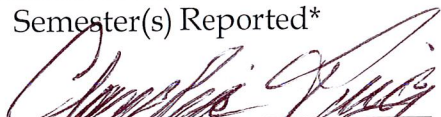
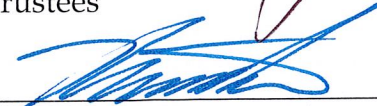
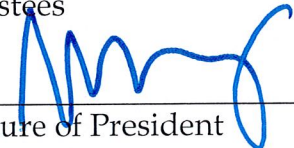


**State University System of Florida
Textbook and Instructional Materials Affordability
Annual Report
Statutory Due Date: September 30, 2019**

Florida International University

2018-2019

University Submitting Report	Semester(s) Reported*		
09/18/19			
Date Approved by the University Board of Trustees	9-26-19		9/16/19
	Date	Signature of Vice President for Academic Affairs	Date

*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).

Response:

Selection Process (Fall 2018)	Total number of courses	UCC/Non-UCC High Enrollment	Total instances of enrollment
Collective instructors text selection	220 (75.6%)	78/142	93,753
Individual instructor text selection	71 (24.4%)	14/57	28,708
Totals	291	92/199	122,461

Selection Process (Spring 2019)	Total number of courses	UCC/Non-UCC High Enrollment	Total instances of enrollment
Collective instructors text selection	60 (20.7%)	18/42	20,598
Individual instructor text selection	230 (79.3%)	69/161	94,195

Totals	290	87/203	114,793
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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).

Response:

Fall 2017

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
773	1,707

Spring 2018

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
845	1,867

Fall 2018

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
733	1,956

Spring 2019

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
728	1,900

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.

Response:

Barnes & Noble New, Used, Rental and Digital Options

Barnes & Noble FIU book stores continue to offer cost savings such as new, used, rental and digital textbooks with new titles continuously added. Students may save as much as 80% by purchasing textbooks in alternative formats offered.

Barnes & Noble @ FIU Price Match Program

Initiated by the FIU Office of Business Services, in Spring 2016 Barnes & Noble launched the Price Match program. Barnes & Noble is matching the prices for textbooks advertised or offered by a local competitor, BN.com, or Amazon. The program does not include price matching items from textbook marketplaces such as Amazon Prime (membership deals) or Amazon Warehouse Deals and does not include offerings from

peer to peer marketplaces, aggregator sites, digital books, publisher direct pricing or bulk purchases/course fee pricing.

Financial Aid Book Advances

Students receiving financial aid and unable to afford required and recommended course materials may apply for a book advance through the Office of Financial Aid, which continually monitors student financial need including cost of textbooks. In Fall 2018, 4,013 students took advantage of the book advance program amounting to \$1,754,863 in aid. In Spring 2019, there were 4,230 students who received \$1,799,393 in book advances. This aid ensures that students can purchase their course materials prior to the start of the semester and are prepared for class on the first day.

Financial Aid Book Advances		
Term	Student Count	Book Advance Aid Awarded
Fall 2017	4,874	\$2,435,887
Spring 2018	3,926	\$1,811,607
Sub-Total AY 2017-18	8,800	\$4,247,494
Fall 2018	4,013	\$1,754,863
Spring 2019	4,230	\$1,799,393
Sub-Total AY 2018-2019	8,243	\$3,554,256
Grand Total	17,043	\$7,801,750

FIU Libraries: E-Materials

The FIU Libraries is committed to working with faculty on providing open access, low cost materials for students. The libraries' collection development mission is to purchase e-materials whenever cost effective, feasible, and possible. A quick search of the library catalog shows that the library has access to more than 500,000 e-books and almost 100,000 streaming items. In addition, the library subscribes to more than 1,100 databases, many including full-text articles. Many faculty reach out to their library liaison to request e-books and other online materials for their classes. Oftentimes, the course materials wanted by faculty are not traditional textbooks and therefore are easily obtainable in electronic formats. The libraries' attempt to purchase online items that allow for unlimited simultaneous users; this allows free access for students regardless of their location.

FIU Libraries: Course Reserves

Course Reserves is a service available to FIU faculty that will house materials required for use in class. Course Reserves provides a location for these materials assigned to students enrolled in classes on a semester-by-semester basis. Materials may be in print, electronic, and multimedia formats in compliance with the Copyright Law

of the United States. Whenever possible materials will be scanned as electronic documents and made available to students 24/7. This allows students to use either library materials, or professor provided materials, free of charge.

