Textbook and Instructional Materials Affordability Report Fall 2021-Spring 2022

Fall 2021

Fall 2021	Total Courses	Submitted 45 Days	Met 45 Days
Total Adoption at 45 Days	2,402	2,322	97%
Canceled Courses	122		
Adoption after removing Canceled Courses	2,280	2,203	**97%**
Total Verified Changes	50		2%
Final Adoption after removing changes	2,280	2,155	**95%**

Spring 2022

Spring 2022	Total Courses	Submitted 45 Days	Met 45 Days
Total Adoption at 45 Days	2,516	2,516	100%
Canceled Courses	119		
Adoption after removing Canceled Courses	2,255	2,255	**100%**
Total Verified Changes	18		
Final Adoption after removing changes	2,255	2,237	**99%**

Textbook Adoption Process Improvement

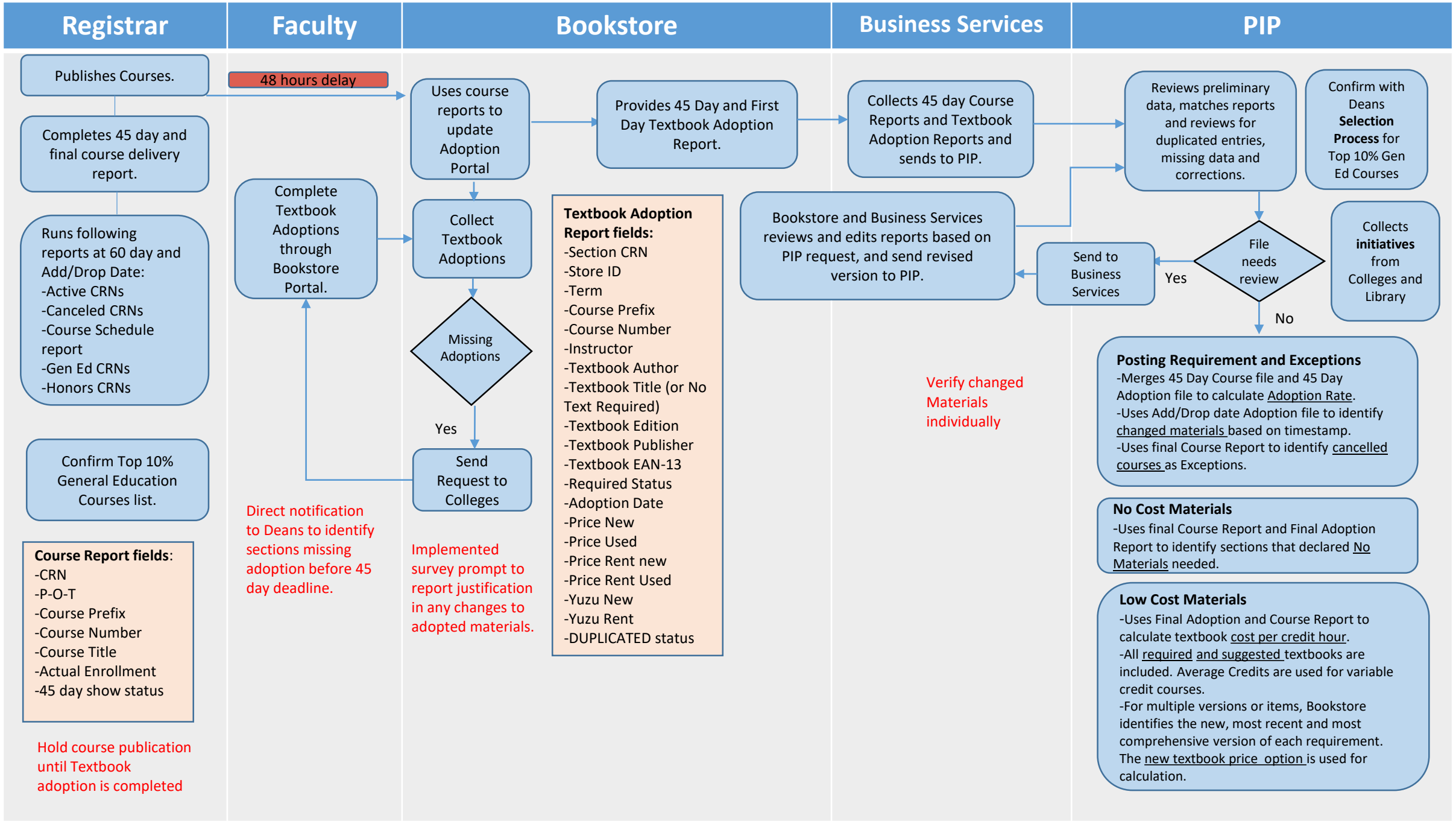
- Taskforce reviewed problems and process
  - Office of Records & Registration, Office of Business Services, and Office of the Planning and Institutional Performance (Academic Affairs)
  - Taskforce will remain in place for continuous improvement
- Taskforce for textbook affordability, alternatives, OER
  - How much does the average book cost?
  - Is the price going down over time?

