Policy Name:	ADOPTION OF COURSE MATERIALS
Approved By:	Choose an item.
Approval Date:	April 16, 2021
Next Scheduled Renewal Date:	March 2025
Policy Holder:	Education Council
Operational Lead:	Registrar and Director of Institutional Research
Policy Number:	EDU-001

coast mountain college

ADOPTION OF COURSE MATERIALS POLICY

1.00 PURPOSE

    1.1   The purpose of this policy is to guide the selection of course materials at Coast Mountain College (CMTN). Course material should align with the College's core values and strategic plan, course learning outcomes, and accreditation and articulation requirements.

    1.2   This policy supports student success by promoting the timely adoption of affordable course material and open educational resources (OER).

2.00 DEFINITIONS

    2.1   For a list of all definitions related to Educational Policies, see: Education Council Policy and Procedures Definitions.

3.00 POLICY

    3.1   The following guidelines ensure a standardized process for course material acquisition across academic, non-academic, and vocational departments to create efficiencies and improve the affordability of course materials.

    3.2   The faculty and/or Coordinator/Department Head will adopt course materials that align with the approved EdCo course outline.

        a)   EdCo approval may be required to change course material, and must support continued accreditation and transferability.

    3.3   The College supports creating an affordable and accessible learning experience for students. Faculty are encouraged to adopt:

        a)   open educational resources (OER), and

        b)   course material in multiple formats to support accessibility and universal design for learning.

    3.4   Faculty are encouraged to adopt course material that supports the College's strategic plan and core values.

    3.5   In accordance with the College's Student Success Plan, faculty will adopt course material that supports equity, diversity, and inclusion.

3.6 To support the Truth and Reconciliation Commission's Calls to Action, faculty will adopt course material that supports Indigenization and decolonization.

3.7 The College will provide dates by which material is ordered to ensure it is available at the beginning of the program or course start date.

3.8 Faculty and/or Coordinator/Department Head, in conjunction with the Dean's office, will communicate adopted material for all courses (including where no course material is required) to the campus store prior to the ordering deadline for the term.

3.9 When new editions of course material are available or where course material is no longer available, the campus store will notify faculty and Coordinator/Department Head in a timely manner.

3.10 The Dean will notify the campus store of course cancellations.

4.00 PROCEDURES

4.1 The Campus Store Coordinator will receive requests for course material from faculty and/or the Coordinator/Department Head.

a) If course material is not being ordered, a link to the online textbooks, OER, or a note that a series of readings will be provided.

4.2 Course packs align with the College brand, and any photocopies must be clear and professional. Any course packs developed must abide by the *Copyright Act* and the College's copyright policy.

4.3 The number of course materials ordered should adequately supply all students. Orders could be informed by section capacity, minimum and maximum course enrolment, past and projected enrolment, and purchasing trends.

4.4 The campus store has provided the following deadlines for ordering course material to ensure material is available for the start of the term:

a) Fall term ⬚ May 1

b) Winter term ⬚ November 1

c) Spring term ⬚ March 1.

4.5 For programs and courses not aligned with academic term start, course material orders must be submitted a minimum of two months before the course start date.

4.6 If course material is not available, the Campus Store Coordinator will email the faculty and/or Coordinator/Department Head with details and rationale for follow-up.

4.7 Booklists will include the section and the instructor.

4.8 Booklists will be posted to the campus store CMTN webpages no less than 10 business days before the start of each academic term. Lists will be updated as necessary.

5.00 RELATED POLICIES AND PROCEDURES

5.1 ADM-002, *Copyright Policy for Faculty and Staff*

5.2 ADM-002G, *Addendum 1, Copyright Guidelines*

5.3 EDU-005, *Scheduling Policy*

5.4 EDU-008, *Program Development Policy*

6.00   OTHER SUPPORTING DOCUMENTS

6.1   *Copyright Act* (R.S.C., 1985, c. C-42)

7.00   HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			