



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

University of South Florida	Fall 2018 and Spring 2019
University Submitting Report	Semester(s) Reported*
10 September 2019	
Date Approved by the University Board of Trustees	Signature of Chair, Board of Trustees
	
Signature of President	Signature of Vice President for Academic Affairs
Date	Date
	9/10/19

\*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**

Each academic department at USF is able to decide how they wish to govern their faculty textbook selections. Some departments allow faculty complete control over the textbooks they select, while others may implement a textbook review committee process or require final approval through their department chairs. At the time of textbook adoption in the textbook ordering system, all faculty are required to submit acknowledgement of their intent to use all required materials and indicate substantial difference when adopting a new edition of a material.

Starting in Fall 2018, new course proposals for General Education courses include a textbook affordability component. It refers to the Textbook Affordability Project website as a resource and requires the submitter to strongly consider textbook affordability as part of the proposal process. They are required to answer questions about the textbook or reading lists they are planning to use, such as the textbook's title and cost. In addition, they are asked if the textbook is more than \$40 per credit hour and provided affordability guidance that a textbook in a three credit course should cost no more than

\$120. At the end of the textbook affordability section of the proposal, they are asked to provide a comment on the necessity of the textbook they chose and if they have investigated using ebooks, open access textbooks, or library resources as an alternative.

### High Enrollment

The textbook selection process is the same for General Education High Enrollment courses.

#### General Education High Enrollment Courses

##### Fall 2018 (n = 112)

Course	Course Title
CHM2045	General Chemistry I
ENC1101	Composition I
STA2023	Introductory Statistics I
MAC1105	College Algebra
BSC2010	Bio I - Cellular Processes
ENC1102	Composition II
PSY2012	Intro to Psychological Science
SYG2000	Introduction to Sociology
ECO2013	Economic Principles (Macroeconomics)
MUH3016	Survey Of Jazz
PHY2053	General Physics I

##### Spring 2019 (n = 112)

Course	Course Title
ENC1102	Composition II
STA2023	Introductory Statistics I
BSC2010	Bio I - Cellular Processes
MUH3016	Survey Of Jazz
HUM1020	Introduction to Humanities
CHM2045	General Chemistry I
ECO2013	Economic Principles (Macroeconomics)
PHY2053	General Physics I
PSY2012	Intro to Psychological Science
ECO2023	Microeconomic Principles
SYG2000	Introduction to Sociology

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).

**Academic Year 2017 - 2018**

**Fall 2017**

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
American History II	1
20 <sup>th</sup> Century American Culture	5
Racism in American Society	1
Introduction to Anthropology	1
Concepts and Practices I	6
Concepts and Practices II	2
Bio II – Biological Diversity	1
Anatomy Physiology I for Health Profession	1
Anatomy Physiology II for Health Profession	1
Composition I	9
Intro to Environmental Science	2
History of Life	3
Contemporary Health Science	2
Introduction to Humanities	6
Acquisition of Knowledge	20
Arts/Humanities Honors	4
Natural Sciences Honors	3
Social/Behavioral Sciences Honors	2
Seminar in Applied Ethics	1
Geographic Perspectives Honors	6

**Spring 2018**

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
20 <sup>th</sup> Century American Culture	2
Introduction to Anthropology	2
Concepts and Practices I	5
Concepts and Practices II	2
Anatomy Physiology I for Health Profession	1
Anatomy Physiology II for Health Profession	1
Composition I	1
History of Life	2
Contemporary Health Science	1
Introduction to Humanities	7
The Twentieth Century	1
Arts/Humanities Honors	4
Natural Sciences Honors	2
Social/Behavioral Sciences Honors	6
Seminar in Applied Ethics	3
Geographic Perspectives Honors	6
Language, Culture, and Film	1
The History of Blues and Rock	1
Music and Culture	2
Introduction to Ethics	1

Latin American Civilization	1
Language, Culture, and Film	1
Introduction to Poetry	1
Intro to Electronic Music	1
Folk/Traditional Music World Cultures	1
Music and Culture	1
Introduction to Ethics	1
Introduction to Philosophy	2
Formal Logic	1
American National Government	1
Racial and Ethnic Relations	1
Theater and Culture	1
Great Performances on Film	2
Intro to Women's Studies	1

Introduction to Philosophy	2
Contemporary Moral Issues	2
Formal Logic	1
Public Speaking	1
Introduction to Sociology	2
Theater and Culture	1
Great Performances on Film	2
Intro to Women's Studies	1

