


Administrative Procedure Instructional Resources	
	Department: Student Programs
	Approved by: Leadership Council
	Date Approved: February 5, 2024
	Revision Date(s):
	Review Date:
	External References
	<ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • <i>The Education Regulation, 2019</i> • Ministry of Education Learning Resources Evaluation Guidelines 2020
Internal References	
<ul style="list-style-type: none"> • Form: Reconsideration of Learning Resources Request 	

Purpose

- This administrative procedure outlines guidelines for the selection and purchase of instructional resources at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all staff involved in the procurement and selection of instructional resources. It covers the acquisition of textbooks, digital materials, software, hardware, and any other resources used to support Sask DLC’s educational programs.

Policy Statement

- Sask DLC authorizes the purchase of instructional resources to meet and satisfy the vision, mission, guiding principles and goals of Sask DLC.

Procedures:

1. General
 - a) Online instructional resources and supplies are to be selected from the Ministry of Education guides and from other sources that meet curricular outcomes and Sask DLC administrative policies and procedures.
 - b) Curricular required materials, such as workbooks, which are an integrated part of the core program for students are supplied by Sask DLC.
 - c) Students are to supply their own dictionaries, atlases, pencils, pens, notebooks and related supplies.

- d) In general, materials used for instructional purposes in Practical Applied Arts (PAA) are to be supplied to the student.

2. Selection of Resources

- a) Students should be provided with a wide variety of materials at varying levels of difficulty with diversity of appeal and varying points of view that are consistent with the beliefs and goals of Sask DLC.
- b) While the selection of learning resources may involve many people such as superintendents, administrators, consultants, teachers, students and community, the responsibility for selection and purchase rests with the Campus Administrators and teachers whilst following the Sask DLC Procurement Process (Tech Handbook).
- c) Material selected for the Sask DLC resource centre are to be consistent with the following:
 - i. They support and are consistent with educational goals of the province, Sask DLC and specific courses.
 - ii. They are appropriate for the subject area, as well as age and ability of the student for whom they are intended.
 - iii. They meet high standards of quality in factual content, accuracy, balance, integrity and presentation.
 - iv. They are developed by authoritative and competent authors and producers.

3. Challenged Resources

- a) Any resident or employee of Sask DLC may formally challenge learning resources used in Sask DLC campuses.
- b) The challenge must be on the basis of appropriateness.
- c) Informal Requests
 - i. The Campus Principal or designate receiving a complaint regarding a learning resource is to try to resolve the issue informally.
 - ii. The Campus Principal or designate is to explain to the individual initiating the request the selection procedure, criteria and qualifications of those persons selecting the resource.
 - iii. The Campus Principal or designate is to explain the intended use of the resource in question and any additional information related to its use.
 - iv. If the individual initiating the request is not satisfied, a formal challenge can be filed.
- d) Formal Request.
 - i. All formal objections to learning resources are to be made using the **Reconsideration of Learning Resources Request form (attached)**.
 - ii. The form is to be filed with the Campus Principal.
 - iii. The Campus Principal is to submit the form to the Superintendent of Student Programming or designate.
 - iv. The Chief Executive Officer of Sask DLC or designate is to submit the form to a reconsideration committee.
- e) The Reconsideration Committee
 - i. Is composed of one (1) member of the Sask DLC staff chosen by the Superintendent of Student Programming, one (1) Sask DLC Campus Principal and one (1) Sask DLC Consultant.

- ii. The Committee may choose to consult Sask DLC support staff and/or community members with related professional knowledge.
- iii. Is to review the challenged resource and judge whether it conforms to the guidelines for selection. The review shall:
 - examine the challenged resource;
 - determine the professional acceptance by reading critical reviews of the resource.
 - weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
 - discuss the challenged resource in context to the educational program; and,
 - prepare a written report which is to be:
 - Discussed with the individual initiating the request.
 - Retained by the Superintendent of Student Programming, with copies forwarded to the Campus Principal and the individual initiating the request.
- iv. The decision of the reconsideration committee is binding on Sask DLC.
- v. Course Maintenance Requests will be put in place by the Superintendent of Student Programming should the committee decide to remove a resource from a course.