Textbook Adoption Process Improvement

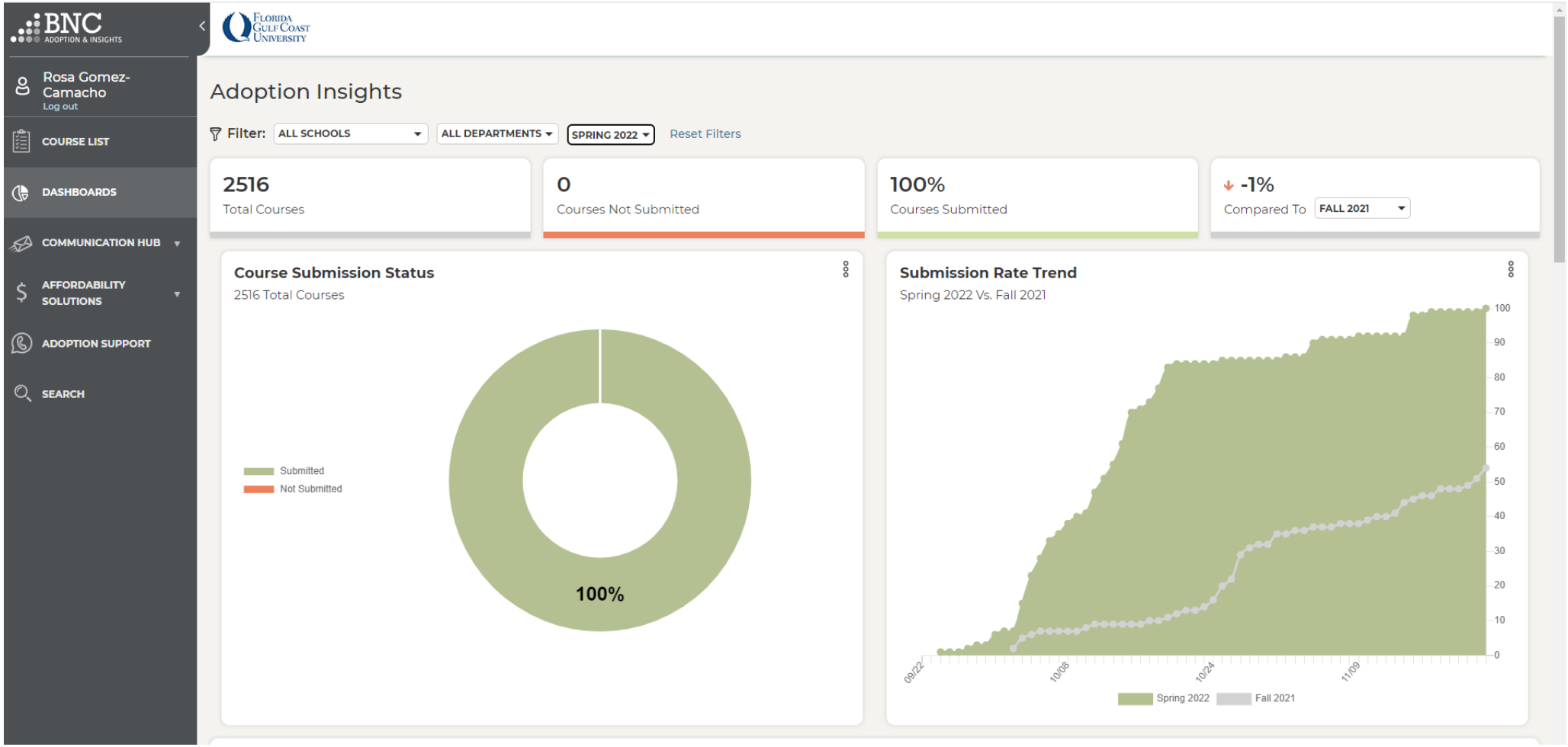
- Increased communication and transparency with new Bookstore (Barnes and Noble)
  - Improve the integrity and quality of the database
    - Added survey prompt after changes are completed to identify *reason for changes*.
  - Audit “changes”, not just time stamp
- Reports analyzed at the 45-day, first-day 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
Faculty
Bookstore
Business Services
PIP
Publishes Courses.
48 hours delay
Uses course reports to update Adoption Portal
Provides 45 Day and First Day Textbook Adoption Report.
Collects 45 day Course Reports and Textbook Adoption Reports and sends to PIP.
Reviews preliminary data, matches reports and reviews for duplicated entries, missing data and corrections.
Confirm with Deans **Selection Process** for Top 10% Gen Ed 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
Complete Textbook Adoptions through Bookstore Portal.
Collect Textbook Adoptions
Missing Adoptions
Yes
Send Request to Colleges
Bookstore and Business Services reviews and edits reports based on PIP request, and send revised version to PIP.
Send to Business Services
Yes
File needs review
No
Collects **initiatives** from Colleges and Library
Confirm Top 10% General Education Courses list.
Course Report fields:
-CRN
-P-O-T
-Course Prefix
-Course Number
-Course Title
-Actual Enrollment
-45 day show status
Hold course publication until Textbook adoption is completed
Direct notification to Deans to identify sections missing adoption before 45 day deadline.
Implemented survey prompt to report justification in any changes to adopted materials.
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
Verify changed Materials individually
Posting Requirement and Exceptions
-Merges 45 Day Course file and 45 Day Adoption file to calculate Adoption Rate.
-Uses Add/Drop date Adoption file to identify changed materials based on timestamp.
-Uses final Course Report to identify cancelled courses as Exceptions.
No Cost Materials
-Uses final Course Report and Final Adoption Report to identify sections that declared No Materials needed.
Low Cost Materials
-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.

Spring 2022 Barnes and Noble Adoption Portal



Florida
Gulf Coast
University