The Library Circulation Desk reports that during the academic year 2018-2019, there were a total of 8,499 Course Reserves books, articles, DVDs, and files (Green Library: 5,819; Hubert Library: 2,675; Engineering Center: 5), which represents an 17.7% increase over the previous year (7,219 total course reserve items) and has enhanced availability of cost-free course materials at all three locations. A total of 1,032 course reserve loans to students were recorded, which represents a major decrease over the previous year (4,978 total course reserve loans), indicating that student utilization of the available course reserves has declined. The decline may be due to the libraries' continued focus on purchasing e-materials including e-books, streaming media, and full-text databases.

FIU Libraries: Open Educational Resources (OER)

The FIU Libraries received funding to hire an OER Librarian. This person will provide leadership to support faculty with developing, adopting, and/or assessing OER for the benefit of students. This librarian will coordinate initiatives to assist faculty with locating and adapting library resources and OER into their curriculum and collaborate with other librarians to coordinate selection of digital content and services in relation to OER initiatives. The OER Librarian will raise awareness of open educational resources across campus, encouraging and generating broad participation by departments, faculty, and students through close collaboration with university partners for textbook affordability and OER efforts.

FIU Online: Affordability Counts Initiative

Launched in June 2016, the Affordability Counts collaborative initiative from FIU Online, the FIU Libraries, and the Center for the Advancement of Teaching, aims at lowering the cost of course materials to \$20 or less per credit. Faculty are encouraged to adopt open educational resources (OER) or other low-cost course materials. As of the last award session in June of 2019, over 244 faculty have participated in this program, with 327 courses designated as “affordable courses.” The Affordability Counts committee reviews submissions and awards the Affordability Counts medallion to each qualifying course, which faculty can then display in their syllabus and online course shell. Under the leadership of Assistant Vice President Joseph Riquelme, who serves on the Florida Virtual Campus Council (FLVC) on Distance Learning and Student Services, this important initiative is being shared with other FLVC SUS institutions who choose to collaborate. Thus far, five State University System institutions and two Florida College System institutions have committed to partnering with FIU in launching the initiative at their respective institutions. Since the inception of the program, FIU courses awarded the Affordability Counts medallion have saved students in excess of

\$1,212,000. This figure does not include subsequent iterations of the course after the medallion was awarded, so savings are actually higher.

FIU Online: Incentivizing the Adoption of Open Educational Resources (OER)

OERs are no-cost course materials that are in the open domain/openly licensed and generally allow for content adaptation to meet the respective class's needs. As a complement to the Affordability Counts initiative, FIU Online was awarded a \$60,000 grant from the Complete Florida Challenge, which offered monetary incentives to individual faculty and faculty groups who adopt or modify OER's for their courses. Award's ranged between \$500-\$3,000. The initiative was piloted in the 2018-2019 academic year and gave preference to faculty teaching UCC and high-enrollment courses to further enhance student success efforts during the critical first two years of college. The incentive program resulted in 64 courses with over 2,900 enrollments being redesigned with OER content at a cost savings of over \$505,000 for students in its first year. A total of 46 faculty members were incentivized for their efforts in supporting the reduction of financial barriers for FIU students. This figure does not include subsequent iterations of these courses which will result in ongoing cost savings for students.

First Day Pilot Program

Since Spring 2018, the Office of Business Services, in collaboration with select faculty, is conducting a pilot of the First Day Program. This program is an inclusive-access program - an initiative where roll textbook costs are included in the students' tuition so that immediately upon enrollment in a course, students have access to learning materials with the first day of class. It is specifically designed for courses with digital learning materials seamlessly delivered through the learning management system. The First Day Program discounted price is a result of the publisher, in this case McGraw Hill, lowering the learning material base price and the FIU Barnes & Noble bookstore lowering its profit margin. The "First Day" price is only available at the beginning of the term to leverage affordability and the incentive to obtain study materials as early as possible for optimal learning outcomes and ultimately greater student success.

To ensure that the program's operational processes between all partners (FIU, FIU Barnes & Noble bookstore, publisher) are seamless, course participation in the pilot was significantly increased to 44 course sections in Spring 2019.

First Day Pilot Program			
Term	Participating Course Sections	Student Participation Rate	Savings to Students (in \$)
Spring 2019	44	76%	170,842.25
Fall 2018	7	78%	56,443.15

Summer 2018	5	45%	10,221.30
Spring 2018	3	49%	11,720.00
AVG/TOTAL	59	72%	249,226.70

The B&N bookstore will continue to work with publishers to offer the First Day reduced pricing for participating course sections. However, the pilot has demonstrated that due to billing infrastructure limitations, this program is currently not sustainable at a larger scale. The Office of Business Services and the Office of the Controller will develop the processes and procedures needed to roll out this program for the benefit of even more students in the coming semesters.

