

Textbook Committee Report for the year 2009
Chair's Annual Report to the Director
English Language Institute, University of Delaware

To: Dr. Scott Stevens
From: Russ Mason, Chair
Date: April 16, 2010

COMMITTEE MEMBERS

Joe Matterer
Russ Mason, Chair (term extended as of 3/8/10)
Anne Owen (term expires 6/30/10)
Jo Gielow (term expires 6/30/10)

GOALS and RECOMMENDATIONS for the previous year (2009) and status reports

- * Complete pilot of the the new 4TH edition of Azar's *Understanding and Using English Grammar* (Azar "Blue") at Levels IV and V. – **Status: Completed**
- * Complete pilot of the Azar On-line Interactive cards being conducted by Grant Wolf. -- **Status: Completed**
- * Assess the possibility of offering the new Azar On-line Interactive subscription card program to any student who desires additional practice (i.e., an "on-line workbook). – **Status: Completed**
- * Assess the possibility of using the newly revised (step-by-step, "new-teacher friendly") Azar Instructor's Guide with Powerpoint DVD (to be available July10, 2009). -- **Status: In Progress**
- * The Textbook Committee recommends that the new Azar textbooks be adopted as the permanent ELI grammar text series. -- **Status: Adopted (Completed)**
- * The Committee recommends the adoption of a First-Day-of-Session procedure to discourage students from selling used books during the course of the meeting. -- **Status: In Progress**
- * The Committee recommends a clarification of the ELI policy on the use of "clean" books, new or used (i.e., if a student persists in having no book or in using a written-in book, does the teacher have the authority to refuse admittance to class until a proper textbook is obtained?). -- **Status: In Progress**
- * Adjust the schedule for alternating textbooks (only if necessary).-- **Status: Continuing**
- * Continue to evaluate new textbooks on an as-needed basis. -- **Status: Continuing**

GOALS FOR 2010 and RECOMMENDATIONS to the Faculty

- * Adopt the use of the Azar On-Line Interactive subscription cards and have the book store purchase them bundled with paperback copies of the 4TH edition of Azar's *Understanding and Using English Grammar* (Azar "Blue") for use at Levels IV and V. Teachers may require and monitor the use of the on-line workbook for their classes, as desired (i.e., purchase of the On-Line Interactive subscription will be required of all students, but the actual use of the on-line workbook in any given class may be optional or required, per individual teachers' preference). A supply of individual subscription cards (i.e., not bundled with the book) will also be necessary for continuing students who have already purchased the book, as well as for teachers.
- * Evaluate the wider use of the newly revised (step-by-step, "new-teacher friendly") Azar Instructor's Guide with Powerpoint DVD (which became available July 10, 2009).
- * As the ELI hires new administrative staff and redistributes duties, a decision should be made regarding the responsibility for ordering textbooks and materials. This duty was previously handled by Joe Matterer in his capacity as Associate Director and permanent member of the Textbook Committee. It is appropriate for this key person to be an administrator, and this administrator has always been and should continue to be a key member of the Textbook Committee.
- * In his transition from administrator to faculty member, Joe Matterer should continue to serve on the Textbook Committee and to advise the new administrator who will be responsible for textbook purchase oversight. It may be advisable for Joe to assume the Chairmanship of the Committee to facilitate this process.
- * As the ELI hires new administrative staff and redistributes duties, a decision should be made regarding the responsibility for distributing, overseeing, recollecting, and storing textbooks and ancillary materials. This duty was previously handled by Joe Matterer. The Advisory Committee has entertained the suggestion that this duty pass to Level Coordinators; however, there are logistical problems (i.e., secure storage sites, continuity issues in light of the 10-month and 11-month contracts of the Level Coordinators and the temporary nature of their appointments, access to materials, etc.)
- * The Committee recommends the review of the First-Day-of-Session procedure and/or means of enforcement to discourage students from selling used books during the time of the opening-day meeting.
- * The Committee recommends a clarification of the ELI policy on the use of "clean" books, new or used (i.e., if a student persists in having no book or in using a written-in book, does the teacher have the authority to refuse admittance to class until a proper textbook is obtained?).
- * Re-evaluate the use of alternating textbooks to see how well this is working and how

widely it is implemented (i.e., some classes use the same books but alternate sections or units as opposed to dealing with two separate books).

- * Evaluate the use at Level IV of the reading text *Beyond True Stories*. Is this text too easy for Level IV? Does it meet the requirements of the curriculum?
- * Adjust the schedule for alternating textbooks (only if necessary).
- * Continue to evaluate new textbooks on an as-needed basis.

STATEMENT OF OBJECTIVES

The Textbook Committee exists in order to review the instructional materials used at all levels of the ELI and to ensure that these materials are consistent with the stated objectives for each level of the Institute. The members of the Committee endeavor to provide texts that are relevant, up-to-date, and interesting. This requires periodic review and gathering of information regarding textbooks currently in use by faculty, as well as the evaluation of new texts recommended for adoption.

SUMMARY OF WORK ACCOMPLISHED IN THE YEAR 2009

The Textbook Committee proper met two “officially scheduled” times in 2009. In addition to this, Joe and I met briefly on several other occasions to discuss textbook business. I also met with Susan Toth (11/9/09) to discuss Pearson/Longman options. Finally, I managed on-line discussions, handled requests for new books, met with Level Coordinators, and led discussions with colleagues in faculty meetings regarding textbook issues. The year just ending (February 2009- February 2010) has been a rather light year of activity for the Committee, as the faculty has given attention to other issues subsequent to adopting the revised Azar series as our grammar text. Another reason for the low number of official meetings has been Joe Matterer’s unavailability due to illness and his subsequent decision to shift from an administrative position to a faculty position. Even so, Joe and I were the most active contributors to the work on textbooks, followed by Jo Gielow and Anne Owen. Anne checked with me many times to indicate her readiness to take on committee duties, but I didn’t delegate much to her. Scheduling conflicts prevented her attendance at the official meetings.

A complete listing of textbooks in use for the upcoming session (Session V: April 26 – June 18, 2010) will be forwarded under separate cover by Joe Matterer.

Respectfully submitted by Russ Mason, Chair, ELI Textbook Committee