

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Instructional Materials (EDA)	Section E: Instruction	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Instructional Resources	Policy: EDA (Local)	
Subtitle: Instructional Materials	Date Adopted: 8-01-20	

Purpose

Provides the procedures for providing the College bookstore with an official booklist.

Procedure

1. The members of each academic department or program shall produce an official book order list in advance of the fall, spring, and summer semesters.
2. With oversight from the division chair, the department head/program director, as appropriate, is responsible for approving textbooks.
3. Department heads/program directors should select one book (or set of books) per course, regardless of section, location, or instructor. Adopting one textbook helps ensure the consistency of student learning outcomes in all course sections. The uniformity of textbook selections minimizes potential confusion for students who may add or drop sections of courses and enroll in a different section taught by another faculty member. Book selections should not vary by course section or instructor.
4. The department head, program director, or program coordinator completes the official book- order list, provided by the bookstore supervisor, by the last Friday of the months of October (for winter mini and spring term), March (for May mini and summer term), and April (for fall term). The pre-formatted list must include the following:
 - a. Course number and title
 - b. Author, title, publisher, and edition
 - c. ISBN Number
 - d. Estimated quantity required for each campus

5. The bookstore orders and stocks the books.

- a. If an insufficient number of books are ordered, thus student demand is unmet; the bookstore supervisor acquires a sufficient number of books within a reasonable time frame, usually 48 hours.
- b. It is the responsibility of the department head/program director to communicate issues with book orders to the WCJC bookstore liaison.

Date Prepared: 9-4-20 (Lac)

Revised date: