ALGONQUIN COLLEGE

AD04	Adoption and Ordering of Course Materials

Classification:	Administration
Responsible Authority:	Director, Campus Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996-02-22
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Mandatory Review Date:	2025-03-11

PURPOSE

The Adoption & Ordering of Course Materials Policy provides a College-wide framework for ensuring timely, cost-effective, and high-quality textbook and course material adoption. As a College-wide framework this policy removes barriers to student learning, retention, and success while maintaining the quality of education and selection of course materials.

SCOPE

This policy applies to all employees requiring course materials, and all employees involved in the adoption and ordering of course materials within Algonquin College.

DEFINITIONS

Word/Term	Definition
Retail Services	The division of Campus Services responsible for the oversight of Connections, the Campus Store, Print Services, and Course Material Services.
Campus Store	Connections, the Campus Store is the identified Ottawa Campus retail location for the receiving, selling, and shipping of course materials to students and other college campuses.
Course Material Services	Course Material Services serves as the stewards of this policy and the contained procedural process to ensure the receiving, ordering, inventory, and returning of course materials.
Print Services	Print Services provides custom course material printing including Coursepacks, Course Manuals, and Print-on-Demand titles as agreements allow with other national and regional publishing houses.
Course Materials	Any item that a student will need to purchase to participate in their courses including, e.g. textbooks, coursepacks, course manuals, computer software, kits, lab books.

Word/Term	Definition
Required Materials	Vital materials and tools to ensure that students can achieve the learning outcomes for a given course, without which would likely impede the student's chance of success.
Suggested Materials	Supplementary materials and tools, which provide additional context and understanding but are not essential to the achievement of learning outcomes for a given course.
Textbook	A book in print or digital format designed to be used in a course to introduce students to a subject or continue instruction at the intermediate or advanced levels of a subject. Textbooks often include study questions, discussion topics, study guides or exercises at the end of each chapter and may be published in subsequent editions to update information in previous editions.
Coursepacks	A compilation of scanned material from a variety of sources e.g. Books, journals, lab notes, textbooks, websites, which a professor has decided to use in a course. Coursepacks may be in a print or digital format and for this policy are treated as textbooks.
Course Manuals	A learning resource developed by a College faculty member or academic department to be used as a lab manual or in replacement of a traditional textbook. Course Manuals may be in a print or digital format and for this policy are treated as textbooks.
Course Required Kits	An assembled grouping of required resources usually developed at the request of a professor or academic department to ensure all of its students purchase precisely the same required materials.
Adoption Coordinator	The program coordinator or other academic area designate responsible for the submission of course materials to the adoption system.
Online Adoption Portal	A database resource management system which recognizes students and faculty when they log in and presents digital resources required for their specific course(s) of study.
Net Promoter Score	An index ranging from -100 to 100 that measures the willingness of customers to recommend a company's products or services to others.

POLICY

The Adoption and Ordering of Course Materials policy process at Algonquin College will promote the strategic direction of the College by promoting innovative and high-quality education and supporting the academic freedom and expertise of the faculty, with the goal of reducing textbook cost as a barrier to students' learning journey. The College supports individual faculty, faculty teams, programs and departments to pursue a variety of options with the goal of reducing course material costs.

The following policy guidelines standardize the textbook adoption process across academic departments to minimize processsing waste and improve the affordability of course materials:

1. Retail Services is directed to be the responsible department for sourcing all the required and suggested course material - textbooks, coursepacks, course manuals, course kits, and course software – needs of professors, staff, and all students regardless of student funding status. The Purchasing department will automatically redirect any requisitions for course materials received to Retail Services.
    1.1. Course Material Services is directed to maintain the course material adoption system, steward the adoption process, and order textbooks, coursepacks, and course manuals as requested by the adoption coordinator to reduce costs and curtail duplication of services.
    1.2. The Campus Store is directed to order, assemble, and distribute course kits as directed by the adoption coordinator and where needed support Course Material Services in the delivery of all other course materials.
    1.3. Print Services is directed to be the printer of choice for course materials including but not limited to coursepacks, course manuals, and print-on-demand textbooks as requested by Course Material Services.

