

Book	Policy Manual
Section	(B) PROGRAMS
Title	Policy B107 - Adoption Of Curriculum Materials
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Policy Number: B107
Title: Adoption of Curriculum Materials
Section: Programs

I. Purpose

It is the responsibility of the Joint Committee to adopt all curriculum materials used as part of the educational program of EASTERN.

II. Definition

"Curriculum materials" shall mean those resources, including textbooks which are to be used as the basic source of information in a course.

III. Responsibility

The Director shall be responsible for the selection and recommendation of curriculum materials for Joint Committee consideration.

The Director shall develop a plan for the selection of curriculum materials according to the following guidelines:

1. Professional staff members selected by the Director shall participate in the selection process.
2. Curriculum materials currently in use shall be periodically evaluated for their continuing usefulness and relevance.
3. Occupational Advisory Committee members shall participate in the selection process.

III. Standards for Approval

In considering the approval of any proposed curriculum materials the Joint Committee will evaluate its:

A. Manner of selection:

1. Advisory Committees and faculty recommendations shall consider:
2. Currentness of publication
3. Relevance to industrial technology
4. Suitability for the maturity level and educational accomplishment of the students
5. Who will be using the book.
6. Freedom from any bias upon race, color, national origin/ethnicity, veteran status, gender, age, disability, sexual orientation, gender identity/expression or religion unless discussion of these designations is germane to the instruction.

B. Cost

C. Appearance and durability

A list of all approved curriculum materials shall be prepared and maintained. It shall be reviewed annually by the Professional Staff and Advisory Committees and made available for the use of the Professional Staff.

Recommendations for adoption of new curriculum materials, changes, or discontinuation of formerly approved curriculum materials shall be submitted to the Joint Committee for approval. This approval shall be considered permanent unless rescinded.

Adopted: 3/10/82

Revised: 5/8/85

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