MEMORANDUM

DATE: February 27, 2014
TO: All TAMU-CC Faculty Members
FROM: Chris Markwood, Provost and Vice President for Academic Affairs
RE: Early Textbook Adoption Procedure

In an effort to help control textbook costs for students, Congress approved Section 133, subsection (d) (1) of the Higher Education Opportunity Act of 2008 that requires the disclosure of “the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes…”

To be honest, we have struggled to fully meet this federal expectation.

This spring semester, to help us comply with Section 133 of the HEOA, a new procedure for early textbook adoptions was piloted with significant success. As a result, we will move forward with this procedure for early textbook adoption as a way to increase our compliance with federal expectations and efficiency in providing this information to our students. As you know, earlier adoption of textbooks gives the bookstore more time to obtain used copies of textbooks, when available, and serves as a mechanism to ensure that we are making an effort to reduce the cost of attendance.

The new textbook adoption procedure is also intended, in part, to reduce faculty load.

Beginning with the upcoming textbook adoption cycle, rather than faculty having to notify the bookstore for every book renewal, if textbook adoptions or changes are not received two weeks prior to the start of student registration, which opens on March 31, 2014 for the upcoming summer and fall semesters, the bookstore will automatically adopt the textbook(s) used the previous semester for any courses that have the same faculty member assigned.

The bookstore will first use the semester immediately preceding the new one (e.g. fall to spring); if the course wasn’t offered then, they will refer to the most recent previous semester (e.g. fall to fall). Customized textbooks will not be automatically re-adopted. When/if new editions are available, the bookstore will automatically update to the newest edition of a textbook.

For the coming summer and fall terms, the deadline to submit textbook adoptions or changes will be Wednesday, March 19, 2014.

Once all information is entered, the bookstore will supply each department with a list of courses that still need textbook decisions made.

Textbook changes will not be allowed after student registration has begun, except for when exceptional circumstances exist and with approval of the college dean.