2. Retail Services and the comprised unit teams will negotiate purchases with suppliers to the best financial advantage of the College when purchasing with college funds. If a college department has a particular circumstance requiring department level negotiations, requisitions for such orders must go to the appropriate Retail Services unit.

3. **Schedule**
    3.1. To ensure textbook adoptions are made with enough lead time to confirm availability and, where possible, ensure maximum availability of used textbooks and deployment of digital formats of materials, adoption coordinators will submit adoptions to Course Material Services through an online adoption portal on the following schedule:
        3.1.1. **Coming Academic Year**: First Friday of June
        Winter Term Changes: October 15
        Spring Term Changes: March 15
    3.2. The schedule of textbook adoptions reduces processing waste, supporting faculty or faculty teams who wish to adopt a textbook for multiple terms while establishing change periods for re-evaluation of course materials.
        3.2.1. Course kits and required materials included in college program fees follow the adoption schedule as directed in Policy SA 06 Fees.

4. **Adoption of Course Material**
    4.1. Course Material Services facilitates the textbook and course materials adoption process. Textbooks and course materials are adopted using an online platform.

4.2. Course Material Services assigns each academic department to a Course Material Representative who provides technical support, training, and advisement to adoption coordinators and faculty.

4.3. Adoption Coordinators collate course material adoption requests from faculty, faculty teams, and other academic designates in advance of the adoption schedule. See Appendix 3 for a sample adoption form.

4.4. Selection of textbooks and other course materials is the purview of the faculty member or faculty team, who then communicates their resource selection to the designate adoption coordinator for their program or area of study.

    4.4.1. All sections of a course will use the same course materials except in exceptional circumstances as expressed in AA 26 Course Outlines and Course Section Information policy article 6. Continuity of resource provides consistent instruction across all sections and locations, and students avoid being placed at a financial disadvantage if they change sections.

4.5. Adoption Coordinators report in the adoption system if a faculty member requires or does not require course materials for each course scheduled for registration.

4.6. Course Material Services will ensure that at least 99% of all course material adopted by the deadline is available to purchase for the first day of the academic term.

4.7. Course Material Services will provide adoption reports to Adoption Coordinators and academic department administrators to assist with reviewing cases where a failure to meet the adoption deadline occurred.

5. **Changes to Adopted Course Material**

5.1. Course material for the academic year may be changed at two periods as indicated in point 3.1.1 pending the approval status of course outlines.

5.2. The period for changes will be the four weeks before the adoption deadline. Faculty will notify Course Material Services and their academic chair if removing a required textbook from a course of study happens before a change date detailed in point 3.1.1 of this policy.

6. **Ordering of Course Material**

6.1. Course Material Services will process textbook adoptions as received in the online adoption system.

6.2. Using previous sell-through rates, feedback from faculty and students, and return policies from Publishers, Course Material Services will set a buy-percentage for each title that includes, where possible, options for digital and print formats, including used copies.

6.3. Publishers at various times will modify their product lists identifying some titles out of print. When this occurs Course Material Services will notify the Adoption Coordinator and the faculty member, where indicated, of the need to consider a new edition or different resource.

    6.3.1. At the request of the faculty member or faculty team, their designated Course Material Representative may assist with finding an available solution.

    6.3.2. If 6.3.1 results in a new textbook the adoption, the Adoption Coordinator will submit a new adoption request using the online system.

6.4. Digital materials will be made available on The Campus Store website and Digital Resource Portal; physical textbooks will be received and merchandised by Connections, the Campus Store.

6.5. Course Material Services will order the printing of all coursepacks and course manuals through Print Services.

6.6. All required and suggested course material and their applicable delivery formats will be displayed on the Campus Store Website including any distribution notes.

7. **Course Material Feedback**

7.1. User feedback is critical to the continuous improvement of the course material experience for all stakeholders. Course Material Services, with the support of Campus Services Marketing, will regularly collect user feedback, including the Net Promoter Score (NPS) and Satisfaction rating for course material.

7.2. During week nine of each academic term, a survey will be provided to all Algonquin College students as means to collect feedback to support continuous improvement of the course materials experience.

