

Changes in Instructional Materials Checklist

We recommend that you check with your publisher representatives and/or the publisher website to assess the availability of current course materials at least quarterly. Remember that books that are two years old or older will likely go out of print. This checklist is for Department Chairs, Faculty Online Managers, Program Directors/Coordinators, and/or Content Reviewers to help you recall the process for changing books.

Yes, No, N/A	Task/Subtask
	If a new edition has been, or is about to be published, determine whether you want to move to the new book or select a different book and identify an effective date for implementation.
	Examine online resources to determine usability and value for student mastery of content.
	Is an access code required?
	Can a "master" course be developed and provided to other instructors?
	Will the publisher provide training to instructors, to include offsite adjunct faculty?
	Submit a Textbook Update and Course Development Revision Form in Etrieve to report a book change and to initiate changes to the master course or for creation of a master course if one has not been developed. This form must be submitted by the Department Chair. Run date should correspond to the date the new master will be implemented.
	Update the official course syllabus. Go to https://www.ctcfacstaff.ctcd.edu/faculty-staff/iacs/instructional-program-support-services/curriculum-management/ for instructions.
	Ensure that ALL faculty are aware of new materials/syllabi/courseware and have been trained in their use.