### Academic Year 2018 - 2019

#### Fall 2018

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
Introduction to Anthropology	1
Cultural Anthropology	1
Bio II - Biological Diversity	1
Chemistry for Liberal Studies I	1
General Chemistry I	1
Senior Project: Information Technology	1

#### Spring 2019

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
American History II	3
Cultural Anthropology	1
Biological Principles For Non-Majors	1
Law And Business I	1
Chemistry for Liberal Studies I	1
General Chemistry I	1

Composition I	1
Composition II	2
Global Conservation	1
Sex & Gender in Latin America	1
Introduction to Humanities	7
Acquisition Of Knowledge	33
Arts/Humanities Honors	5
Geographic Perspectives Honors	3
Diverse Children's Literature	1
Language, Culture & Film	1
Introduction to Literature	1
Introduction to Poetry	1
Mass Communication and Society	1
Intro to Electronic Music	1
Music and Culture	1
Introduction To Ethics	3
Introduction to Sociology	3
Theater and Culture	1
Sport as Performance	1
Intro to Women's Studies	2

Science of Cooking	1
Senior Project in Info Tech	1
Understanding Dance Experience	1
Tech for Leading & Learning	2
Composition I	1
Composition II	7
Introduction to Earth Science	1
Global Conservation	1
Introduction to Humanities	14
Acquisition Of Knowledge	1
Arts/Humanities Honors	6
Geographic Perspectives Honors	7
Behavioral Healthcare Field Experience	3
Music and Culture	2
Introduction to Philosophy	1
Introduction to Philosophy	4
Contemporary Moral Issues	2
Public Speaking	1
Introductory Statistics I	1
Introduction to Sociology	2
Theater and Culture	1
Sport as Performance	2
Intro to Women's Studies	1

## 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.

### USF Tampa:

- **USF Textbook Affordability Task Force**

In Fall 2017, USF System President Judy Genshaft and Provost Ralph Wilcox formed the USF Textbook Affordability Task Force to target and provide solutions to the rising cost of textbooks and instructional materials at the University of South Florida while preserving high-quality learning outcomes. The Task Force co-chaired by Dean Moez Limayem, Muma College of Business, and Dean Todd Chavez, USF Libraries, included representatives from many of the larger colleges and departments, as well as the St. Petersburg and Sarasota campuses, and has focused on strategies to drive reductions in textbook costs through fostering faculty engagement, creating new guidelines for textbook adoptions, and/or altering existing textbook affordability policies.

The Task Force initiated a faculty awareness campaign to expand faculty members' understanding of textbook affordability issues. Their efforts included an enhanced TAP website, a "TAP-In, TAP-Out" campaign for Fall 2018 and Spring 2019, departmental level reviews of adopted instructional materials, presentations to University leadership; and a collection of information about policies, guidelines, and best practices for faculty to reference during textbook adoptions.

- **Textbook Affordability Project (TAP) Website (<http://tap.usf.edu>)**

The TAP website has been a resource at USF regarding textbook affordability since 2011, but in 2017 it became the official USF source for student support on these issues. In January 2018, the USF Libraries hired a web content administrator to redesign and enhance the TAP website in order to maintain an up-to-date comprehensive resource for faculty, students, and policy makers who are working to reduce the costs of textbooks and instructional materials. These enhancements were completed in the Fall 2018 semester, and the website is continually receiving updated data on textbook costs to inform our faculty on textbook affordability issues. Consistently among the top Google search returns for "textbook affordability," this website serves as a central access point for all of USF's textbook affordability programs, such as the TAP Toolbox, Ebooks in the Classroom+ database, TAP Course Reserves, and Open Access Textbooks.

