Instructional Materials Procedures

The intent of this document is to disseminate the process for communicating and providing access to a current and accurate list of instructional materials for every credit course offered by Central Texas College to include traditional and alternate delivery instructional methods.

Instructional Departments Responsibility:

1. Identify the instructional materials.
2. Verify the item(s) availability, currency, and correct **student edition** ISBN with textbook publisher.
3. Proceed with their departmental book adoption/review process.
4. Update course syllabi, stating only the URL for the Instructional Materials web site. This will ensure consistency and currency of the required course materials. The updated syllabus will reflect the textbook change in unit objectives and learning activities.
5. Follow the *Guidelines for Instructional Material Reporting* *(page 3)* and enter all instructional materials information, for all delivery methods, into the department's Instructional Materials spreadsheet.
6. Review and revise the list on a quarterly schedule beginning at least 12 weeks prior to the January, April, July, and October start dates.
7. Send the spreadsheet to Instructional Services per the quarterly schedule or as needed for exceptions. *(page 7)*
8. Remember due dates. Once the department spreadsheets have been compiled, no further changes can be made.

Instructional Services Responsibility:

1. Instructional Services is responsible for the institution's list of instructional materials. This list includes ALL active credit courses regardless of where offered or by which delivery method.
2. The list is maintained in a database accessible through a searchable web site at www.ctcd.edu/books
3. The web site allows for searches for specific courses by their course identifier and by the instructional method.
4. Upon receipt of the Instructional Materials spreadsheets from each Instructional Department, Instructional Services compiles the information into a database, updates the Instructional Materials website, and provides the revised master list to: CTC Bookstore Textbook Manager, MBS Direct, Campus Deans, and Distance Education & Educational Technology. Instructional Services follows the quarterly calendar in the disbursement of the reports (*Page 7*).
5. A 'Notes' field is included on the Instructional Materials spreadsheet that reflects immediate or future changes impacting textbook availability and/or changes. Any

other information deemed necessary to ensure that the student has pertinent information regarding the course instructional material(s) requirements is also included in this field; i.e. need jump drive, must have paint brush, need scientific calculator, need eraser, must be able to read and write, etc.

Central Campus Bookstore Responsibility:
Review the quarterly Instructional Materials report for acquisitions needed.

MBS Direct Responsibility:
Review the quarterly Instructional Materials report for acquisitions needed.

Campus Deans Responsibility:
Review the quarterly Instructional Materials report for acquisitions needed.

Distance Education & Educational Technology Responsibility:
Review the quarterly Instructional Materials report for acquisitions needed.

Guidelines for Instructional Materials Spreadsheets

The instructional materials process begins with the Excel spreadsheet. If you have questions regarding Excel and/or formatting of the spreadsheet, please contact Instructional Services. It is important that the formatting not be changed. The spreadsheets are formatted to be converted to a database and displayed on the web.

Use the following instructions to complete/update departmental instructional materials spreadsheets:

NOTE: R eview each piece of information on your spreadsheet and only make changes to those items that need changing. Please do not enter data in upper case.

Column A (Course ID)

Course identification – Combination of course prefix and course number - without a space. Example: BMGT2489

Column B (Print text ISBN)

Enter the 13 digit ISBN without spaces or dashes that will be used for the Print Text version of textbook.

Column C (E-Book ISBN)

Enter the 13 digit ISBN without spaces or dashes that will be used for the E-Book version of textbook.

ISBN – the International Standard Book Number (ISBN) is currently 13 characters in length, however there are exceptions, i.e. CTC published material, and materials assigned an MBS number. The 13 digit ISBN will be entered without any spaces or dashes. In some cases, even though you have entered the correct ISBN, Excel will delete any leading zeros unless formatted as text (right mouse click on cell – choose format cells). On the "number" tab select TEXT. Please verify ISBNs before submitting to Instructional Services. To convert 10 digit ISBN to 13 digits you can visit http://isbn13converter.pearsoned.com/. **If an adoption will occur DURING the report cycle, place an asterisk next to the ISBN with the phrase "see notes" to alert the student to read further down the page. If you have any questions, please contact Instructional Services at extension 1154.**

Column D (Method)

Method - This field is necessary for searching the instructional materials database from the web page. Field CANNOT be left blank. Please do not add any punctuation to this field.

Allowable codes are:	Examples:
T - Traditional (Classroom) **O - Online (or Online/Self-Paced)** **B – Blended** **C - CD-ROM** **P - SD (Secure Digital) Card** **S - Self-Paced (Skills Center on main campus)**	

Method	Method Code Meaning
TO	Offered in the classroom (traditional) and online
CP	Offered offline on compact disc or SD card
TOC	Offered in the classroom (traditional), online, and on compact disc
T	Offered in the classroom (traditional only)
OC	Offered online and on compact disc
CPS	Offered on compact disc, SD card, and self paced

Column E – (Req or Opt)

Required or Optional – This field indicates whether the materials are required to be purchased by the student or not. This field is used to maintain the appropriate inventory for student purchases of required and optional instructional materials through the CTC bookstore and MBS Direct.

- **Required – any instructional material the student must have.**
- **Optional – any instructional material the instructor considers "nice to have" but is not required for the student to purchase.**
- **A column may not contain both a Required and an Optional entry.**
  - **If both Print text and E-book options are available for the required materials enter-**
    Required: Students can either buy the printed text or the e-book.

