Jefferson State Community College

Instructions for Adoption of Open Educational Resources for College Courses

Instructors and departments assess classes on a regular basis, and determination of educational resources shall continue to be part of the assessment process. When a department is looking to make changes to textbooks in a course, it shall follow the procedures laid out below.

1. Determination of official course textbook change: Within Student Learning Outcome documents for yearly course evaluation, the need for examining alternative textbooks should be noted. As department chairs and faculty within the department meet for annual assessment discussions, the determination for such change should be presented.

2. Creation of textbook evaluation committee: Once the determination for textbook change is made, department chairs will assign or choose volunteers for a textbook evaluation committee with a chair. The textbook evaluation committee is tasked with the following directions:

   a. **Discovery**: Search OER Repository for viable OER options within subject area and take recommendations from other institutions or colleagues for viable OER options if applicable. Determine at least three options to review.

   b. **Review**: Each member of the evaluation committee shall monitor the OER options and complete an OER Review Form on each option.

   c. **Recommend**: Once each member has evaluated chosen materials and all review forms have been submitted to the chair, the committee will meet to discuss the consensus on textbook adoption. The chair will send the recommendation along with the review materials to the Department/Program Chair with suggested implementation timeline.

3. Submission of textbook selection to Department/Program Chairs: The textbook committee will submit their official recommendation for the new official course textbook to the indicated individual within the department.

4. Approval Processed by Department/Program Chairs: The department or program chair will use the approval checklist to determine approval or rejection of selected course textbook and return checklist to committee and appropriate Associate Dean.

   a. **Approval**: Checklist and Implementation Plan will be submitted to both the evaluation committee and the appropriate Associate Dean

   b. **Rejection**: Checklist with rejection notice will be submitted to the evaluation committee

5. Associate Dean Presentation to Dean of Instruction: Associate Dean will sign off on approval process and send paperwork to Dean of Instruction.

6. Accessibility Created: Once all approval channels have been met, the department representative will collaborate with the library to add the title to the OER repository according to license agreement.

7. Faculty Presentation and Training: Once a new textbook has been approved, the evaluation committee and department/program chair will schedule meetings/training sessions for all instructors to receive materials and training on use of materials.