
Textbook Selection Policy – Higher Education

Policy Code: ACA-010 **Version:** 9.0 **Effective Date:** 26 July 2016

Purpose:

The purpose of this policy is to explain the principles to be used in selecting set texts and recommended readings for higher education subjects taught at the College.

Definition of “College” – *In the higher education sector, Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; ACPE Limited trades as The Australian College of Physical Education (ACPE); Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

Scope:

- All Academic staff
- All higher education students

Policy Statement:

Textbooks and other reference materials are key learning resources in an academic environment. Higher education students are required to purchase the specified required reading materials for each subject in which they are enrolled. They may also elect to purchase some of the recommended readings. Textbooks are a significant expense to students in their educational process. Therefore, the Academic departments must take care to choose the best possible resources to assist in learning and become the nucleus of the graduate’s professional library. The principles outlined below provide a guide for text selection to ensure that these goals are met.

Student Purchasing of Texts

Students are responsible for purchasing the set texts listed for a subject in which they

are enrolled. The purpose of owning the set texts is so that the student has unimpeded access to the material and may adequately prepare for class by pre-reading the relevant sections.

The Library will hold at least one copy of each set text for each higher education subject on each campus for use within the Library. At least one copy of each set text on each campus will not be available for borrowing and library copies should not be a substitute for owning the book. Refer to the [Library Collection Development Policy](#).

Principles of Text Selection

Relevance

Set texts should be selected first and foremost for their fit to the subject in question. This includes such considerations as relevance of content and level of pitch in relation to the year in which the subject is offered. Set texts should only be prescribed if they relate to at least 40% of the content of a subject.

Usefulness in practice

Textbooks provide the core of the future practitioner's professional library. Set texts should be chosen in part for their usefulness in later professional practice and when there is a choice between two similar books, the one that will be more useful after graduation should be selected.

Academic level of material

The academic level of the text must be suited to the year of the program in which the subject is offered.

Textbooks as such are generally best suited to the first two years of a course where subjects tend to be more general in tone and students require a book that brings together diverse information and organises it for them.

Third and fourth year subjects may consider reference books (especially those of high professional relevance) as set texts, or they may forego set texts altogether, and refer students instead to academic journals and databases in order to obtain the most relevant and current information.

Referencing

All set texts must be properly referenced. The exceptions to this are classic texts in the discipline philosophy or history that may have been written prior to the adoption of modern referencing conventions.

E-Books

Many textbooks also come in e-book format in addition to print format. E-books may be less expensive and more portable for students. When possible, and when it does not compromise the quality of learning, texts that have an e-book version of the most recent edition of the text in addition to the print version should be given preference over others for ease of access. Texts that come only in an e-book version may be considered if they are clearly the best choice and the most recent edition. Students will be required to purchase the e-book rather than borrow it from the Library.

Apps

Some texts come with highly functional apps that support student learning. These should be taken into account when selecting a text. Additionally, some subjects (such as clinical practicum) may call for special reference apps that may be used in clinic. These may, in certain cases, supersede a text. Consideration must be given to the availability of the App in different platforms. If an App is set as a required resource for the subject, then students are required to purchase it.

Self-published books

Self-published books may be available that are relevant to a subject. However, self-published books are frequently poorly referenced and are not reviewed by editorial teams for impartiality, completeness and accuracy. These should therefore be avoided. If a particular self-published book is highly desirable it may be used only if reviewed and approved by the Director of Education (Endeavour), the Dean/Head of College (ACPE) or the Academic Director (Martin HE).

Number of set texts

The number of set texts should not be excessive, but should adequately support the learning outcomes for the subject. In some cases, multiple texts are required to adequately support a subject.

Currency of set texts

In general, textbooks should be replaced as more current ones become available, provided that the newer edition improves upon the older one. The exceptions to this are classic texts in the discipline philosophy and history.

Books written by staff members

In principle the College supports the use of textbooks written by academic staff. Whilst the College may own the copyright for some texts, most will be owned by the authors. The College also recognises that although staff members may be paid a royalty on book

sales, these are generally low and rarely compensate for the time required to write and edit a book. Textbooks are specialty publications that have limited use and relatively small sales in the overall publishing market.

Like any other, books written by staff members may be chosen as a set text if they meet the above selection criteria. Where there is a perceived conflict of interest in the person making the selection, e.g. they are the author, have a family relationship with the author, have outside business dealings with the author, or report to the author within the College, they should bring this to the attention of the Director of Education (Endeavour), the Dean/Head of College (ACPE) or the Academic Director (Martin HE). The Director of Education (Endeavour), the Dean/Head of College (ACPE) or the Academic Director (Martin HE) may review the book and make a determination or elect to convene a panel to review the book and determine its suitability.

Responsibility for Text Selection

Textbook selection is first up to the Subject Coordinators who are most familiar with the field, and they should take into consideration the principles listed above when selecting a set text or recommended reading for a subject. In reviewing the set texts and recommended readings for a subject, Subject Coordinators should additionally consider the flow and balance of texts within a course as a whole.

At ACNM only, Program Leaders will also review Subject Coordinator recommendations to ensure the flow and balance of the course is maintained.

The Director of Education (Endeavour), the Dean/Head of College (ACPE) or the Academic Director (Martin HE) conducts a final review and approval of set texts and recommended readings.

Annual Review

Texts should be reviewed annually and updated as appropriate within the timelines required by the Bookstore for ordering prior to the commencement of Semester 1 each year. Suitable texts may be retained for a subject until a better text becomes available.

The Director of Education (Endeavour), the Dean/Head of College (ACPE) or the Academic Director (Martin HE) has final approval on updating of texts.

Updating of Support Materials

Subject Study Guides (First Year Subjects Only)

It is the policy of the College to support First Year students by providing a Subject Study

Guide (SSG) to guide them in how to effectively study the material in their subjects. Each first year subject has its own subject study guide. These guides make reference to the texts and readings being used in a subject and must be updated whenever these are changed. These updates must be completed within the timelines set for uploading to the Learning Management System.

Teacher Guides (All Subjects)

In order to ensure national consistency of curriculum, the College provides lecture notes and other resources for every subject. Teacher Guides (TG) are prepared by the subject developer to assist lecturers and tutors to effectively manage the subject. The Subject Coordinator updates these as minor changes are made to the subject or resource materials. Changing of set texts or recommended readings may require updating of the Teacher Guide for a subject. These updates must be completed within the timelines set for uploading to the Learning Management System.

Related Procedures:

Not Applicable

Definitions:

Textbook – Usually referenced compilation on a broad range of topics relevant to a subject.

Set Text – Textbooks that students are required to purchase when studying a particular subject.

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Recommended readings – Texts, articles or journals that provide additional resources, information or perspective on the subject.

Further Information:

Related Policies: [Library Collection Development Policy](#)

Benchmarking: Not applicable

Supporting Research and Analysis: Not applicable

Related Documents: [National Textbook Lists - Endeavour, ACPE, Martin Higher Education](#)

Related Legislation: Not applicable

Guidelines: Not applicable

Policy Author:	Director of Education
Policy Owner:	Director of Education (Endeavour) Dean/Head of College (ACPE) Academic Director (Martin HE)
Contact:	Policy Owners
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Policy Status:	Full revision – to create consistency across institutions.
Responsibilities for Implementation:	Director of Education (Endeavour) Dean/Head of College (ACPE) Academic Director (Martin HE) Academic Staff
Key Stakeholders:	Director of Education (Endeavour) Dean/Head of College (ACPE) Academic Director (Martin HE) HE Academic Operations Manager (Martin HE) Academic Staff Higher Education Students Library Staff