- **TAP-In, TAP-Out Campaign**  
 In Fall 2018, the USF Libraries conducted the “TAP-In, TAP-Out” awareness campaign aimed at three audiences who make textbook adoptions: individual faculty, department coordinators, and department chairs. The purpose was to inform these stakeholders regarding textbook affordability policies, guidelines, best practices, open access textbook repositories, and to complete a checklist to ensure understanding of the issues. This campaign continued through Spring 2019 and is planned to be on-going.
- **Policies, Guidelines, and Best Practices**  
 Since Fall 2018, TAP has provided faculty with policies, guidelines, and best practices for the textbook and instructional material selection process. This information was designed to help faculty drive down the cost of textbooks while preserving the academic quality of their courses. The TAP website contains information and tools to assist faculty in this effort through the TAP Toolbox explained below.
- **TAP Toolbox**  
 In Spring 2018, the TAP Toolbox was added to the TAP website which provides essential textbook affordability information to USF Faculty and fosters awareness about the issues. The information has been updated through Spring 2019 and provides a general overview of the current textbook affordability issues; a guide of best practices for faculty to follow in order to make the highest impact; a checklist of required steps for deans, department chairs/textbook coordinators, and instructors to complete; a guide to affordable ebooks; textbook cost data with “report cards,” including cost per credit hour, at the department-level to clarify the textbook environment at USF; a glossary of technical terms used frequently; and a collection of Florida statutes, Board of Governors regulations, and USF regulations regarding textbook affordability.
- **Textbook Affordability Report Cards**  
 Each semester since Fall 2017, TAP has created a series of report cards to track the departmental textbook cost ranges. These reports show the cost per credit hour at the university, college, and department levels. The reports are shared with department chairs in order to help them manage rising textbook costs by providing information tailored specifically to their departments. The publically available summary information can be located on the TAP website, but the detailed report for department chairs is located behind the access-restricted Faculty Toolbox on Canvas.
- **General Education Council**  
 USF Libraries Dean, Todd Chavez, worked with the General Education

Council to implement textbook affordability language on all general education course proposals starting in Fall 2018.

- **University and Bookstore Partnership**

The Textbook Affordability Task Force was instrumental in advising USF leadership on textbook affordability opportunities in regards to the ongoing business partnership between the University and bookstore operator. Follett was selected as the new bookstore for USF due to their general commitment to textbook affordability, their willingness to closely work with the university's Textbook Affordability Project, and their eagerness to facilitate and support cost-saving initiatives for students.

- **Inclusive Access**

USF partnered with the campus bookstore with the goal of bringing digital content to students at the lowest prices nationally. Not only is the content affordable, it simplifies the use of varying digital platforms by using a single sign-on through Canvas, providing access anywhere with internet connection, while also allowing the student the option to purchase a reduced-cost print version. The Inclusive Access partnership gives students the first two weeks of the semester to opt-in to the program and take advantage of the low, negotiated etextbook prices. After the two weeks are expired, the etextbook will return to its normal price. The USF library collaborated with the bookstore to share information about this program to all USF campus faculty.

- **Textbook Recommendation Service**

For Spring 2019, TAP conducted a line-by-line review of all undergraduate textbook adoptions submitted to the USF Bookstore from the previous Spring 2018 semester. The goal was to assist departments and their library liaisons in navigating textbook affordability issues by researching and recommending more affordable options. The initial focus was on building awareness around digital versions of titles, suggesting library resources, or switching to open educational resources.

During the Spring 2019 textbook adoption cycle, TAP disseminated the recommendations to the academic departments with individualized information for each instructor and course. In addition, TAP was invited to present this information and other cost-saving strategies at department-wide faculty meetings.

After textbook adoptions were finalized for Spring 2019, TAP used this data to analyze the uptake on the recommendations and estimated \$3,929,563 in student savings.



- **Ebooks for the Classroom+ (<http://ebplus.lib.usf.edu>)**

Initially launched in 2009, the Ebooks for the Classroom Program acquires ebooks requested by faculty for their courses. Available at no cost to students, these ebooks are either required or recommended readings for a course. Materials purchased by this program are accessible throughout the USF System. In April 2017, this program was incorporated into the Ebooks for the Classroom+ tool for enhanced content and usability. This database provides access to over 600,000 ebooks and allows faculty to easily select a library-supplied ebook with little to no restrictions on use (printing, downloading, simultaneous usage) in lieu of a traditional textbook. This results in zero cost to the students. The program saw a large increase in faculty participation during the Spring 2019 semester.

#### Academic Year 2018 - 2019 Savings

Course Semester	Library Cost	Enrollment	Cost Benefit
Fall 2018	\$12,327	4,619	\$258,894
Spring 2019	\$17,761	7,424	\$445,207
	<b>\$30,088</b>	<b>12,043</b>	<b>\$704,101</b>

#### Fall 2017 - 2018 Savings Comparison

Course Semester	Library Cost	Enrollment	Cost Benefit
Fall 2017	\$8,693	2,824	\$145,402
Fall 2018	\$12,327	4,619	\$258,894

#### Spring 2018 - 2019 Savings Comparison

Course Semester	Library Cost	Enrollment	Cost Benefit
Spring 2018	\$3,161	2,128	\$108,381
Spring 2019	\$17,761	7,424	\$445,207

#### Ebooks for the Classroom+ Total Savings

Inception to	Library Cost	Enrollment	Cost Benefit
June 30, 2019	\$189,188	45,328	\$2,934,630

\* Costs do not include previously owned titles or EBA.

