

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

University of West Florida
University Submitting Report

Fall 2017 and Spring 2018
Semester(s) Reported*

9/27/2018
Date Approved by the University Board
of Trustees

J. Mark O'Hullivan III 9/27/2018
Signature of Chair, Board of Trustees Date

Walter J. Gunders 9/27/2018
Signature of President Date

C. B. Ely 9/27/2018
Signature of Vice President Date
for Academic Affairs

*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

Fall 2016

Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance
None						

Explanation: UWF: No General Education courses reached the required threshold of course sections with a cost of \$200 or more over the median cost considered as 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
None						

Explanation: UWF: No General Education courses reached the required threshold of course sections with a cost of \$200 or more over the median cost considered as 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
None						

Explanation: UWF: No General Education courses reached the required threshold of course sections with a cost of \$200 or more over the median cost considered as 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
None						

Explanation: UWF: No General Education courses reached the required threshold of course sections with a cost of \$200 or more over the median cost considered as 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.

UWF: No General Education courses reached the required threshold of course sections with a cost of \$200 or more over the median cost considered as a wide cost variance.

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).

UWF:

Fall 2016

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
ANT 2400 Current Cultural Issues	1
ANT 2511L Biological Anthropology Lab	4
ART 1015C Exploring Artistic Vision	1
BSC 2010L General Biology 1 Lab	15
BSC 2311L Introduction to Marine Biology Lab	1
CHM 1020 Concepts In Chemistry	1
ESC 2000L Introduction to Earth Science Lab	2
GLY 2010L Physical Geology Lab	1
MCB 1000L Fundamentals Microbiology Lab	3
MUH 2930 Music Experience	1
PHY 2048L Univ. Physics 1 (Calc) Lab	7
PHY 2049L Univ. Physics 2 (Calc) Lab	3
PHY 2054L General Physics 2 Lab	3

Spring 2017

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
ART 1015C Exploring Artistic Vision	1
BSC 2311L Intro to Marine Biology Lab	1
ESC 2000L Intro to Earth Science Lab	1
GLY 2010L Physical Geology Lab	1
LIT 2000 Introduction to Literature	1
MCB 1000L Funds Microbiology Lab	2
PHY 2048L Univ. Physics 1 (Calc) Lab	4
PHY 2049L Univ. Physics 2 (Calc) Lab	3
PHY 2054L General Physics 2 Lab	2
PLA 2013 Survey American Law	1

PLA 2013 Survey American Law	1
PSY 2012 Introduction to Psychology	1

UWF:

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
ART 1015C Exploring Artistic Vision	1
BSC 1005L General Biology Non Majors Lab	6
BSC 1085L Anatomy and Physics 1 Lab	7
BSC 1086L Anatomy and Physics 2 Lab	4
BSC 2010L General Biology 1 Lab	14
BSC 2011L General Biology 2 Lab	5
BSC 2311 Intro to Marine Biology	1
BSC 2311L Intro to Marine Biology Lab	1
CHM 2045L General Chemistry 1 Lab	17
CHM 2046L General Chemistry 2 Lab	8
ESC 2000L Intro to Earth Science Lab	1
GLY 2010L Physical Geology Lab	1
MAC 1105C College Algebra	12
MAC 2233 Calculus with Business	4
MCB 1000L Funds Microbiology Lab	9

Spring 2018

Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials	Number of Sections
ANT 2000 Intro to Anthropology	4
ARH 1000 Art Appreciation	3
ARH 2051 Western Survey 2	2
AST 1002 Descriptive Astronomy	1
BSC 1005 General Biology Non Majors	2
BSC 1050 Funds of Ecology	1
CCJ 2002 Survey of Crime/Justice	2
CGS 2060 Excursions in Computing	2
CHM 1020 Concepts in Chemistry	1
GEA 2000 Nations & Regions World	1
GLY 2010 Physical Geology	1
PHI 2103 Critical Thinking	1
PHY 2053 General Physics 1	2
PHY 2054 General Physics 2	1
SYG 2000 Principles of Sociology	6

MGF 1106 Liberal Arts Math 1	6
MGF 1107 Liberal Arts Math 2	3
PHY 2048L Univ. Physics 1 (Calc) Lab	7
PHY 2049L Univ. Physics 2 (Calc) Lab	2
PHY 2053L General Physics 1 Lab	6
PHY 2054L General Physics 2 Lab	2
PLA 2013 Survey American Law	1

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?

UWF: There is not a wide cost variance among different sections of the same general education 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.

UWF: 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.

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.

Number of courses reported as high enrollment:
Fall 2017 - 10 courses

Spring 2018 - 9 courses

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.

UWF:

1. Faculty often provide choice of textbook formats for students, including traditional, hard copy books, electronic books, or web-based materials.
2. 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.
3. The UWF Center for University Teaching and Learning (CUTLA) has prepared materials for faculty to use for evaluating and using Open Education Resources to address textbook costs.
4. 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 teaming 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 1,978 textbooks and borrowed them 15,858 times during the 2017-2018 academic year. Using the average acquisition cost per textbook from FY2018 (\$89.84), the transaction value of the UWF textbook affordability program was \$1,424,683.

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.

UWF compared the average costs for textbooks for each General Education course offered between the Fall 2016 and the Fall 2017 semesters, and between

the Spring 2017 and the Spring 2018 semesters. We provide the following charts to illustrate our findings:

Changes in Average Costs between Fall 2016 and Fall 2017

no change (= \$0.00)	10
cost more in 2017	14
cost less in 2017	66

Changes in Average Costs between Spring 2017 and Spring 2018

no change (= \$0.00)	16
cost more in 2018	15
cost less in 2018	52
NA (course was not offered 1 semester)	10

We could not determine a means to calculate a definitive overall average cost savings for the General Education courses. However, far more courses realized a reduction in the average textbook cost than realized an increase from semester to semester.

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.

UWF compared the cost variances for textbooks for each General Education course offered between the Fall 2016 and the Fall 2017 semesters, and between the Spring 2017 and the Spring 2018 semesters. We provide the following charts to illustrate our findings:

Changes in Cost variances between Fall 2016 and Fall 2017

no change (= \$0.00)	61
cost more in 2017	14
cost less in 2017	10
NA (course was not offered 1 semester)	9

Changes in Cost variances between Spring 2017 and Spring 2018

no change (= \$0.00)	68
cost more in 2018	6
cost less in 2018	9
NA (course was not offered 1 semester)	10

For the majority of General Education courses, there was no change in the cost variances between the respective semesters. More courses realized a reduction in the cost variances in Spring 2017 to Spring 2018 than realized an increase. Fewer

courses realized a reduction in the cost variances in Fall 2016 to Fall 2017 than realized an increase.

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).

UWF: A UWF regulation is aligned with 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 colleges and that the outcomes meet or exceed BOG 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, the Registrar's Office, Information Technology Services, and UWF's Follett Bookstore partner, and meets throughout the 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 2017 and Spring 2018 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 is in compliance if all textbooks and instructional materials in the course section have been entered by the deadline.

UWF:

Fall 2017

Course sections - 2,357

Percentage complying - 98.17%

Spring 2018

Course sections - 2,174

Percentage complying - 99.13%

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.

UWF:

Fall 2017

Course sections - 44

Percentage not complying - 1.83%

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

Spring 2018

Course sections - 19

Percentage not complying - 0.73%

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

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

UWF:

Fall 2017 - no exceptions

Spring 2018 - no exceptions