

CALIFORNIA STATE UNIVERSITY, EAST BAY

Designation Code: 2006-07 **CIC 21** *(revised)*

Date Submitted: April 16, 2007

TO: Executive Committee of the Academic Senate

FROM: Committee on Instruction and Curriculum

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 following policy:

All faculty will submit their requests for textbooks, course readers, and other course materials 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 appropriate copyrights, the Academic Senate recommends that faculty develop and order their course readers through 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:

CIC developed this policy in response to CSU Policies EO 926 and AA-2007-04 (see below), and in consultation with the Director of the Student Disability Resource Center, the Director of the University Bookstore, and the AVP for Academic Programs and Graduate Programs. CIC approved this policy on April 16, 2007 with a vote of 6-0-0.

EO 926, the CSU Board of Trustees Policy on Disability Support and Accommodations states: “it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability.” Coded Memorandum AA-2007-04 establishes a process for ensuring compliance with federal and state laws, and CSU policy regarding access to information technology and resources. One of the three priorities addressed in the plan includes instructional materials accessibility. Instructional materials, to the extent possible, must be accessible to students with disabilities at the same time they are available to any other student enrolled in that program. AA-2007-04 states, “By June 2007, following consultation with local faculty senates as appropriate, each campus should create a plan to support faculty and staff practices that will ensure timely access to instructional materials. This plan will include, but is not limited to, the following elements:

1. A process for timely adoption of textbooks by faculty
2. A process for identification of textbooks for late-hire faculty.
3. A process for early identification of students with disabilities who require instructional materials to be provided in an alternate format.”

Timely adoption is important to allow the Bookstore time to work with vendors and publishers to provide the necessary instructional materials.

EO 926 is available online at: <http://www.calstate.edu/EO/EO-926.html>

AA-2007-04 is available online at: <http://www.calstate.edu/acadaff/codedmemos/AA-2007-04.pdf>