- **Print Textbooks on TAP Course Reserve**

Each year, the USF Libraries are allocated \$30,000 to purchase two copies of each required textbook for courses with enrollments of over 100 students. These materials are placed on course reserve and made available for students to checkout for three hour loans.

TAP reserve items circulated 15,666 times in Fall 2018 and 14,054 times in Spring 2019. In Fall 2018, TAP held textbooks on reserve for 2,179 course sections across 400 unique courses with cumulative enrollments of 92,157. In Spring 2019, TAP held textbooks on reserve for 1,678 course sections across 398 unique courses with cumulative enrollments of 52,586. As of Summer 2019, the value of the collection is \$227,517.

**Print Textbooks on TAP Course Reserve**

	<b>Circulations Per Semester</b>	<b>Unique Courses</b>	<b>Course Sections</b>	<b>Course Enrollments</b>
Fall 2018	15,666	400	2,179	92,157
Spring 2019	14,054	398	1,678	52,586

- **ARES & Copyright Clearance Center Licensing**

The USF Libraries continue to fund and maintain ARES, an online course reserve system used to aid faculty in placing instructional materials on reserve in lieu of textbooks. In conjunction with securing permissions through the Copyright Clearance Center, these efforts lead more faculty to use online course reserve and to make more content available to students.

USF students can save more than \$130,000 a semester by obtaining the same content distributed through ProCopy directly from the USF Libraries. At ProCopy, our students pay the copyright fees associated with the copying of the content. There are no such fees for access through the USF Libraries as we license this content on behalf of our faculty, staff, and students. .

- **Curriculum Builder**

The USF Libraries continues to support the Curriculum Builder tool that assists faculty in the creation of reading lists within Canvas, greatly simplifying the process of embedding library content in a course. This tool utilizes library-licensed content for affordable curriculum enhancements.

- **Open Access Textbook Adoptions**

The Textbook Recommendation Service supported open access textbook adoptions at USF by researching and promoting titles for faculty to review. In addition, faculty were able to request assistance in regards to understanding the environment, quality, and benefits of open access textbooks through their department’s library liaisons and TAP.

### Fall 2018

Course	Course Title	Sections	Open Textbook Title	Max Enroll	Student Savings
CHM2045	General Chemistry I	9	<i>Chemistry (OpenStax)</i>	2,032	\$655,320
CHM2046	General Chemistry II	3	<i>Chemistry (OpenStax)</i>	781	\$251,873
ECH4846	Numerical Methods in Chemical Engineering	1	<i>Numerical Methods in Applications</i>	105	\$6,300
EML3041	Computational Methods	2	<i>Numerical Methods in Applications</i>	110	\$6,600
LAE4414	Diverse Children's Literature	3	<i>The Inside, Outside, and Upside Downs of Children's Literature: From Poets and Pop-ups to Princesses and Porridge</i>	301	\$45,150
QMB7565	Intro to Research Methods	2	<i>Social Science Research: Principles, Methods, &amp; Practices</i>	61	\$5,490
SPC2608	Public Speaking	39	<i>Public Speaking: The Virtual Text</i>	741	\$83,363

### Spring 2019

Course	Course Title	Sections	Open Textbook Title	Max Enroll	Student Savings
CHM2045	General Chemistry I	4	<i>Chemistry (OpenStax)</i>	864	\$278,640
CHM2046	General Chemistry II	7	<i>Chemistry (OpenStax)</i>	1,660	\$535,350
EML3041	Computational Methods	2	<i>Numerical Methods in Applications</i>	94	\$5,640
LAE4414	Diverse Children's Literature	4	<i>The Inside, Outside, and Upside Downs of Children's Literature: From Poets and Pop-ups to Princesses and Porridge</i>	301	\$45,150
SPC2608	Public Speaking	33	<i>Public Speaking: The Virtual Text</i>	627	\$70,538

<b>2017 - 2018</b>	<b>Total Savings (Previous Year)</b>	<b>\$34,029</b>
<b>2018 - 2019</b>	<b>Total Savings</b>	<b>\$1,989,414</b>

\*Savings calculated using previously required textbook price.

