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USFT Textbook Instructional Material Affordability Report 20170930

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State University System of Florida
Textbook and Instructional Materials Affordability
Annual Report
Statutory Due Date: September 30, 2017

University of South Florida
University Submitting Report

Fall 2016 and Spring 2017
Semester(s) Reported*

Date Approved by the University Board of Trustees	Signature of Chair, Board of Trustees	Date
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Signature of President	Date	Signature of Vice President for Academic Affairs	Date
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***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 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 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.

Please note: the template uses the terms “average” and “median” interchangeably. In this report, the average is used.

- **Required (Req) Textbooks and Instructional Materials**

WIDE COST VARIANCE ANALYSIS – FALL 2016, USF TAMPA*

Fall 2016						
Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance
ANT3101	Archaeology	001	4	RQ	\$169.90	\$203.80

Explanation: NA

***There were no instances of wide cost variance for required textbooks for USF St. Petersburg and USF Sarasota-Manatee for Fall 2016.**

WIDE COST VARIANCE ANALYSIS – SPRING 2017, USF TAMPA*

Spring 2017						
Prefix and Course Number	Course Title	Section	Total Number of Sections within Course	Req or Rec	Average Cost	Dollar Variance
ANT2410	Cultural Anthropology	004	10	RQ	\$144.73	\$217.93
IDH3400	Soc/Behavioral Sciences Honors	013	12	RQ	\$87.89	\$263.56

Explanation: IDH3400 was an honors course.

***There were no instances of wide cost variance for required textbooks for USF St. Petersburg and USF Sarasota-Manatee for Spring 2017.**

- **Recommended (Rec) Textbooks and Instructional Materials**

There were no instances of wide cost variance for recommended textbooks for USF Tampa, USF St. Petersburg, and USF Sarasota-Manatee for Fall 2016 and Spring 2017.

- 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.

All course sections with wide variance occur within departments that allow the faculty to select the textbook for their sections.

- 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).

COURSES WITH NO TEXTBOOK PURCHASE REQUIRED OR RECOMMENDED FOR THE USF SYSTEM

Fall 2016			
Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials			
Course Prefix and Number	Course Title	Number of Sections	Total Max Enrollment
AMH2020	American History II	1	50
AMS2270	20th Century American Culture	2	24
ART2201C	Concepts and Practices I	8	167
ART2203C	Concepts and Practices II	8	40
BSC2010L	Biology I Cellular Proc Lab	35	840
BSC2011L	Biology II Diversity Lab	32	768
BSC2085	Ana & Phy I for Hlth Prof	1	250
BSC2085L	Ana & Phys Lab for HlthProf	3	725
BSC2086	Anatomy Phy II for Hlth Prof	1	250
BSC2086L	Ana & Phys LabII for Hlth Prof	2	500
ENC1101	Composition I	2	50
ENC1102	Composition II	2	50
ENC3250	Professional Writing	1	24
EVR2001	Intro to Environmental Sci	1	35
GLY2100	History of Life	1	190
HSC2100	Contemporary Health Science	2	140
HUM1020	Introduction to Humanities	5	281
IDH2930	Selected Topics in Honors	29	551
IDH3100	Arts/Humanities Honors	1	19
IDH3350	Natural Sciences Honors	4	76
IDH4200	Geo Perspectives Honors	2	38
LAH2020	Latin American Civilization	1	55
LIN2002	Language, Culture & Film	1	80
MUC2301	Intro to Electronic Music	1	240
PHI1103	Critical Thinking	2	94
PHI2010	Introduction to Philosophy	1	40
PHI2630	Contemporary Moral Issues	1	30
PHY2048L	General Physics Laboratory	22	512
PHY2053L	General Physics Laboratory I	31	744
PHY2054L	General Physics Laboratory II	22	510
PHZ2102	Problems General Physics I	5	630
PHZ2103	Problems General Physics II	4	594
POS2041	American National Govt	1	25
SYG2010	Contemporary Social Problems	1	35
THE2000	Theater and Culture	1	100
THE2252	Great Performances on Film	2	295

