



# **ADMINISTRATIVE** **PROCEDURE** **DESERT COMMUNITY COLLEGE DISTRICT**

**4031**

## **TEXTBOOK ADOPTION**

1. Textbooks and other instructional materials for the course outline of record (COR) will be recommended for adoption by full-time faculty in a subject area for approval. In the absence of a full-time faculty member in a subject area, the Dean will obtain any necessary information from part-time faculty members or from other sources before making any recommendations.
2. Except as authorized in designated courses, a standard textbook(s) should be adopted for each course COR.
3. For multi-section courses, an alternative text(s) may be recommended for adoption by faculty in the subject area. Except in cases where articulation, licensing, or transfer requirements stipulate that a particular textbook must be used, faculty may choose an equivalent alternative textbook that aligns with the COR. Decisions regarding the equivalency and COR alignment of an alternative textbook will be made in consultation with full-time faculty and part-time faculty members who have expertise in the subject area.
4. When possible, all textbooks will be ordered through the college bookstore.

### **Reference: Education Code 72000(b)**

Administrator: VP Instruction

Approval Date: April 21, 2005

College Council Approval: May 19, 2008

Executive Cabinet Review/Approval: November 1, 2022

Educational Policies and Practices Committee Review/Approval, 1<sup>st</sup> Reading: February 2, 2023

Educational Policies and Practices Committee Review/Approval, 2<sup>nd</sup> Reading: March 2, 2023

All Faculty Senate Review/Approval, 1<sup>st</sup> Reading: March 9, 2023

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: referred back to Educational Policies and Practices Committee and All Faculty Senate to approve CPC revision made April 28, 2023

Educational Policies and Practices Committee Review/Approval, 3<sup>rd</sup> Reading: May 4, 2023

All Faculty Senate Review/Approval, 3<sup>rd</sup> Reading: May 11, 2023

College Planning Council Review/Approval, 3<sup>rd</sup> Reading: May 26, 2023

Board Meeting/Information Item: June 15, 2023

Next Review: June 2028