- USF Scholar Commons**  
 By definition, the USF Libraries’ open access textbook collection is available at no cost to the global academic community. At present, the USF Libraries host 12 open access textbooks on our institutional repository, Scholar Commons, where there are over 818,992 downloads or views of this content. Of those open access textbooks, seven were authored by USF faculty. *Social Science Research: Principles, Methods, and Practices*, by Dr. Anol Bhattacharjee, is the most downloaded publication on Scholar Commons with 671,949 downloads to date.
- Open Textbook Network (OTN)**  
 USF is a member of OTN, along with over 379 colleges and universities. The focus of OTN is on developing expertise on campuses and encouraging faculty to adopt, adapt, and create OER while protecting academic freedom. In February 2019, the USF Library sent the head of the Textbook Affordability Project to the OTN “Train-the-Trainer” workshop and Open Educational Resource summit hosted by the Florida Virtual Campus.
- USF Libraries and Innovative Education’s Open Access Publishing Partnership**  
 Since the success with Dr. Schneider’s open access textbook, the USF Libraries and Innovative Education continue to partner with College of Engineering professor Dr. Kingsley Reeves to facilitate the publication of another open access textbook. Using a non-traditional approach, this probability and statistics textbook for engineers employs significant, original multi-media content to engage a new generation of learners.

**USF St. Petersburg:**

- Textbooks on Reserve Collection and Student Use**  
 The Textbooks on Reserve collection continues to grow due to additional library purchases, faculty donations, and the “pay it forward” program that allows students to donate their used books to the library for use by future students.

	<b>Summer 2018</b>	<b>Fall 2018</b>	<b>Spring 2019</b>	<b>Total</b>
<b>Number of Courses</b>	56	183	226	465
<b>Number of Print Titles on Reserve</b>	117	675	592	1,384
<b>Number of Checkouts</b>	107	2014	1629	3,750

The number of titles available on reserve and the number of checkouts dramatically increased in the past year. In the 2017/18 year, students checked out library textbooks 2,441 times compared to 3,750 check outs in this past 2018/19 year. This represents a 54% on-year increase in student use of the Textbooks on Reserve program.

- **Potential Savings to Students**

The impact of the increase in student use is also reflected in the rise of potential student savings. Potential savings were calculated using the lowest bookstore price multiplied by the number of checkouts. In the 2018/19 year, the NPML Textbooks on Reserve program saved students an estimated \$351,556.20; a 46% increase in savings from the previous year.

	Summer 2018	Fall 2018	Spring 2019	Total
<b>General Course Reserves</b>	\$498	\$43,478	\$60,774	\$104,750
<b>Instructor Reserves</b>	\$26,915	\$195,722	\$24,169	\$246,807
				<b>\$351,556</b>

- **Textbook Library Guide**

The library prepares a guide to textbooks that is highlighted on the library home page. This guide allows easy access to information on the print and electronic titles that are available to students: [lib.usfsp.edu/Textbooks](http://lib.usfsp.edu/Textbooks)

We are able to see in the LibGuides statistics that students primarily look to see what textbooks the library has available two weeks before the start of the semester and for the first month of the class. Thus we know that the library's Textbooks on Reserve program is important to the students and may determine whether they purchase the materials or save money by borrowing them from the library.

	Summer 2018	Fall 2018	Spring 2019
<b>Textbook LibGuide Views</b>	500	1,664	1,642

- **Enhance Marketing and Outreach to USFSP Faculty**

Although most teaching faculty are aware of student concerns over textbook costs, informing faculty on the many ways that they could reduce cost is a continual effort of the liaison librarians. Many faculty are not aware of various ways that they can reduce costs while still maintaining the quality of their course.

In support of such efforts, the library held six textbook workshops during critical times of the year of when the faculty were required to select their course materials for the upcoming semester. Liaison librarians also reached out individually to USFSP instructors, to further raise awareness of textbook affordability options and help faculty. These workshops, direct emails, and one-on-one consultations were to:

- 1) Gently remind USFSP Faculty about the approaching textbook compliance deadline
- 2) Provide supporting material on how to enter their information into the Follett Discover System
- 3) Help find lower cost alternative textbooks or format
- 4) Guide faculty to Open Educational Resources and the USF Libraries ebooks for the Classroom program.
- 5) During the summer, for the Fall 2019 semester, the liaison librarians distributed the individualized course textbooks suggestions to faculty provided by the USF Libraries system.

