

**BOARD POLICY 4045****Textbooks and Instructional Materials**

The responsibility for the selection of textbooks rests with the faculty teaching the subject.

For the purpose of this policy, the term textbook includes required or recommended learning materials, including books, laboratory manuals, workbooks, student supplements, or other printed, multi-media, or electronic material.

The official course outline of record sets forth the goals and objectives of each individual course of study. All texts and other materials utilized in the learning process shall be compatible with and evaluated in light of the course outline of record.

Textbooks should reflect professional standards in content and design as well as reasonable cost to students. In accordance with El Camino Board Policy 1600: Full Inclusion of People with Disabilities, instructors are encouraged to select and utilize instructional materials that are available in alternate format or whose copyright permission is easily obtainable.

In order to minimize cost to students, the usual period of adoption for texts will be two academic years. Special consideration for earlier change may be given under extenuating circumstances.

All texts shall fully meet the requirements of the California Education Code 78900 et. Seq.

Procedures for implementing the policy will be developed in collegial consultation with the Academic Senate, as defined in CCR § 53200.

Previous Board Policy Number: 6133

El Camino College

Adopted: 3/14/66

Amended: 4/20/80, 4/19/99, 5/19/08

Renumbered: 5/16/05