

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

University of Florida	Fall 2017 and Spring 2018
University Submitting Report	Semester(s) Reported*
9-17-18	<span style="float: right; border-bottom: 1px solid black;">9-19-18</span>
Date Approved by the University Board of Trustees	Signature of Chair, Board of Trustees
Signature of President	Signature of Vice President for Academic Affairs
9/15/18	8/31/18
Date	Date

\*Report Fall and Spring data separately to allow for Fall to Fall semester comparison and Spring to Spring semester comparison.

*Definitions:*

- Wide cost variance is defined as a cost per course section of \$200 or more over the median average cost of textbooks and instructional materials for the same course.
- High enrollment is defined as the top 10% of courses ordered by headcount enrollment.

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

a) Report on the course sections identified as wide cost variance and include the number of course sections within a course (*n*). An explanation may be provided for sections with wide cost variance (e.g. honors course, economics text for two courses).

*Methodology:* Identify the median average cost for textbooks and instructional materials for all course sections of a course. Exclude sections with Open Educational Resources (OER) or no required materials from wide cost variance analysis. Course sections with a cost of \$200 or more over the median cost are considered wide cost variance.

- Required (Req) Textbooks and Instructional Materials
- Recommended (Rec) Textbooks and Instructional Materials

*Response:* No general education course sections were identified with a wide cost variance for Fall 2016, Spring 2017, Fall 2017, or Spring 2018.

*Fall 2016*

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance

*Explanation:* No general education course sections were identified with a wide cost variance.

*Spring 2017*

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance

*Explanation:* No general education course sections were identified with a wide cost variance.

*Fall 2017*

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance

*Explanation:* No general education course sections were identified with a wide cost variance.

*Spring 2018*

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance

*Explanation:* No general education course sections were identified with a wide cost variance.

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

*Response:* There are no general education courses with a wide cost variance among different sections of the same course.

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

*Response:* There are no general education courses that do not require the purchase of textbook(s) and/or instructional material(s) for Fall 2016, Spring 2017, Fall 2017, or Spring 2018. In the previous year's report for Fall 2016 and Spring 2017, seven courses were identified as not requiring the purchase of textbook(s) and/or instructional material(s) for Spring 2017. Using an improved general education filter in this year's analyses, it was discovered that there were in fact no general education courses that met this criteria for Spring 2017.

*Fall 2016*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections

*Spring 2017*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections

*Fall 2017*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections

*Spring 2018*

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections

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

*Response:* The University will continue to monitor wide cost variance among the different sections of the same general education course each semester. If the same course is found to have wide cost variance for three or more consecutive semesters, the department will be asked to provide a written justification for the wide cost variance or to select textbooks and instructional materials that are closer to the average cost for the course.

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

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

*Response:* Using the methodology described above, Fall 2017 had 30 high enrollment general education courses and Spring 2018 had 28 high enrollment general education courses. The textbook and instructional materials selection process for general education courses is the same regardless if the course is found to have high enrollment. Instructors adopt the textbook and instructional material for their section of the course consistent with the University's Academic Freedom and Responsibility regulation 6C1-7.018(1)(a).

## **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:* The University of Florida has significantly grown the All Access program in collaboration with Follett and ten participating publishers. The UF All Access program provides affordable e-books for students and was available on an opt-in basis to students in 142 courses for spring 2018, the most successful semester in terms of cost savings for students yet. In Fall 2017 and Spring 2018, 47% of course materials sales from the UF Bookstore were UF All Access materials.

UF is currently piloting the Affordable UF badging program that recognizes courses with materials costing less than \$20/credit hour. Students can view which courses have met this affordability standard, and instructors are provided with assistance via the Office of Faculty Development and Teaching Excellence to help their courses meet the affordability criteria.

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.

*Response:* The average cost savings per student opting in to the UF All Access program for Spring 2018 was \$108.

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.

*Response:* There was no cost variance among different sections of the same general education course.

### 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/or instructional materials based on student individual 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:* Each semester a university-wide memo is distributed notifying colleges, departments, and instructors that the UF Textbook Adoption system is open and available for the upcoming semester. The memo provides a link to the adoption system and the deadline for submitted adoptions. Additional reminders are sent on a biweekly basis to College Deans and Department Chairs to encourage timely adoptions.

Once an instructor adopts materials, the information is hyperlinked to the university's course registration system as well as the schedule of courses so students can view what textbook and instructional material with associated costs are needed for each course and section.

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 have been effective in meeting the reporting requirements.

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 is in compliance if all textbooks and instructional materials in the course section have been entered by the deadline.

Semester	Total Course Sections	Course Sections in Compliance	Compliance Percentage
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Fall 2017	10,847	10,726	98.9%
Spring 2018	10,910	10,481	96.1%

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.

Semester	Total Course Sections	Course Sections Out of Compliance	Compliance Percentage
Fall 2017	10,847	121	1.1%
Spring 2018	10,910	429	3.9%

*Response:* Greater than 95% compliance was reached for Fall 2017 and Spring 2018 semesters. In Spring 2018, the number of sections without adoptions was reduced to 211 within two weeks of the deadline.

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

*Response:* No exemptions were requested prior to the reporting deadline.