Additionally, as part of this effort, College of Education Faculty member Dr. AnnMarie Gunn worked with R&I librarian Kaya van Beynen to completely revamp the online Children's Literature course to ensure sufficient access to children's books in both ebooks and print formats through the USF Libraries system and at the USFSP library reserve collection. This course requires students to read a large number of children's books and is one of USFSP's largest courses in terms of student credit hours. Since it recently received General Education status, its popularity and enrollment is expected to increase in the 2019/20 academic year. Two sections of this course are offered each semester with a cap of 100 students per section; with Gen. Ed. Status, the enrollment for this course is anticipated to rise to 400 students per semester. Thus, ensuring access to affordable print and electronic copies of the children's books was a deeply important undertaking.

#### **USF Sarasota-Manatee:**

- **Print Textbooks on Course Reserves**

USF Sarasota-Manatee faculty are encouraged to provide a print copy of the textbook/instructional material for placement on course reserve in the Information Commons. If faculty are unable to provide a copy of the textbook, USFSM Library Services will purchase a copy to place on reserve for students. In addition, a list of high enrollment courses is being created to guide the purchase of more textbooks for inclusion in the Information Commons.

**USF Bookstore (Follett):**

- The total student savings generated by the bookstore for Fall 2018, Spring 2019, and Summer 2019 is estimated to be \$2,058,630.
- The following information was provided by the Follett USF Bookstore:

**Fall 2018**

<b>Program</b>	<b>Savings</b>
Inclusive Access	\$355,376
Rental	\$468,679
Used	\$125,880
Digital	\$38,241
Buyback	\$17,203
<b>TOTAL SAVINGS</b>	<b>\$1,005,379</b>

**Spring 2019**

<b>Program</b>	<b>Savings</b>
Inclusive Access	\$310,632
Rental	\$261,269
Used	\$70,851
Digital	\$177,307
Buyback	\$18,865
<b>TOTAL SAVINGS</b>	<b>\$838,923</b>

**Summer 2019**

<b>Program</b>	<b>Savings</b>
Inclusive Access	\$85,746
Rental	\$50,765
Used	\$20,683
Digital	\$52,669
Buyback	\$4,466
<b>TOTAL SAVINGS</b>	<b>\$214,328</b>

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.

Through the various textbook affordability initiatives implemented in the USF System, the estimated average cost per credit hour for undergraduate courses has been steadily declining.

#### Average Cost Per Credit Hour - Fall

- Fall 2017: \$31.91
- Fall 2018: \$29.24

There was an 8.4% (\$2.67) reduction in the average cost per credit hour from Fall 2017 to Fall 2018.

#### Average Cost Per Credit Hour - Spring

- Spring 2018: \$35.57
- Spring 2019: \$26.77

There was a 24.7% (\$8.80) reduction in the average cost per credit hour from Spring 2018 to Spring 2019.

### **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).

Section 1b of University of South Florida regulation 3.029 Textbook Adoption & Affordability specifies that textbook and instructional materials adoptions must be submitted “no later than forty-five (45) days prior to the first day of classes for each term.” Adoptions are posted on the USF Bookstore website (hosted and operated by Follett). The bookstore website is open to all students and supports searching for required and recommended textbooks by course and section. The listing presents pricing options including new, used, rental, digital new, and digital rental costs.

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?

The University has maintained its aggressive practice of reminding faculty members about their submission obligation; the practice adopted since Fall 2017 is to insure that instructors of record receive up to four email notices from their chairs/directors in advance of the state-mandated deadline that a submission is due. Failure to comply results in faculty members receiving a “letter of counsel” as per conditions of the faculty



Collective Bargaining Agreement. Receipt of multiple letters of counsel may result in more serious disciplinary action. Our experience has been that this approach has increased compliance.

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.

#### USF Textbook Adoption Compliance

Semester	Percentage of Compliance	Course Sections in Compliance	Total Courses
Fall 2018	97.6%	5,848	5,993
Spring 2019	97.4%	8,410	8,633

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.

