

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

Page 1

Of 2

Subject: <b>TEXTBOOK APPROVAL PROCESS</b>	Original Issue Date: March, 1990	Policy #: <b>760</b>
	Supersedes: August 26, 2002	Effective Date: December 16, 2006
Committees Consulted: School of Nursing Administration Curriculum Committee	Reviewed & Approved by: Faculty Organization College Administration	Approved by:  (Signature on File) Dean, School of Nursing

**PURPOSE:**

To effectively and efficiently select textbooks to meet course objectives

**POLICY:**

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

- The newly adopted textbook must be used by the same class of students throughout their enrollment in the program.

Textbooks required in more than one semester must be approved by the Faculty Organization.

Textbooks used for one course only do not require Faculty Organization approval but must be presented to the Faculty Organization for information.

**PROCEDURE:**

Course Committee recommending new/change in textbook will:

- Evaluate proposed textbooks using the Textbook Evaluation form
- Complete Textbook Recommendation form if textbook recommended for adoption into curriculum
- Present the completed Textbook Evaluation and Textbook Recommendation forms to the Curriculum Committee for evaluation
- Post Textbook Recommendation form
- Make text available for faculty review for a minimum of one month
- Present textbook to the Faculty Organization for approval or information.

Curriculum committee will:

- Evaluate text for congruence with curriculum as a whole
- Complete Curriculum Committee section of Textbook Approval form and return form to Course Committee

Faculty Organization Chair will:

- Complete Textbook Recommendation form
- Give copy of signed approval form to the Chairperson of the Course Committee for recording.

Office of Educational Services will file Textbook Evaluation and Textbook Recommendation forms with Faculty Organization Minutes.

**PROCEDURE DOCUMENTATION:**

Textbook Evaluation form

Subject:

Textbook Recommendation form

**REFERENCES:**

Faculty Organization Bylaws