

State University System of Florida  
Textbook and Instructional Materials Affordability  
Annual Report  
Statutory Due Date: September 30

_____ Florida A&M University University Submitting Report  <u>October 17, 2019</u> Date Approved by the University Board of Trustees  <u>Terry Robinson</u> <u>10/21/19</u> Signature of President Date	_____ Fall 2019 and Spring 2020 Semester(s) Reported*  <u>[Signature]</u> <u>10/21/19</u> Signature of Chair, Board of Trustees Date  <u>[Signature]</u> <u>10/19/19</u> Signature of Vice President for Academic Affairs Date
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**\*Report Fall and Spring data separately to allow for Fall to Fall semester comparison and Spring to Spring semester comparison.**

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

a) Describe the textbook and instructional materials selection process for general education courses, including high enrollment courses.

*Methodology for determining high enrollment: Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment. Report the total number of courses (n).*

General Education

Consistent with the University's policy on academic freedom, faculty members have the opportunity to select their own textbooks and instructional materials. However, with all general education courses and high enrollment courses, it has been established institutionally that department chairs would meet with their faculty to collectively select a standard textbook(s) and/or instructional materials for every sections of each general educational and high enrollment courses.

The Division of Academic Affairs instituted the FAMU Textbook Affordability Committee (TAC), in response to ensure continued compliance with the State's mandate on textbook affordability. The committee meets once a semester to discuss the University's guidelines and procedures regarding Textbook Adoption and Affordability. TAC is comprised of the deans for Science and Technology, as well as Social Sciences, Arts and Humanities, the respective departmental chairperson, AVP for Academic Affairs and Student Services, Assistant Vice-President for Program Quality, and a representative from Barnes & Nobles. The major charge of the committee is to

provide recommendations on initiatives designed to provide affordable textbooks and instructional materials to our students among all courses. The Division of Academic Affairs reviews the data and overall cost of all general education courses with respect to each semester. If any action is required, a follow-up meeting is scheduled.

### High Enrollment

High enrollment courses follow the same process as the general education courses and are calculated as the top 10% of the sum total of all general education courses with the highest enrollment. Duplicate courses with equivalent head count were removed in addition to honors courses. FAMU had 34 courses considered as high enrollment for Fall 2017 and 31 courses spring 2018.

b) Report the course title(s) and number of section(s) that do not require or recommend the purchase of a textbook(s) and instructional material(s).

#### *Fall 2017*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
BSC 1011L	3 (L02) (L03) (L04)
PHI 2010 / 2010HB – Introduction to Philosophy	2 (001) (005)

#### *Spring 2018*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
EVR 1001 – Fundamental of Environmental Sciences	2 (002) (400)
LIT 2110 – Introduction to Literature I	1 (006)
MUL 2010 – Introduction to Music I	2 (002) (003)
THE 3113 – Theater History II	1 (001)

*Fall 2018*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
BSC 1011L General Biology Lab	6 (L02) (L03) (L04) (L05) (L06) (L07)
BOT 1010 Elementary Botany	1 (001)
BOT 1010L Elementary Botany Lab	1 (LO1)
HSC 1000 Orientation to Health Sciences	3 (001) (002) (003)
PHH 2102 Ancient and Medieval Philosophy	1 (001)
PHI 2010 Introduction to Philosophy	2 (002) (004)

*Spring 2019*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
ARC 2701 Architectural History I	1 (301)
BSC 1011L General Biology Lab	8 (L01) (L02) (L03) (L04) (L06) (L07) (L08) (L13)
HSC 1000 Orientation to Health Sciences	3 (001) (002) (003)
MUL 2010 Introduction to Music I	1 (006)
REL 3145 Women in Religion	1 (001)
THE 2000 Introduction to Theatre	1 (005)

## 2) Specific Initiatives of the University Designed to Reduce the Costs of Textbooks and Instructional Materials for General Education Courses

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

Florida A&M University has been very active in engaging its faculty and administration to participate in several initiatives throughout the 2018-2019 academic year to reduce the cost of textbooks and instructional materials.