7.3. Results of the surveys will be shared on the Course Material Services website each academic term.

8. **Departmental Purchasing of Course Materials**

8.1. Some academic programs have course materials included in ancillary program fees and as such purchase material on a budget code for those students to be handed out in class.

8.1.1. If this material is being used on a course of study as indicated on point 4.5 and meets any of the definitions in this policy, all of section 4.0 Adoption of Course Material is applicable.

8.1.2. Print Services should receive all other material printing requests.

9. **Training Support**

9.1. To support all stakeholders in the adoption and ordering of course materials, Course Material Services shall:

- Provide training and support on the textbook adoption process;
- Offer technical training and support for the online adoption system;
- Make every effort to be available to Academic Service areas and the College community as subject matter experts on the adoption and ordering of course materials; and
- Provide access to relevant course material data and reports.

PROCEDURE

Action	Responsibility
1. **Annual Course Material Adoption Cycle – Preparing for Fall Term**	
1.1 Call for the annual list of adoption coordinators by academic program or academic department on the first Monday of April.	Course Material Services
1.2 Identify adoption coordinators for submission to Course Material Services by academic program or academic department on the third Friday of April.	Academic Administrators
1.3 Provide onboarding and training to all identified adoption coordinators.	Course Material Services
1.4 Open the Online Course Adoption (OCA) system for course material adoptions on the first Monday of May.	Course Material Services
1.5 Review course material resource requirements and consider if material will be required or suggested for each assigned course.	Faculty / Academic Teams
1.6 Submit course material to the adoption coordinator for submission to the online adoption system.	Faculty / Academic Teams
1.7 Submission of all course material adoptions entered into the online adoption system by the first Friday of June.	Adoption Coordinators
1.8 For all adoptions submitted by deadline noted in 1.7, adoptions will be processed within 10 business days of the submission deadline.	Course Material Services
1.8.1 If a required course material is not available an email with details and rationale will be sent to the adoption coordinator and lead faculty (if on record) for follow-up.	Course Material Services
1.8.2 Should the faculty member wish to modify the adoption to a course material that is available, an adoption correction must be entered to the online adoption system and the previous adoption removed.	Adoption Coordinators
1.9 Where available a print or digital alternative will be added to all course adoptions to ensure students have a choice in resource format.	Course Material Services
1.10 Order print resources using historic sell-through rates, faculty feedback, and publisher return policies.	Course Material Services

1.11	Post to the College community the Day One readiness score for all course material adopted by deadline as noted in 1.7.	Course Material Services
1.12	Provide a course material feedback survey to all enrolled learners as well as faculty and adoption coordinators.	Campus Services Marketing & Course Material Services
1.13	Provide notice to faculty and students of the intent to return portions of unsold material as of week 10 of the academic term, excluding off-cycle programming.	Course Material Services
1.14	Provide an opportunity for students to sell back select course materials for resale in the next academic term where an adoption for that material is known.	Retail Services
1.15	Bring materials for buyback into Connections the Campus Store at the Ottawa Campus or use the online buyback tool on the Connections website.	Students
1.16	Post student course material survey results on the Course Material Services website.	Campus Services Marketing & Course Material Services
2	**Annual Course Material Adoption Cycle – Winter Adoptions & Corrections**	
2.1	Open the online adoption system for changes to winter term course material adoptions and submission of any new course material requests on October 1.	Course Material Services
2.2	Review course material adoptions for the coming winter term.	Faculty / Academic Teams
2.3	Notify the adoption coordinator of any changes to existing adoptions or any new material to be adopted for the winter term.	Faculty / Academic Teams
2.3.1	All adoptions with no entered changes will be rolled over as the approved adoption for the upcoming term.	
2.4	Enter all course material changes and new adoptions by October 15.	Adoption Coordinators
2.5	For all adoptions submitted by deadline noted in 2.4, adoptions will be processed within 10 business days of the submission deadline.	Course Material Services
2.6	Procedural items 1.8.1 through to and including 1.16 are completed in the stated weeks as applied to the winter term of study.	

