

**Procedures for Disseminating Modules and Textbooks across CAAHE Institutions**  
**Gathered by IPD Academic Services Department**  
**May 2009**

<b>Institution</b>	<b>Course Modules</b>	<b>Notes on Student Modules</b>	<b>Course Syllabus and Course Module</b>	<b>Textbook Ordering</b>	<b>Textbook Delivery</b>	<b>Vendor</b>	<b>Textbooks Purchased by Students</b>
<b>Albertus</b>	Through our platform system "Campus Cruiser" where we have instituted a Masters Learning Center, which houses Masters level modules; the Undergraduate Learning Center, which houses associate and bachelor level modules; and the Instructor Resource Center, which houses Instructor modules.	Our Campus Cruiser platform allows us to set up "classes" for each course. Faculty can then post notes in the shared file for that particular course, or through an "e-mail all members" of that particular class.	Yes, we term this a "supplemental course syllabus" and it contains instructor specific information (name, background, credentials); school policies on attendance, etc.; their penalty for first time honor violations; as well as any deviations they plan to make from the guide.	Educational Resource Coordinator (staff member)	Staff member to our learning centers; a student assistance is appointed at satellite sites who works in conjunction with our Educational Resource Coordinator	N/A	None
<b>Belhaven</b>	Download from Web site	Faculty provide	No	Bookstore staff orders the textbooks for the institution	Students pick up textbooks from the bookstore	Bookstore orders and distributes the textbooks	Textbooks are used for class then returned to the bookstore.
<b>Benedictine</b>	Students receive their modules via the Web site and if they choose, they can print the module. Faculty receive their modules as an attachment to the verification e-mail sent by Jacqui.	Download from Web site	No. Some instructors may provide a syllabus for the class, which gives instructor contact information along with reading assignments and test dates. This differs from the module in that the module may have additional information, such as questions and	The bookstore staff orders the textbooks for the institution in conjunction with the Services Coordinator who provides a textbook list.	Students purchase textbooks from the bookstore or online.	N/A	Dependent upon course(s) taken

			study group assignments. The module will also list the reading assignments just like the syllabus but the students have to flip to the section to get the information. The syllabus shows all the information in one neat location.				
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Institution	Course Modules	Notes on Student Modules	Course Syllabus and Course Module	Textbook Ordering	Textbook Delivery	Vendor	Textbooks Purchased by Students
<b>Cardinal Stritch</b>	Students receive their syllabi in hard copy with the textbooks. Students in the MBA online program download their syllabus from the CMS.	Any extra material that students need to be successful in a course are contained in the syllabus	We supply a course syllabus to students. We don't use the term "course module."	A staff member orders faculty and student copies of textbooks that are used in our courses.	Staff members deliver textbooks directly to the on-campus classrooms and to one off-campus site. UPS delivers course materials to all other sites.	N/A	We have developed over 120 courses. Students must purchase at least one textbook for each course. About 6-10 courses require more than one textbook.
<b>Cornerstone</b>	Hard copies of the module are delivered with the textbooks to the on-ground classes. Online classes can access the modules on Odyssey	Any additional materials are distributed with textbooks. If there are handouts that the faculty uses, they copy the handouts and bring them to class.	Yes. Each instructor makes his/her own. It contains the course description; dates, times, and locations; instructor contact information; and any other pertinent information.	Staff (one person orders all the materials for students and one person orders desk copies for the instructors)	The same person who orders the textbooks	We order all of the textbooks here on campus. We do not use the campus bookstore.	Only textbooks for online electives
<b>Montreat</b>	All modules are now posted on our secure student and faculty Web sites.	Not completely sure what you mean by notes, but instructors provide any additional	We encourage instructors to provide a course syllabus, especially if they are making any	Undergraduate students order all their own textbooks except for their first course (GE	Regional Campus Coordinators	MBS Direct for undergraduate programs only	Undergraduate students purchase all their own textbooks except for those required for the