1. A university-wide task force has been established to identify ways of engaging the faculty at Florida A&M University about best practices and scholarly activities to lower textbook costs. Representatives from each academic unit, instructional technology, and university library comprised the committee. The committee participated in several workshops, conferences, and webinars that provided best practices and strategies to lower textbooks and other instructional materials.
  - a. A link was forwarded to all academic units and their textbook representatives regarding an OER webinar presented by the Florida Networking Group on July 24, 2019.
  - b. FIU Affordability Counts Steering Committee (May 2019 – present) FAMU is currently active in this process.
  - c. Florida A&M University Teaching and Learning Conference theme was OER and Higher Education. The conference was held on the campus of Florida A&M University on May 7, 2019.
  - d. FAMU Academic Affairs conducted an online survey on OER (April 19, 2019). The survey is available at <https://goo.gl/forms/KsvydEGwC59BhZHH2>.
  - e. CanvasCon @ FIU (March 2019 in Miami, FL – Faculty and instructional designers were provided with learning materials to choose curricular materials, including open textbooks and other OER. FAMU’s Academic Affairs (Carl Goodman and Steven Cooper), Office of Informational Technology (Franzetta Fitz, Robert Seniors, and Instructional Designers), and the Associate Dean of the College of Science and Technology (Dr. Deidre Evans) all were active participants at this convention.
  - f. Ten members of the FAMU faculty and staff attended the 2019 Florida Virtual Campus (FLVC Open Educational Resources Summit in Orlando, FL on February 27-28, 2019).
  - g. OER Webinar “Ringling Affordable Industry Lab Experience into the Classroom: OpenStax OER and LabArchives” was presented on February 13, 2019.
  - h. BOG Innovation & Online Committee OER Workshop on November 8, 2018 at Florida Atlantic University.
  - i. A webinar link was forwarded to all academic units and textbook representatives to discuss “Making OER Easier”. The webinar was held on September 20, 2018. See the attached link:

[https://events.vitalsource.com/making-oer-easy?utm\\_campaign=2018%20University%20Business&utm\\_source=Newslett&utm\\_medium=Making%20OER%20Easy%20webinar%20-%20Weekend%20Roundup%20-%2009.14.18](https://events.vitalsource.com/making-oer-easy?utm_campaign=2018%20University%20Business&utm_source=Newslett&utm_medium=Making%20OER%20Easy%20webinar%20-%20Weekend%20Roundup%20-%2009.14.18)

2. FAMU School of Business and Industry participated in Barnes & Nobles’ First Day Opt-In Program with Pearson Education, Inc. during the Fall 2018 and Spring 2019 semesters. The following accounting courses MAN 3025 (Principles of

Management), ACG 2021 (Financial Accounting Principles), and ACG 2071 (Managerial Accounting Principles). First Day Opt-In Program is an inclusive access model, where digital course materials are included as an additional course charge for particular courses or program. This model provides an affordable option and support student success by ensuring every student is prepared for the first day of class. The university is working to expand participation among all of its colleges and schools.

3. College and school-wide meetings were held throughout the academic year by the Associate Provost for Academic Affairs to discuss various platforms that utilize online educational resources to lower textbook costs by other SUS institutions, in addition to other universities around the country.
4. The University has established textbook adoption timelines for each term and requirements for posting textbook listings to the University bookstore portal 50-60 days prior to the first day of class.
5. Each department within FAMU colleges and schools are required to submit autogens to the Registrar's Office. The autogens are a business process to activate courses for the upcoming semesters. The autogens require Course Book Information to be added or the course will not be active. For courses that do not require instructional materials, faculty are required to enter an indicator of "No textbook required" or that "OER" materials will be used.
6. FAMU Bookstore staff review the sales history of each textbook to determine the number of textbooks to order and the number of books they can reserve to buy back from students. This allows the bookstore team to maximize used book sourcing to save students dollars on textbooks.
7. The PeopleSoft system is updated nightly to show the accuracy of faculty adoption of textbooks and instructional materials. FAMU Bookstore receives a daily updated file of all courses and textbook adoption through PeopleSoft. Posting dates occur immediately after adoption to ensure students have access to compare prices of textbooks through other vendors.
8. FAMU implemented "registration integration" during the 2010 fall semester, a process used to provide students with textbook information upon registration. This process eliminated the need to search for books one course at a time and provided students with the assurance that they were purchasing the right book for the right course. Through the link, students can decide which books they want to purchase and in what format based on costs.
9. In 2011, the University implemented the textbook rental program. Before 2011, FAMU students were provided with three options to purchase textbooks: new, used, and digital textbooks (e-books).
10. The University established a process where students are issued book vouchers to obtain required textbooks and instructional materials while they are waiting on their financial aid to be issued.
11. To further reduce costs to students, the University Library has purchased several copies of general education textbooks that students can check out on a 4-hour interval per day.
12. The Division of Academic Affairs initiated a monitoring process for the Fall 2016 semester. Each of the academic departments were in compliance with the FAMU



regulations and guidelines on textbook adoption, as well as adopting textbooks in a timely manner. A justification was requested if a textbook was not ordered before the deadlines.

13. The FAMU Textbook Affordability Committee (TAC) is examining the idea of purchasing several mathematic textbooks (College Algebra, Calculus I, Liberal Arts Math I and II, as well as Introduction to Statistics) or English textbooks (ENC 1101 and ENC 1102) for students. The textbooks would not change for two years to reduce costs and provide savings to FAMU students.

b) With the implementation of the initiatives, has there been any reduction in the 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.

