What Textbooks Should Be On the Course Outline? How Are New and Revised Textbooks Approved? Which Types of Textbooks Should be Used in a Course?

Are the textbooks/readings listed on course outlines meant to be 'the only' options, or representative of the types of readings assigned?

Title 5 section 55002 is quite clear as to answering this question. http://www.cccco.edu/Portals/4/guidelines_t5_chapter6part1_06252008.doc#_Toc191970318 (see page 8)

"The course outline shall also **specify types or provide examples** of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students"

As this indicates, the course outline should specify the types of reading and writing assignments included in the course (such as a textbook, a lab manual, etc.). Readings listed on course outlines submitted need not be definitive, but should be representative of what will be used by instructors teaching the course.

How are new and revised textbooks approved at C &!?

C & I validates choices made by faculty within disciplines for textbooks/readings. We can offer guidance and help to clarify what's allowable under Title 5, but divisions/faculty should develop internal policies in terms of text selection which accord with the philosophy of the division.

Any time a division or department wishes to update or change a textbook (or textbooks) changes should be made within a division or department <u>and</u> forwarded to the co-chairs of the C & I committee as information items. Because C & I maintains the most current database of course outlines available on campus, it is imperative that they be forwarded any outlines which have had technical changes to them.

Is there any guidance/policy in Title 5 or other areas as to whether specific authors/texts are not allowable due to conflicts of interest, etc.?

Here's the guidance that can be found.

55002(a)2F

The coursework [should call] for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.

55002(a)2G

The course [should require] learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.

The Academic Senate for California Community Colleges publishes a useful text entitled The Course Outline of Record: A Curriculum Reference Guide. http://asccc.org/sites/default/files/Curriculum-paper.pdf In this "Chancellor's Office Approved" publication, on pages 40-41 it interprets the sections of Title 5 above. In doing so, it suggests that these sections of Title 5 offers guidance for textbook selection included on the course outline.

Here's what it has to say:

"Texts and instructional materials should be completely referenced: author, title, publisher, and date.

The primary text plays a central role in the articulation of a course. It should be clearly recognized by those in the discipline at other institutions as a major work which presents the fundamental theories and practices of the subject.

The currency of textbooks is an important consideration and can vary greatly from subject to subject. Some courses may use reference manuals that are long standing icons of their respective fields. On the other end of the spectrum, UC and CSU generally require texts that are no more than five years old. Explanations should be provided when texts are more than five years old."

In sum: when divisions/faculty select a textbook it should be recognized as a major work. Therefore, if a faculty member authored a book recognized as such, there would not seem to be any issues with including it as a representative reading on a course outline.