3   Annual Course Material Adoption Cycle – Spring Adoptions & Corrections

3.1	Open the online adoption system for changes to spring term course material adoptions and submission of any new course material requests on March 1.	Course Material Services
3.2	Review course material adoptions for the coming spring term.	Faculty / Academic Teams
3.3	Notify the adoption coordinator of any changes to existing adoptions or any new material to be adopted for the winter term.	Faculty / Academic Teams
3.3.1	All adoptions with no entered changes will be rolled over as the approved adoption for the upcoming term.	
3.4	Enter all course material changes and new adoptions by March 15.	Adoption Coordinators
3.5	For all adoptions submitted by deadline noted in 3.4, adoptions will be processed within 10 business days of the submission deadline.	Course Material Services
3.6	Procedural items 1.8.1 through to and including 1.16 are completed in the stated weeks as applied to the spring term of study.	

SUPPORTING DOCUMENTATION

Appendix 1   Guiding Core Principles – College Academic Council
Appendix 2   Course Material Advisory Committee
Appendix 3   Sample Adoption Form
Appendix 4   Adoption and Ordering of Course Materials Procedural Map

RELATED POLICIES

AA 26 Course Outlines and Course Section Information
SA 06 Fees

RELATED MATERIALS

Tuition and Ancillary Fees Minister's Binding Policy Directive: Colleges of Applied Arts and Technology Policy Framework
Course Outline Mapping and Management System (COMMS) website

AD 04: APPENDIX 1

GUIDING CORE PRINCIPLES

Value for Money	When considering a required resource, faculty should be able to know the costs associated with those materials and reflect on whether those resource(s) pose an undue financial barrier on learners. Such information is in line with the Ministry's Binding Directives, which outline that substantial assessments should not come at an additional cost to the students, and that Algonquin's resource policy "... could include a rebate to students of a portion of their textbook fees where bundled assessments represent a substantial portion of a student's mark for a course."
Sustainability- Ecologically, financially, institutionally	Algonquin College has mandated a commitment to sustainability, and as such, should feature in decisions around learning materials. Where possible, considerations around ecological (digital vs print), financial (one-off costs vs recurring subscriptions) and institutional (ability of those resources to be used elsewhere in the College) sustainability should be considered. Where possible, it is worthwhile to consider whether the practices and policies of publishers/suppliers/etc. align with the core values of Algonquin College: Learning, Integrity, Respect, and Caring.
Accessibility	Accessibility for students with Disabilities: The *Access for Ontarians with Disabilities Act* obligations must be met in order to ensure students are able to access course materials. When not inherently accessible the material must quickly and easily be adaptable to the format required to be accessible.
Availability	Purchasing of course materials by the College should be at a level high enough to meet purchasing demand and in a timely manner so that, to the optimal degree possible, students are able to acquire all of their necessary course materials at the beginning of the semester. Ideally, publishers provide a complimentary desktop copy.
Academic Freedom	In accordance with section 13 of the Collective Agreement, the principle of Academic Freedom is fundamental to the realization and preservation of the Colleges' commitment to academic excellence. This freedom carries with it both rights and responsibilities in pursuit of an honest search for knowledge.
Academic Rigour	Principles of Academic Rigour are of paramount importance in order to ensure that the learning environment is robust. As it relates to ordering course materials, it is paramount that faculty have the latitude, time and support necessary to identify and select the resources most appropriate for their learning environments.
Learner Choice	In accordance with the Ministry's Binding Directives, students must retain the right to procure or not procure course material identified as either required or suggested in their course outlines. Recognizing that a choice made by a student to not purchase a required resource may jeopardize their ability to successfully meet the learning outcomes of the course, the choice must ultimately remain with the student. There may be cases where resources can be offered at the optimized price point by 'bundling' products. In these cases, and in accordance with the Ministry's Binding Directive no. 20, subsection iv, students should retain the ability to purchase individual items separately from the bundle.

As approved by College Academic Council – December 09, 2019

AD 04: APPENDIX 2

COURSE MATERIAL ADVISORY COMMITTEE

1. **Name & Status**
   1.1. The Committee shall be known as the Course Material Advisory Committee (CMAC).
   1.2. The Committee shall be a college advisory standing committee, responsible to the General Manager, Retail Services.

