



Special BOT Meeting
Wednesday, September 27, 2023
Agenda Item: IV

Subject: Textbook and Instructional Materials Affordability Annual Report

Proposed Board Action: Board of Governors Regulation 8.003 Textbook and Instructional Materials Affordability requires an annual submission of a Textbook Affordability Report each year. Approval of Florida A&M University's report for 2023 is recommended. Upon approval, the report will be submitted to the Chancellor of the State University System.

Attachment: Textbook and Instructional Materials Affordability Annual Report

Textbook and Instructional Materials Affordability Annual Report

Instructions

1. Complete each tab/worksheet as designed. The template reflects the interpretation of the reporting requirements by Board staff. Do not edit the content of the template. Expand the response space as needed.
2. Statutory due date is September 29, 2023.
3. If there are questions, contact Kirsten Harvey Director of Student Success & Workforce Alignment, at Kirsten.Harvey@flbog.edu
4. Include the university contact name and email for the staff who completed the report below:
5. Please note some cells are auto calculated and do not require you to enter a figure. These cells are green.

University Contact Name and Email:

Sundra Kincey | sundra.kincey@famu.edu

**Textbook and Instructional Materials Affordability Annual Report
Fall 2022 and Spring 2023**

University Submitting Report:

Florida A&M University

Date Approved by the University Board of Trustees:

September 28, 2023

Signature of Chair, University Board of Trustees:

Signature of Vice President for Academic Affairs:

Allyson Watson

9/15/2023

Signature of President:

Larry Robinson

SIGN HERE

Textbook and Instructional Materials Selection Process

Report the textbook and instructional materials selection process used for general education courses with high enrollment. Include the course prefix(es) and number(s), the course title(s), and the total number of courses (n). In column "F," use the drop-down arrow in each cell to select the appropriate selection process. The methodology for determining high enrollment courses is as follows: Order courses (course prefix/number) by headcount enrollment, excluding honors courses. The top 10% of courses are determined as high enrollment.

General Education Courses with High Enrollment		Total Number of Course Sections (n)	Selection Process	If "other," describe
Course Prefix & Number	Course Title			
General Education Courses with High Enrollment		Total Number of Course Sections (n)	Selection Process	If "other," describe
Course Prefix &	Course Title			
BOT 1010	Botany	2	Combination of the Above	
BSC 1005	Biological Science	11	Combination of the Above	
BSC 1010	General Biology I	9	Combination of the Above	
BSC 1011	General Biology II	3	Combination of the Above	
BSC 2093	Anatomy and Physiology I	5	Combination of the Above	
BSC 2094	Anatomy and Physiology II	4	Combination of the Above	
CHM 1025	Fundamentals of Chemistry	4	Combination of the Above	
CHM 1030	Introduction to Chemistry - NS Majors	2	Combination of the Above	
CHM 1045	General Chemistry I	7	Combination of the Above	
CHM 1046	General Chemistry II	4	Combination of the Above	
ECO 2013	Principles of Economics I	9	Combination of the Above	
ECO 2023	Principles of Economics II	3	Combination of the Above	
ENY 2001	Insects, People and Environment	2	Combination of the Above	
EVR 1001	Introduction to Environmental Science	8	Combination of the Above	
HUN 2401	Human Nutrition	4	Combination of the Above	
MAC 1105	College Algebra	7	Combination of the Above	
MAC 2233	Calculus for Business Majors	1	Combination of the Above	
MUH 3116	Jazz History	1	Combination of the Above	
PHY 2053	College Physics I	2	Combination of the Above	
PHY 2054	College Physics II	1	Combination of the Above	
PSY 2012	Introduction to Psychology	5	Combination of the Above	
STA 2023	Introduction to Probability & Statistics I	3	Combination of the Above	

Course Sections with No Cost for Textbooks/Instructional Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that did not require or recommend the purchase of a textbook(s)/ instructional materials and/or utilized open educational resources. These may include general education courses, upper-level courses, and courses for directed independent study, internships, thesis/dissertation, etc.

Fall 2022

Total Number of Course Sections Offered (Including Exceptions)	3334
Total Number of Course Sections Offered with No Cost Materials	996
Percent of Course Sections with No Cost Materials (Auto Calculated)	30%

Spring 2023

Total Number of Course Sections Offered (Including Exceptions)	3270
Total Number of Course Sections Offered with No Cost Materials	1072
Percent of Course Sections with No Cost Materials (Auto Calculated)	33%

Board Action Plan - Low-Cost Course Materials

Report the total number of course section(s) offered including exceptions and the total number of course sections that required or recommended textbook(s)/instructional materials for \$20 or less per credit hour (e.g., \$60 or less for a three-credit-hour course), which meets the State University System of Florida Action Plan for the Pricing of Textbooks and other Instructional Materials.

Fall 2022

Total Number of Course Sections Offered (Including Exceptions)	3334
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	188
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto Calculated)	6%

Spring 2023

Total Number of Course Sections Offered (Including Exceptions)	3270
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	92
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto Calculated)	3%

Textbook & Instructional Materials Affordability Initiatives

Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

Beginning Fall 2022, Florida A&M University implemented a new cost-savings initiative for undergraduate students called the "Rattler Pack". The "Rattler Pack" is a new option that allows for a more efficient and cost-effective way for students to receive course materials. By choosing the Rattler Pack, students receive all their course materials for only \$24 per credit hour. With the Rattler Pack, students know for certain that they will receive all required textbooks on or before the first day of class. Overall, they seem to be happy with this new option.

Has the *opt-in* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

N/A

Has the *opt-out* provision been implemented by your institution for the purchase of student materials? If yes, describe the impact this has had on student savings, if any.

