

Provost Recommendations: PPM 4-16
July 2018

In spring 2018 Faculty Senate approved revisions of PPM 4-16: Course Materials. Subsequently the revisions were approved by President's Council and the Board of Trustees. The revised PPM offers two options to faculty who have authored their own course materials and desire to assign those materials in WSU courses. Under Option One, which requires a less extensive review of the materials, the faculty member divests earnings from the sale of materials to WSU students. Under Option Two, which requires a more extensive review of the materials, the faculty member retains financial benefits associated with sale of the materials.

To facilitate thoughtful implementation of this policy, Academic Affairs (AA) has established a schedule for review of 1) faculty-authored materials proposed for future use in courses; 2) faculty-authored course materials currently being used in courses.

Guidelines for Review of Faculty-authored Course Materials in preparation (not previously-approved):

Fall 2018: Faculty who anticipate requesting permission to use self-authored materials for courses beginning SUMMER 2019 and thereafter should begin consulting with department chairs. These consultations should aid both the faculty member and the chair in determining what materials would likely meet approval for use in WSU courses the faculty member will be assigned (taking into account such matters as research design, scope of content, departmental expectations, etc.). Well before the March 1, 2019 due date for submission of course materials to the Bookstore for use in summer 2019, the faculty member shall have provided a sufficient sampling of such materials to both the department chair and College Curriculum Committee (CCC) for their approval. AA encourages faculty members to work proactively on submitting materials; we hope faculty will complete the submission and approval process well before the deadlines below:

Tuesday following Labor Day: All colleges have Curriculum Committees in place.

Throughout fall semester: As chairs learn about faculty developing their own materials for possible use in Summer 2019 and thereafter, chairs shall inform Deans, who, along with the chair, shall review membership of the college's CC, consider possible conflicts of interest, and determine possible substitutes.

Monday following the opening of spring semester: Faculty who wish to use newly-developed self-authored materials shall submit an application and sample materials to the department chair.

Third Monday following the opening of spring semester: Chairs shall notify faculty submitters of the chair's approval or denial of the request to use faculty-authored materials. Faculty whose applications are approved shall inform their chairs whether they desire to pursue PPM 4-16's Option 1 (to divest earnings) or Option 2 (to retain earnings).

Those faculty members who received chair approval and wish to pursue Option 1 shall inform the Provost about their choice within a week of hearing from their chairs. Together, the faculty member and Provost will determine a schedule for planning appropriate divestment procedures. This plan shall be finalized before the end of spring semester.

Those faculty members who have received approval and desire to pursue Option 2, to retain earnings, shall submit their application and sample materials to their CCC within a week of hearing from chairs. Upon request, faculty members submitting applications to the CCC shall be granted a face-to-face meeting with the CCC to clarify how their materials comply with PPM 4-16 guidelines.

Before the end of February, the CCC shall render a decision in response to the faculty member's application to use self-authored materials and retain the profits therefrom.

If a CCC rejects a faculty member's request, the faculty member has the right to appeal on either of two grounds: procedural (dealing with some flaw in the review process) or substantive (dealing with the content under review). If the appeal is procedural, the faculty member will file a short statement of concerns with the Provost; if the appeal is substantive, the faculty member will notify the chair of Faculty Senate. The Provost or the Faculty Senate Executive Committee shall make a good faith effort to render a final decision to the faculty member within a few weeks of receiving the appeal.

Guidelines for Review of Faculty-authored Course Materials previously approved or not submitted for approval:

Faculty currently may be using faculty-authored course materials approved under earlier versions of PPM 4-16. They may be using revised editions of materials that were approved under earlier versions of 4-16 or may be using materials that never underwent an approval process.

Immediately following the Bookstore's due date in spring 2019 for course materials to be used in fall 2019 courses, department chairs and deans shall determine which, if any, faculty-authored materials ordered for fall 2019 fit into any of the following categories: were approved for use in the past but need to be reviewed under provisions of the revised 4-16; were approved in an earlier version but have subsequently been substantially revised or changed; or were never approved for use in the past but fall under current requirements for review. Faculty authors in all three of these categories will be granted a "grace period" to use their self-authored materials during fall 2019 and spring 2020, but will be required to apply for review of the materials for use in any subsequent semesters.

