

TEXTBOOK AND INSTRUCTIONAL MATERIAL ACCESS, SELECTION, AND AFFORDABILITY DCB.619

EFFECTIVE DATE: NOVEMBER 2017 REVISED: APRIL 2025

SOURCE: SBHE Policy 611.9 and SBHE Policy 462

Purpose Statement

The purpose of this policy is to ensure access, affordability, and quality of instructional materials for all students at Dakota College at Bottineau (DCB). This policy establishes guidelines for the selection and use of textbooks and other curricular materials, emphasizing cost-effective strategies, the promotion of Open Educational Resources (OER), and ensuring accessibility for students with diverse learning needs. It supports faculty in making intentional decisions regarding instructional materials while upholding academic freedom and responsibility.

Open Education Resources (OER) are teaching, learning, and research materials that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits free use and repurposing by others.

Policy

In accordance with SBHE Policy 611.9: Selection of Textbooks and Other Curricular Materials and SBHE Policy 462: Instructional Material Access and Affordability, Dakota College at Bottineau (DCB) has adopted the following implementation policy:

- a. An instructor may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of the publisher for the purpose of selecting or assigning textbooks or other curricular materials.
- b. An instructor or any employee who is paid or receives remuneration in connection with the sale or assignment of textbooks or other instructional materials must assign all royalty payments or other remuneration resulting from the assignment of the textbook or other instructional materials to DCB. The college will assign all payments or other remuneration to the instructor's or other employees' department.
- c. An instructor who believes this policy has been unfairly applied to him/her can appeal to an ad hoc committee appointed by the Faculty Senate President. The committee shall provide a recommendation to the Campus Dean. The Campus Dean will make the final decision.
- **d.** Faculty will be notified of training opportunities related to selecting accessible instructional materials, including guidelines for alternative formats (e.g., print versions of digital textbooks, audio versions).
- e. Faculty will have access to Disability Services to assist with accommodations for students with specific needs, ensuring all students, including those requiring learning accommodations, can access and engage with course content.

- f. Faculty are encouraged to explore cost-saving strategies, including the use of open educational resources (OER), digital formats, and other affordable alternatives. Faculty are also expected to be intentional in their selection of instructional materials, ensuring regular review and reconsideration of required materials to optimize cost efficiency while maintaining academic quality.
- **g.** Courses with low cost, no cost, no required materials, or using OER will be marked in the course schedule and in Campus Connection for clear identification.
- **h.** This policy will be periodically reviewed with the input of faculty, students, and administration.