As of Fall 2022, undergraduate students are automatically enrolled into the Rattler Pack program upon registering for classes. Starting 30-days before classes, students receive an email to verify their order and select fulfillment preferences. Following, an email notification is sent when the order is ready for pickup or when it ships. FAMU has negotiated a rate of \$24 per credit with the program. Students have been able to realize initial savings with the program of 35-50% on the cost of required materials each term.

Florida A&M University students saved \$2,500,728.15 in Fall 2022 - Spring 2023 using the Rattler Pack. Some of the impact on student outcomes were:

1. 92% of students said the program saved them time in shopping for course materials because they are all in one place
2. 91% found it convenient to have their course materials bundled and delivered through the program.
3. 86% said with this program, they were better prepared for the academic term
4. 83% felt the program provided them with more affordable course materials
5. 83% said that the program had a positive impact on their academic success
6. 89% said they were likely to recommend the program to other students

University Policies for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Describe policies implemented to ensure the posting of textbooks and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

The Provost's Office in partnership with FAMU's bookstore manager and the Division of Finance and Administration collaborate with academic administrators and program faculty within each of FAMU's colleges and schools to disseminate information each semester about the adoption process and deadlines for posting instructional materials. Currently FAMU utilizes an electronic platform, Adoption Insight Portal(AIP), for course adoptions. Each term the FAMU Bookstore and Provost's Office sends communication via FAMUINFO of the deadlines for instructional materials. Faculty then have an identified time period before 45-days prior to the first day of class to adopt textbook materials. The Provost Office also hosts trainings for existing and new faculty on how to adopt textbooks each semester. The adoption deadlines for FAMU are:

- On or before October 1 for Spring semester
- On or before February 1 for Summer sessions
- On or before April 1 for Fall semester

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?

FAMU's policies are effective in meeting the textbook instructional materials reporting requirement. For academic year 2022 - 23, program faculty met the University's requirement for textbook adoptions within 45-days of the first day of class (95.32% Fall, 95.86% Spring). In the previous academic year 2020-21, 96.0% of FAMU's course textbooks were adopted within 45-days of the first day of class. Because the University had a slight decline for this reporting period, more trainings will be held with new and existing faculty to address the number of changes resulting from implementing the new cost-savings initiative. FAMU continuously strives to enhance its adoptions processes and effectiveness.

Published List of Required and Recommended Textbooks and Instructional Materials	
Please use the drop-down options to confirm the published list of required and recommended textbooks and instructional materials includes the following information.	
Information Required	Affirm Information is Included
International Standard Book Number (ISBN) or Other Identifying Information	Included
Title	Included
All Authors Listed	Included
Publishers	Included
Edition Number	Included
Copyright Date	Included
Published Date	Included
Searchable by Course Subject, Course Number, Course Title, Name of Instructor, Title of Material, and Author(s) of Material	Included
Material Information is Easily Downloadable by Current and Prospective Student	Included

Published Course Syllabus Requirements	
Please use the drop-down options to confirm the course syllabus of the general education core course options identified pursuant to section 1007.25, Florida Statutes include the following information.	
Information Required	Affirm Information is Included
Course Curriculum	Included
Goals, Objectives, and Student Expectations of the Course	Included
How Student Performance will be Measured	Included

Link to Published List of Required and Recommended Textbooks and Instructional Materials
Please provide a link to the webpage housing the information listed under "Published List of Required and Recommended Textbooks and Instructional Materials.". If each course section has its own website link, please provide one example link.
Please Provide Link Below
famubncollege.com

Link to Published List of Course Syllabi for General Education Courses	
Please provide links to the webpages housing the information under "Published Course Syllabus Requirements."	
Please Provide Links Below	
Communication	syllabi.famu.edu
Humanities	syllabi.famu.edu
Mathematics	syllabi.famu.edu
Natural Sciences	syllabi.famu.edu
Social Sciences	syllabi.famu.edu

Exceptions

Per Board of Governors Regulation 8.003(1)(h), Textbook and Instructional Materials Affordability, any request for an exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.

Fall 2022				
Total # of Course Sections (Not Including Exceptions)	# of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column A + Column B) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
2908	426	3334	12.8%	New course sections added after 45-day notice New faculty/instructor added to course Faculty selecting lower cost materials Changed materials to include in Rattler Pack initiative

Spring 2023				
Total # Of Course Sections (Not Including Exceptions)	# Of Course Sections Identified As Exceptions	Total # Of Course Sections Including Exceptions (Column G + Column H) (Auto-Calculated)	% Of Total Course Sections That Were Identified As Exceptions (Auto-Calculated)	Reasons For Exceptions
2877	393	3270	12.0%	New course sections added after 45-day notice New faculty/instructor added to course Faculty selecting lower cost materials Changed materials to include in Rattler Pack initiative

University Requirements for the Posting of Textbooks and Instructional Materials & Compliance with the Posting Deadline

Please use the tables below to report the total number of course sections offered at the 45-day posting deadline, the number of course sections that met the posting requirement, the number of course sections that changed materials after the posting deadline, and the number of course sections that did not meet the posting requirement.

Fall 2022					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
2,908	2,772	95.32%	263	136	4.68%

Spring 2023					
Total Course Sections at the 45-Day Posting Deadline (Not Including Exceptions)	# Of Course Sections Meeting Requirement (Not Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Meeting Requirement (Auto-Calculated)	# Of Course Sections That Changed Adopted Course Materials After The Required Posting Deadline	# Of Course Sections Not Meeting Requirement (Including Course Sections That Changed Adopted Materials After The Deadline)	% Of Course Sections Not Meeting Requirement (Auto-Calculated)
2,877	2,758	95.86%	82.00	119	4.14%

****Note:** Per Board Regulation 8.003 (1) (h), a course or course section added after the posting requirement is considered an exception and should be reported on the "Exceptions" tab. A request for any other exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement.