Department Chair Course Materials Checklist

Department chairs can play a major role in helping reduce the cost of course materials for students by encouraging faculty to be proactive about ordering texts and by helping them identify resources that might be available to lower textbook costs.

☐ Provide faculty with Faculty Course Materials Checklist
   Provide the Faculty Course Materials Checklist each time your department does its course scheduling, and encourage your faculty to use it.

☐ Consider how materials will be selected for courses taught by adjuncts
   Help adjuncts in the textbook selection and ordering process. Do not wait until adjuncts are hired to order course materials if they are teaching a class where the text is already selected by the Department’s faculty.

☐ Explore ways to embed textbook orders in the course planning process
   Help your faculty get into the habit of determining and ordering course materials at the same time you put out the call for the class schedule to be constructed.

☐ Make sure the bookstore has your contact for follow-up
   Contact the Bookstore to let them know you are the chair. They can work with you if they are unable to get a response from a faculty member or have questions.

☐ Assess the total textbook costs for your Department
   The Bookstore compiles a report for every department that lists the costs of all textbooks for each class taught by your faculty. The list can be requested from the store manager by emailing 1715mgr@follett.com. The report can provide useful information and give you an understanding of the costs per course and what it costs your majors for multiple courses. It can also help you have a departmental conversation about collectively reducing costs.

☐ Encourage faculty groups to discuss pedagogy and adopt the same books
   Ask your faculty to consider adopting the same book for multiple sections of the same course. This has benefits as students do not have to buy different materials if they switch sections, more bulk ordering can be done, and resale has a greater potential to yield savings for students.

☐ Check course enrollment caps
   The Bookstore orders books based on the cap set for a course. Please make sure your caps are accurate and that faculty have access to this information as part of the course scheduling review.

☐ Share information with faculty about OAI and library resources
   Make sure your faculty are aware that the Office of Academic Innovation and the Library are both resources for helping with pedagogy, developing and selecting course materials.

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