

CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: **06-07 BEC 11 revised**

DATE SUBMITTED: May 1, 2007

TO: The Academic Senate

FROM: The Executive Committee of the Academic Senate

SUBJECT: Policy on Timely Adoption of Textbooks, Course Readers, and Course Materials **Ordered through the University Bookstore**

PURPOSE: For Action by the Academic Senate

ACTION

REQUESTED: That the Academic Senate adopt the Policy on Timely Adoption of Textbooks, Course Readers, and Course Materials, as proposed in 06-07 CIC 21, with the highlighted revisions:

All faculty will submit **information regarding** their requests for textbooks, course readers, and other course materials **for purchase** to the University Bookstore by the due date established by Academic Affairs in consultation with the Student Disability Resource Center and the University Bookstore. Faculty not ordering course materials from the Bookstore must notify the Bookstore of that fact. Faculty can request an extension of this due date by providing a rationale for a late adoption to the University Bookstore.

Course Readers must be available from the producer or publisher (e.g., copy center) in a format acceptable to the Student Disability Resource Center as accessible. In order to ensure course material accessibility for all students, as well as appropriate copyrights, the Academic Senate recommends that faculty develop and order their course readers through **the University Bookstore an entity that will ensure a format acceptable to the Student Disability Resource Center.**

All departments will have a mechanism, consistent with their practices, to guarantee that textbooks, course readers, and/ or other course materials will be ordered for class sections for which faculty have not yet been hired by that deadline established by Academic Affairs in consultation with the Student Disability Resource Center and the University Bookstore.

This policy will be implemented in Spring 2007 for Fall 2007 textbook ordering.

BACKGROUND INFORMATION:

At its meeting on May 1, 2007, ExCom debated the wording on the proposed policy as stated in 06-07 CIC 21. It was agreed that the Bookstore will play an important role in keeping SDRC apprised of course materials so that the University can be in compliance with EO926 and AA-2007-04. However, the additional language was deemed appropriate to assure that faculty will not feel they are mandated to order everything from the Bookstore rather than other vendors that faculty feel may be appropriate. Faculty are reminded that the Bookstore will assure compliance with the mandates when materials are provided by the Bookstore, whereas faculty are considered responsible for meeting SDRC standards when ordering elsewhere.