Spring 2017			
Course Titles not Requiring or Recommending Purchase of Texts/Instructional Materials			
Course Prefix and Number	Course Title	Number of Sections	Total Max Enrollment
AMH2020	American History II	1	50
ANT2410	Cultural Anthropology	1	43
ART2201C	Concepts and Practices I	6	120
ART2203C	Concepts and Practices II	2	40
BSC2085	Anatomy Phys I for Hlth Prof	1	360
BSC2086	Anatomy Phys II for Hlth Prof	1	350
ENC1101	Composition I	1	25
GLY2100	History of Life	1	180
HSC2100	Contemporary Health Science	1	100
HUM1020	Introduction to Humanities	7	490
IDH3100	Arts/Humanities Honors	5	91
IDH3350	Natural Sciences Honors	6	114
IDH3400	Soc/Behavioral Sciences Honors	1	19
IDH3600	Seminar In Applied Ethics	2	38
IDH4200	Geographic Perspectives Honors	6	101
LIN2002	Language, Culture & Film	1	80
MUH2020	The History of Blues and Rock	1	250
PHI1103	Critical Thinking	1	48
PHI2010	Introduction to Philosophy	2	98
PHI2101	Introduction to Formal Logic	1	50
PHI3130	Formal Logic	1	25
REL3111	Religious Quest in Cont Films	1	45
SYG2010	Contemporary Social Problems	1	47
THE2000	Theater and Culture	1	180
THE2252	Great Performances on Film	2	405

- 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?

In Spring 2017, the USF Libraries began providing department chairs with cost information for all textbook adoptions for course sections in their departments. Previously, department chairs and faculty did not have access to pricing information in the aggregate for all courses and course sections within a department. Department chairs and faculty can now consider cost along with program requirements and quality and can easily review textbook costs across the department.

In cases of wide variance, information is provided to department chairs and individual faculty members. Report recipients notified of cases of wide cost

variance submit justifications for approval by their department chairs, and for comparison to subsequent analyses.

- 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.

None of the course sections exhibiting wide cost variance (see Section 1A, page 2) occurred within high-enrollment General Education courses.

Number of high-enrollment courses evaluated:

- **Fall 2016: 20 high enrollment courses**
- **Spring 2017: 22 high enrollment 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.

USF Tampa:

Textbook Affordability Project (TAP) Website (<http://tap.usf.edu>). The USF Libraries maintain a comprehensive resource for faculty, students, and policy makers who are working to reduce the costs of textbooks and instructional materials. Consistently among the top Google search returns for “textbook affordability,” this newly updated website serves as a central access point for all of USF’s textbook affordability programs. The integrated social media functionality engages faculty and students seeking solutions to textbook affordability.

Ebooks for the Classroom. 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 with little to no restrictions on use (printing, downloading, simultaneous usage). Materials purchased by this program are accessible throughout the USF System.

EBOOKS FOR THE CLASSROOM SAVINGS BY SEMESTER

Course Semester	Course Year	Library Cost	Enrollment	Cost Benefit
Fall	2016	\$7,799.92	2835	\$169,668.51
Spring	2017	\$8,311.56	1643	\$110,279.53
		\$16,111.48	4478	\$279,948.04

EBOOKS FOR THE CLASSROOM TOTAL SAVINGS

Inception to	Library Cost	Enrollment	Cost Benefit
June 30, 2017	\$138,328.58	23,249	\$1,743,324.36

Ebooks for the Classroom+ (<http://ebplus.lib.usf.edu>). New as of April, 2017, the USF Libraries launched Ebooks for the Classroom+. This database provides access to over 500,000 ebooks and allows faculty to easily select a library-supplied ebook in lieu of a traditional textbook. This results in zero cost to the students. Fewer than five institutions in the U.S. have such a resource.

Print Textbooks on 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 are available for students to check out for three hours. TAP items circulated 13,889 times in Fall 2016 and 16,913 times in Spring 2017. In Fall 2016, the TAP project held course reserves for 1356 course sections across 412 unique courses with cumulative enrollments of 61,086. In Spring 2017, the TAP project held course reserves for 1323 course sections across 440 unique courses with cumulative enrollments of 58,203. As of Spring 2017, the value of the collection was \$171,305.

