

Faculty Checklist for Evaluating Course Materials

Faculty can use this 2-page checklist to assess whether the materials or platform they are considering for adoption will meet student needs. One of the most important questions reflected in this checklist is whether the materials are flexible enough to accommodate student choices about how to acquire and interact with course material.

Flexibility	☐ Can materials be listed and purchased individually (unbundled)? ☐ Are resources available both digitally and in print? Do digital materials limit or prohibit printing of pages? ☐ Are students able to access the text before the course starts? ☐ Is it clear to students how long they have access to the course resources and how they can use them? ☐ Can digital materials be downloaded on multiple devices for offline reading (e.g., on a bus or at home without wifi)? ☐ Does the text exist in more than one digital file format?
Cost	☐ What will students pay for the product or service? ☐ Are the total materials required for the course below the institutional low-cost threshold? ☐ Are costs in addition to, or instead of, existing technology fees? ☐ Are prices fixed or will they rise? ☐ Are used copies available? Are rentals available? ☐ Could a previous edition be used instead of the current edition? ☐ Do you plan to assign the same course material in a subsequent term, so that students can sell it back to the campus store? ☐ Does the library have (or could it acquire) a multi-user ebook version that all students in the course could access for free? ☐ If you're assigning a course pack, does the library provide the same resources at no additional cost to students? ☐ What does a purchase/adoption include? ☐ Are required, optional, and recommended materials differentiated for students in the syllabus and at the campus store? ☐ If a course material is required, are you using substantial portions of it in the course?
Cultural Relevance	☐ Whose voices, viewpoints, or perspectives are represented in this material? Whose voices are left out? Consider gender, race, class, age, abilities, experience, etc. ☐ Are examples relevant and inclusive of diverse perspectives? ☐ Does the content consider multiple perspectives/experiences? ☐ Are controversial topics addressed and explored thoughtfully?



	☐ Will this material help my students be able to see opportunity for participating in this discipline? ☐ Are there interactive opportunities for my diverse students to participate in building/creating new knowledge?
Accessibility	☐ If the material is a textbook, are responsive-design alternatives to print available? If not, are there source files or alternate formats that can be made available upon request? ☐ If the platform is interactive/adaptive, does it conform to WCAG? ☐ Is there documentation available on accessibility features? ☐ Will there be a delay in student access if Disability Services has to request permission to adapt or share accessible copies?
Data, Privacy, Ethical Business Practices	☐ Would you as the instructor accept the same terms of use as you're expecting the student to accept? ☐ What student data is gathered by the publisher/distributor? ☐ Do you have access to student data? For how long? For individual students or in aggregate? ☐ Does the publisher sell data to third-party vendors? Does it do testing on students without their permission or knowledge? ☐ Do your contracts with publishers provide your institution with ownership of your own data? ☐ If students don't want to share their data with the publisher, how will you provide them with alternatives to opt out?
Integration with Campus Technology	☐ Is the technology that the vendor uses compatible with your infrastructure, campus policies, and systems already in use? ☐ Can content be integrated into the school's supported LMS? How long does this process typically take? ☐ Can students use single sign-on to log on through campus systems rather than having to log in through another platform(s)? ☐ Will students lose access to the course site after the class ends? ☐ When does the vendor do maintenance and updates? Will there be unexpected interruptions for students? ☐ Does the school retain access to grades/proof of substantive interaction?
Customer Support	☐ Will the vendor provide free training to faculty and support staff? ☐ What is customer support response time? ☐ What are the ways that students can contact customer support? ☐ What are customer support hours of operation?