		information (syllabi) when they introduce their course or material is given to the campus coordinators to place in the classroom if the instructor is not able to introduce in person.	changes (grade weights, an assignment, etc.) to the course module so all the changes are in writing.	courses). We post the required textbooks with MBS Direct. The Asheville and Charlotte Campus Coordinators order and deliver textbooks to the classrooms for all graduate program students.			GE courses.
<b>Ohio Dominican</b>	Students no longer receive student guides. Instructors receive the Faculty Guides via e-mail.	All pertinent course information must be contained in the instructor's syllabus.	Yes, all pertinent course material must be contained in the instructor's syllabus.	Coordinator of Curriculum places orders with the bookstore based on upcoming courses and enrollments so that the bookstore has the required textbooks available at the appropriate time. Students are responsible for obtaining their own textbooks. We encourage them to take advantage of the convenience of the bookstore, which will ship directly to the students, but oftentimes, students choose to buy at discount rates at other online vendors.	N/A	N/A	All textbooks required for the courses.

<b>Olivet Nazarene</b>	After students register for class, Blackboard is made available to them. All instructors have access to Blackboard as well. The syllabus and the module are posted for students and/or faculty use. In most programs, the module is intended for instructor use only, and the syllabus is intended for both student and faculty use.	All notes are incorporated into the course syllabus which students access on Blackboard.	Students receive the course syllabus that which provides them with all the necessary information to achieve success in the course. In most cases, the syllabus is a separate entity. The course module is designed for instructors to use because it houses facilitation notes to assist them in planning lessons.	The students purchase their own textbooks in many of our programs. In some instances, textbooks are provided by our Director of Educational Resources or by the ONU Bookstore.	If students purchase their own textbooks, they are mailed to them by the vendor. If a program included textbooks as part of the fees, they are purchased by our Director of Educational Resources and delivered by assistants.	We purchase from a variety of publishers.	In general, students purchase one textbook per course; although, some courses may require additional resources.
<b>St. Gregory's</b>	Students download and print course modules from WebCT.	Faculty include notes for student modules on their course syllabi and sometimes also by e-mail through WebCT.	Yes. The course syllabus includes the following items that are not part of the course module: instructor name and contact information, specific instructor expectations/policies, adjustments or variations to course assignments, and instructor specific grading rubrics. Our SGU/CWA standard syllabi are prepared in-house electronically. The standard part of the syllabi is saved as a PDF	Students	Bookstore	Founders Bookstore at St. Gregory's University	Generally 1-2 textbooks per course. Of course, students often purchase their textbooks from online sources and are held responsible for having the correct text in time for the first night of class.

			file, forwarded to faculty via e-mail and the only sections available for faculty input are the four areas above.				
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<b>Southern Wesleyan</b>	Hard copy	Faculty provided	Only module	Staff (Ken Alexander)	Staff (Ken Alexander)	SWU	0
<b>Warner Pacific</b>	Hard copy	E-mail	No	Staff	Staff	None	Students are only allowed to purchase books from institution. The number of books purchased depends on the program.
<b>William Penn</b>	Students download copies of the student module or syllabus, which is posted on our Web site.	Notes are added to the syllabus and may be found on the Web pages for the course too.	Students do not receive the course module, if you mean the entire module including the facilitation notes. Students see part of the module that refers to the student info, assignments, and so forth. We do not create a student module. We have a faculty module, the first half become the syllabus with added info specific to the instructor. This is the way that the FLEX module	Textbooks are identified by the appropriate faculty credentialed to teach the course. The textbook lists are posted on the Web site. Students order their own textbooks and may purchase them from the bookstore, from other students, or other sources.	The source from which the students purchase the textbooks ships them directly to the students.	We do not order or distribute textbooks to students. They purchase them from the bookstore or other sources. We just keep students up-to-date on the edition changes and new textbooks required so they can purchase the correct textbooks.	The number of textbooks purchased by students is based on enrollment. All students purchase their own textbooks.

			template organized the module and the way it comes to us after editing.				
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