



Item: III.

Tuesday, September 27, 2016

SUBJECT: 2016 TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY REPORT

PROPOSED BOARD ACTION

Approval of the Textbook and Instructional Materials Affordability Report.

BACKGROUND INFORMATION

Pursuant to Section 1004.085, Florida Statutes, the Florida Atlantic University Board of Trustees is required to report to the Board of Governors by September 30 of each year, the following, as applicable:

- a. The selection process for general education courses with a wide cost variance and high enrollment courses;
- b. Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials;
- c. Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class;
- d. The number of courses and course sections that were not able to meet the posting deadline for the previous academic year;
- e. Any additional information determined by the Chancellor.

IMPLEMENTATION PLAN/DATE

N/A

FISCAL IMPLICATIONS

N/A

Supporting Documentation: 2016 Textbook and Instructional Materials Affordability Report

Presented by: Dr. Gary Perry, Provost and VP for Academic Affairs

Phone: 561-297-3062

**State University System of Florida
Textbook and Instructional Materials Affordability
Annual Report**

University Submitting Report	Fall 2016 Semester(s) Reported		
Date Approved by the University Board of Trustees	President	Date	
Signature of Chair, Board of Trustees	Date	Vice President for Academic Affairs	Date

1) Required and Recommended Textbooks and Instructional Materials for General Education Courses

- a) Explain the methodology used for identification of general education courses with wide cost variance, defining wide cost variance. At minimum, report wide cost variance by dollar amount and percentage.

General education courses at FAU are defined as courses in the Intellectual Foundation Program (IFP). A statistical analysis was done on the costs of all textbooks for these courses; Fall 2016 (n=57). Wide cost variance is identified if cost variance (new price) is greater than \$150.

- b) Identify general education courses with wide cost variance among different sections of the same course. Is the cost variance justified with no actionable steps required or is follow-up required because the cost variance is not a justified variance? Describe the justification(s), if any.

- Required Textbooks and Instructional Materials

Prefix	Course#	Course Name	Variance
LIT	2010	Interpretation of Fiction	\$152.65
POS	2041	Government of the USA	\$155.30*
MAC	2311	Calculus w/ Analytic Geometry	\$172.90*
MGF	1107	Math of Liberal Arts II	\$181.40*
ECO	2023	Microeconomics Principles	\$398.95*
PHY	2048	General Physics I	\$665.55*

**Indicates that one Harriet L. Wilkes Honors College course section was the cause of the wide cost variance for this course.*

Justifications:

LIT 2010

In this course some professors require students to buy readers/ anthologies which vary in cost widely. Others require students to buy more than one textbook/ novel and a corresponding reader/ anthology. There is variation in specific assignments and the course materials needed to complete these assignments across course sections. To determine if the variation in materials is justifiable for future semesters, the university plans to address this variance with the procedures described in subsection (d) below.

ECO 2023, MAC 2311, MGF 1107, PHY 2048, POS 2041

For all of these courses there was one course section being taught at the Harriet L. Wilkes Honors College that had the highest cost for textbooks and course materials. Honors College students take a full curriculum of courses that are specifically designed for them that are more rigorous and require more comprehensive course materials. Any variance in the non-Honors College sections were well below the \$150 threshold. To determine if the variation in materials for the Honors College courses are justifiable for future semesters, the university plans to address these variances with the procedures described in subsection (d) below. Specifically, we will seek to minimize the cost variances that have been discovered between course sections of ECO 2023 and PHY 2048.

- Recommended Textbooks and Instructional Materials

There were no general education courses with a wide cost variance for recommended books and materials.

- c) Describe the textbook and instructional materials selection process for general education courses with a wide cost variance among different sections of the same course.

ECO 2023, LIT 2010

Individual faculty members select the textbooks and instructional materials for their sections of these courses.

MAC 2311, MGF 1107, PHY 2048, POS 2041

Faculty committees select textbooks and instructional materials for regular (non-Honors College) course sections. Faculty members at the Harriett L. Wilkes Honors College select their own textbooks and instructional materials for the Honors College course sections.