PRINT TEXTBOOKS ON COURSE RESERVE

	Circulations per semester	Unique Courses	Course Sections	Course Enrollments
Fall 2016	13,889	412	1356	61,086
Spring 2017	16,913	440	1323	58,203

ARES & Copyright Clearance Center Licensing. The USF Libraries fund and maintain ARES, an online course reserve system to aid faculty in placing instructional materials on reserve in lieu of textbooks. To address concerns for copyright compliance, the USF Libraries funded access to the Copyright Clearance Center's Academic License service for three years. Cumulatively, these efforts led more faculty to use online course reserve and to make more content available to students.

EDUCAUSE/Internet2 Etextbook Pilot. The USF Libraries implemented a three-semester etextbook pilot in conjunction with 28 other colleges and universities. This pilot provided textbooks and instructional materials at no cost to faculty and students in participating courses. The results suggested that 1) teaching and learning was improved; 2) the price-point of the etextbook was a critical consideration to the participants; and 3) etextbooks are an acceptable format to both students and faculty, if the price point is significantly lower than that of print textbooks. At a cost of \$90,000, this pilot program saved 4,849 students \$553,000.

Open-Access (OA) Textbooks. By definition, the USF Libraries' OA textbook collection is available at no cost to the global academic community. At present, the USF Libraries host 11 OA textbooks authored by USF faculty on our institutional repository, Scholar Commons where there are over 624,000 downloads of this content. One title, *Social Science Research: Principles, Methods, and Practices* by Dr. Anol Bhattacharjee is the most downloaded publication on Scholar Commons with 508,558 downloads to date.

In 2015, targeting General Education and high enrollment courses, USF launched an Open-Access Textbook Initiative. In spring of 2016, a partnership of Innovative Education and the USF Libraries published its first fully funded OA textbook. Authored by USF faculty member, Dr. Jenifer Schneider, *The Inside, Outside, and Upside Downs of Children's Literature: From Poets and Pop-ups to Princesses and Porridge* incorporates interactive features and multiple videos per chapter to enhance the reading experience. Published under a Creative Commons license, this publication and associated media are globally accessible.

The USF Libraries and Innovative Education are currently engaged in the publication of another OA textbook authored by College of Engineering professor Dr. Kingsley Reeves that focuses on probability and statistics in engineering. Using a non-traditional approach, this textbook employs original, significant multi-media content to engage a new generation of learners.

OPEN ACCESS TITLES IN USE AT USF

FALL 2016

Course Section	Course Title	Open Textbook Title	Max Enrl	Student Savings
ECH4846.001	Numerical Methods in Chem Engr	Numerical Methods with Applications	90	\$12,603.60
HUM3241.002	Central Med. & Gothic Europe Content	Greater than Emperor: Cola di Rienzo and the World of Fourteenth Century Rome	30	\$4,201.20
LAE4414.790	Literature in Childhood Ed	The Inside, Outside, and Upside Downs of Children's Literature	120	\$16,804.80
QMB7565.001	Intro to Research Methods	Social Science Research: Principles, Methods, and Practices	7	\$980.28
QMB7565.080	Intro to Research Methods	Social Science Research: Principles, Methods, and Practices	50	\$7,002.00
Total Savings				\$41,591.88

SPRING 2017

Course Section	Course Title	Open Textbook Title	Max Enrl	Student Savings
ECH4846.001	Numerical Methods in Chem Engr	Numerical Methods with Applications	90	\$12,603.60
GIS6306.501	Environmental Applications GIS	Geospatial Analysis: A Comprehensive Guide to Principles, Techniques and Software Tools	20	\$2,800.80
GIS6306.501	Environmental Applications GIS	Statistical Analysis Handbook	20	\$2,800.80
LAE4414.790	Literature in Childhood Ed	The Inside, Outside, and Upside Downs of Children's Literature	120	\$16,804.80
LAE4414.798	Literature in Childhood Ed	The Inside, Outside, and Upside Downs of Children's Literature	200	\$28,008.00
Total Savings				\$63,018.00

TOTAL SAVINGS*	\$104,609.88
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*Savings calculated using USF average textbook cost (\$46.68 per credit hour, based on 3 credit courses) of \$140.

