FIU | Faculty and Global Affairs
Office of the Provost

Textbook & Instructional Materials Affordability Faculty Guide

The FIU Textbook Affordability Task Force developed this guide in recognition that instructors may benefit from a concise handbook to make the best choices in an ever-evolving field. The ultimate goal of textbook affordability is student success in the sense that instructors are expected to use the most effective learning materials for students to master the content at the lowest cost for college affordability.

This guide is intended to assist instructors with the selection of textbooks and instructional materials centered around affordability without compromising quality. The first section offers some basic recommendations considered best practices. The second section itemizes required textbook affordability measures in Florida public universities in accordance with Florida Statute. The third section lists optional programs and resources available to faculty, some of which are well instituted while others are recent or still being piloted. The fourth section contains other affordability efforts around campus. In the appendix, we included an example of collective textbook adoption considerations by the Department of Mathematics & Statistics as well as the Textbook Adoptions Process @ FIU (a step-by-step guide and FAQs). As a reminder, FIU has chosen to use the Barnes&Noble (B&N) FacultyEnlight system to list required/recommended textbooks for students to view. Adopting texts via this system does not mean students are required to purchase their materials at the FIU B&N store; they may purchase them wherever is most convenient and affordable for them.

Questions, suggestions and other feedback should be directed to the task force chair, Birgitta "Gitta" Rausch-Montoto at gmontoto@fiu.edu or 305-348-3763.

1) Basic Considerations and Best Practices

Instructors face many choices when it comes to textbooks and instructional materials: print, e-texts, library course reserves, courseware, in-class response systems, bundles, and so on. While the selection of the material is the instructors' decision, they should not only take into consideration clarity and effectiveness of the contents for optimal student learning outcomes, but also advise the students on which formats or editions are acceptable so that students may choose the most affordable alternative they find suitable to master the content.

Instructors are encouraged to consult their peers who are teaching sections of the same course to identify high quality materials available on the subject. Ideally, instructors make a collective decision on the adoption of required/recommended course materials

which generally generates cost savings to students (re-use of the same books, availability on campus etc.).

For instructors who wish to review what course materials are adopted by other instructors at FIU, or even at other universities/colleges, the FacultyEnlight system offers a search to do so. Textbook adoptions for any B&N affiliated institution will be listed there. All FIU employees have access to FacultyEnlight with their FIU credentials at http://fiu.facultyenlight.com.

Also remember that adoptions are not only for textbooks but may also include in-class response devices or system subscriptions (i.e. iClicker or TopHat), or lab materials/equipment etc. For such materials instructors should also strive to find the most cost-effective options.

If you have questions, suggestions or concerns, please contact the Chair of the Textbook Affordability Task Force. As pedagogies and teaching and learning methodologies are ever-changing, the Task Force appreciates the feedback and ideas of all instructors.

2) Required Textbook Affordability Measures ([Florida Statute 1004.085](#))

   a) Pricing Variance of General Education Course Sections

The pricing variance between sections of the same general education/core curriculum course cannot exceed $200 for required course materials. The University must report any course sections that exceed this threshold to the Board of Trustees and Board of Governors with a justification for this significant difference in cost.

➜ Ideally, faculty teaching the same general education/core curriculum course make a collective decision on which course materials are to be required and recommended; or, at least consult with each other to select the most affordable materials available. For a sample collective textbook selection process, please see Appendix A.

   b) Timely Textbook Adoptions Submission

To give students ample time to shop around for the most inexpensive option of the required/recommended course materials, instructors (or their designee) are required to submit their adoption online to FacultyEnlight (fiu.facultyenlight.com) 45 days in advance of the semester. Even when a course has no materials for students to purchase, the instructor must declare so in FacultyEnlight by check-marking "no course materials required."

