



Item: V.c.

Tuesday, August 15, 2023

**SUBJECT: APPROVAL OF THE 2023 TEXTBOOK AND INSTRUCTIONAL MATERIALS
AFFORDABILITY ANNUAL REPORT**

PROPOSED Board ACTION

Approval of the Textbook and Instructional Materials Affordability Annual Report.

BACKGROUND INFORMATION

Pursuant to Section 1004.085, Florida Statutes, the Florida Atlantic University Board of Trustees is required to report regarding textbook and instructional materials affordability to Board of Governors by September 30 of each year, the following, as applicable.

- a. Textbook selection process for general education courses with high enrollment
- b. Selection process for general education course with high enrollment
- c. Course sections that did not require or recommend the purchase of textbooks / low cost course materials
- d. Institutional policies relevant to the issue, and
- e. Efforts to reduce costs to students.

IMPLEMENTATION PLAN/DATE

N/A

FISCAL IMPLICATIONS

N/A

Supporting Documentation: 2023 Textbook and Instructional Materials Affordability Annual Report

Presented by: Dr. Russ Ivy, Interim Provost and VP for Academic Affairs

Phone: 561-297-3062

Textbook and Instructional Materials Affordability Annual Report

Instructions

1. Complete each tab/worksheet as designed. The template reflects the interpretation of the reporting requirements by Board staff.
Do not edit the content of the template. Expand the response space as needed.
2. Statutory due date is September 29, 2023.
3. If there are questions, contact Kirsten Harvey Director of Student Success & Workforce Alignment, at Kirsten.Harvey@flbog.edu
4. Include the university contact name and email for the staff who completed the report below:
5. Please note some cells are auto-calculated and do not require you to enter a figure. These cells are green.

University Contact Name and Email: Geoffrey Johnson gjohns45@fau.edu

**Textbook and Instructional Materials Affordability Annual Report
Fall 2022 and Spring 2023**

University Submitting Report:
FLORIDA ATLANTIC UNIVERSITY

Date Approved by the University Board of Trustees:

Signature of Chair, University Board of Trustees:

Signature of Vice President for Academic Affairs:

Signature of President:

Textbook and Instructional Materials Selection Process

Report the textbook and instructional materials selection process used for general education courses with high enrollment. Include the course prefix(es) and number(s), the course title(s), and the total number of courses (n). In column "F," use the drop-down arrow in each cell to select the appropriate selection process. The methodology for determining high enrollment courses is as follows: *Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment.*

General Education Courses with High Enrollment			Total Number of Course Sections (n)	Selection Process	If "other," describe
Course Prefix & Number	Course Title				
ANT	2410	Culture and Society	2	Other (Describe in Column G)	Instructors adopt textbook and instructional materials consistent with the guidelines set forth in Provost Memoranda 1.12 "PROCEDURES FOR SELECTING TEXTBOOKS and INSTRUCTIONAL MATERIALS FOR AFFORDABILITY" (February 2018)
BSC	1011	Biodiversity	3	Other (Describe in Column G)	
BSC	2085	Anatomy and Physiology 1	1	Other (Describe in Column G)	
BSC	1010	Biological Principles	2	Other (Describe in Column G)	
BSC	1005	Life Science	4	Other (Describe in Column G)	
CHM	2211	Organic Chemistry 2	1	Other (Describe in Column G)	
CHM	2045	General Chemistry 1	3	Other (Describe in Column G)	
CHM	2046	General Chemistry 2	1	Other (Describe in Column G)	
ECO	2013	Macroeconomic Principles	2	Other (Describe in Column G)	
GEA	2000	World Geography	1	Other (Describe in Column G)	
ISM	2000	Information System Fundamentals	2	Other (Describe in Column G)	
MET	2010	Weather, Climate, Climate Change	1	Other (Describe in Column G)	
PSY	1012	General Psychology	1	Other (Describe in Column G)	

Course Sections with No Cost for Textbooks/Instructional Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that did not require or recommend the purchase of a textbook(s)/ instructional materials and/or utilized open educational resources. These may include general education courses, upper level courses, and courses for directed independent study, internships, thesis/dissertation, etc.

Fall 2022

Total Number of Course Sections Offered (Including Exceptions)	5,429
Total Number of Course Sections Offered with No Cost Materials	2,518
Percent of Course Sections with No Cost Materials (Auto-Calculated)	46%

Spring 2023

Total Number of Course Sections Offered (Including Exceptions)	5,178
Total Number of Course Sections Offered with No Cost Materials	2,414
Percent of Course Sections with No Cost Materials (Auto-Calculated)	47%

Board Action Plan - Low Cost Course Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that required or recommended textbook(s)/instructional materials for \$20 or less per credit hour (e.g., \$60 or less for a three-credit-hour course), which meets the State University System of Florida Action Plan for the Pricing of Textbooks and other Instructional Materials.

