

## 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. The flow of the process is demonstrated by the chart at **Appendix A**.

### Instructional Departments Responsibility:

1. Instructional Specialist identifies the instructional materials.
2. Instructional Specialist verifies the item(s) availability, currency, and correct **student edition** ISBN with textbook publisher.
3. Instructional Specialists proceed with their departmental book adoption/review process.
4. Instructional Specialist updates 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. Follows the *Guidelines for Instructional Material Reporting* (**Appendix B**) enters all instructional materials information, for all delivery methods, into the department's Instructional Materials spreadsheet.
6. Reviews and revises the list on a quarterly schedule beginning at least 12 weeks prior to the January, April, July, and October start dates.
7. Sends the spreadsheet to Instructional Services per the quarterly schedule or as needed for exceptions. (**Appendix C**)

### Instructional Services Department 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 [http://www.ctcd.edu/im/im\\_main.asp](http://www.ctcd.edu/im/im_main.asp).
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 (GoArmyEd and eArmyU), Campus Deans, and Distance Education & Educational Technology. Instructional Services follows the quarterly calendar in the disbursement of the reports (**Appendix C**).
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.
6. The spreadsheet includes a “future adoptions” field which will be used to project future adoptions that are outside of the quarterly reporting period.

**Central Campus Bookstore Responsibility:**

Reviews the quarterly Instructional Materials report for acquisitions needed.

**MBS Direct (GoArmyEd/eArmyU) Responsibility:**

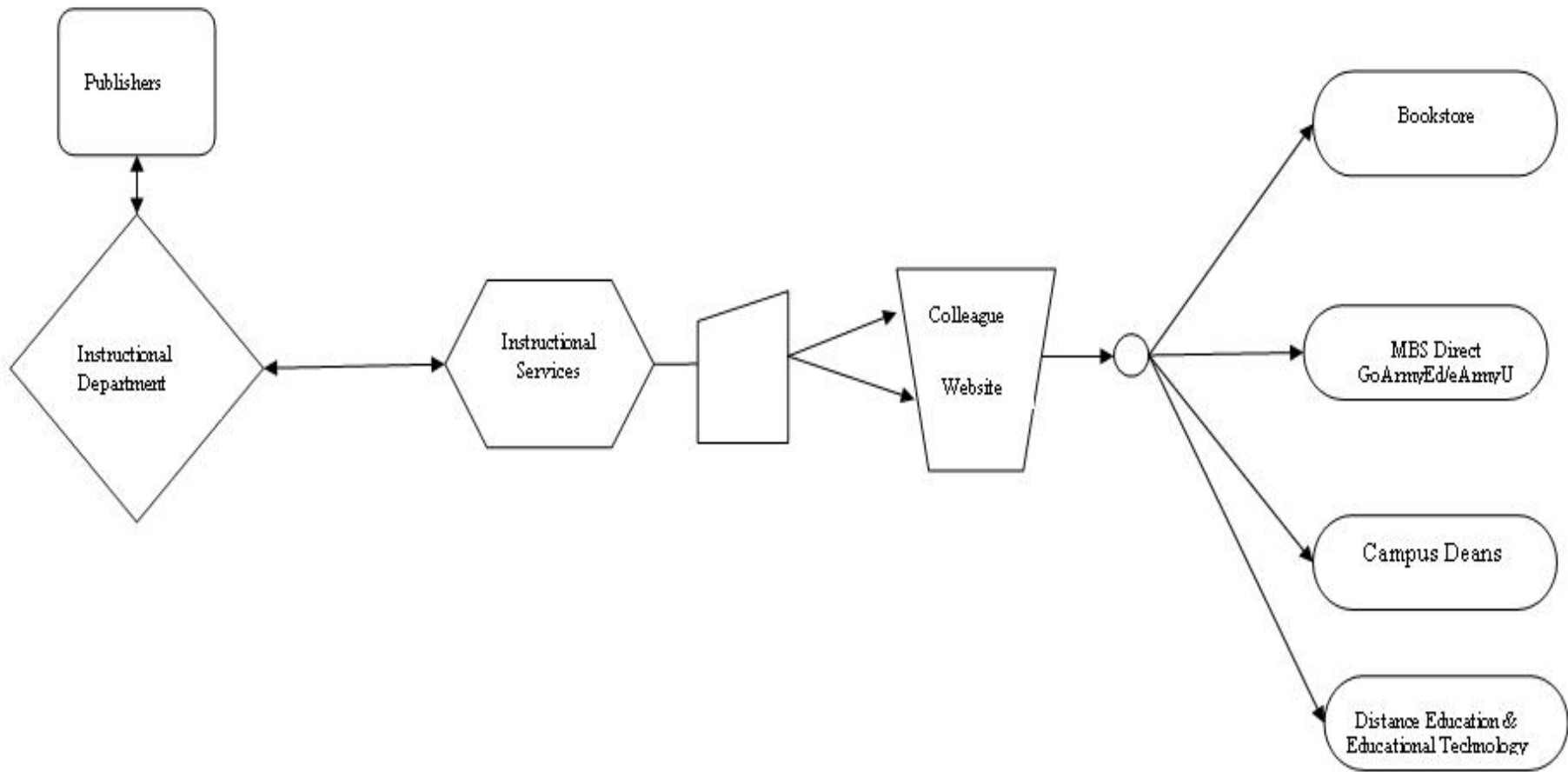
Reviews the quarterly Instructional Materials report for acquisitions needed.

