



Academic Affairs Directive 2018-01	Issue Date: November 6, 2018
Subject: Policy on Timely Adoption to Assure Accessibility and Affordability of Textbooks	Revision Date: November 6, 2018
Approved: Edward Inch, Provost	
Division: Academic Affairs	
Contact: Provost Office	

AUTHORITY

Committee on Instruction policy 2006-07 CIC 21. Approved by the Academic Senate. Higher Education Opportunity Act of 2008 (20 USC 1015). California Education Code CHAPTER 6. Academic Materials [66400 - 66410].

POLICIES

As Established in CIC 2006-07:

“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 unit now known as Accessibility Services] 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 [Accessibility Services] 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 [Accessibility Services].

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 [Accessibility Services] and the University Bookstore. This policy will be implemented in Spring 2007 for Fall 2007 textbook ordering.”

As Established under HEOA:

As of July 2010, “To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall--Disclose, on the institution’s internet course schedule and in a manner of the institution’s choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes.”

PROCEDURES

To ensure the implementation of these policies, the following steps will be followed:

- a. The Provost, in consultation with Accessibility Services and the University Bookstore, will establish due dates for the timely adoption of textbooks, course readers, and other course materials ordered through the University Bookstore
- b. Regular Faculty or lecturers who are hired after the textbook adoption date, must use the textbook already adopted by the department for that semester.
- c. **Faculty not ordering course materials from the Bookstore or intending to use OER (freely accessible) course materials must notify the bookstore of that fact.** The University is required to note which courses have free



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materials; the bookstore helps us do this through a special symbol in the schedule of classes.

- d. Due dates will be enforced; however, under extraordinary circumstances, exceptions may be made. Under these circumstances, faculty requests should go to Department Chairs and will need to be made no later than 7 calendar days before the priority registration date.
Deans will allow all chairs and program directors to indicate instructors for scheduled classes in advance of the textbook adoption due dates. The names of these instructors are indicated only to facilitate textbook adoption and are not a guarantee of employment.
- e. Whenever possible, departments and faculty should adopt textbooks that have **an accessible e-version** available from the publisher or which are created as Open Educational Resources (OER)
- f. Faculty using out-of-print materials, materials only available in hardcopy, or their own poorly copied course readers are discouraged from doing so.
- g. PLEASE have all course readers created through the University Bookstore---the bookstore has a vendor that clears copyright and creates accessible versions for students. Students may use their financial aid in the University Bookstore.
- h. The Library and the Office of the Online Campus have individuals available to help faculty develop their own low or no cost textbooks—please use these librarians and staff as resources.

OTHER STRATEGIES TO ENSURE TIMELY ADOPTION

- a) Departments may wish to create a contingency reading list for each of their current course offerings. This reading list could be used to order books for sections where no instructor has been assigned by the textbook adoption date.
- b) The AAUP recommends the following: To maintain a sense of academic freedom, instructors hired after the deadline (and who must therefore use the department reading list or an earlier adopted text) may be encouraged to either support or challenge the paradigms advanced by these materials through lectures, discussions, articles, videos, or other accessible items. How predetermined readings are used, whether as a supporting tool or as a means of generating discussion, is entirely up to the instructor.
- c) The California Education Code urges faculty to “give consideration to the least costly practices in assigning textbooks, varying by discipline, such as adopting the least expensive edition when the educational content is equal, and using a selected textbook as long as it is educationally sound, as determined by the appropriate faculty.”
- d) Departments are always encouraged to bring forward their own ideas/systems regarding the provision of textbooks (and other materials) that might make them more affordable or accessible.

Note: the policy is intended to be flexible but fair and to be **in compliance with the law**. Early adoption saves students money, helps assure accessibility, and **keeps Cal State East Bay eligible for federal and state aid**.

TEXTBOOK DEADLINES 2018-20

Spring Semester 2019: October 15, 2018

Summer 2019/Fall 2019: March 15, 2019

Spring Semester 2020: October 15, 2019