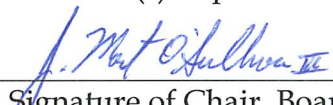




**State University System of Florida
Textbook and Instructional Materials Affordability
Annual Report
Statutory Due Date: September 30**

University of West Florida	Fall 2018 and Spring 2019
University Submitting Report	Semester(s) Reported*
September 19, 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
9-18-19	9-19-19
Date	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).

General Education

There is variability among departments offering general education courses. Some of these units use faculty curriculum committees to select common textbooks for all sections. Other departments allow instructors to select textbooks individually based on the course content.

For example, the Department of Mathematics and Statistics, the Department of Biology, and the Department of English employ common texts. Important considerations in the textbook selection process include quality, availability, alignment with learning outcomes, and cost.

High Enrollment

There is variability among departments offering general education courses, including the departments that serve large numbers of students by offering high-

demand general education courses. Some of these units use faculty curriculum committees to select common textbooks for all sections. Other departments allow instructors to select textbooks individually based on the course content. Important considerations in the textbook selection process include quality, availability, alignment with learning outcomes, and cost.

Number of courses reported as high enrollment:

Fall 2018 - 9 courses

Spring 2019 - 9 courses

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
AMH 2020 Survey Since 1877	1
ANT 2511L Biological Anthropology Lab	4
ARH 2050 Western Survey 1	1
ART 1015C Exploring Artistic Vision	1
BSC 2311 Intro to Marine Biology Lab	1
BSC 2311L Intro to Marine Biology Lab	1
ESC 2000L Intro to Earth Science Lab	1
GLY 2010L Physical Geology Lab	1
MAC 2233 Calculus with Business	4
MCB 1000L Fundamentals Microbiology Lab	2
MGF 1106 Liberal Arts Math 1	6
MGF 1107 Liberal Arts Math 2	3
MUH 2930 Music Experience	1

Spring 2018

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
AMH 2020 Survey Since 1877	1
ANT 2400 Current Cultural Issues	1
ART 1015C Exploring Artistic Vision	1
BSC 2311 Intro to Marine Biology Lab	2
BSC 2311L Intro to Marine Biology Lab	1
ESC 2000L Intro to Earth Science Lab	1
GLY 2010 Physical Geology	1
MAC 2233 Calculus with Business	3
MAC 2311 Calculus 1	6
MAC 2312 Calculus 2	4
MGF 1106 Liberal Arts Math 1	6
MGF 1107 Liberal Arts Math 2	3
PHY 2053L General Physics 1 Lab	5

PHY 2054L General Physics 2 Lab	2
PLA 2013 Survey American Law	1

PHY 2054L General Physics 2 Lab	2
PLA 2013 Survey American Law	1

Fall 2018

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
AMH 2020 Survey Since 1877	1
ANT 2511L Biological Anthropology Lab	4
ART 1015C Exploring Artistic Vision	1
BSC 1005L General Biology Non Majors Lab	2
BSC 2010L General Biology 1 Lab	13
CRW 2001 Intro to Creative Writing	1
ESC 2000L Intro to Earth Science Lab	1
GLY 2010L Physical Geology Lab	1
LIT 2000 Intro to Literature	3
MAC 2233 Calculus with Business	4
MGF 1106 Liberal Arts Math 1	6
MGF 1107 Liberal Arts Math 2	3
PHY 2053L General Physics 1 Lab	8
PHY 2054L General Physics 2 Lab	1

Spring 2019

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
ART 1015C Exploring Artistic Vision	1
BOT 2010L General Botany Lab	1
CRW 2001 Intro to Creative Writing	2
ESC 2000L Intro to Earth Science Lab	1
GLY 2010L Physical Geology Lab	1
LIT 2000 Intro to Literature	4
MAC 2233 Calculus with Business	3
MGF 1106 Liberal Arts Math 1	6
MGF 1107 Liberal Arts Math 2	3
MUH 2930 Music Experience	1
PHY 2054L General Physics 2 Lab	3

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.

