

COLUMBIA COLLEGE

Textbook and Course Syllabus Review Process

NOTE: Must; Shall; Will: Should: May or Could; Can:	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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POLICY

It is the policy of the College to use textbooks that are appropriate to the course curricula.

In consultation with faculty, each department/program manager will review the current texts to ensure they continue to meet program and course requirements.

PROCEDURES

The following steps will be completed once per year in order to consider new textbook choices for courses commencing in the fall intake.

1. During the first week of _____ each year, the manager or designate will order desk copies of texts from publishers. See Annex 1, Letter to the Publisher.
2. The Chair or designate will initially review the recommended texts and short-list three or four texts for faculty review. (Week 3)
3. Individual faculty will review short-listed texts and current course syllabus and recommend appropriate text and corresponding changes to the course syllabus. (Week 4-6). Please see Annex 2, Recommending New Textbooks and Course Syllabus Changes for Next Year.
4. The Chair or designate will review changes for appropriateness, incorporate changes into the course syllabi, and submit draft course syllabi to the Registrar (electronically) and the President (in print form) for approval. (Week 7-8)

(Date) _____

Dear Publisher:

RE: Desk Copy of Proposed Textbooks

Please find attached the course descriptions for our _____ programs that Columbia College plans to offer in the next academic year, which commences _____.

Would you please select appropriate texts that you would recommend the college to adopt for each course? Please keep in mind we want university-level material with a balance between theory and practical application for mature adult learners.

We will begin reviewing proposed textbooks _____ and therefore we would need to receive your recommended material prior to that date.

Please call me at _____ if you require further information.

Yours truly,

Department/Program Chair

Encl.

Date:

To: All _____ Program Faculty

Re: Recommending Textbooks and Course Syllabus Changes for Next Year

Over the last month, we have contacted the major educational publishers in Canada and asked them to recommend textbooks for each _____ Certificate and Diploma course for the next academic year, which commences _____.

Textbook Review

The proposed textbooks are ready for review at the College Library (Building 4) from _____ to _____. The Library is open from 8:00am to 6:00pm (5:00pm on Fridays) on weekdays, and from 10:00am to 2:00pm on Saturdays. You are welcome to either review these materials on site or sign them out. If you need further assistance, feel free to contact Elena Molchanova, our Library Assistant, at 235-9311 or at elenam@columbia.ab.ca.

If you would prefer to use a different textbook than any of the ones we have lined up for you, please identify the preferred text on the course syllabus including the pertinent information such as author(s), publisher, ISBN, etc. Remember though that we prefer to use textbooks that are less than two years old. On the other hand, if you feel your current textbook is better than these newer textbooks (and provided it is less than two years old), you may recommend that we continue to use the current textbook.

Please ensure that the recommended textbook is printed clearly on the course syllabus, indicating the title, author(s), publisher, year and ISBN number.

Course Syllabus Review

Together with the proposed textbooks per course, you will find a copy of the current course syllabus. Please review this document as well, and recommend changes as you see fit based on the textbook change, etc. The key areas to focus on recommending changes are Personal Information, Course Description, Course Goals, Textbook, Homework Assignment, Course Outline, and Recommended Readings.

Timeline

Would you please send in your recommendations by _____?

As always, your dedication and commitment to help make the _____ Program progressively better is very much appreciated.

Department/Program Chair