

TEXTBOOK AND INSTRUCTIONAL MATERIALS ROADMAP

Faculty

Bookstore

Students

- In order to facilitate student vouchers, grants, (etc.), start the instructional materials adoption process early and adhere to the bookstore order deadlines
- Request that publishers provide:
 - the net cost of materials and various pricing options
 - information on content differences between various editions
 - information regarding accessibility of course materials – both print and digital
- Confirm the retail cost/price of materials and various pricing options, through the bookstore in addition to publisher estimates
- Recommend informing students of instructional materials selections ahead of time

For details on adoption refer to Recommendations for Adoption of Required Instructional Materials. <https://docs.google.com/document/d/1i0H5Vksit02ukLRvYcWHOR9BwTehXtoCJxedJK7Xbw/edit>

Recommended by Textbook and Instructional Materials Committee to SPEAC: 9/16/21
 Recommended to Senate by SPEAC: 10/4/21
 Recommended to Full Senate by Senate Exec: 10/7/21
 Approved by Full Senate:

- Publicize order deadlines for textbook/instructional materials and communicate the information via Adoption Insight Portal, found on faculty tab of Mt. SAC portal

Spring: November 1
 Summer: April 15
 Fall: May 20
 Winter: October 15

- Provide the retail price of adopted course materials to faculty upon request
- Work with faculty, publishers, and secondary wholesale market vendors to obtain the lowest possible price for adopted materials
- Ensure that there is sufficient quantities of course materials on the bookshelf for student purchase/rental prior to the start of the semester.
- Provide on-going education and updated information (voucher system, price matching, buyback, rental, etc.) to faculty and students through PDs, Online, and Allie Frickert-Murashige presentations, bookstore website, etc.
- Upon request provide feedback to departments and/or divisions regarding student purchase and rental of course materials each semester

- Apply for financial aid in a timely manner to ensure that bookstore vouchers will arrive on time
- Search for classes based on zero cost or low cost icons in the schedule of classes
- Check bookstore or bookstore website early to see what instructional materials are required for your course
- Evaluate various pricing and sell back options available at the bookstore for course materials (used, soft cover, loose-leaf, digital, etc.)
- Communicate with the professor regarding delays or difficulties in obtaining course materials
- Investigate the availability of course material reserves in the library and other student support centers
- Consider other options (rental, sharing with other students, etc.) to reduce cost of course materials

TIMC (Co-Chairs: Renella Galinas and Allie Frickert-Murashige)

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