**Campus Deans Responsibility:**

Reviews the quarterly Instructional Materials report for acquisitions needed.

**Distance Education & Educational Technology Responsibility:**

Reviews the quarterly Instructional Materials report for acquisitions needed.



## Guidelines for Instructional Materials Spreadsheets

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

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

**NOTE: Please review 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 – (ISBN)**

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 C - (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:	
<b>T - Traditional (Classroom)</b> <b>O - Online (or Online/Self-Paced)</b> <b>C - CD-ROM</b> <b>P - SD (Secure Digital) Card</b> <b>S - Self-Paced (Skills Center on main campus)</b>	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 D – (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.**

**Only one of two entries can be made in this column:**

**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.**

### **Column E – (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. If the department has adopted new materials that will be effective DURING the reporting period, the information displayed should contain at a minimum, the textbook edition, textbook title, and ISBN if known. 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 F – (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 G – (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: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. For Module or Lab books printed by the Central Texas College reprographics department, enter the publication date in month/year format.**

### **Column H – (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 I – (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 J – (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 K – (eAU Req Supps)**

eArmyU Required Supplements - This field contains non-textbook materials that soldiers are required to purchase on their own, such as calculators and web cameras. Contact Instructional Services if you are unsure which items go here.

### **Column L – (Future Adoptions)**

Future Adoptions - This field will include the textbook title, publisher, effective date, and ISBN (if known) of any future adoptions that will NOT occur during the reporting cycle.

### **Column M – (Course Title)**

Course title – This 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. This field can take an unlimited amount of characters.

### **Column N – (Dept ID)**

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

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

### **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

### **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

### **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 Review/Reporting Calendar**

**Oct 4, 2010 Departments review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter**

**Oct 18, 2010 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Oct 20, 2010 Send preliminary list to MBS and CTC bookstore**

**Oct 25, 2010 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Oct 25 - 29, 2010 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Oct 29, 2010 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans.**

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**Jan 3, 2011 Departments review/revise Instructional Materials spreadsheets for Apr/May/Jun quarter**

**Jan 17, 2011 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Jan 19, 2011 Send preliminary list to MBS and CTC bookstore**

**Jan 24, 2011 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Jan 24 - 28, 2011 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Jan 28, 2011 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Apr 4, 2011 Departments review/revise Instructional Materials spreadsheets for Jul/Aug/Sep quarter**

**Apr 18, 2011 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Apr 20, 2011 Send preliminary list to MBS and CTC bookstore**

**Apr 25, 2011 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Apr 25 - 29, 2011 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Apr 29, 2011 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Jul 5, 2011 Departments review/revise Instructional Materials spreadsheets for Oct/Nov/Dec quarter**

**Jul 18, 2011 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Jul 20, 2011 Send preliminary list to MBS and CTC bookstore**

**Jul 25, 2011 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Jul 25 - 29, 2011 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Jul 29, 2011 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Oct 3, 2011 Departments review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter**

**Oct 17, 2011 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Oct 19, 2011 Send preliminary list to MBS and CTC bookstore**

**Oct 24, 2011 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Oct 24 - 28, 2011 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Oct 28, 2011 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Jan 3, 2012 Departments review/revise Instructional Materials spreadsheets for Apr/May/Jun quarter**

**Jan 16, 2012 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Jan 18, 2012 Send preliminary list to MBS and CTC bookstore**

**Jan 23, 2012 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Jan 23 - 27, 2012 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Jan 27, 2012 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Apr 2, 2012 Departments review/revise Instructional Materials spreadsheets for Jul/Aug/Sep quarter**

**Apr 16, 2012 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Apr 18, 2012 Send preliminary list to MBS and CTC bookstore**

**Apr 23, 2012 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Apr 23 - 27, 2012 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Apr 27, 2012 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Jul 2, 2012 Departments review/revise Instructional Materials spreadsheets for Oct/Nov/Dec quarter**

**Jul 16, 2012 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Jul 18, 2012 Send preliminary list to MBS and CTC bookstore**

**Jul 23, 2012 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Jul 23 - 27, 2012 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Jul 27, 2012 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**

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**Oct 1, 2012 Departments review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter**

**Oct 18, 2012 Departmental spreadsheets with revisions due to Instructional and Accreditation Support Services**

**Oct 15, 2012 Send preliminary list to MBS and CTC bookstore**

**Oct 17, 2012 Instructional Materials issues identified by bookstore and MBS Direct sent to Instructional Departments for resolution**

**Oct 22 - 26, 2012 Instructional and Accreditation Support Services compiles the departmental spreadsheets, sends reports as required, and updates the web page**

**Oct 26, 2012 Final Report is provided to MBS Direct (GoArmyEd/eArmyU) and campus Deans**