Textbook Assignment Instructions

Please disseminate this to your faculty and instructors.

It is now time for instructors to assign course materials for upcoming terms.

In response to initiatives and resolutions from the Associated Student Body, Faculty Senate, an IHL Textbook Task Force, and to be in compliance with Section 133 of the Higher Education Opportunity (HEO) Act of 2008, this office has worked with the Office of Information Technology to develop a web application for instructors to assign and electronically post textbooks and other course materials in a timely manner, so that students and bookstores have an opportunity to make early and economical purchases.

1. Assignment Deadline and Procedure: The IHL Task Force and the HEO Act require that the institution electronically post textbook assignments for student viewing at the time of registration. Consequently, this office asks that you post textbook assignments for the upcoming May, Summer, and Fall terms by March 31.

Instructors may post these assignments by navigating the myOleMiss interface in either of two routes.

Route #1 - the Course Materials Management interface (within myOleMiss, under Faculty and Course Info tabs). This interface enables an instructor to post textbooks/course materials in a two step process: 1) first, enter the course materials into a database, and 2) second, assign the course materials to specific courses that an instructor teaches in an upcoming term. You can find a PDF containing basic instructions at this interface.

Route #2 - via Class Rolls and Grades (also under Faculty and Course Info tabs). Using this route, an instructor first selects a course and then uses the “Manage Course Materials” function in the drop-down. This is the simpler entry process, for most cases.

The latter route has a “show recently used course materials” function, which enables the instructor to view and assign recently used materials without stepping back and forth and searching. (This works when course materials have previously been loaded for the course in previous semesters.) You can also enter new materials via this route.

The assigned course materials become viewable by students as they register for courses, which also begins at the end of March. The assigned materials are made available electronically to the UM Bookstore. After posting an assignment, the Bookstore may contact you regarding a modification of the order (e.g., if a later volume of a text is available). If you make a change to an assignment, it is important that you update these in the myOleMiss interface, so that students who book the course will see the modified assignment. Note that if a modification is made in the textbook assignment after a student has booked a course, the student will receive an e-mail notification of the change.
Certain course types may not require textbooks or other course materials. For such courses, please enter “None” as the assignment. (Via route #2 above, there is a button for assigning “None.”)

We also have designated Textbook Liaisons within your school/college dean’s office who will serve as resource persons to provide assistance and oversight regarding the textbook assignment process and to be a liaison with this office and the Bookstore.

The following are new requirements that need your attention.

2. **Minimum Adoption Periods:** The IHL Board has adopted a policy that requires universities to assign a given textbook for a minimum of three years for lower division courses (and two years for upper division courses). Exceptions to this requirement can be approved by universities for various practical reasons (e.g., the book or edition is no longer available, there has been substantial change in a text or course, the materials are for one time use, or the materials do not have a resale value), but the IHL will likely ask instructors (or department chairs) to provide justifications when the three year adoption period is not met. This is a new requirement for you to take into consideration, especially for your lower division courses. (More on this is subsequent years.)

3. **Common Assignments for Multi-Section Courses:** The IHL Board has also adopted a policy that strongly encourages universities to adopt a common textbook/course materials for each section of a multi-section course. While the details are not complete regarding this requirement, I think we will have some flexibility for seminar-type courses and for those sections of a course that are taught in a different mode/location (e.g., online or off-campus). Again, I expect the IHL Board to ask us to provide justifications if this guideline is not followed. At this time, I ask that you please keep this “strong encouragement” in mind as well as you make assignments for multi-section courses.

4. **Consider Low Cost Options:** In making course materials assignments, I encourage instructors to consider open source textbooks and e-books, as well as considering the number of course materials that are required (vs. recommended) for a course. Also, I encourage instructors to consider a textbook’s price, if two or more options are equivalent in instructional value. The requests in this memo are all directed at lowering (or lessening the increase) in the cost of course materials to students. Anything that can be done by instructors will help in this cause.

5. **Readoption of Current Semester Books:** Finally, I want to remind you to contact the UM Bookstore if you are teaching a Summer or Spring 2010 course and you want the Bookstore to hold the textbooks that you assigned for the current semester. The Bookstore needs to manage their inventory and shelf space for the next terms. Please let them know by March 15 if you want them to hold the books assigned for the current semester. If you have a question about these latter matters, contact the UM Bookstore’s textbook manager, Andi Chau, at 915-5903 or textbook supervisor, Brent Warner at 915-5899.

Thank you for your assistance.

Maurice Eftink, Associate Provost

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