible due to availability of editions; new adoptions should be effective in the fall term.
- 2.2.3 The same textbook should be used for all sections of a single course number as appropriate for course delivery modality. The Division Chair is responsible for submission of text and course material adoptions for all sections of a course. In the event of unusual circumstances, an appeal can be made to the Division Chair with final approval by the Dean of Teaching and Learning.
- 2.2.4 All textbook adoptions for each semester/term shall be submitted 2 weeks prior to registration (October 15 and March 15) and must have the Division Chair's approval.
 - 2.2.4.1 Once a textbook adoption is published, the adoption may not be changed by the faculty for any reason. Exceptions caused by unusual circumstances may be reviewed for consideration by the Dean of Teaching and Learning.
- 2.2.5 Eastern West Virginia Community and Technical College employees may not require students to purchase a textbook which they have authored, unless that textbook has also been adopted by another accredited institution or unless the employee waives royalties from the student purchases.
 - 2.2.5.1 Textbooks that include or incorporate either detachable or worksheet style pages may not be adopted without prior approval of the Division Chair and must be in-keeping with the Textbook Affordability Committee Guidelines. This provision does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar material which is published independently from the textbook.
 - 2.2.5.2 Eastern West Virginia Community and Technical College employees may not receive a payment, loan, subscription, advance, deposit of money, service, benefits or thing of

value, present or promised, as an inducement of requiring students to purchase a specific textbook for coursework or instruction.

- 2.2.6 Exceptions to 2.2.2, 2.2.3, and 2.2.4 may be made with the approval of Division Chairs or Deans.
- 2.2.7 By November 1 of each year, the Academic Services Coordinator or Designee will compile a report for the prior fiscal year, which includes the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Section 3.1.e. of Series 51. The report will be reviewed by Division Chair prior to submission to the Dean of Teaching and Learning. Upon approval, the Dean of Teaching and Learning will forward the report to Cabinet for review prior to submission to the institutional Board of Governors and the Chancellor.

SECTION 3. TEXTBOOK LISTS

- 3.1 The bookstore shall make available to students a listing of textbooks required or assigned for any course offered at Eastern West Virginia Community and Technical College.
 - 3.1.1 The listing shall be prominently posted on the official Eastern West Virginia Community and Technical College website.
 - 3.1.2 The listing shall include for each textbook the International Standard Book Number (ISBN), the edition number and any other relevant information.
 - 3.1.3 Each book will be posted in the listing in conjunction with the publishing of the master schedule of courses for the academic term.
 - 3.1.4 A reference shall be made on any written course schedule regarding the information available on the electronic course schedule accessible through the College website.

SECTION 4. DESK COPIES

- 4.1 Eastern West Virginia Community and Technical College employees may receive sample copies, instructor's copies and instructional materials. Per West Virginia Code West Virginia Code § 18B-10-14 (c)(2)(A), such material may not be resold.

- 4.2 Faculty may make available review or desk copies of adopted textbooks for student use on reserve with the Academic Services Coordinator. Instructor editions may not be made available to students.

SECTION 5. BOOKSTORE REVENUE

- 5.1 In the event EVWCTC operates its own bookstore, all moneys derived from the operation of the bookstore shall be paid into a special revenue fund as provided in section two, article two, chapter twelve of the West Virginia Code. Subject to approval of the Governor, the governing board periodically shall change the amount of the revolving fund necessary for the proper and efficient operation of the bookstore.
- 5.1.1 Moneys derived from the operations of the bookstore shall be used to pay the costs of operating and maintaining the bookstore.
- 5.2 In the event Eastern West Virginia Community and Technical College contracts with a private entity for bookstore operations, all revenue generated by the operation to benefit the institution shall be deposited into an appropriate account to offset cost associated with the bookstore.

Section 6: RESPONSIBILITIES AND PROCEDURES

- 6.1 The Dean of Teaching and Learning, through a collaborative and inclusive process, shall be responsible for developing academic services procedures and assigning responsibilities for the implementation of all sections of this policy applicable to faculty and other employees under the direction of the Academic Services Department.
- 6.2 In addition to the requirements set forth in previous sections of this policy, the Dean of Teaching and Learning shall:
- 6.2.1 Include training for all full-time faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;
- 6.2.2 Designate the Division Chairs or full-time faculty to serve as liaisons with textbook publishers and to be responsible for dissemination of relevant information to their respective department faculty on textbook strategies and education and training opportunities regarding textbook selection; and,
- 6.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.

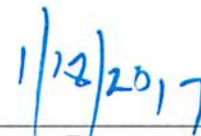
- 6.3 The Executive Dean for Financial and Operational Services, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of the sections of this policy applicable to the bookstore and other employees under the direction of the Finance Unit.
- 6.4 In addition to the requirements set forth in previous sections of this policy, the Dean of Teaching and Learning shall:
 - 6.4.1 Establish a Textbook Affordability Committee consisting of a Division Chair, faculty member, student, the Executive Dean for Financial and Operational Services and the Academic Services Coordinator or Designee.
 - 6.4.1.1 The Textbook Affordability Committee shall be convened at least annually by the Division Chair or Designee. An informational report regarding textbook affordability issues and initiatives, textbook selection guidelines and procedures and educational opportunities will be submitted to the Dean of Teaching and Learning by September 15 of each year.
 - 6.4.1.2 The Dean of Teaching and Learning will inform the Faculty Assembly, Student Government Association, Administration, and the Executive Dean for Financial and Operational Services of the report contents.
 - 6.4.1.3 The Executive Dean for Financial and Operational Services will present annually to the Board of Governors recommendations and reports it may have generated with copies to be forwarded to the Chancellor by November 1.

SECTION 7. REVIEW STATEMENT

- 7.1 This policy shall be reviewed on a regular basis to comply with any future federal mandates with a time frame for review to be determined by the President or the President’s designee.



BOARD OF GOVERNORS, CHAIR



DATE

Approved by LOT: September 19, 2016
Approved by President’s Cabinet: October 25, 2016
Approved by Board of Governors: October 26, 2016