➜ Mark your schedule to have adoptions submitted for any lecture or lab type courses (all other course types will be defaulted to "no materials required") prior to or by the 45-day pre-semester deadline. Also, look for courtesy reminders emailed by the Office of the Provost. For a step-by-step adoptions guide and FAQ, please see Appendix B.

   c) Adoption of Bundled Instructional Materials

By identifying any materials as required, instructors certify that the students need these materials for the course. By identifying any bundled materials as required, instructors certify that students must obtain all the items in the bundle. When it is possible to obtain the bundled materials separately, instructors should specify only those materials which the students need for the course as required.

➜ Instructors must distinguish between required and recommended materials in FacultyEnlight and on the course syllabus. Should instructors require/recommend only one item from a bundle, which is otherwise not available individually, they should contact the publisher directly to request

the unbundling. Once available individually, instructors should then follow the standard adoption process via FacultyEnlight.

d) Older vs Newer Editions of Textbooks

New textbook editions generally cost more than older textbook editions. When requiring a new edition of a textbook, the instructor's adoption constitutes certification that a newer edition differs significantly and substantively from the earlier versions to warrant the change. When the instructor does not believe this to be the case and when it will not impede the instruction of the course, they should notify students that an older edition is acceptable.

➔ Instructors must indicate on the adoption (enter in the comment section in FacultyEnlight) and also the course syllabus that students may obtain either the new or older edition.

3) Optional Programs and Resources to Reduce the Costs of Textbooks and Instructional Materials

a) Course Reserves

The Libraries' Course Reserves program provides students free but limited access to required and recommended instructional materials assigned by a course instructor. Materials may be in print, electronic, and multimedia formats in compliance with the Copyright Law of the United States. When possible, materials will be scanned for conversion to an electronic format and made available to students 24/7. This allows students to use either library materials, or professor provided materials, free of charge. If a print item is not available electronically or the amount needed is beyond copyright compliance, the physical item can be placed on course reserves in the library. The instructor determines the loan period and students check out the item at the Check-Out Desk. Most items are on reserves for 2 hours in-library use only as this provides greater access to more students. If it is an in-library use item, there are book-eye scanners that students can use to scan the relevant material.

➔ To place print, electronic, or multi-media course materials on reserve at either the Green Library, Hubert Library, or the Engineering Center, please visit the Library's Course Reserves page.

b) Open Educational Resources

Open educational resources (OER) are teaching and learning materials, regardless of format, that reside in the public domain or that have been released under an open license that permits low- or no-cost access, use, adaptation, and redistribution by others. Open content allows for the customization of the material where the instructor wishes to better align with learners' needs and interests. There is a wealth of OER available and multiple Open Access Initiatives are underway.

While our recent partnership with OpenStax, spearheaded by FIU Online, further advanced our efforts to promote affordable textbook options, you may select any OER platform you wish. We recognize that OERs may not be appropriate for every course.

➔ A good starting point is the Library's guide on Open Textbooks. The guide explains open access, how to select an open textbook, the benefits to students, FIU library options, and open access publishing. You may also be interested in FIU's open source collections if creating your own OER textbook. Here are the links to our collections:

http://digitalcommons.fiu.edu/ (Faculty Publications)
http://dpanther.fiu.edu (Special Collections / Primary Source Materials)
http://dloc.com/ (Special Collections / Primary Source Materials About the Caribbean)

For a personal consultation, you may contact your Instructional Designer or the FIU Library Sarah J. Hammill, Business & Online Learning Librarian at hammills@fiu.edu.

To learn more, "7 Things You Should Know about Open Education" from Educause provides an explanation on content, practices and policies.

c) **Affordability Counts**

The FIU Online Affordability Counts initiative awards courses with materials costing students $60 or less an honor badge for affordability. Launched in June 2016, the Affordability Counts collaborative initiative spearheaded by FIU Online, the FIU Libraries, and the Center for the Advancement of Teaching, aims at lowering the cost of course materials to $20 or less per credit. Faculty are encouraged to adopt open educational resources (OER) or other low-cost course materials. The Affordability Counts committee reviews submissions and awards the Affordability Counts medallion to each qualifying course section, which faculty can then display in their syllabus and online course shell.