Column F – (System requirements for E-book)

Enter the following into this field:
Please read information at this site www.ctcd.edu/e-books/
This field will only show if an e-book has been listed in the E-book ISBN field.

Column G – (Notes)

Notes – This field should include information that is relevant to the students' participation in the course. This field displays on the website whenever it is populated with data. If this field is left blank, it will not appear on the instructional materials website.

- **Make sure that your notes are clear and complete.**
- **This field can take an unlimited amount of characters.**
- **For offline materials (compact disc and SD cards), enter the textbook title(s) and edition number(s) that were used to create the master compact disc or SD card prefaced with the phrase: "Source textbook:"**

Example: Source textbook: Community-Based Corrections, 7th Ed

Column H – (Book Title)

Book Title - Field appears on the web page exactly as entered on the spreadsheet. If abbreviations are used, they must be understandable to the student viewing the information. NOTE: if course uses a custom bundle, enter the phrase "Custom bundle

includes:" and then list the individual components contained in the bundle. Refrain from using abbreviations when describing components as some students may find this information ambiguous. This field can take an unlimited amount of characters.

For compact discs and SD cards, enter the Course ID followed by the word "Course" and then either SD Card or Compact Disc
Example: CRIJ 2301 Course SD Card

Column I – (Ed)

Edition – If the edition number is not listed on the first few pages of the textbook, list it as the first edition, otherwise, enter the number that is displayed. Examples: 1st, 2nd, 3rd, etc. For Module or Lab books printed by the Central Texas College reprographics department, enter the publication date in month/year format.

Column J – (Copy)

Copyright - This field contains a 4 digit year. It can be found on the first several pages of the book and will be preceded by the © symbol.

Column K – (Author)

Author – Last name, First name. If there is more than one author, please enter the first author ONLY. This field appears on the web page exactly as entered on the spreadsheets.

Column L – (Pub)

Publisher - This field contains the publisher's name as listed on one of the first several pages of the textbook or on the outside binding.

Column M – (Course Title)

Course title – This field appears on the web page exactly as entered on the spreadsheet. Do NOT use abbreviations. This field can take an unlimited amount of characters.

Column N – (Dept ID)

Department identification - Populate field with the two character department code.

AG	Agriculture	IT	Industrial Technologies
AV	Aviation	MA	Mathematics
BU	Business Admin	MH	Mental Health
CD	Early Childhood Development	ML	Medical Lab
CO	Communications	NS	Natural Science
CS	Computer Science	NU	Nursing – ADN, Nursing - VN
DF	Drafting and Design	OT	Office Technologies
DS	Developmental Studies	PE	Kinesiology/Wellness
EL	Electronics	PS	Criminal Justice
EM	Emergency Medical	RT	Radio/Television
ES	English as a Second Language	SS	Social/Behavioral Sciences

FA	**Fine Arts**		

Column O – (Crse Prefix)

Course prefix - This field is necessary for searching the instructional materials database from the web page. Field CANNOT be left blank. Examples: BMGT, COMM, ABDR, GOVT (Prefix must match the prefix entered for Course ID in column A)

Column P – (Crse Nbr)

Course number - This field is necessary for searching the instructional materials database from the web page. Field CANNOT be left blank Examples: 1301, 2301, 2453, 1404 (Course Number must match the course number entered for Course ID in column A)

Column Q – (Date Entered)

Date entered – This field is changed when ANY information in that row has been updated or when an initial entry is made. Please enter the date as MM/DD/YY.

Column R – (Entered By)

Entered by – Point of contact for questions regarding instructional materials.

Instructional Materials Reporting Calendar

Jan 2, 2014 Department review/revise Instructional Materials spreadsheets for Apr/May/Jun quarter
Jan 13, 2014 Departmental spreadsheets with revisions due to Instructional Services
Jan 15, 2014 Send preliminary list to MBS and CTC bookstore
Jan 20, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution
Jan 20-24, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page
Jan 24, 2014 Final Report is provided to MBS Direct and campus Deans

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Apr 1, 2014 Department review/revise Instructional Materials spreadsheets for Jul/Aug/Sep quarter
Apr 14, 2014 Departmental spreadsheets with revisions due to Instructional Services
Apr 16, 2014 Send preliminary list to MBS and CTC bookstore
Apr 21, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution
Apr 21-25, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page
Apr 25, 2014 Final Report is provided to MBS Direct and campus Deans

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Jul 1, 2014 Department review/revise Instructional Materials spreadsheets for Oct/Nov/Dec quarter
Jul 14, 2014 Departmental spreadsheets with revisions due to Instructional Services
Jul 16, 2014 Send preliminary list to MBS and CTC bookstore
Jul 21, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution
Jul 21-25, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page
Jul 25, 2014 Final Report is provided to MBS Direct and campus Deans

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Oct 1, 2014 Department review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter
Oct 13, 2014 Departmental spreadsheets with revisions due to Instructional Services
Oct 15, 2014 Send preliminary list to MBS and CTC bookstore
Oct 20, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution
Oct 20-24, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page
Oct 24, 2014 Final Report is provided to MBS Direct and campus Deans

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Jan 2, 2015 Department review/revise Instructional Materials spreadsheets for Apr/May/Jun

quarter
Jan 12, 2015 Departmental spreadsheets with revisions due to Instructional Services
Jan 14, 2015 Send preliminary list to MBS and CTC bookstore
Jan 19, 2015 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution
Jan 19-23, 2015 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page
Jan 23, 2015 Final Report is provided to MBS Direct and campus Deans

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