- d) What measures, if any, will be taken by the university to reduce wide cost variance among different sections of the same general education course?

Courses that are identified as having a wide cost variance will be reported to the Dean by the Provost's Office. The Dean will then request a written justification for the variance from the department chair. The Dean will review the justification and if deemed to be sufficient, it will be reported to the Provost's Office. If the justification is deemed sufficient by the Provost's Office, it will be included in the yearly Textbook and Instructional Materials Affordability Report. If the justification is deemed to be insufficient by the Dean or the Provost's Office, it will be sent back to the department chair with cost reduction recommendations.

- e) Explain the methodology used for identification of general education courses with high enrollment. What is the university threshold for a course to be identified as high enrollment?

The general education course sections with 100 or more registered students will be considered high enrollment courses (n=148) as they make up the top 15% of enrolled courses at the university.

- f) Describe the textbook and instructional materials selection process for general education high enrollment courses.

Textbooks and instructional materials for general education courses with high enrollment are selected three different ways. 1) Departmental faculty committees choose textbooks for particular course sections. 2) Individual faculty members choose textbooks for particular course sections. 3) A combination of faculty committee and individual faculty members choose textbooks for particular course sections (coordinated).

2) Specific Initiatives of the University Designed to Reduce the Costs of Textbooks and Instructional Materials

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

The FAU University Bookstore, which is managed by Barnes & Noble, offers cost savings choices in the forms of used, rental, and digital textbooks. Students have the opportunity to purchase textbooks in these formats at 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 Amazon and BN.com. If students find a lower price for textbook and instructional materials within seven days of purchasing, the bookstore will refund the price difference. This program includes new retail prices and rental pricing.

Additionally, the university has instituted initiatives to make textbooks and instructional materials available to students who are experiencing financial hardship. There are two options in which students who are experiencing financial hardship can purchase textbooks: The Short Term Advance Program and the FAU Bookstore Line of Credit program. A university monetary advance is available to degree-seeking students enrolled at least half-time at FAU for assistance with purchasing textbooks, instructional materials, emergency funds relating to educational expenses and unanticipated living expenses until the disbursement of financial aid. The maximum loan amount is \$750 with a non-refundable processing of \$7.50 assessed.

Financial Aid recipients may receive a \$400 line of credit for textbook purchases from the FAU Bookstore. The line of credit can be used for online and in-store textbook purchases only. The amount of the line of credit used will be posted as a charge to the student's FAU account. Students who are eligible to participate in this program will be notified of their eligibility via their FAU email approximately 1 week prior to the start of each semester and may utilize this program through 5 pm Thursday of the semester's drop/add week.

In addition to these programs, the School of Social Work makes a limited number of textbooks available to needy Social Work majors each year. Eligible FAU Social Work students may borrow up to two course textbooks from the School of Social Work and keep the book for the entire semester free of charge.

Similar to the book loaner program in the School of Social Work, students in the Reaching Individual Success and Empowerment (RISE) Program are guaranteed participation in a book loan program for the fall and spring semesters. Each RISE program participant receives 1-3 loaner books each fall and spring semester.

The University Textbook Affordability Committee has served as an organizing committee and channel for communications between FAU faculty, university administrators, and the FAU Bookstore. The committee has overseen book adoption processes and worked to improve the book adoption rates for each college. The university is assessing whether to expand the scope of this committee to consider alternative ways to lower the costs of textbooks and instructional materials for students.

b) With implementation of the initiatives, has there been any reduction in cost of textbooks and instructional materials to the students? If there has been a reduction in cost, what is the average cost savings? Describe the average cost savings comparing fall semester to fall semester and spring semester to spring semester.

Through the purchases of used textbooks, renting of new textbooks, renting of used textbooks, and digital textbooks, FAU students have saved \$794,214 year-to-date in 2016. The average cost savings to students has been on average 12.5% of the cost of buying these textbooks at the new retail price. A fall-to-fall and spring-to-spring comparison will be included in future Textbook and Instructional Materials Affordability reports.

