Textbook and Instructional Materials
Affordability Report
Fall 2021-Spring 2022
## Fall 2021

<table>
<thead>
<tr>
<th></th>
<th>Total Courses</th>
<th>Submitted 45 Days</th>
<th>Met 45 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Adoption at 45 Days</td>
<td>2,402</td>
<td>2,322</td>
<td>97%</td>
</tr>
<tr>
<td>Canceled Courses</td>
<td>122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoption after removing Canceled Courses</td>
<td>2,280</td>
<td>2,203</td>
<td>97%</td>
</tr>
<tr>
<td>Total Verified Changes</td>
<td>50</td>
<td></td>
<td>2%</td>
</tr>
<tr>
<td>Final Adoption after removing changes</td>
<td>2,280</td>
<td>2,155</td>
<td>95%</td>
</tr>
</tbody>
</table>
## Spring 2022

<table>
<thead>
<tr>
<th></th>
<th>Total Courses</th>
<th>Submitted 45 Days</th>
<th>Met 45 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Adoption at 45 Days</td>
<td>2,516</td>
<td>2,516</td>
<td>100%</td>
</tr>
<tr>
<td>Canceled Courses</td>
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<td>119</td>
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</tr>
<tr>
<td>Adoption after removing Canceled Courses</td>
<td>2,255</td>
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<td>100%</td>
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<tr>
<td>Total Verified Changes</td>
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<td>18</td>
<td></td>
</tr>
<tr>
<td>Final Adoption after removing changes</td>
<td>2,255</td>
<td>2,237</td>
<td>99%</td>
</tr>
</tbody>
</table>
Textbook Adoption Process Improvement

• Taskforce reviewed problems and process
  • Office of Records & Registration, Office of Business Services, and Office of the Planning and Institutional Performance (Academic Affairs)
  • Taskforce will remain in place for continuous improvement

• Taskforce for textbook affordability, alternatives, OER
  • How much does the average book cost?
  • Is the price going down over time?
Textbook Adoption Process Improvement

- Increased communication and transparency with new Bookstore (Barnes and Noble)
  - Improve the integrity and quality of the database
    - Added survey prompt after changes are completed to identify *reason for changes*.
  - Audit “changes”, not just time stamp

- Reports analyzed at the 45-day, first-day and add/drop date for comparison
Textbook Adoption Process Improvement

- Deans receive frequent notifications of sections with missing adoption before the 45-day deadline
- "One-stop-shop" website with adoption guidelines and statutory requirements
- New process: Records & Registration now requires proof of textbook adoptions to open new course sections
- New updates: FGCU Policy on Textbook Adoption and Affordability
Registrar

- Publishes Courses.
- Completes 45 day and final course delivery report.
- Runs following reports at 60 day and Add/Drop Date:
  - Active CRNs
  - Canceled CRNs
  - Course Schedule report
  - Gen Ed CRNs
  - Honors CRNs
- Confirm Top 10% General Education Courses list.

Faculty

- Provides 45 Day and First Day Textbook Adoption Report.
- Complete Textbook Adoptions through Bookstore Portal.
- Uses course reports to update Adoption Portal.
- Textbook Adoption Report fields:
  - Section CRN
  - Store ID
  - Term
  - Course Prefix
  - Course Number
  - Instructor
  - Textbook Author
  - Textbook Title (or No Text Required)
  - Textbook Edition
  - Textbook Publisher
  - Textbook EAN-13
  - Required Status
  - Adoption Date
  - Price New
  - Price Used
  - Price Rent new
  - Price Rent Used
  - Yuzu New
  - Yuzu Rent
  - DUPLICATED status
- Review preliminary data, matches reports and reviews for duplicated entries, missing data and corrections.
- Bookstore and Business Services reviews and edits reports based on PIP request, and sends revised version to PIP.

Bookstore

- Collect Textbook Adoptions.
- Collect Textbook Adoption Report fields:
  - Section CRN
  - Store ID
  - Term
  - Course Prefix
  - Course Number
  - Instructor
  - Textbook Author
  - Textbook Title (or No Text Required)
  - Textbook Edition
  - Textbook Publisher
  - Textbook EAN-13
  - Required Status
  - Adoption Date
  - Price New
  - Price Used
  - Price Rent new
  - Price Rent Used
  - Yuzu New
  - Yuzu Rent
  - DUPLICATED status
- Collects 45 Day Course Reports and Textbook Adoption Reports and sends to PIP.

Business Services

- Reviews preliminary data, matches reports and reviews for duplicated entries, missing data and corrections.
- Collects initiatives from Colleges and Library.

PIP

- Collects initiatives from Colleges and Library.
- Confirms Top 10% General Education Courses list.
- Implements survey prompt to report justification in any changes to adopted materials.
- Improves survey prompt to report justification in any changes to adopted materials.
- Direct notification to Deans to identify sections missing adoption before 45 day deadline.

- Verify changed Materials individually

- Confirm with Deans Selection Process for Top 10% Gen Ed Courses.
- Confirms with Deans Selection Process for Top 10% Gen Ed Courses.
- No Cost Materials
- Uses final Course Report and Final Adoption Report to identify sections that declared No Materials needed.
- Low Cost Materials
- Uses final Course Report and Final Adoption Report to identify sections that declared No Materials needed.
- Uses Final Adoption and Course Report to calculate textbook cost per credit hour.
- All required and suggested textbooks are included. Average Credits are used for variable credit courses.
- For multiple versions or items, Bookstore identifies the new, most recent and most comprehensive version of each requirement. The new textbook price option is used for calculation.

- Conducts final report and sends data to PIP.
Spring 2022 Barnes and Noble Adoption Portal