General Selection Guidelines

Students expect to make substantive use of the materials they are required to purchase (per the list of required materials in the syllabus) as well as those they receive as a part of course fees. In addition, our students have a right to expect that the materials we select for them are of the highest quality possible while keeping their cost of education as reasonable as possible. It is the role of the curriculum committee to balance these and all other necessary decision factors when identifying the items to be included in the course materials list.

No single list can capture all the factors that may need to go into adoption decisions, but the following general guidelines are provided to aid faculty in the adoption decision making process:

1. Committees should carefully analyze potential materials and choose those that align well with their COR objectives.
2. Open educational resources (OER) and other freely available web content can be used both as supplemental and primary resources for courses. OER can consist of both printable and web-based content. In the case of printable content, the bookstore can often assist by providing a print version of the book at a minimal cost to students. If you have questions about OER, please contact Adam Vorderstrasse at avorderstrasse@ivytech.edu.
3. The Ivy Tech Library's online resources are an excellent source of course content and should be reviewed for journal articles, ebooks and other multimedia which may be useful to students in their courses.
4. When considering items for student purchase, cost information will be provided by Follett and should be reviewed as a part of the decision process. Committees should contact Follett when determining what the final price of materials will be for Ivy Tech students (after the Follett mark-up).
5. Custom editions of textbooks should be adopted only in cases where a custom edition is absolutely necessary. This typically occurs as a result of combining chapters from multiple books to create a true custom textbook. Any selection of a custom edition must be approved in writing on the Bundle/Custom Exception form by the Provost or their designee.
6. Bundles can reduce cost to students but can also limit student options for rental as well as buyback. Bundled materials should, whenever possible, include only items that will be used by students for required learning activities. The costs of bundled items should be reviewed both as individual parts as well as a bundle. Any selection of a bundle must be approved in writing on the Bundle/Custom Exception form by the Provost or their designee.
7. If a committee is interested in highly integrated digital content (i.e. MyXLabs, Connect, Mindtap, etc.), they should know how well it is supported by that publisher as well as what the known technical issues are with that product. Any questions regarding digital support can be directed to the Center for
Instructional Technology which maintains a dashboard outlining system outages, disruptions, and known issues. The email address for the Center (C4IT) is c4it@lists.ivytech.edu.

In addition to the above listed guidelines, a simple rubric is included as an addendum to this document that curriculum committee members can use when evaluating curriculum materials. This rubric can be customized for course specific or program specific special considerations.

**Maintaining the ISBN List**

There are a couple of additional guidelines to the current textbook selection process which are being implemented for the Spring 2015 adoption cycle:

- Where appropriate, curriculum committees should identify courses where fewer than five ISBNs may be necessary and take efforts to reduce the number of adoptable items to no more than three ISBNs.
- Where OER is being added as a possible item for adoption, it should also be added to the adoption list. This allows the College to maintain a catalog of vetted OER that the curriculum committee deems appropriate for adoption in a course – and allows the bookstore to aid in ordering print on demand copies of these titles when appropriate. When OER is adopted to the list, it does NOT count as one of the selections by the committee.

**Special Consideration for Online Courses**

Curriculum committees should review and follow the guidelines of ASOM 6.11: Online Course Materials Selection and Distribution ([http://www.ivytech.edu/policies/online-course-materials.pdf](http://www.ivytech.edu/policies/online-course-materials.pdf)) when identifying materials for statewide online courses.

**Statewide Shells**

Curriculum committees who wish to have a single basic statewide shell of all content provided to students at the start of the term (similar to what has been done with MATH 123 and several courses in the Technology Division) may do so by contacting the Center for Instructional Technology (c4it@lists.ivytech.edu). Statewide shells can be preloaded for all faculty prior to the start of the term with an initial set of contents and materials. If you would like more information on this, please contact the Center for Instructional Technology.

**IncludED Content Use**

Statewide courses which have been converted to the IncludED course format can ONLY be copied to sections that are also charging the IncludED fee. If you are teaching a non-IncludED section you cannot use the statewide online content for that IncludED class without also adding the IncludED course fees.

Faculty in non-online courses can modify the assignments to meet their in class or hybrid delivery needs. To assist faculty in determining whether or not the IncludED content is a good choice for their non-online sections, a demonstration account is
available in Blackboard to see that content. To access that account, go to Blackboard and log in using the following username and password:

Username: idemo-bbg
Password: Included-8

Note that the content for this is being updated frequently (as courses are updated) so if you don’t see a course that you believe is IncludED you may want to check back.