- c) With implementation of the initiatives, describe any reduction in cost variance among different sections of the same general education course. Describe the reduction in cost variance comparing fall semester to fall semester and spring semester to spring semester.

A fall-to-fall and spring-to-spring comparison will be included in future Textbook and Instructional Materials Affordability reports.

3) University Policies for the Posting of Textbooks and Instructional Materials

- a) Describe policies implemented to ensure the posting of textbook 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. The policy stipulates that textbooks shall be adopted no later than forty-five (45) 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 and to ensure maximum availability of used books. The policy has proven to be effective and for the current fall 2016 semester, 98% of course sections had sent book adoptions to the FAU bookstore prior to the 45-day deadline.

The book adoptions process has been streamlined as faculty now utilize Barnes & Noble [FacultyEnlight](#) platform for textbook and course materials adoptions. The adoptions are then fed into FAU's course registration system for all course sections. Students can utilize a searchable website for [FAU Course Materials](#) where students can find 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 Affordability Committee, which is comprised of faculty members, administrators, and the university bookstore management, worked to develop a procedure that ensures textbooks are adopted at least 45 days prior to the beginning of the semester. The

following procedure will be followed for the fall, spring, and summer semesters to maximize compliance:

- The Associate Provost for Planning and Finance will send an e-mail to the Deans, Department Chairs and Committee members reminding them of the textbook posting compliance requirement. Each semester the e-mail will be distributed 75 days prior to the beginning of the term. However for the fall semester, an earlier e-mail will also be distributed three weeks prior to the end of the spring semester so that faculty will be informed of the posting requirement prior to the end of their nine month contract.
- 90 days prior to the beginning of the term, the Barnes and Noble bookstore will send a “courses without textbooks” list to the department chairs and secretaries, and copy the Committee members.
- 75 days prior to the beginning of the term, the Barnes and Noble bookstore will send a “courses without textbooks” list to the department chairs and secretaries, and copy the Committee members.
- 65 days prior to the beginning of the term, the Barnes and Noble bookstore will send a “courses without textbooks” list to the department chairs and secretaries, and copy the Committee members.
- At the Academic Leadership Team (ALT) meeting just prior to the 60 day FAU window, an Associate Provost will remind the Deans of the FAU, SUS, and statutory deadlines.
- On the day following the ALT meeting, an Associate Provost will send an e-mail to the Deans and the Deans Assistant’s reminding them in writing of the 60 day FAU window.
- Two days after the 60 day window, the Associate Provost will send an e-mail to the Deans and the Committee members with a “courses without textbooks” list that are in the “red zone” because these are courses that are out of compliance with the FAU 60 day posting deadline. The Deans will inform the Associate Provost as to how they will follow up with faculty to ensure they meet the 45 day deadline.
- 50 days prior to the beginning of the semester, the Associate Provost will contact each Dean with the remaining “courses without textbooks” list as a reminder of the SUS posting deadline.
- 45 days prior to the beginning of the semester, the Barnes and Noble bookstore will send a list of faculty who have yet to post their textbooks to determine success in meeting SUS compliance.

b) Report the number of courses and course sections and the total percentage of courses and course sections that were able to meet the textbook and instructional materials posting deadline for the academic year.

There were 802 courses (4,550 course sections) that were able to meet the textbook and instructional materials posting deadline for fall 2016 semester. This was 98% of all course sections.

- c) Report the number of courses and course sections and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year.

There were 61 courses (98 course sections) that were unable to meet the textbook and instructional materials posting deadline for the fall 2016 semester, which is about 2% of all course sections.

- d) Report the number of courses that received an exception to the reporting deadline. Provide a description of the exception.

No courses requested or received an exception to the adoption deadline for the fall 2016 reporting cycle.

- e) 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?

FAU Regulation 3.004 has proven to be effective in providing the guidance for faculty and the University bookstore. The textbook adoption procedure that's been developed by the University Textbook Affordability Committee has been successfully implemented. The committee has been effective in providing solutions that have helped faculty members and the bookstore work together to ensure students will have textbook information at least 45 days before the start of the semester.