READING HOSPITAL SCHOOL OF HEALTH SCIENCES NURSING PROGRAM POLICY NO. 510

SUBJECT: Selection of Learning Resources

Responsibility of: Curriculum Committee
Revised: November, 2012 Reviewed: November, 2012

Purpose

To provide the faculty with guidelines for selecting student learning resources and outline the processes for reviewing, evaluating, and recommending textbooks, journals, computer programs, videos, and other learning resources.

Procedure

Textbooks

Text books - that cross course lines (Example: Medical –Surgical, Pharmacology, and Nursing Care of Children/Pediatrics)

The Curriculum Committee will be responsible to:

- Develop or revise the evaluation tool for textbook review. The evaluation tool should reflect school philosophy and objectives, as well as evaluate quality issues.
- Review recommended textbook
- Approve or deny recommended textbook per majority vote

Faculty members may recommend a textbook to the Curriculum Committee for review
Course members will:

- Secure copies of the most recent textbooks for review
- Review the available textbooks, complete "Textbook Selection Criteria" forms for each textbook, narrow the choices to one textbook, and make a recommendation to Curriculum Committee via the "Faculty Textbook Request" form.
- Place the recommended textbook on display in the faculty room to provide faculty time to review textbook prior to Curriculum Committee meeting

The Curriculum Coordinator will:

- Notify faculty of the recommended textbook via e-mail prior to Curriculum Committee meeting
- Assure faculty (at least two weeks) to review the textbook and provide feedback to the Curriculum Committee.
- Present the recommended new textbook to Curriculum Committee meeting for discussion and vote.
- Announce textbook selection at Faculty Organization
- Notify the Librarian of the newly adopted textbook
- Notify the student textbook supplier of the change in textbook by June 1 of each academic year.

Textbooks - that are used only within a single course

The individual course instructors have the authority to review and recommend a textbook for use within their course. The textbook selected must reflect school philosophy and course objectives. Course members will complete the "Textbook Selection Criteria" form as a tool to evaluate textbooks.

The course coordinator must send a request to the Curriculum Committee requesting that the textbook be adopted. The Curriculum Committee will:

- Review the request and approve or deny the recommended textbook per majority vote.

The Curriculum Coordinator will:

Notify all faculty of the selected textbook
Complete the "Faculty Textbook Request" form
Announce the selected textbook at Faculty Organization

- Notify the Librarian
- Notify the student textbook supplier of the change in textbook by June 1 of each academic year.

Textbooks (used by multiple courses) that are eliminated from use by one course

Course members will:

- Notify curriculum committee of decision to eliminate the use of textbook
- Curriculum committee will discuss elimination of textbook use from all courses vs. single course

Curriculum Coordinator will:

- Notify the Librarian of the eliminated textbook
- Notify the student textbook supplier of the textbook elimination by June 1 of each academic year.

Library Collection

Instructors shall submit requests for additions to the library collections to the Program Director utilizing the Operating Budget Form (Policy 501)
If approved, Librarian is notified by memo to place the order. The memo shall include the:
• advertising material
• cost of book
• ISBN
• courses that will be using book

Journal Subscriptions

Instructors shall submit requests to order new journals for the library to the Program Director utilizing the Operating Budget Form (Policy 501)
If approved, Librarian is notified by memo to place the order. The memo shall include the:
• reason for subscribing to the journal
• course(s) that will be using journal
• cost

All new requests must be submitted to Librarian by June 1.
• Every June, the Librarian must submit the list of requests for approval to Purchasing and Administration
• These departments may deny request

Computer programs, videos, and other teaching aids

Process for securing preview materials:

- Notify school secretary in writing regarding the desire to preview a video, computer program, or other type of teaching aid.
- The written request must include the name of the video/computer program etc., all company contact information (company representative, telephone number, address, etc.), and the company's information about the product.
- Secretary will secure a PO and order the product for review.
- The faculty member submitting the original request will be responsible to return the product to the school secretary within 30 days (or other timeframe as specified by the publisher of the product).
- Secretary will return the product to the company.
- Faculty who fail to follow this process will be responsible for any fees associated with the preview or for failure to return the product to the publisher.

Process for purchasing a video/computer program/teaching aid:

- Faculty requesting to purchase a video/computer program or other teaching aid will submit the request to the Curriculum Committee for purchase (See accompanying form).
- The Curriculum Committee will evaluate the request. The school's computer technician will be consulted prior to the final approval of any computer programs. If approved, the Curriculum Coordinator will submit a written request to the secretary to purchase the product.

Instructors shall submit requests for the purchase of computer programs, videos, and other teaching aids exceeding $2000 to the Program Director utilizing the Capital Budget Form (Policy 500)
If approved, Secretary is notified by memo to place the order.

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES

Nursing Program

Faculty Textbook Request Form

From:_____ Date _____

1. Title:	
2. Author:	
3. Copyright Date:	
4. ISBN:	
5. Price:	
6. Course requesting the textbook	
7. Date of implementation	School year _____ Fall Spring Summer
8. Other courses for which this text is appropriate. Please circle.	NUR 101 NUR 102 NUR 104 NUR 105 NUR 201 NUR 202 NUR 203 NUR 206 NUR 209
9. Advantages	
10. Disadvantages	
Additional Comments	

Page 2: For curriculum committee use only.

Presented at curriculum meeting on _____

Date

Action: Accepted Rejected

Comments_____

Information sent to librarian _____

Date

Information sent to Course Coordinator _____

The Reading Hospital School of Health Sciences
Nursing Program
Text Book Selection Criteria

4= Excellent 3= Good 2= Average 1= Poor N= Not Evident

	Textbook Title:	Textbook Title:	Textbook Title:	Textbook Title:	Textbook Title:
General Content Areas to Consider: *broad based knowledge, research supported theory, level of comprehension, application to course theory					
Format Areas to Consider: *text organization, chapter objectives, key terms and concepts, use of the nursing process, case studies/critical thinking exercises, NCLEX style review questions					
Content Areas to Consider: *current bibliography, web references, current content, photographs/illustrations/tables, glossary, ability to use as reference post course completion					
Specialty Content Areas to consider: *transcultural, care across the lifespan, health promotion, community applications, pathophysiology, physical assessment, nursing process and care plans, critical thinking exercises, critical pathways, patient education, ethical/legal issues, care of specialized patients (surgical), alternative therapies, nutrition					
Supportive Information/Services Areas to Consider: *CD Roms, study guide available, Instructor resources, computer resource for students, pocket clinical companions					
Tangible Issues *quality of print/type, paper, text durability, ability to use for more than 1 class					
COST					
This text would meet the needs of the students in our curriculum. (Circle one)	1. Yes 2. Neutral 3. No	1. Yes 2. Neutral 3. No	1. Yes 2. Neutral 3. No	1. Yes 2. Neutral 3. No	1. Yes 2. Neutral 3. No

Please write additional comments on reverse side.