Ivy Tech Community College of Indiana

POLICY TITLE
Online Course Materials Selection and Distribution

POLICY NUMBER
6.11 (Formerly APPM 5.1 & 5.2)

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

CREATION / REVISION / EFFECTIVE DATES
Created May 2001/Revised June 2012/Effective June 2012

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. This policy outlines the selection process for these materials as well as the special considerations made for both selection timelines and adoption for statewide online courses of record.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty and staff responsible for course material selection and adoption.

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 statewide online course being offered. For those courses which are Statewide Online Courses of Record, this text may only be changed with prior authorization from the Center for Instructional Technology based on the development cycle for that course.

The Center for Instructional Technology works with the College’s bookstore provider to place adoptions for all statewide online sections of courses.

Ivy Tech Online 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.

PROCEDURE
Student Purchase of Books and Supplies
All students in distance education courses should be directed to the College's bookstore web site to order their texts and materials.

Ivy Tech Online Course Materials Management Process
The Center for Instructional Technology coordinates the development of online courses on a
statewide level. 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.

The Center for Instructional Technology manages course development projects on a three-year basis. However, textbook publishing cycles rarely align with this three-year timeline.

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, Ivy Tech Online 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 Ivy Tech Online 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.

Ivy Tech Online Course Materials Adoption Process

The Center for Instructional Technology places a single adoption request for textbooks 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, Ivy Tech Online 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

6.10 Distance Education Course Design and Development

9.2 - Safety

Ivy Tech Online Syllabus Template
Ivy Tech Textbook Listings (See Infonet > Departments > Academic Affairs > Textbook Listings)

Ivy Tech eFollett web site – http://ivytech.bkstr.com

Open Source/Subscripton Content Tools
   o National Repository of Online Courses (NROC) – http://www.montereyinstitute.org/nroc/
   o Open Source Library - http://www.opencourselibrary.org/
   o Community College Open Textbook Project - http://collegeopentextbooks.ning.com/
   o SIRIUS Academics - http://www.sirius-education.org/contact.html
   o MIT Open Courseware - http://ocw.mit.edu/index.htm
   o MERLOT – http://www.merlot.org
   o Blackboard Course Sites – http://coursesites.blackboard.com

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