If you do choose to adopt the IncludED content for your course please ensure that the Banner Course Builder in your region is aware of this so that the course can be properly coded in Banner both for the addition of fees and so content can be loaded in the course for you.
Textbook Adoption and Exception Request Form

Complete this form in its entirety and submit by email to the appropriate Associate Vice President or Vice President for Curriculum. If you are making multiple requests, please put each on a separate form.

Course Number (e.g. ACCT 101): Click here to enter text.
Course Title: Click here to enter text.
Semester to be implemented: Click here to enter text.
Request for:  ☐ Textbook List Revision
             ☐ Exception List Revision (fill out exemption section)
             ☐ Custom/Bundle Selection (fill out custom/bundle section)

ISBN: Click here to enter text.

Textbook Title: Click here to enter text.  Publisher: Click here to enter text.
Author: Click here to enter text.
Edition: Click here to enter text.
Date of Publication: Click here to enter text.

Exception List
To request a textbook or instructional material be added to the “Exceptions List” for the above named class, please check the reason(s) which apply. Provide additional rationale or explanation if indicated to do so.
☐ Equipment-specific lab manual or training guide
☐ One of a series of textbooks required for multiple courses within a program (primarily for cohort-based programs)
☐ Software driven (provide rationale as to why existing statewide software agreements cannot meet the needs for this course): Click here to enter text.
☐ Special Topics course
☐ Textbook needed to meet an articulation agreement requirement. Name the transfer course title and the transfer institution:
   Course Title: Click here to enter text.
   University: Click here to enter text.
☐ Other: Provide rationale: Click here to enter text.

How does this text/materials better meet the course objectives and competencies than all other selections available on the ISBN list: Click here to enter text.

Custom/Bundle Selections
If you are making a request for a title that is a custom edition or a bundled title then you must also complete this section

Is this request for a Custom Edition: ☐  Bundle: ☐  Combination of both: ☐
1. Please describe the item/items will you select if this exception is NOT approved?
   Click here to enter text.

2. What is the cost of the item/items you will select if this exception is NOT approved? (Please use NEW retail cost if possible. If that is not available, you may provide publisher wholesale cost to the bookstore.)
   Click here to enter text.

3. Please describe the contents of the item/items you wish to select. For instance, if you are requesting a custom edition, describe what parts of the items listed in number 1 will be included in the custom edition.
   Click here to enter text.

4. What is the cost of the item/items you wish to select? (Please use NEW retail cost if possible. If that is not available, you may provide publisher wholesale cost to the bookstore.)
   Click here to enter text.

5. What is the rationale for selecting this custom/bundle?
   Click here to enter text.

Submitted by: Click here to enter text.

Provost Office Use Only:
Date Received: Click here to enter a date.
Apply to ISBN Title Selection List:
Exception: Approved: ☐ Denied: ☐
Bundle: Approved: ☐ Denied: ☐
Rationale: Click here to enter text.
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<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
<th>Maybe</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Does the content align with the COR objectives?</td>
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<td>Are all COR objectives covered to the correct depth by the materials?</td>
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<td>Is the price students will pay for all course materials reasonable?</td>
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<td>Please provide the price in the “Notes” field and what's included.</td>
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<td>Do these materials cater to individuals with disabilities?</td>
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<td>Please explain how in the “Notes” field.</td>
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<td>Have you reviewed the credentials of the author and/or the quality of</td>
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<td>the authoring team? Note any important issues related to authorship in</td>
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<td>the notes.</td>
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<td>Are the materials clear and consistent?</td>
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<td>Do the resources have good organization, structure, and flow?</td>
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<td>Are the materials properly sequenced/chunked?</td>
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<td>Are the materials accurate?</td>
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<td>Are the materials unbiased?</td>
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<td>Are the materials culturally sensitive?</td>
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<td>Do the materials have review activities?</td>
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<td>Do the materials provide opportunities for student practice?</td>
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<td>Are the materials interesting and applicable?</td>
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<td>Does the textbook relate the content to real-life issues?</td>
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<td>Do the materials display helpful and appropriate visuals?</td>
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<td>Are the materials free of spelling and grammatical errors?</td>
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<td>Do the materials provide both examples and non-examples?</td>
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<td>Are there instructor ancillaries that instructors will use?</td>
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<td>Are there any online resources for students?</td>
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If there is an online platform that accompanies the book, have any outages occurred recently? Click the link then click the "Known Issues" tab at the bottom:

https://docs.google.com/spreadsheet/ccc?key=0AutowbYVPi1dXdE03MzE1aVd0QXRjM10TdzWFZsZ3c&usp=sharing

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then click “Insert Rows Below”