2. **Terms of Reference**
   2.1. The Committee shall act as the formal liaison between the College administration, the student body, and the College faculties, on AD04 Adoption and Ordering of Course Materials Policy and user experiences.
   2.2. The Committee shall provide advice, upon request of the Director of Campus Services, on any matter relating to 2.1.

3. **Membership**
   3.1. The composition of the Committee shall be as follows:
      3.1.1. General Manager of Retail Services (ex officio)
      3.1.2. Course Material Services Manager (ex officio)
      3.1.3. Connections the Campus Store representative (ex officio)
      3.1.4. Course Kit / Program Apparel representative (ex officio)
      3.1.5. One or two members of the Board of Directors of the Algonquin College Students' Association (SA) or designates
      3.1.6. Student Governor of the Algonquin College Board of Governors
      3.1.7. Chair of the Learning and Teaching Services or designate
      3.1.8. Two or Three Faculty members from the College Academic Council
      3.1.9. Representative from Algonquin College Library
      3.1.10. Representative from the Centre for Accessible Learning

4. **Terms of Office**
   4.1. The ex officio members shall be members of the Committee for the period for as long as they hold that college position.
   4.2. All non-Retail Services representatives shall serve a one-year term and may be reappointed for a second or subsequent terms.
   4.3. The Committee will be chaired by the Course Material Services Manager (or representative).

5. **Meetings**
   5.1. The Committee shall meet a minimum of three times during the academic year as determined by the General Manager of Retail Services or the Course Material Services Manager.
   5.2. Additional meetings may be held at the call of the Chair or by request of a member majority.

AD 04: APPENDIX 3

SAMPLE ADOPTION FORM

Course Material Requisition Form	Program:
Course Code:	**Course Name:**

COMMS Writer/Course Lead:

Title of Resource:

ISBN-13:
Note:
1. Please provide the ISBN for the PRINT version of your resource. Course Material Services will find the matching digital ISBN and add it to the adoption.
2. If your resource does not have an ISBN, please do not make one up – contact your Course Material Representative so that a resource number can be issued for the adoption.

Edition:
Update to Latest Edition: Yes ☐ No ☐
Would you like your students to have the most recent edition of the resource, even if it is not the one identified above?
Is a Previous edition acceptable? Yes ☐ No ☐
Can a student use a previous edition of this course?
* When this is possible, Course Material Services can more easily bring in used copies of the resources, resulting in a cost savings to your students.

Author:	**Publisher:**
Required: ◯	**Suggested:** ◯

Should students already have this resource from another course or level?

Yes ☐ No ☐

If yes, please list the courses the resource has been on previously:

Does this resource include a study guide/access code etc.?
Yes ☐ No ☐
If yes, please identify the additional component.

Additional Comments:
Is there any other important information that Course Material Services should know about your adoption? (i.e. used in the first class, not used until Week 4, required for placement etc.)
The notes help your Course Material Representative to better understand the resource being adopted and how it is intended to be used by the faculty member)

AD 04: APPENDIX 4

ADOPTION AND ORDERING OF COURSE MATERIALS PROCEDURAL MAP

See next page for double page procedural map.

AD.04
ADOPTION AND ORDERING OF COURSE MATERIALS
PROCEDURAL MAP

Legend:
- Course Material Services
- Academic Administrators
- Faculty / Academic Teams
- Adoption Coordinators
- Campus Services Marketing & Course Material Services
- Retail Services
- Students

FALL TERM

- 1.1 First Monday of April
- 1.2 Third Friday of April
- 1.3 Onboarding and Training
- 1.4 First Monday of May
- 1.5 Review Course Material
- 1.6 Submit Course Material
- 1.7 First Friday of June
- 1.8 Processed 10 Business Days
- 1.8.1 Course Material not available emails
- 1.8.2 Modify the Adoption
- 1.9 Print or Digital Alternative for choice
- 1.10 Order Print Resources
- 1.11 Day One Readiness Score
- 1.12 Course Material Feedback Survey
- 1.13 Begin Returning Materials by Week 10
- 1.14 Offer Buy Back of Course Material
- 1.15 Buyback at Connections
- 1.16 Course Material Survey Results

