

April 2017

Dear Faculty,

Deans, Directors and Coordinators have been working with the Bookstore and Lean Department to establish a new electronic system that will clearly communicate which textbooks and instructional materials are program-authorized, streamline requesting new textbooks for program authorization, and simplify textbook ordering by the Bookstore. These changes support our [Master Academic Plan](#)'s initiative of continuous improvement and textbook affordability for students and helps Chemeketa meet the requirements of HB2871.

We want to bring your attention to some new practices:

1. **All program-authorized textbooks are now listed on an Authorized Textbook List. Only textbooks on this list may be used in courses.** Textbooks are identified as either Default, Alternate or Alternate (pilot).
 - Default books are the program's pre-selected textbooks that will be used in the majority of course sections.
 - Alternate and Alternate (pilot) books are program-authorized textbooks that may be chosen by an individual instructor for use in their course sections. *The Bookstore will order default textbook(s) unless an instructor selects an Alternate textbook.*

2. **Textbook Selection and Ordering** (see attached document, Steps to Select Textbooks)
 - If a faculty member plans to use **Default** books, no further action is required. The Bookstore will automatically order those textbooks.
 - If a faculty member plans to use an **Alternate** or **Alternate (pilot)** book, they must select an **Alternate Textbook. Selections are due:**
 - **End of the tenth week of spring term for fall term use**
 - **End of the fourth week of preceding term for summer, winter and spring term use**Selections submitted after the term deadlines will be applied the following term. **Alternate Textbook Selections will remain active and will be used for all subsequent terms until the textbook is removed from the Authorized Textbook List or the selection is adjusted by the instructor.**
 - Beginning summer term 2017, the Bookstore will use the information provided on the Authorized Textbook List and the Alternate Textbook Selection List to order textbooks. These lists will also be used to identify the low cost/no cost-designated CRNs in the class schedule search, as mandated by HB2871.

3. **If a faculty member is interested in using a textbook that is not on the Authorized List they must submit a Request to Modify the Authorized Textbook List and contact the program chair to discuss.** Requests are reviewed and authorized by the program chair and program dean. Requests are due: April 1 (summer term), May 1 (fall term), October 1 (winter term), January 1 (spring term). Requests submitted after the due date will be available the following term, if authorized by the program chair and dean.

Additional information about these processes are posted on the Bookstore's dashboard site. If you have questions please contact the program dean. Thank you for your support as we continue to improve textbook affordability for students.

Jim Eustrom

The Bookstore's dashboard site contains all textbook information for courses. Visit bookstore.chemeketa.edu → Faculty tab to be routed to dashboard, or go directly to dashboard.chemeketa.edu/services/bookstore. See attached document, Accessing Dashboard from Home, for tips to access Dashboard.