Since inception of the program, 280 FIU courses have been awarded with the Affordability Counts medallion have saved students in excess of $880,000. This figure does not include subsequent iterations of the course after the medallion was awarded, so savings are actually higher.

➔ Instructors interested in earning this honor badge are encouraged to reach out to the Affordability Counts group via email at lowcost@fiu.edu. Group members are available to answer questions, or conduct presentations, and can help with the adoption process. Please visit lowcost.fiu.edu to learn more.

d) **First Day (Inclusive Access) Pilot Program**

FIU is working with B&N on a pilot program with publishers McGraw Hill and Wiley to provide "First Day" low cost access to electronic course materials. This program offers all students enrolled in a participating class access to the course materials on the first day of class, via Canvas, at no cost and with no obligation to purchase. The students have a window, typically the first two to three weeks of class, to purchase the course materials at a highly discounted rate. They may complete their purchase via Canvas linked to the bookstore's website. Those students who purchase the materials will retain their access in Canvas. Those who do not purchase their materials by the deadline will have their access revoked. Students may then purchase the course materials at any time following the deadline, but at the full retail price. Their access to the materials, including all assignments and work completed prior to access being revoked, will be reinstated upon purchase.

First Day is a bookstore-publisher-university initiative that reduces textbook costs to students and is intended to result in greater student success (early purchase of the course material at the discounted price). For courses designated as First Day, the publisher reduces the course material cost to the bookstore, which in turn lowers its profit margin. These two reductions lead to an overall cost that is lower than any other option – it is even lower than what the publisher-direct price would be. During the pilot, which started in Spring 2018, the 15 course sections that participated generated savings to students in excess of $78,000.

FIU and B&N have worked with two publishers so far on the First Day pilots, McGraw Hill and Wiley. The pilot, which started in Spring 2018, has been offered in 15 course sections to date and has saved students $78,000 over the regular price. However, B&N has partnerships with most publishers and FIU can expand to include other widely used publishers such as Pearson. There is a continued effort to grow the program. In Spring 2019, 50 course sections are slated to participate in the pilot.

➔ If you would like to know if your course materials qualify for the First Day Program and you want to become an early-adopter of this practice, please speak with your publisher representative or the FIU B&N store manager (Mike Comiskey, 305-348-3925 or sm785@bncollege.com).

e) Pearson "Modified Mastering" Option

Some courses may have the option to use Pearson's "Modified Mastering" online homework system. Like the First Day program, this version of the widely-used Mastering system provides students the ability to register for the system from a link in Canvas, and students can opt to register for a free two-week period. If students do not purchase their access before the end of their free trial, their access is suspended, but then restored with no loss of work once they pay for the access. The purchase price remains the same no matter when the student registers. This system includes access to the e-text, and is at a lower cost than the earlier versions. If you use one of the Mastering products, you can check with your Pearson book representative to see if a "modified" version is available.

4) Other Textbook Affordability Measures

a) B&N @ FIU Used, Rental and Digital Options

B&N FIU book stores continue to offer cost savings via used, rental and digital textbooks with new titles continuously added. Students have the opportunity to save as much as 80% by purchasing textbooks in the various formats offered.

b) Barnes & Noble @ FIU Price Match Program

Initiated by the FIU Office of Business Services, in Spring 2016 Barnes & Noble launched the price matching program. B&N is matching the prices for textbooks advertised or offered by a local competitor, BN.com, or Amazon. The program does not include price matching items from textbook marketplaces such as Amazon Prime (membership deals) or Amazon Warehouse Deals and does not include offerings from peer to peer marketplaces, aggregator sites, digital books, publisher direct pricing or bulk purchases/course fee pricing.