To ensure the institution has adequate time to review faculty-authored materials prior to the Bookstore order date for fall 2020, information gathered by chairs and deans in spring 2019 about faculty-authored course materials for fall 2019 shall prompt a conversation between the chairs and faculty members: do the faculty authors hope to continue to use the course materials after spring 2020? Do they hope to use the materials under Option 1 or Option 2? Chairs will forward responses to these questions to deans and the Provost prior to the end of spring semester 2019.

Before the start of fall semester 2019, the Provost will prepare a schedule of review dates to ensure these course materials meet standards mandated in the 2018 revision of PPM 4-16. This schedule likely will parallel that used in the previous year for new approvals; that is, faculty will be encouraged to

consult, proactively, with their chairs during fall semester and then, for those pursuing Option 2, will submit materials to the CCC at the beginning of spring semester 2020, with reviews completed before March 2020.

Criteria for Evaluating the Appropriateness of Faculty-Authored Course Materials for use in WSU courses.

In various places, PPM 4-16 describes criteria to be employed in determining the reasonableness of course material selected by faculty members. What follows is a listing of those criteria as they appear in the PPM. I encourage department chairs and college curriculum members to review materials submitted for their evaluation with this list in hand. I've **bolded** features that should be taken into account by reviewers.

III. B.1 : Full-time faculty may select their own course materials, subject only to the criteria outlined herein and **such reasonable considerations as quality, cost, availability, and the need for coordination with other faculty or courses**. Full-time faculty should assign **course materials that best meet the instructional goals of their courses**.

III. B.2 : Required course materials **must be reasonably necessary to facilitate the learning outcomes of the course**.

III. B.5 : Faculty shall give preference to **inexpensive course materials and methods of distribution, whether generated and distributed electronically or printed and sold conventionally**. Examples include used editions, paperback editions, rentals, open educational resources, etc . . . **Total cost of required course materials for each course and availability of course materials shall be considered**.

III. D.4.c : Review decisions shall be based on the **course materials' quality, focus, scope, cost, type of publication (self-published, peer-reviewed, national, international), and other pertinent information**.

From ASSA" Recommendations to the Provost: "we recommend a liberal evidence gathering process in the form of a written application that could include: **biographical information on the course materials, materials' cost, benefit to the author, typical student enrollment, course learning outcomes, table of contents for the material, justification for how the selected work operates in the faculty's teaching methodology, etc.**

Application Form for Options 1 & 2: Use of Faculty-authored Course Materials

Name:

Department:

Title of Course for which Materials Are Proposed:

1. Semester in which you initially hope to use these materials:
2. Typical enrollment in the course you would use these materials:
3. Please explain why students in your course should be required to purchase faculty-authored materials rather than other course materials available to them. You might discuss quality of

your work, focus, scope, how materials mesh with your pedagogy, benefits to you as an instructor, benefit to your students, etc.

- 4. If not previously addressed, please estimate the cost of your faculty-authored materials and provide comparison costs of other course materials currently available.**
- 5. Please provide any additional arguments in support of the use of these materials:**
- 6. Please provide a sample of the materials sufficient to give reviewers a sense of the materials' overall quality and topical content. Include, at minimum, a Table of Contents (or listing of topics) and a sample chapter.**

As noted in PPM 4-16.D.2.a, “An author need only subject a selected course material to one of the options. . .once per edition for each separate course designation where the course material is used. Previously approved course materials would undergo re-evaluation if the author elects to change options or a new version of the course materials is published.”

Given the ease with which e-materials may be revised, it may be difficult to determine exactly what constitutes a “new version of the course materials.” As a faculty member and chair review materials, one rule of thumb for evaluating if changes constitute a new version is whether the Table of Contents has changed by more than 25% from the previous version. If so, the materials should undergo another review.