

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING
POLICY & PROCEDURE MANUAL**

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| Subject: TEXTBOOK APPROVAL AND NOTIFICATION PROCESS | Original Issue Date: March, 1990 | Policy #: 760 |
| | Supersedes: June 28, 2018 | Effective Date: January 27, 2022 |
| Individuals / Committees Consulted: Semester Coordinators Curriculum Committee Content Experts | Reviewed & Approved by: Faculty Organization College Governance | Approved by: Dean, School of Nursing (Signature on File) Provost, College of Nursing & Allied Health (signature on file) |

PURPOSE:

To effectively and efficiently select textbooks to meet course objectives

DEFINITION:

Student cohort is the group of students admitted and expected to graduate at the same time.

POLICY:

Required textbooks are adopted for a minimum of two academic years.

Student cohort will use the textbooks required on admission throughout the program.

- Students who change cohorts will be required to use textbooks for that cohort.

Textbooks required in more than one semester must be reviewed and recommended by the Content Expert committee and approved by the Faculty Organization.

Textbooks used for only one semester require:

- Semester committee and Content Expert committee approval
- Notification of Curriculum, and Faculty Organization Committees.

Notification of textbook adoption/change is sent to students, faculty, Education Resource Center (ERC), Office of Educational Services (OES).

PROCEDURE:

Committee or individual recommending new/change in textbook:

- Evaluates proposed textbooks using the Textbook Evaluation form
- Provides information regarding proposed textbook to School of Nursing (SON) Book Representative(s)
- Completes Textbook Recommendation form
- Presents the completed Textbook Evaluation and Textbook Recommendation forms to the Curriculum Committee for evaluation
- Includes approval status in committee minutes.

Subject:

TEXTBOOK APPROVAL AND NOTIFICATION PROCESS**SON Book Representative:**

- Obtains copies of textbooks for review
- Secures faculty and library desk copies after textbook approval.

Curriculum Committee:

- Evaluates textbook and consult with Content Expert committee for congruence with curriculum
- Completes Curriculum Committee section of Textbook Approval form and returns form to originating committee
- Posts Textbook Recommendation form after review
- Makes textbook available a minimum of one month for faculty review
- Presents textbook recommendation to the Faculty Organization for approval.

Faculty Organization Chair:

- Completes Faculty Organization Committee section of Textbook Recommendation form
- Presents to SON Planning
- Gives copy of signed form to the Chairperson of the originating committee
- Sends notification of textbook adoption to faculty and OES
- Ensures textbook recommendation is attached to minutes.

Semester Coordinators:

- Update and approve final book list every semester including:
 - Author
 - Title
 - Edition
 - ISBN.

Office of Educational Services:

- Reviews and distributes updated book list to:
 - Students
 - Faculty
 - ERC staff
 - Financial Aid.

PROCEDURE DOCUMENTATION:

Textbook Evaluation form

Textbook Recommendation form

REFERENCES:

Curriculum Bylaws

REVISION DATES:

March 1990

August 26, 2002

August 8, 2003

December 16, 2008

June 7, 2011

Subject:

TEXTBOOK APPROVAL AND NOTIFICATION PROCESS

June 3, 2014
June 28, 2018
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