Ivy Tech Community College of Indiana

POLICY TITLE
Online Course Materials Selection and Distribution

POLICY NUMBER
ASOM 6.11

PRIMARY RESPONSIBILITY
Curriculum committee members, faculty and staff responsible for course material adoption, bookstore employees

CREATION / REVISION / EFFECTIVE DATES
Created May 2001/Revised & Effective February 2015; revised October 2017/revised February 2018/effective immediately

PURPOSE
Ivy Tech Community College uses a single set of course resources (whether textbook, bundled package, or combination of texts/bundles) for its online courses, courses designed as a part of the College’s materials included courses and IncludED courses. This policy outlines the selection process for these materials as well as the special considerations made for both selection timelines and adoption.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty and staff responsible for course material selection and adoption, Ivy Tech Bookstore staff

POLICY
Curriculum committees select, as a part of their normal course text review process, a single set of resources to be utilized for any sections of online courses, course developed to be a part of the IncludED program or other course materials-included courses being offered. For those courses which are Statewide Online Courses of Record or a part of the IncludED program, this text may only be changed with prior authorization from the Center for Instructional Technology based on the development cycle for that course. Courses that are not yet Statewide Online may be changed on a more frequent cycle per normal curriculum committee approval processes.

The Center for Instructional Technology works with the College’s bookstore provider to place adoptions for all online course sections once they have been moved to the statewide online adoption (during the phase in period).

The Center for Instructional Technology works with the bookstore provider and our online learning management system providers to give students access to used, new, rental, and e-books whenever possible so that students may make the materials access and cost choice which is appropriate to them. In the case of eBook provisions, the Center for Instructional Technology
will, whenever possible, ensure the text is available through a single mobile application that meets generally accepted learning and accessibility standards.

**PROCEDURE**

**Student Purchase of Books and Supplies**

All students at Ivy Tech should be directed to the College's bookstore (on ground or the web site) to order their texts and materials. For IncludED and course materials included courses, the cost of the materials will be billed on the student’s regular college invoice and students will receive all materials on the day the course becomes available in the Learning Management System.

**Online Course Materials Management Process**

The Center for Instructional Technology coordinates the development of online courses on a statewide level. Per ASOM 6.10, the first step in the course development process involves the curriculum committee’s identification of a single set of course materials for the online course. Curriculum committees should choose a single set of course materials – and identify it as the DE text in their list of allowable materials – for any course delivered online, whether statewide or not. Statewide course textbook changes require prior approval of the Center for Instructional Technology before they may be revised. Non-statewide online courses may be changed through normal curriculum committee approval process. For non-statewide online courses that are moving to a single set of adopted materials, each curriculum committee should identify, select, and begin using the single set of resources in all online classes prior to the Fall 2016 semester.

The Center for Instructional Technology manages statewide course development projects on a three-year basis and therefore will work with course materials providers to ensure available on this three-year basis whenever possible for statewide online courses.

The Center for Instructional Technology hires a mentor for each statewide online course of record. One of the purposes of the mentoring position is to provide ongoing updates to the statewide online course – including updates necessary for textbook edition changes. Whenever possible, the Center for Instructional Technology will work with the mentor to implement textbook edition and other minor content changes in accordance with the wishes of the curriculum committee to make changes to the textbook on the schedule they wish. In addition, the Center for Instructional Technology is highly interested in working with curriculum committees on the implementation of open source and institutionally developed content which may not be dictated by publisher cycles.

In cases where it is simply not possible to facilitate appropriate quality development of an online class to accommodate requests for textbook updates/edition changes, the Center for Instructional Technology will work closely with the curriculum committee to establish a timeline for implementing the changes necessary to the course as soon as feasible based on available instructional design and development resources.

In cases where a textbook edition may go out of print or to a new edition during the three-year cycle, the Center for Instructional Technology may be required to work with publishers to develop a custom edition for one or more semesters to ensure that the three-year development process is maintained. Whenever this is necessary, the Center for Instructional Design will work with the publisher and the bookstore to do the following:

- Negotiate a lower price for the custom edition than the current print version
- Work to ensure that the custom edition is available by rental
• Work to ensure the custom edition is available in a digital format
• Notify the bookstore that if the custom edition is being used for more than one semester, it will be bought back/sold used by the bookstore.
• Provide expanded information on the course syllabi related to the specific edition in use so faculty can better advise students of their textbook purchasing options.

IncludED™ Course Materials Guidelines

The Center for Instructional Technology will identify all courses which can reasonably join the IncludED program as a part of its normal development cycle. The College’s general requirements for a publisher’s materials to be considered as a part of IncludED are:

• Availability of ebook resources through the College’s identified mobile eReader
• Availability of no or low-cost print books to be sold through the bookstore
• Availability of any econtent generally provided through an access code to be available in a pinless format through the College’s Learning Management System
• Ability of the materials provider to be able to make all needed materials available to the College on the timeline needed to meet the College’s course release deadlines

Online Course Materials Adoption Process
The Center for Instructional Technology places a single adoption request for courses which have identified a single online course textbook/set of materials.

The following process is being used to identify the appropriate class sections for adoption and to enter the adoptions in Follett’s system:

1. On or near the date that adoptions are due to the bookstore, the Center for Instructional Design pulls a list of all online course sections being offered for the term of adoption.

2. Follett and the Curriculum Committees have developed a list of five textbooks for each course in the state. From that list of five, if the course has a single version text, that text is identified with a YES in the distance education column. The listing of all of the textbooks is available on the Procurement/Saving Ivy Green site on Campus Connect. To access this site:
   a. Log in to Campus Connect
   b. Click “Employee Services” Tab
   c. Click “Procurement: Saving Ivy Green” Link
   d. Click “Bookstore” in the Navigation Pane
   e. Click “Final Adoption Listings” in the Navigation Pane
   f. Select to view either the Selection or Exceptions Listing
3. Follett uses these two items to identify the sections which will receive the single version as the text and populates this information in their adoptions system (for both the on-campus and distance learning stores).

REFERENCES
- Higher Education Opportunity Act Reauthorization, effective July 1, 2010
- Ivy Tech Online Syllabus Template located at Infonet > Departments > Ivy Tech Online > Forms & Templates > Ivy Tech Online Syllabus Template
- Ivy Tech Textbook Listings site located at Infonet > Departments > Academic Affairs > Textbook Listings
- Open Source/Subscription Content Tools
  - National Repository of Online Courses (NROC) – XXXXX
  - MIT Open Courseware - [http://ocw.mit.edu/index.htm](http://ocw.mit.edu/index.htm)

RESOURCE PERSON
Ivy Tech Online Instructional Design Team, Assistant Vice Presidents of Curriculum, Follett Store and Campus Managers