WINTER TERM

- 2.1 New Course Material Request October 1
- 2.2 Review Course Material
- 2.3 Submit Course Material Changes
  - 2.3.1 Unchanged adoptions will be rolled over for the winter term
- 2.4 Course Material Changes by October 15
- 2.5 Processed 10 Business Days

Continue to Procedural Items 1.8.1 - 1.16

SPRING TERM

- 3.1 New Course Material Request March 1
- 3.2 Submit Course Material Changes
- 3.3 Review Course Material
  - 3.3.1 Unchanged adoptions will be rolled over for the winter term
- 3.4 Course Material Changes by March 15
- 3.5 Processed 10 Business Days

Continue to Procedural Items 1.8.1 - 1.16

AD.04
ADOPTION AND ORDERING OF COURSE MATERIALS
PROCEDURAL MAP

1. Annual Course Material Adoption Cycle – Preparing for Fall Term

1.1 Call for the annual list of adoption coordinators by academic program or academic department on the first Monday of April.

1.2 Identify adoption coordinators for submission to Course Material Services by academic program or academic department on the third Friday of April.

1.3 Provide onboarding and training to all identified adoption coordinators.

1.4 Open the Online Course Adoption (OCA) system for course material adoptions on the first Monday of May.

1.5 Review course material resource requirements and consider if material will be required or suggested for each assigned course.

1.6 Submit course material to the adoption coordinator for submission to the online adoption system.

1.7 Submission of all course material adoptions entered into the online adoption system by the first Friday of June.

1.8 For all adoptions submitted by deadline noted in 1.7, adoptions will be processed within 10 business days of the submission deadline.

1.8.1 If a required course material is not available an email with details and rationale will be sent to the adoption coordinator and lead faculty (if on record) for follow-up.

1.8.2 Should the faculty member wish to modify the adoption to a course material that is available, an adoption correction must be entered to the online adoption system and the previous adoption removed.

1.9 Where available a print or digital alternative will be added to all course adoptions to ensure students have a choice in resource format.

1.10 Order print resources using historic sell-through rates, faculty feedback, and publisher return policies.

1.11 Post to the college community the Day One readiness score for all course material adopted by deadline as noted in 1.7.

1.12 Provide a course material feedback survey to all enrolled learners.

1.13 Provide notice to faculty and students of the intent to return portions of unsold material as of week 10 of the academic term, excluding off-cycle programming.

1.14 Provide an opportunity for students to sell back select course materials for resale in the next academic term where an adoption for that material is known.

1.15 Bring materials for buyback into Connections the Campus Store at the Ottawa Campus or use the online buyback tool on the Connections website.

1.16 Post student course material survey results on the Course Material Services website.

2. Annual Course Material Adoption Cycle – Winter Adoptions & Corrections

2.1 Open the online adoption system for changes to winter term course material adoptions and submission of any new course material requests on October 1.

2.2 Review course material adoptions for the coming winter term.

2.3 Notify the adoption coordinator of any changes to existing adoptions or any new material to be adopted for the winter term.

2.3.1 All adoptions with no entered changes will be rolled over as the approved adoption for the upcoming term.

2.4 Enter all course material changes and new adoptions by October 15.

2.5 For all adoptions submitted by deadline noted in 2.4, adoptions will be processed within 10 business days of the submission deadline.

2.6 Procedural items 1.8.1 through to and including 1.16 are completed in the stated weeks as applied to the winter term of study.

3. Annual Course Material Adoption Cycle – Spring Adoptions & Corrections

3.1 Open the online adoption system for changes to spring term course material adoptions and submission of any new course material requests on March 1.

3.2 Review course material adoptions for the coming spring term.

3.3 Notify the adoption coordinator of any changes to existing adoptions or any new material to be adopted for the winter term.

3.3.1 All adoptions with no entered changes will be rolled over as the approved adoption for the upcoming term.

3.4 Enter all course material changes and new adoptions by March 15.

3.5 For all adoptions submitted by deadline noted in 3.4, adoptions will be processed within 10 business days of the submission deadline.

3.6 Procedural items 1.8.1 through to and including 1.16 are completed in the stated weeks as applied to the spring term of study.

ALGONQUIN COLLEGE | Course Material Services

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