#### USF Textbook Adoptions Out of Compliance

Semester	Percentage Out of Compliance	Course Sections Out of Compliance	Total Courses
Fall 2018	2.4%	145	5,993
Spring 2019	2.6%	223	8,633

Fall 2018 Explanations	Course Sections
Full-time faculty member late in submitting	8
Adjunct faculty member late in submitting	7
Complications associated with course being cross-listed	7
Department/School did not have a faculty member assigned to course	2
Instructor late in submitting, but had mitigating circumstances	32
Instructor submitted on time, but bookstore did not post by deadline	89
<b>TOTAL</b>	<b>145</b>

<b>Spring 2019 Explanations</b>	<b>Course Sections</b>
Full-time faculty member late in submitting	2
Adjunct faculty member late in submitting	8
Complications associated with course being cross-listed	5
Department/School did not have a faculty member assigned to course	10
Instructor late in submitting, but had mitigating circumstances	144
Instructor submitted on time, but bookstore did not post by deadline	54
<b>TOTAL</b>	<b>223</b>

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

No exceptions were granted.

### **Addendum to the Annual Textbook and Instructional Materials Affordability Report**

Per instructions received via email on September 5, 2019 from Christy England, Vice Chancellor for Academic and Student Affairs through Jason Jones, Chief Data Officer, we are appending the following information, "... on the number of course sections that revised textbook and instructional materials *after* the posting deadline resulting in noncompliance in this year's annual report."

#### **Requested Addendum Counts by Semester**

<b>Semester</b>	<b>Current Compliance</b>	<b>Course Sections Modified Post Deadline</b>
Fall 2018	97.6%	260
Spring 2019	97.4%	140

Please note: post-deadline modifications to otherwise timely textbook and instructional material adoptions occur for a range of reasons, including faculty error and response to out-of-print or unavailable stocks.

# Appendix

## **USF Textbook Affordability Brief to the Florida Board of Governors - March 2019**

The attached brief illustrates the University of South Florida's efforts and commitment to assist the Florida Board of Governors in addressing textbook affordability issues and emphasizing the impact it has on students. It provides examples of USF initiatives, campus strategies, and bookstore management guidelines to increase affordability along with data from national, Florida-wide, and USF sources. The brief was prepared in March 2019.



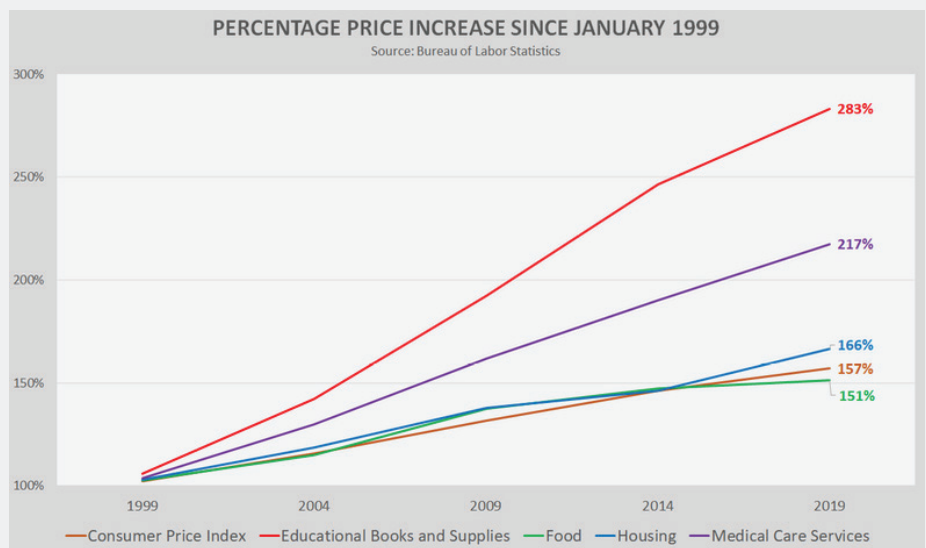
TEXTBOOK  
AFFORDABILITY  
project



# Why Textbook Affordability?

The Textbook Affordability Project (TAP) provides affordable solutions to make course materials available to students.

Textbooks have always been a part of college costs. But in recent years, textbook prices have risen precipitously.



Based on data gathered by the National Center for Education Statistics, consider the financial circumstances of USF students in 2016-2017:

**65% had some form of grant or scholarship aid**

**38% received Pell Grants**

**43% had Federal student loans**

According to a Florida Virtual Campus 2018 survey the high cost of textbooks have negatively impacted student success:

**64.2% avoided purchasing a required textbook**

**42.8% of students took fewer courses**

**40.5% have not registered for a specific course**

**35.6% earned a poor grade without their textbook**

**22.9% of students have dropped a course because of the textbook cost**

# Complicated Problem

## THE USF TEXTBOOK AFFORDABILITY TASK FORCE

In Fall 2017, USF System President Judy Genshaft and Provost Ralph Wilcox formed the USF Textbook Affordability Task Force to target and provide solutions to the rising cost of textbooks and instructional materials at the University of South Florida while preserving high-quality learning outcomes. The Task Force focused on strategies to drive reductions in textbook costs through fostering faculty engagement, creating new guidelines for textbook adoptions, and/or altering existing textbook affordability policies.

