




September 18, 2017

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** 2017 Textbook Affordability Compliance Report

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### Item Description

This item presents the 2017 textbook affordability compliance report.

### Overview and Background

The 2016 legislative session created new accountability measures for Florida College System governing boards for overseeing the affordability of textbooks and instructional materials.

According to Florida Statute 1004.085(8), the Board of Trustees of each Florida College System institution is required to submit a report to the Chancellor of the Florida College System by September 30th. The report must contain the textbook and instructional materials selection process for general education courses with a wide cost variance. Additionally, the report must contain TCC's compliance with at least 95% of all courses and course sections textbook information being posted for students at least 45 days before the first day of class for each term.

The attached report summarizes TCC's courses with a wide cost variance. Majority of the variances are related to saving money on textbook costs for students. The college continues to make gains in lowering the cost of materials for students, including expanding high enrollment general education math courses that utilize Open Educational Resources (OER) for all sections. Additionally, faculty are developing OER for ENC1101 for the dual enrollment courses taught at the local high schools in order to decrease the cost of textbooks for the school districts.

### Past Actions by the Board

This is the first report that is submitted for review and approval based upon updated legislative requirements.

### Funding/Financial Implications

None

**Staff Resource**

Feleccia Moore-Davis

**Recommended Action**

Approval of the 2017 report for submission to the Florida College System Chancellor

**Florida College System: 2017 Textbook and Instructional Materials Affordability Report**



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Each Florida College System institution board of trustees is required by section (s.) 1004.085(8), Florida Statutes (F.S.) to:

**Report** by September 30th of each year to the Chancellor of the Florida College System the following categories of information presented below. Institutions are required to submit written response to the following inquiries in order to remain in compliance with s. 1004.085(8), F.S. The report should be submitted to the following email address: [ChancellorFCS@fldoe.org](mailto:ChancellorFCS@fldoe.org). Attached for your reference is a copy of the applicable statute and rule.

College:	Tallahassee Community College		
Year:	2017		
Date:	September 30, 2017		
Report Completed by (name, phone & email)	(Name) Calandra Stringer		
(Phone) 850-201-6036	(Email) stringec@tcc.fl.edu		

**Please limit each response to 200 words, single spaced.**

What is your institution’s selection process for textbook and instructional materials with a wide cost variance as it relates to general education courses and high enrollment courses? Please provide the information you identified and sent to your academic departments pursuant to s. 1004.085(4), F.S.

**Response:**

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course. Each textbook selection cycle adheres to a comprehensive process where all faculty members participate on some level. Every two full calendar years, each program assembles a textbook committee. The process begins with the committee developing a set of criteria by which they will evaluate a textbook that may satisfy the needs of the program. The next task on the committee’s agenda is to evaluate the strengths and weaknesses of the current textbook. If the committee elects to explore other options, the course coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member(s) concerned make a recommendation to the dean/ director.

Data and Analysis of cost variance is attached.

List and describe the policies your institution has implemented regarding the posting of lists of required and recommended textbooks and instructional materials pursuant to s. 1004.085(6), F.S.

**Response:**

Open Educational Resources is the institution’s current initiative to reduce the cost of textbooks and instructional materials. One example of the initiative is through the Science and Mathematics Division. The Mathematics Department’s decision to provide open educational resources in the high enrollment mathematics classes is a sustainable technique that can be scaled to other areas of the College. Using open educational resources has the ongoing ability to meet its goals which is to provide quality, affordable textbook solutions while champion faculty to faculty conversation. With the open educational resource initiative of moving two high enrollment mathematics gateway courses in just a single year, TCC students have saved \$535,000 in textbook costs. Moreover, the open educational resource platform is not only more cost efficient but also contributes to student success as students have access to the material on day one of the term. The College looks to move the open educational resource initiative to more divisions across campus. Faculty in the English program are developing open education resources for use in the high school dual enrollment courses. Since ENC1101 and ENC1102 are highest enrolled dual enrollment courses, this is a major cost saving measure for the school districts.

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What is the number and percent of course sections that were not able to meet the textbook and instructional materials posting deadlines (s. 1004.085(6), F.S.) for the 2016-2017 year?	
Number:	330 sections
Percent:	9%
Please list the courses and explain why each was not posted 45 days before the first day of class.	
Course:	AMH2010-166974
<b>Reason for not posting 45 days before the first day of class:</b> Issues with publisher	
Course:	AMH2010-166977
<b>Reason for not posting 45 days before the first day of class:</b> Issues with publisher	
Course:	AMH2010-166983
<b>Reason for not posting 45 days before the first day of class:</b> Issues with publisher	
Course:	AMH2020-165690
<b>Reason for not posting 45 days before the first day of class:</b> Class added due to increase in enrollment in State Core class	

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Course:	AMH2020-166994
<b>Reason for not posting 45 days before the first day of class:</b>  Class added due to increase in enrollment in State Core class	
Course:	AMH2020-167000
<b>Reason for not posting 45 days before the first day of class:</b>  Class added due to increase in enrollment in State Core class	
Course:	AMH2091-169284
<b>Reason for not posting 45 days before the first day of class:</b>  Class added due to student demand	
Course:	BSC1005-170145
<b>Reason for not posting 45 days before the first day of class:</b>  Class added due to student demand	
Course:	BUL2241-169991
<b>Reason for not posting 45 days before the first day of class:</b>  Class added due to student demand	

*If additional pages are needed to complete this section, please provide as an attachment to this form.*

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**Question:** As required by s. 1004.085(6), F.S., in which of the following initiatives designed to reduce the cost of textbooks and instructional materials does your institution participate? (Check all that apply.)

- Open Educational Resources
- Textbook Affordability Committees
- Textbook Rentals
- Offer Program with No textbook Costs
- Faculty Grants for Development of Textbooks

<b>Other (please describe)</b>          
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Pursuant to s. 1004.085(7)(g), F.S., which of the following factors does the college consider when selecting materials through a cost-benefit analyses (check all that apply):

- Purchasing digital textbooks in bulk
- Expanding the use of open-access material
- Providing rental options for textbooks and related materials
- Increasing the availability and use of affordable digital textbooks and learning objects
- Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
- The length of time that textbooks and instructional materials remain in use
- Expanding cost-savings for textbooks and instructional materials which a student may realize if individual students are able to exercise opt-in provisions for the purchase of materials

Per s. 1004.085(7)(e), F.S., what percentage of the college's general education core courses use open educational resources as an instructional materials option?	
Percent:	10%