Responsible Division: Academic Affairs
Responsible Office: Academic Affairs
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Textbook Adoption

Policy:

This policy clarifies to address the cost of college textbooks and other instructional
materials and to ensure compliance with Section 133 of the federal Higher Education
Opportunity Act (HEOA) of 2008.

Policy Statement

As directed by IHL, the goal of this policy is to address the cost of college textbooks and other
instructional materials and to ensure compliance with Section 133 of the federal Higher Education
Opportunity Act (HEOA) of 2008. In this policy, the term textbook is meant to include various types of
course materials, including software, electronic files, supplemental materials, and course packs.

Policy Requirements

The Alcorn State University Textbook Adoption Policy, consistent with guidelines outlined by IHL,
consists of four provisions supporting the policy: 1. Textbook Adoption Deadlines, 2. Minimum Adoption
Periods, 3. Dissemination of Textbook Information and 4. Assessment of Progress.

1. *Textbook Adoption Deadlines*

   Alcorn State University shall establish firm deadlines and procedures for the adoption of
   textbooks for upcoming semesters. These deadlines and procedures shall be set to enable the
   institution to fully comply with the HEOA of 2008, including the requirement that textbook
   information (including ISBN and prices) be provided to students at the time of registration.

Requirements:

A. Alcorn State University establishes that the adoption deadlines shall be at least 40 days prior
   to the end of the preceding semester, whenever possible, as dictated by registration schedules.
B. The adoption process will include the indication of whether a textbook is required or
   recommended and should include to the extent possible an indication of whether an alternate
   (e.g., earlier) edition of the textbook may be used. Timely adoption of textbooks is required
   for the following course types: lecture, lecture/lab, laboratory, and recitation/discussion.

These course types, as designated and defined by the IHL Data Dictionary, are generally assumed to be courses with textbook requirements.

C. Department chairs/heads will be responsible for ensuring that all pertinent courses under their authority have adoptions submitted by the deadline, even in instances where no instructor has been assigned for a course section as of the announced adoption deadline date.

D. Departments shall be strongly encouraged to adopt the same course materials for all sections of
each course.

E. Department chairs/heads will be responsible for ensuring that the course schedule is prepared at least 70 days prior to the end of the preceding semester and submitted to the Registrar's Office so that teachers would know which courses they would be teaching well in advance of the 40-day adoption deadline.

F. Once the course schedule has been published by the Registrar's Office, the bookstore will publish a weekly listing of missing adoptions to be submitted to the Department chairs/heads, leading up to the adoption deadline.

G. One week prior to the 40-day adoption deadline, the bookstore will publish a listing of missing adoptions to be submitted to the Vice President and Deans.

2. *Minimum Adoption Periods*

Alcorn State University shall establish guidelines that promote a minimum adoption period for textbooks. In this section, textbook refers specifically to a book that is resalable, as opposed to one-time usage materials (e.g., workbooks) or books that have limited resale value.

Requirements:

A. Alcorn State University establishes minimum adoption periods based on the category of course offering: I.) General Education Courses/ Lower Divisional Courses, II.) Major Courses/ Upper Divisional Courses, and III.) Electives Courses.

  I. **General Education Courses/Lower Divisional Courses**
  Alcorn State University establishes a minimum three-year adoption period for General Education Courses/ Lower Divisional Courses.

  II. **Courses/ Upper Divisional Courses**
  Alcorn State University establishes a minimum two-year adoption period for Major Courses/ Upper Divisional Courses.

  III. **Elective Courses**
  Alcorn State University establishes a minimum 2-year adoption period for Elective Courses.

  IV. Alcorn State University identifies reasonable exceptions to these requirements, however all exceptions must be approved in advance at the Dean and/or Vice President/President level prior to initiating a change:
  i. Editions go out of print,
  ii. Substantive changes are made in either the course description or the textbook,
  iii. A "new edition" review period is needed, to give instructors time to review latest editions and determine whether those editions justify a change. This review should take place before the 40-day adoption deadline. No new

edition will be ordered unless specified by the instructor, subject to the length of adoption rules.

    iv.   Significant change in the body of knowledge pertinent to the course.

    v.   English "readers" were identified as an exception and may be changed with the appropriate approval.

3. *Dissemination of Textbook Information*

Alcorn State University in partnership with our bookstore subcontractor shall provide information on best practices in textbook adoptions to faculty and provide advice to students on ways to save money on textbook purchases.

Requirements:

A. Alcorn State University in partnership with Follett, our bookstore subcontractor, will launch an innovative product entitled, "Book Look." Book Look ensures that textbook information (including ISBN, pricing, alternative formats and book rental options) is provided to students at the time of registration.

4. *Assessment of Progress*

Alcorn State University establishes procedures to assess the success of the above practices in containing the costs of textbooks. These procedures shall include analyses and reports appropriate to assessing compliance with this policy, as well as identifying and improving system and institutional practices.

Requirements:

A. Assessment strategies shall include:

    I.   Student surveys (e.g., course evaluations) about the value of assigned textbooks;

    II.   Production of reports of the extent of compliance of each institution with the adoption deadlines;

    III.   Information about the costs of the textbooks for the top twenty (highest enrollment) courses;

    IV.   The volume of buy-back purchases at the affiliated bookstores;

    V.   The number of electronic versions of textbooks being used; and

    VI.   Student and faculty surveys on the ability of the affiliated bookstore to provide adequate stocking of books.

B. Annually, the textbook coordinator will submit such assessment information as required by the assessment plan as an annual assessment report to the Commissioner or his/her designee.

C. The annual assessment report will be made available on the website of the subject institution, as well as on the System website.

ALCORN STATE UNIVERSITY

TEXT BOOK EVALUATION

Course #	
Name of the Book	
Author(s)	

		Strongly Agree	Agree	Somewhat Agree	Disagree	Strongly Disagree
1	Textbook has a useful table of contents, glossary and Index.					
2	Chapters have clear introduction and summaries.					
3	Textbook contains references, bibliography and links to online resources.					
4	Real life time application included in the text book.					
5	Textbook available at campus bookstore					
6	Cost savings alternative editions (namely eBook, paperback, etc., are available for the text book.					
7	The instructor requires the use of an assigned textbook for the course					

		Yes	No	
8	Do you consider this book a valuable resource for this course?			
9	Do you plan to keep this book as a field of study?			
10	Would you recommend this book to your friends (future students) who are taking this course?			
11	How did you obtain this textbook?	Bought at Campus Bookstore	Rent at Campus Bookstore	Others