USF St. Petersburg:

Print and Electronic Textbooks. USF St. Petersburg librarians expanded the Library's textbooks on reserve initiative, actively acquiring print textbooks to place on course reserve. Textbook circulation dramatically increased from the fall to the spring semester both in terms of individual book title circulation (27% increase) and the total number of times these books were checked out (52% increase) as more people became aware of the initiative. In Spring 2017, the library successfully lobbied Town and Gown for funds to support the textbook affordability initiative. A one-time gift of \$3,500 was received.

Open Education Resources/eBook Integration. Librarians and distance-learning instructional designers select courses that can serve as exemplars for faculty who want to incorporate ebooks from the existing USF Libraries' collection, open-access materials, and library-licensed content.

Student Textbook Cost Savings. Using the circulation statistics provided from the Access Services Department on how many times the textbooks were checked out during the fall and spring semesters, multiplied by the lowest cost option at the Barnes and Noble campus bookstore, the library's textbook affordability initiative saved students *at least* \$63,824.21.

Fall 2016	Spring 2017	Total
\$24,289.13	\$39,535.08	\$63,824.21

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.

Textbook Lending Program. In collaboration with Student Engagement and Student Services, USFSM Library Services established a cost-free textbook lending library driven by student textbook donations. This program was implemented Spring 2017.

USF Bookstore:

The following information was provided by the USF Bookstore (Barnes & Noble):

- In 2016-2017, the USF Bookstore reported \$2,038,017 in savings for USF students based on used book sales and textbooks rentals.
- Price Match Program: the USF Bookstore price-matched textbooks in the 2016-2017 academic year for a savings of \$35,707.
- Barnes & Noble is working on the First Day program for etextbooks and adaptive learning technology for a Fall 2017 launch. It is anticipated that this new program will further reduce the average cost of textbooks and increase savings for students. For the pilot course, students who enroll in the program are saving 23% off the USF Bookstore price.

- 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.

AVERAGE COST SAVINGS - EBOOKS FOR THE CLASSROOM

Semester	Year	Library Costs*	Cost Benefit	Unique Course Sections	Average Savings per Course Section
Fall	2016	\$7,799.92	\$169,668.51	88	\$1,928.05
Spring	2017	\$8,311.56	\$110,279.53	50	\$2,205.59
		\$16,111.48	\$279,948.04	138	\$2,028.61

* Costs do not include previously owned titles.

- 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.

Given the low occurrences of wide cost variance at USF among General Education courses (n=3), we have expanded our efforts toward other initiatives to lower costs.

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).

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 Barnes & Noble). 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 become more aggressive in reminding faculty members about their submission obligation; the practice adopted for 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 is in compliance if all textbooks and instructional materials in the course section have been entered by the deadline.

USF TEXTBOOK ADOPTION COMPLIANCE

Semester	Percentage of Compliance	Number of Course Sections in Compliance	Total Course Sections
Fall 2016	85.4%	5,245	6,142
Spring 2017	95.3%	5,597	5,872

- 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	Number of Course Sections Out of Compliance	Total Course Sections
Fall 2016	14.6%	897	6,142
Spring 2017	4.7%	275	5,872

	Number of Course Sections
Fall 2016 Explanations	
Difficulties identifying/acquiring required formats.	215
No explanation received.	682
Total	897

	Number of Course Sections
Spring 2017 Explanations	
Bookstore delayed posting.	4
Bookstore received timely adoption but did not post by deadline.	13
Course subsequently cancelled.	1
Adoption originally listed under a course number that was subsequently changed in the registration system.	4
Adoption not posted for cross-listed course.	2
Professor hired too late to submit timely adoption.	20
New professor did not fully understand the policy.	1
No explanation received.	213
No textbook required for course; notification delayed.	5
Professor requested material through ProCopy.	10
Professor expected adoption from previous semester to rollover to new semester.	2
Total	275

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

No exceptions were requested by faculty, and none were granted.