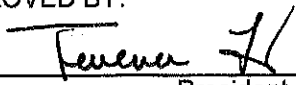


## BBCC ADMINISTRATIVE PROCESS

<b>TITLE:</b> Instructional Materials	PAGE: 1 of 2	NUMBER: <b>7400</b>	REVIEWED: REVISED:
<b>ORIGINATING DEPARTMENT:</b> Instruction	EFFECTIVE DATE:	SUPERSEDES NO. DATE:	
<b>DATE CABINET APPROVAL:</b> 1/23/13	APPROVED BY:  <hr style="width: 80%; margin: 0 auto;"/> President		

### 7400.1 LIBRARY MATERIALS

The BBCC Library regularly reviews its holdings, in compliance with NWCCU Accreditation Standard 2.E.1-2.E.4. The Library publishes and regularly updates its Acquisitions Policy, which is available at the Library Reference Desk.

### 7400.2 CLASSROOM MATERIALS

7400.21 As subject specialists, the teaching faculty has the primary responsibility for selecting materials which are used in the classroom. The materials selected must be appropriate for the achievement of the learning outcomes as outlined in the Master Course Outline (MCO), which has been approved by the Instructional Council and is on file in the office of the VP of Instruction & Student Services.

This policy is intended to coincide with Article VIII.A of the BBCC Faculty Negotiated Agreement, which describes the role of Academic Freedom in promoting free expression and the common good. In addition, this policy is intended to conform with NWCCU Standard 2.C.5, which describes the role of the faculty as a body with respect to the development and approval of the curriculum.

7400.22 As required by RCW 28B.10.590, "Faculty and staff members consider the least costly practices in assigning course materials, such as adopting the least expensive edition available, adopting free, open textbooks when available, and working with college librarians to put together collections of free online web and library resources, when educational content is comparable as determined by the faculty."

7400.23 Materials dealing with controversial topics will not be eliminated due to their controversial nature. A conscientious effort will be made to include materials concerning multiple viewpoints on such issues. The use of the material does not necessarily constitute agreement with the views expressed in the material.

### 7400.3 QUESTIONED MATERIALS

7400.31 Individuals or groups who question the use of specific materials in the classroom are requested to address their concerns in writing to the Vice President of Instruction & Student Services.

7400.32 Upon receipt of the written request, and after consultation with the instructor(s) using the material and the appropriate Division Chair, the Vice President of Instruction & Student Services shall:

A. File a written report, including recommendations, with the President;

OR

B. Request that the material in question be reviewed by the Instructional Council. The Instructional Council may deal with the issue in a regularly scheduled meeting or may appoint a subcommittee to consider the issue.

1. A written report from the Instructional Council, including recommendations, shall be forwarded to the President by the Vice President of Instruction & Student Services.

2. The President will respond to the Instructional Council in writing, either accepting their recommendation or asking for further review on specific issues.

3. When the President confirms that the issue has been adequately addressed, the Vice President of Instruction & Student Services will be asked to respond in writing to the person who made the original inquiry, explaining the outcome of the process.