## FALL 2018 “TAP-IN, TAP-OUT” CAMPAIGN

The TAP-In, TAP-Out campaign aimed to address textbook affordability policies, guidelines, best practices, open access textbook repositories, and to complete a faculty checklist to ensure understanding of the issues. The campaign was directed at three audiences who make textbook adoptions: individual faculty, department coordinators, and department chairs. Campaign marketing strategies included: hosting tabling events, placing banners in library lobby, distributing posters in faculty areas, as well as handing out flyers and informational bookmarks.

## COST-SAVING DEPARTMENT RECOMMENDATION MEETINGS

The TAP team members created recommendations for faculty members to lower their textbook costs to students based on bookstore adoption data. In Fall 2018, TAP’s inaugural round of recommendations were delivered to textbook coordinators in 97.58% of USF system-wide departments. TAP also held individualized department meetings with textbook coordinators for 143 of USF system-wide departments to promote potential student savings. **ALL CAMPUSES - ALL COLLEGES - ALL DEPARTMENTS - ALL FACULTY.**

## STRATEGIES

- Library Liaisons
- Bookstore Collaboration
- “TAP In, TAP Out” Campaign
- Textbook Affordability Days
- USF Textbook Affordability Task Force
- Textbook Adoption Compliance
- TAP Recommendation Service
- Enhanced TAP Website
- Faculty Toolbox
- Ebooks
- Online Course Reserves
- Print Textbooks on Reserve
- Etextbook Pilots
- Articles and Library Content
- Open Access Textbooks
- Negotiated Publisher Pricing

# Manage Your Bookstore

The TAP team collaborated with the USF Bookstore to increase affordability and to improve upon the adoption process. The USF Bookstore provides students with multiple cost-saving textbook options including used, rental, new and digital textbooks, and course materials.

Effectively managing your bookstore can save money – for the institution and for students. The campus bookstore is the front line in the students’ experience of textbook and instructional materials. Ensuring a favorable experience includes providing low cost alternatives to high-cost materials, advising students on purchases, and stocking appropriately priced materials in the right format.

## **Here are three basic steps in managing the bookstore to reduce textbook costs:**

Include explicit language concerning the bookstore’s role in affordability initiatives in the contract. They must be willing partners.

The contract must clearly require timely disclosure of institutional data relative to textbook costs.

In advance of signing an agreement, mutually settle on a series of “bookstore best practices” that will lower costs, and codify them in the agreement.

Include financial incentives to reward the bookstore’s efforts to reduce prices to students.

# Results

# \$18,730,331

CUMULATIVE SAVINGS 2010 TO DATE  
(INCLUDING 25% OF PROJECTED RECOMMENDED SAVINGS)

## ADOPTING ONLY THE LOWEST-COST FORMAT

In most cases this means adopting the digital format of a book rather than print, though some books may only have lower-cost print formats (e.g. paperback or looseleaf).

## PARTICIPATING IN INCLUSIVE ACCESS

Students who opt into an inclusive access program are billed for eligible materials directly through their student university accounts. Publishers and the bookstore are incentivized to lower their margins, leading to a lower price to students.

## UTILIZE LIBRARY RESOURCES

In many cases digital licenses of adopted materials can be purchased by the university library, allowing all students to access the ebook at no cost. TAP provides faculty with links to the Ebooks in the Classroom+ website when adopted materials are already owned by the USF Libraries or are available for purchase.

**USF TEXTBOOK AVERAGE COST  
PER CREDIT HOUR**

# \$31.91

FALL 2017

**NATIONAL TEXTBOOK AVERAGE  
COST PER CREDIT HOUR**

# \$41.67

AY 2016-17

**USF TEXTBOOK AVERAGE COST  
PER CREDIT HOUR**

# \$29.24

FALL 2018



# For More Information

[tap.usf.edu](http://tap.usf.edu) // [lib-tap@usf.edu](mailto:lib-tap@usf.edu)



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AFFORDABILITY  
project**