Fall 2022

Total Number of Course Sections Offered (Including Exceptions)	5,429
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	646
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)	12%

Spring 2023

Total Number of Course Sections Offered (Including Exceptions)	5,178
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	586
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)	11%

Textbook & Instructional Materials Affordability Initiatives

Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

The FAU Campus Bookstores offer various costs savings choices in the forms of new, rent new, rent used, buy used, rent digital, and buy digital textbook options. Students can purchase textbooks in formats that will afford them a considerable discount compared to the price of purchasing a new textbook. The bookstore also offers discounts in the form of price matching on textbooks and instructional materials offered from local brick and mortar bookstores and online retailers. If students find their purchased course material at a lower price from a competing retailer, they are eligible to receive the difference in price from the campus bookstore.

Textbook Affordability Website - <https://library.fau.edu/textbook-affordability>

In 2022, the University Libraries created a textbook affordability website that lists links to various helpful resources to borrow and/or purchase low-cost textbooks and course materials. The website lists affordability initiatives for both students, faculty, and instructors and provides guidance and resources for using Open Educational Resources (OER). The website also lists links to state-led textbook affordability initiatives and statutes related to textbook affordability.

Textbooks on Reserve

The FAU Libraries' Textbook Reserves program was launched in Fall 2017 to help cut the costs of required course materials for all FAU students. The University Libraries have worked to build a comprehensive reserve collection of course materials available for students to check-out. Students may access course materials for over 400 classes via an online tool where they can locate available textbooks by-course and check them out for 3-hour intervals within the University Libraries. When available, electronic textbooks are licensed by the library for students to utilize both on and off campus. To sustain the collection, faculty may donate or loan textbooks to the program, while students are encouraged "Pay it Forward" and donate their textbooks at the end of the semester. There were 1,667 checkouts from the textbook library during the 2022 calendar year. The link to the list of available textbooks and how to contribute to the Textbook Reserve collection can be found here: <https://libguides.fau.edu/textbooks-reserves>

Provost's Memoranda 2.1 - Procedures for Selecting Textbooks and Instructional Materials

Provost's Memoranda 2.1 was circulated in February 2018. The memo encourages faculty to embrace and balance the values of various textbook affordability laws and regulations. The memo also details considerations for affordable formats, (low cost options, digital, OER) textbook selection, (timely adoptions, rental, used, library reserves) and self-authored textbooks and instructional materials. Since 2019, the average cost per student credit hour (SCH) for undergraduate courses has decreased by \$10 (\$41.79 in fall 2019 to \$31.80 in fall 2022).

Inclusive Access Program

FAU implemented the Follettt Access program in spring 2019 which enables costs for selected textbook and course materials to be included with tuition and other course charges. Students can access savings by opting-in before the start of the semester. Participating students receive up to 40% in discounts on their required/ recommended course materials and gain access to these materials by the first day of class. Since the launch of this program over 38,000 students have participated and have collectively saved over \$1.7M.

Fall 2022

The fall 2022 inclusive access program included 322 course sections where 6,371 students opted-in and collectively saved \$228,165.

Spring 2023

The spring 2023 inclusive access program included 353 course sections where 6,892 students opted in and collectively saved \$391,750.

Has the *opt-in* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

The opt-in provision was first implemented at Florida Atlantic University in spring 2019 and since then over 38,000 participating students have collectively saved over \$1.7M.

Has the *opt-out* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

The opt-out provision has not yet been implemented at Florida Atlantic University. Proposals for an opt-out program have been reviewed by the Provost's Advisory Council and the Textbook Affordability Committee. After careful consideration a decision was made to continue the opt-in program as-is. Future consideration for the implementation of an opt-out program at Florida Atlantic will require careful review of potential costs incurred by students who would be liable for charges in an opt-out program but would not normally incur charges for textbooks and course materials in courses that do not have required materials. The proportion of courses at Florida Atlantic that do not require textbooks and instructional materials has increased by 11.3% over the past 5 fall terms.

University Policies for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Describe policies implemented to ensure the posting of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

FAU Regulation 3.004 was promulgated to minimize the cost of textbooks to students while maintaining the quality of instruction and academic freedom. In Fall 2020 the regulation was amended to align with Board of Governors (BOG) regulation 8.003. The policy stipulates that textbooks shall be adopted no later than sixty (60) days prior to the first day of classes to allow sufficient time for the FAU Bookstore to work with publishers to confirm the availability of the requested materials.

Textbook adoptions are submitted by faculty members through the university's learning management system, Canvas. The adoptions are entered through the Follett Discover portal, which is linked in Canvas and automatically loads the faculty member's course assignments. As adoptions are submitted, they are instantly fed into FAU's course registration system for all course sections. Students utilize a searchable website for FAU Course Materials where they can view required and recommended course materials by term, department, course, and course section. The website details pricing options for all items including buy new, rent new, rent used, buy used, rent digital, and buy digital options.

In addition to the implementation of FAU regulation 3.004, the university's Textbook Adoption Compliance Committee (TACC) comprised of faculty members, administrators, and the University bookstore management, leads the university's textbook adoption compliance efforts. The committee meets each semester and has been an effective medium to increase communication between faculty members, administrators, and the university bookstore.