The University compliance with the wide cost variance contributed to reducing textbook costs from Fall 2017 to Fall 2018 and Spring 2018 to Spring 2019 semesters. The availability to purchase new, used, and rented digital textbooks has also produced savings for the FAMU students. The first day program also provided significant savings. Within the School of Business and Industry, 34% of the students utilized the program, which resulted in a cost-savings of \$48,593 for the fall 2018 and spring 2019 semesters.

### **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. For course sections that require or recommend textbooks and instructional materials based on individual student needs (e.g., audition/performance, directed independent study, research topic) that may miss the posting date, please reference these as exceptions in 3(d).

In accordance with FAMU Board of Trustees Regulation 4.105 Textbook Affordability, textbook adoption deadlines specified for each term are set no later than 45 days prior to the first day of class for each term to meet new posting requirements resulting from HB 7019, Postsecondary Access and Affordability, that now requires that costs of textbooks and instructional materials be posted at least 45 days prior to the first day of class.

Under current policy guidelines, the instructor or academic department must attach a declaration to the textbook order form acknowledging the extent to which a new edition differs significantly and substantively from earlier versions and the value of changing to a new edition; and the intent to use all items ordered, including each individual item sold as part of a bundled package before a textbook is adopted. Textbooks placed by the adoption deadline are posted on the FAMU Bookstore (Barnes & Nobles), as well as the Academic Affairs (Faculty Resource webpage) websites 45 days before the first day of class for each term. The posted textbook list includes all authors listed, publishers,

edition number, ISBN, copyright date, published date, and other relevant information for each required textbook. Course materials can be ordered exclusively through the FAMU Bookstore's website at [famu.bncollege.com](http://famu.bncollege.com). A student can find the course materials by selecting the term, department, course, and section on the webpage. After the selection of the required textbook and/or instructional materials, one can purchase "new", "used", "rent new", "rent used", or "digital" textbooks. The bookstore has price matching opportunities for students.

b) 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?

Many of the policies that have been implemented are effective in meeting the reporting requirement. The additional layer of supervision that was added by the Division of Academic Affairs was extremely helpful in FAMU meeting its reporting requirements. Each college and school designated a staff representative who is responsible for overseeing the textbook adoption process to ensure that faculty are meeting the University deadlines associated with textbook affordability. The increased level of supervision has enhanced faculty and staff compliance within their respective academic units to adopt their textbook and/or instructional material before each term deadline (October 1<sup>st</sup> = Spring semester; February 1<sup>st</sup> = Summer semester; and April 1<sup>st</sup> = Fall semester).

c) Report the number of course sections and the total percentage of course sections that were able to meet the textbook and instructional materials posting deadline for the academic year. Note: A course section complies if all textbooks and instructional materials in the course section have been entered by the deadline.

Approximately ninety-nine percent (**98.88%**) of all courses and course sections including general education courses (n=2,335), for the **Fall 2018 semester** met the University's deadline of July 14<sup>th</sup> for adopting and posting textbooks and instructional materials.

Almost 100%percent (**99.78%**) of all courses and course sections including general education courses (n=1,820), for the **Spring 2019 semester** met the University's deadline of November 14<sup>th</sup> for adopting and posting textbooks and instructional materials.

d) Report the number of course sections and the total percentage of course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year. Provide an explanation as to why the course sections were not able to meet the posting deadline. Note: A course section is not considered in compliance if all textbooks and instructional materials in the course section were not entered by the deadline.

Just over one percent (**1.12%**) of all courses and course sections including general education courses (**n=28**), for the **Fall 2018 semester** did not meet the University's deadline of July 14th for adopting and posting textbooks and instructional materials.

Nearly all (**0.22%**) courses and course sections including general education courses (**n=4**), for the **Spring 2019 semester** did not meet the University's deadline of November 14th for adopting and posting textbooks and instructional materials.

e) Report the number of courses that received an exception to the reporting deadline. Describe the exception(s).

*There were a few requests for exceptions by faculty or designee of a college or school to the reporting deadline. Exceptions were granted for the following reasons:*

- New faculty were hired after the University deadline for posting textbooks and instructional materials.*
- Course schedules changed for some faculty after the posting deadline.*
- Courses were no longer being offered.*

Many of the policies and strategies that have been implemented aided in FAMU meeting the reporting requirement for the Textbook Adoption and Affordability. Fall 2018, Spring 2019 and Summer 2019 semesters reported above the 95% adoption and posting dates of 45 days before the start of the first day of classes.

FAMU will continue to pursue opportunities to diminish the textbook costs and the overall cost of attendance at Florida A&M University as part of its student success overall strategy.



## Addendum

The following courses met the adoption deadline of at 45 days prior to the first day of class. The textbook required for the class was modified following the adoption deadline.

Adoption Date	school_num	If yellow, originally submission date	Term Desc	Dept	course	Section	ISBN
08-24-2018	753	5/31/2018	FALL 2018	COP	4656	301	9781305857995
08-06-2018	753	7/3/2018	FALL 2018	SOW	3230	302	9780134449913