1. Faculty often provide choice of textbook formats for students, including traditional print books, electronic books, or web-based materials.
2. In Summer 2019, the UWF Center for Teaching, Learning, and Assessment (CUTLA) collaborated with the Pace Library to offer professional development to faculty interested in adopting Open Education Resources (OER) for their courses to train them in finding and implementing appropriate OER's for their courses. The project funded 11 faculty members from across the university and preference was given to faculty who teach high enrollment courses, general education courses, and course with high textbook costs.
3. The UWF-Follett Bookstore provides a book rental option and, when possible, "bundling" of texts and instructional materials for a course, such as study guides, that results in reduced costs. Used course textbooks from the bookstore are made available whenever possible as another cost-savings option for students.
4. The Usha Kundu MD, College of Health has implemented a college-wide effort to reduce textbook costs across departments. In the Department of Health Sciences and Administration, the faculty reduced the textbook costs to zero in five of its courses, and reduced the cost from \$283 to \$72 in PCB 4703 Human Physiology by changing textbooks.
5. CUTLA and the Pace Library have prepared web-based guides for faculty to use for evaluating and adopting Open Education Resources to address textbook costs.
6. The Pace Library and Provost's Office: UWF Textbook Affordability Program. The intent is to help reduce student costs for purchasing print textbooks by purchasing one copy for loan through the libraries of every required print textbook for every section of 1000, 2000, 3000, and 4000 courses to improve course pedagogy and student learning by ensuring that students have access to their course-required print textbooks.

The program began before the Fall 2015 academic semester with the 1000 and 2000 level courses and broadened its scope to include 1000-4000 level courses before the Fall 2016 academic semester. Recurring funds are provided through the Provost's Office.

Students borrow the textbooks for two hours at the main library and its two branches. Library staff monitor queues; if a book is requested by a student while it is on loan to another student, and if that happens at least five times, the library purchases a second copy of the book.

Impact: Students had access to 2,528 textbooks and borrowed them 15,432 times during the 2018-2019 academic year. Using the average acquisition cost per

textbook from FY2019 (\$84.34), the transaction value of the UWF textbook affordability program was \$1,301,535.

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.

We could not determine a means to calculate a definitive overall average cost savings for the General Education courses. UWF compared the average costs for textbooks for each General Education course offered between the Fall 2017 and the Fall 2018 semesters, and between the Spring 2018 and the Spring 2019 semesters. We provide the following charts to illustrate our findings:

Changes in Average Costs Between Fall 2017 and Fall 2018

No change = \$0.00	11 courses
Cost more in 2018	59 courses
Cost less in 2018	22 courses

Changes in Average Costs Between Spring 2018 and Spring 2019

No change = \$0.00	14 courses
Cost more in 2019	47 courses
Cost less in 2018	22 courses

From Fall 2017 to Fall 2018, 36% of courses realized no change or a reduction in the average textbook cost. From Spring 2018 to Spring 2019, 43% of courses realized no change or a reduction in the average textbook cost.

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).

A UWF regulation is aligned with the Board of Governor’s Regulation 8.003, Textbook and Instructional Materials Affordability. In addition, a formal process was developed and implemented to ensure that textbook ordering, coordination, and posting is uniform across UWF’s colleges and that the outcomes meet or exceed the BOG’s textbook affordability requirements. The UWF processes help to expedite ordering, tracking, and reporting to accompany the regulation to reduce administrative costs and student textbook costs wherever possible. The Textbook

Affordability Working Group includes college deans, textbook liaisons in each college, the Registrar's Office, Information Technology Services, and UWF's bookstore partner (Follett), and meets throughout the fiscal year to ensure that the implementation of the process is efficient and effective.

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?

UWF exceeded the 95 percent compliance threshold for textbook and instructional materials being posted 45 days prior to the first day of classes for both the Fall 2018 and Spring 2019 semesters; therefore, current processes work.

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.

Fall 2018

Course sections - 2,201

Percentage complying - 98.32%

Spring 2019

Course sections - 2,181

Percentage complying - 100.00%

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.

Fall 2018

Course sections - 37

Percentage not complying - 1.68%

Explanation- Courses and course sections were scheduled but the instructor of record was yet to be determined.

Spring 2019

Course sections - 0

Percentage not complying - 0.00%

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

Fall 2018 - no exceptions

Spring 2019 - no exceptions