



**CMI**

**College of the Marshall Islands**

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uluga Campus  
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931  
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Email: [bor.regents@cmi.edu](mailto:bor.regents@cmi.edu)

**COLLEGE OF THE MARSHALL ISLANDS**

**BOARD RESOLUTION-No: 2023 - 003**

**“A RESOLUTION TO APPROVE NEW POLICY #369: QUALITY OF TEXTBOOKS  
AND SUPPLEMENTARY MATERIALS”**

**WHEREAS**, The Board of Regents of the College of the Marshall Islands given the responsibility under the CMI Act 1992 to “approve such policies and standards as it may deem necessary for the effective operation of the College,”

*And*

**WHEREAS**, the policy supports academic freedom by establishing clear standards for textbooks and supplementary materials so that texts may not be removed from classrooms arbitrarily,

*And*

**WHEREAS**, the Learning Experience and Academic Policy Committee and the Executive Council have recommended the policy,

**NOW, THEREFORE, BE IT RESOLVED:**

That the College of the Marshall Islands Board of Regents approves the new Policy 367: Quality of Textbooks and Supplementary Instructional Materials.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on January 23, 2023 at which a quorum was present and voted.

**Kathryn Relang**  
Chair, Board of Regents  
College of the Marshall Islands



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## **CMI POLICY NO. 369**

# **Quality of Textbooks and Supplementary Instructional Materials**

Status:	Active
Effective Date:	January 23, 2023
Approval Date:	January 23, 2023
Steward:	Board of Regents
Approval Authority:	Board of Regents

## **Policy Statement**

Textbooks and supplementary instructional materials supplied to students shall be high quality, relevant to the course of instruction, and reliable. In providing these materials to students, copyright shall be respected and credit given to the material's creator regardless of copyright status. Textbooks and instructional materials must comply with Republic of the Marshall Islands law.

## **Reason for the Policy**

The quality of textbooks and supplemental instructional materials is key to the educational experience. Clearly defining expectations for textbooks and supplementary instructional materials protects academic freedom by preventing censorship on other bases.

## **Definitions**

### **High Quality**

High quality textbooks and supplementary instructional materials are held in high regard within the discipline. Textbooks and secondary sources are thoroughly edited.



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## Relevance to the Course of Instruction

Textbooks and supplementary instructional materials are relevant when:

1. they address content and/or outcomes in the approved course outline;
2. the content is appropriate to the instructional level;
3. and, in the case of textbooks, they are organized in a pedagogically meaningful manner.

## Reliability

Reliable textbooks and supplementary instructional materials do not spread misinformation or disinformation, though in some cases instructors may use examples of misinformation or disinformation so long as they are clearly labeled and discussed as such. Textbooks and secondary sources should have been evaluated through an external process, such as peer review or publication by a highly regarded, selective publisher. Materials should be up-to-date within the standards of the discipline.

## Statements of Elaboration of Policy

### Faculty Responsibility

Faculty have primary responsibility for the selection of appropriate textbooks and supplementary materials and are expected to utilize their disciplinary expertise in making these selections. All approved course outlines should include recommended texts that meet the requirements of this policy. Any required texts must be included in the course syllabus.

### Sensitive Materials

The College recognizes that culturally, socially, and emotionally sensitive materials may have pedagogical value and may be necessary to the teaching of certain courses. Faculty who include such materials in their courses are expected to handle them with awareness of the challenges they present to students.

### Discriminatory or Defamatory Material

Textbooks and supplementary instructional materials that include explicitly defamatory or discriminatory material (such as racist or sexist statements) should only be used if the material is necessary for the subject matter being studied. For example, a course that addresses racism



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may include examples of racist texts, but it would not be acceptable for a mathematics course to use a textbook that contains racist statements.

## Conflict of Interest

In cases in which a faculty member will profit by assigning a given text, such as when the faculty member has authored a textbook and is receiving royalties, the text must be approved by the relevant dean and should typically only be assigned if there is no alternative of equal or higher quality.

## Cross References to Related Policies and Regulations

Human Resources Policy and Procedure Manual 4.11: Academic Honesty and Integrity  
Human Resources Policy and Procedure Manual 10.8: Copyright  
Curriculum Manual

## Responsible Officer

Vice President for Academic and Student Affairs

## Key Offices to Contact Regarding the Policy and its Implementation

Dean of Academic Affairs, Dean of WAVES, Instructional departments

## Procedures

1. For all credit courses, any textbooks or supplementary materials with an associated cost and that will be issued to individual students shall be ordered through the bookstore.
2. The department chair is responsible for the ordering of these textbooks and supplementary materials and should typically base orders on the recommended texts listed in the course outline. Faculty may request other materials by working with their department chairs. In case of a disagreement that cannot be resolved, the associate dean or dean overseeing the department should be consulted.



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3. Other supplementary materials may be ordered directly by the department chair using the department budget. Cost and related considerations may be part of this decision.
4. Open Educational Resources and other no-cost texts may be used by faculty in their courses without a need for prior approval. Access instructions should be included in the syllabus and/or the learning management system.
5. When copying, scanning, or otherwise reproducing material, faculty have responsibility for ensuring all copyright laws and citation standards are followed. They may consult with their department chair, or other supervisors, in case of uncertainty.
6. Students who object to a textbook or supplementary material for a course are advised to discuss the matter with their instructor first. If the issue cannot be resolved through this discussion, they may escalate the issue to the department chair, associate dean, and/or dean.
7. If it comes to the attention of a department chair or other supervisor that a textbook or other supplementary materials used in a class do not meet the requirements of this policy, the faculty member may be required to remove the material. The faculty member may appeal this decision following the supervisory chain. A faculty member who refuses to remove material that does not comply with this policy will be subject to the disciplinary process.
8. In accord with the principles of academic freedom, no faculty member will be required to remove materials that meet the requirements of this policy.

**Date of Initial Policy:**

**Date(s) of Any Revisions:**

*Irene J. Taafaki*

**Dr. Irene J. Taafaki, President**

*January 23, 2023*

**Date**