

Subject: Interim Updates to the Textbook Adoption Process
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Memorandum

To: Academic Affairs and Student Affairs
From: Dr. Deidre Price, Senior Vice President for Academic Affairs/College Provost
Dr. Ed Cabellon, Interim Senior Vice President for Student Affairs
Subject: Interim Updates to the Textbook Adoption Process
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As Academic Affairs and Student Affairs continue to identify ways to strengthen support for students and build capacities for future operational enhancements, a process currently under evaluation is textbook adoption. In order for the College to ensure that students receive instructional materials in an affordable and timely way, we must ensure that textbook adoptions are complete and correct in time for a vendor to process all requests. Late or missing book adoptions can create hardships for students, limit their options to rent or buy used, create procurement challenges for the College's bookstore vendor, or result in students not having the textbooks they need on day one of the semester. One solution to these challenges is a textbook adoption schedule that provides enough lead time for ordering, shopping, and shipping.

To reach our goal of timeline book adoptions, the Collegewide Deans Group has been asked to develop a comprehensive textbook adoption process to be used for all courses under Academic and Student Affairs. While this work is underway, an interim solution is being implemented for the upcoming semester to enhance transparency for students, faculty, and staff. This interim solution is outlined below, providing departments time to verify that complete, correct information has been submitted for all classes, ultimately supporting students' access to the required course materials. **For fall 2025 classes, the textbook adoption deadline is on or before March 31, 2025.**

Increase Faculty Awareness

To reinforce the importance of timely textbook adoptions, the following communication schedule has been established:

- **30 Days Prior to Deadline** – A reminder will be sent by the VP/Dean to their respective faculty and staff reiterating the adoption deadline.
- **15 Days Prior to Deadline** – Deans will send targeted communication to department chairs and administrative assistants who have not yet completed textbook adoptions, reminding them of the upcoming deadline.
- **7 Days Prior to Deadline** – Deans will follow up with any remaining department chairs and administrative assistants who have not yet completed all adoptions to identify and resolve any missing or incorrect information.

Preliminary Review and Audit Process

To enhance oversight, the following measures will be implemented:

- **Audit of Textbook Adoptions** – Within **five business days following the deadline**, Deans will be provided with a dataset from which to conduct an audit of textbook adoptions to identify any missing or inconsistent submissions. Deans must submit a report detailing the audit findings to their respective **supervisor** for any missing or incorrect information.

- **Justification for Late Adoptions** – Deans will also submit a form to their respective supervisors providing justification for any late adoptions.

Your collaboration in carrying out this process is critical to providing students with timely access to the necessary course materials. By adhering to these procedures, we help students avoid delays in obtaining textbooks, reduce last-minute financial burdens, and support their academic success from the very start of the term. Please ensure that these requirements are communicated effectively within your area.