In an effort to closely track all textbook adoptions, an electronic dashboard was created in fall 2018 to track all adoptions that are submitted to the university bookstore. The Textbook Adoption and Cost Dashboard provides real-time textbook adoption information and lists adoption statuses by college, department, course section, and instructor. The dashboard also calculates total and average costs for each course and course section. The tool is available to all faculty and relevant staff members. In fall 2018, the University implemented an electronic system to track late adoption changes requests. Faculty members who attempt to submit late adoptions are required to receive approval from their college's dean and invited to consider no-cost alternatives such as Open Educational Resources (OER).

In fall 2019 the university established annual textbook adoption deadlines that are on average 90-days or more before the start of each semester. These new deadlines were established to provide the university bookstore with additional time to source used and rental materials and helps alleviate the volume of adoptions that would normally occur 2-3 weeks prior to the state deadline when the majority of textbook adoptions were submitted. The new annual deadlines are as follows: fall—April 15, spring—October 15, summer—March 15.

Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

The policies and procedures implemented in recent years have been effective in ensuring the university meets the reporting requirements. Recent textbook adoption posting compliance results:

Fall 2022 - 99%
Fall 2021 - 99%
Fall 2020 - 99%
Fall 2019 - 98%
Fall 2018 - 95%

Spring 2023 - 97%
Spring 2022 - 98%
Spring 2021 - 98%
Spring 2020 - 98%
Spring 2018 - 97%

Published List of Required and Recommended Textbooks and Instructional Materials	
Please use the drop-down options to confirm the published list of required and recommended textbooks and instructional materials includes the following information.	
Information Required	Affirm Information is Included
International Standard Book Number (ISBN) or Other Identifying Information	Included
Title	Included
All Authors Listed	Included
Publishers	Included
Edition Number	Included
Copyright Date	Included
Published Date	Not Included
Searchable by Course Subject, Course Number, Course Title, Name of Instructor, Title of Material, and Author(s) of Material	Included
Material Information is Easily Downloadable by Current and Prospective Student	Included

Published Course Syllabus Requirements	
Please use the drop-down options to confirm the course syllabus of the general education core course options identified pursuant to section 1007.25, Florida Statutes include the following information.	
Information Required	Affirm Information is Included
Course Curriculum	Included
Goals, Objectives, and Student Expectations of the Course	Included
How Student Performance will be Measured	Included

Link to Published List of Required and Recommended Textbooks and Instructional Materials
Please provide a link to the webpage housing the information listed under "Published List of Required and Recommended Textbooks and Instructional Materials.". If each course section has its own website link, please provide one example link.
Please Provide Link Below
https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836

Link to Published List of Course Syllabi for General Education Courses										
Please provide links to the webpages housing the information under "Published Course Syllabus Requirements."										
Please Provide Links Below										
<table border="1"> <tbody> <tr> <td>Communication</td> <td>https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836</td> </tr> <tr> <td>Humanities</td> <td>https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836</td> </tr> <tr> <td>Mathematics</td> <td>https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836</td> </tr> <tr> <td>Natural Sciences</td> <td>https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836</td> </tr> <tr> <td>Social Sciences</td> <td>https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836</td> </tr> </tbody> </table>	Communication	https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836	Humanities	https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836	Mathematics	https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836	Natural Sciences	https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836	Social Sciences	https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836
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Humanities	https://app.powerbi.com/view?r=eyJrjoiYTgxYjcyZmltZGQ1Ny00ZjE4LWlyY2YtMWU3YTAzOTExOWVzliwidCI6IjYzYzNjOWMxLWU4MjQ0NDZlIj1iNDM1LTJmMGNhYmlyODI4ZiIsImMiOjF9&pageName=ReportSection8cd0e669736008a06836									
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Exceptions

Per Board of Governors Regulation 8.003(1)(h), Textbook and Instructional Materials Affordability, any request for an exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

Fall 2022				
Total # of Course Sections (Not Including Exceptions)	# of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column A + Column B) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
4,536	893	5429	16%	Course sections that provided instruction based on individual student needs (e.g., audition/performance, directed independent study, thesis, research topic) were provided exceptions

Spring 2023				
Total # Of Course Sections (Not Including Exceptions)	# Of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column G + Column H) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
4,280	898	5178	17%	Course sections that provided instruction based on individual student needs (e.g., audition/performance, directed independent study, thesis, research topic) were provided exceptions

University Requirements for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Please use the tables below to report the total number of course sections offered at the 45-day posting deadline, the number of course sections that met the posting requirement, the number of course sections that changed materials after the posting deadline, and the number of course sections that did not meet the posting requirement.

Fall 2022					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
4,536	4,493	99.05%	8	35	0.77%

Spring 2023					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
4,280	4,165	97.31%	13	102	2.38%

****Note:** Per Board Regulation 8.003 (1) (h), a course or course section added after the posting requirement is considered an exception and should be reported on the "Exceptions" tab. A request for any other exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.