FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Textbook and Instructional Materials Affordability,

 Adoption Number: 6Hx12:04-16

 And Selection Procedure

AUTHORITY: District Board of Trustees PAGE: 1

RESPONSIBILITY: Vice President of Academic Affairs

OTHER: State Board of Education Rule 6A‑14.092

 Florida Statue 1004.085

 DATE: See History Below

It is the policy of the District Board of Trustees to establish a textbook and instructional materials adoption and selection procedure and to implement rules consistent with requirements specified in Florida Statute regarding textbook and instructional materials affordability.

History: Adopted: 9/08/09; Effective: 09/08/09; Revised: 4/10/25

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Textbook and Instructional Materials Committee

The textbook and instructional materials committee exists to ensure that the college complies with FS 1004.085 and Rule 6A-14.092. The textbook and instructional materials committee will examine any faculty request to change/adopt textbooks or instructional materials to ensure adherence to the law. The committee will provide feedback to faculty requesting book adoptions and will request more information from the faculty when necessary. All committee decisions regarding textbook and instructional materials adoptions are final.

General Guidelines for Faculty and Staff

* No employee of Florida Gateway College may demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook or instructional material for coursework or instruction.
* An employee may receive
	+ Sample copies, instructor copies, and other instructional materials (not to be resold under any circumstances)
	+ Royalties or other compensation from the sale of textbooks or instructional materials that include the instructor’s own writing or work
	+ Honoraria for academic review of course instructional materials
	+ Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors
	+ Training for use of course instructional materials and learning technologies

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Textbook Adoption Procedures

1. Faculty member reviews textbooks and instructional materials for courses being taught in the upcoming semester.
2. If a faculty member determines that a textbook and/or instructional materials need to be changed, a textbook request is submitted to the appropriate coordinator/supervisor.
3. The appropriate coordinator/supervisor reviews the proposed textbook and/or instructional materials change and completes the textbook request form for consideration by the textbook and instructional materials committee.
4. The textbook and instructional materials committee makes a recommendation regarding the proposed textbook and/or instructional materials change and communicates it back to the appropriate supervisor.

1. Full-time and adjunct faculty member(s) are notified of the decision.
2. All approved textbook and instructional materials changes must be submitted by the chairperson of the textbook committee to the bookstore manager.

Criteria for Selecting Textbooks and Instructional Materials

1. Quality, accuracy, depth, and breadth of content
2. Cost to students
3. Current instructional materials have been used for three years or longer unless a substantive change in industry standards requires an updated adoption
4. Reliability of publisher and past experience with publisher’s products
5. Quality and cost of any student support instructional materials and/or instructor support instructional materials

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1. The availability from the publisher of accessible versions of textbooks and instructional materials
2. The accessibility of website content and other electronic media. Videos should be captioned and other instructional materials accessible to assistive technology.
3. Third-party digital learning platforms are able to integrate with the college learning management system.

All sections of a given course will adopt the same textbooks and instructional materials. In all cases, full-time faculty will involve adjuncts where applicable, and instructional coordinators will be available for feedback and guidance. Adjunct faculty should be notified of textbook and/or instructional materials adoptions as soon as possible.

The textbook approval form requires that faculty indicate:

* How long the textbook has been in adoption
* What effort has been made to consider cost to the students
* Confirmation that the faculty member plans to use all instructional materials ordered.

Full-time and part-time faculty may participate in the recommendations of new textbook adoptions. It is the responsibility of full-time faculty to propose textbook adoptions to the appropriate supervisor.

Guidelines for Bookstore

1. The bookstore manager shall confirm that bookstore software reflects the current textbook adoptions each term.
2. The faculty member verifies the correctness of the information pertaining to the textbook currently adopted for the specified course. If there are no changes and the same textbook(s) is/are being readopted, the faculty member will communicate this information to the coordinator/supervisor. If there are changes, please follow the guidelines above.
3. The bookstore manager will readopt textbooks that are not changing in the bookstore software.
4. The textbook and instructional materials committee chairperson shall submit approved textbook changes to the bookstore manager.

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1. In the event that the bookstore manager is unable to secure the availability and/or quantity of the textbook adopted during the ordering process because the textbook is out of print, substituted by the publisher, or otherwise not available, the bookstore manager shall notify the appropriate faculty member and academic dean. The academic dean shall have the authority to approve any temporary changes as deemed necessary if time does not allow for formal approval by the textbook committee.
2. The bookstore manager will compile a textbook list for each term using the data submitted on the Textbook Requisition Form by the coordinator/supervisor or academic dean and will publicize, according to State Board rule, the textbook list via the college website no later than 45 days prior to the date classes begin for that term.

History: Adopted: 09/08/09; Effective: 09/08/09; Revised: 10/10/2017, 11/19/19, 4/10/25