Textbook Affordability Communications Initiative

In addition to the institution's efforts to find innovative ways to reduce textbook and instructional materials costs for students, multiple messages are dispatched to the student body to create awareness of affordability options. These include reminders to look for low-cost options, shop around early for the best price, or to take advantage of the Price Match program at the Barnes & Noble FIU book stores. Such messages are distributed via e-mail, social media and electronic message boards.

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.

Response:

Barnes & Noble FIU Book Stores Discount Options

For Fall 2018 and Spring 2019 the Barnes & Noble FIU book stores offered 79.8% and 79.4% respectively of all textbooks as rental option with discounts of up to 80%. The rental utilization rates for Fall and Spring were 48.8% and 50.5% respectively of all book transactions. The digital availability of textbooks was at 41.7% and 47.7% respectively, with discounts of up to 60% and utilization rates of 13.5% and 13.9%. Used textbook purchases represented 9.7% and 12.9% and new and used textbook rentals represented 17.7% and 18.3% of all textbook transactions.

By taking advantage of used, new rental, used rental, or digital discount options, students saved \$1,478,137 (19.3%) in Fall 2018/Spring 2019 year.

Barnes & Noble FIU Book Stores Price Match

The Barnes & Noble FIU book stores continue to offer the Price Match program which has garnered great results. For the past year, savings of \$16,813 in Fall 2018 and \$7,918

in Spring 2019 were passed on to students, bringing the program total to \$125,940 matched since inception in Spring 2016.

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).

Response:

FIU's Regulation 1103 on Textbook Affordability requires all instructors to post required and recommended textbooks and course materials 45 days in advance of semester start. The Office of the Provost has established a communication timeline to remind course instructors, chairs and deans each semester of the respective adoption deadline. The first notification is sent out 75 days prior to the start of the next semester. Repeat reminders follow 60 and 55 days out. As of 50 days prior to the start of the next semester, the respective department chairs are required to submit any pending adoptions on behalf of their faculty.

Faculty utilize Barnes & Noble's FacultyEnlight platform for textbook and course materials adoptions, which feeds this information into FIU's course registration system for all courses and course sections. In addition, Barnes & Noble maintains a searchable website for FIU Course Materials on which students can find required or recommended course materials by campus, term, department, course and section. The website also details pricing options for all items (i.e. rent new, rent used, buy new, buy used, rent digital, buy digital) acquired through Barnes & Noble FIU book stores.

FIU and Barnes & Noble College (BNC) are currently collaborating in developing the next generation of its nation-wide adoption platform: Adoptions & Insights Portal (AIP). This effort has largely been due to our persistent requests for a more effective system that not only allows us to post adoptions of regular textbooks and instructional materials, but also of non-traditional materials such as Open Educational Resources (OER). FIU also urged the vendor to create a system that is in alignment with the State of Florida's requirements in regard to the legal deadline and reporting of actions taken after the legal deadline. AIP will replace FacultyEnlight as of the Spring 2020 semester.

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?

Response:

The policies sufficiently guide the institutional policies and common practices for textbook and course materials adoptions and selections processes.

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.

Response:

Semester	Total Course Sections	Course Sections in Compliance (timely, exceptions, and justified late)	Percentage of Compliance
Fall 2018	7,189	6,948	96.6%
Spring 2019	7,093	6,989	98.5%

Alternatively:

Semester	Total Course Sections	Compliant (Timely)	Compliant (Exceptions)	Compliant (Justified)	Percentage of Compliance
Fall 2018	7,189	4,798	1,960	190	96.6%
Spring 2019	7,093	6,989	2,168	149	98.5%

In both semesters, FIU met 95% threshold for adoption submissions.

The total of Course Sections in Compliance consists of course sections for which adoptions were received prior to the legal deadline, that received an exception as defined under 3)e), and that were submitted late but justified. Reasons to justify a late submission include a change of the instructor of record, the merging of course sections, or a modification to the course's start date.

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.

Response:

Semester	Total Course Sections	Not Posted	Percentage of Non-compliance
Fall 2018	7,189	241	3.4%
Spring 2019	7,093	104	1.5%

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

Response:

In contrast to lectures and labs, other course types by their very nature generally do not require textbook or other instructional materials. As such, the adoption response has been set to a default response of “No Text Material Required for This Course.” Should an instructor or supervisor still recommend learning materials, he/she may do so via FIU’s adoption platform FacultyEnlight.

Semester	Total Course Sections	Course Types
Fall 2018	1,960	Directed Individual Study Graduate Dissertation Graduate Thesis Individual Performance Instruction
Spring 2019	2,168	Internship Other Supervised Research Supervised Teaching