Appendix A:

Collective Textbook Selection Process in the Department of Mathematics & Statistics

The Director of Statistics and Certificate Program in Actuarial Studies, Dr. Hassan Zahedi, describes the process for collectively selected course materials for a multi-section high enrollment statistics course as follows:

"For selecting a new textbook or changing an existing text to a new textbook the designated course coordinator, in consultation with the Director of the Statistics Program, collects a list of potentially suitable text books in the market for the course. The course coordinator then requests review copies of those potential textbooks from the respective publishers for circulation among all faculty who will be teaching at least one section of those course for their review and input. The criteria used by faculty to rank the assessed textbooks include:

- Affordability of the textbook for students
- Reputability of the author(s) and the publisher
- Clarity of the contents
- Clarity and comprehensiveness of the homework problems
- Clarity of the examples in the textbook which are based on the real data sets
- Integration and use of modern statistical packages within the text book
- Supplementary materials for the book (such as power point presentation, interactive tutorial programs, students' learning resources and their affordability, instructor resources and web-based auxiliary instructional tools)
- Flexibility of obtaining the textbook in an alternative format (hard copy, paperback, electronic)

Based on the inputs from all the involved faculty, the coordinator will rank the competing textbooks and recommend the top ranked textbook for adoption."

Appendix B:

Textbook Adoptions Process @ FIU
A step-by-step guide and FAQs

The State mandated deadline for posting required and recommended textbook/course materials adoptions is 45 days prior to the first day of the semester. This is to allow students time to shop for affordable textbook options. Here are easy steps on how to submit the adoption via FacultyEnlight:

- Go to FIU.FacultyEnlight.com.
- When prompted, enter your FIU credentials (user name and password).
- Verify your account settings/profile by clicking on "Welcome [your name]." IMPORTANT: Go to the "Edit Profile" tab, then "School" and check in the drop-down menu whether you are set to "Florida International University – MMC/All Online Courses" or "Florida International University – BBC" to view the course sections taught at the respective locations.
- To enter your adoption on the FacultyEnlight portal, click on the Adopt tab.
- Select your course/section information, using the drop downs. You must wait for each drop down menu choice to complete before the next menu will become available. Once all the menus have the correct choices, hit Continue.
  - *Reminder: If you do not require any course materials/texts, you must check the "No Text Material Required For This Course" box, and then exit FacultyEnlight.*
- You will then locate your course materials using the variety of search functions. Once you have found your course materials, click Adopt for those titles and then Continue. If you need to add more materials, select Add More Materials.
- Once you have added all your course materials, be sure to review them and select Required or Recommended for each. Then hit Submit.
- Upon submission, you will receive a confirmation e-mail with the successful transaction record and the required and recommended course materials information will be posted in the Panthersoft course schedule. FIU Barnes & Noble Bookstores will ensure that a sufficient supply of the required materials will be available there as well.

We recognize that the following types of courses rarely require course materials for purchase and as such we have implemented a default "No Text Material Required For This Course" adoption response effective Summer 2017:

- Directed Individual Study
- Graduate Dissertation
- Graduate Thesis
- Individual Performance Instruction
- Internships

- Other
- Supervised Research
- Supervised Teaching

Instructors of the above course types who do require or recommend course materials for purchase still must submit their adoption in FIU.FacultyEnlight.com by the legal deadline.

The legislative mandate for Textbook Affordability is intended to pass on cost savings to our students. Timely information lets students to take advantage of purchase and rental options, and enables them to better predict and manage costs for required course materials. It also allows the FIU bookstore to pass greater savings on to students by buying back textbooks for later resale. In past academic years this has added up to more than $1.5 million annually in savings for our students.

While the FIU Barnes & Noble bookstore staff has in the past graciously accepted textbook adoptions/orders in person or via e-mail, our volume is simply too large and we ask that faculty or staff utilize FIU.FacultyEnlight.com to submit adoptions. If you need assistance, feel free to contact the textbook department or Mike Comiskey, store manager, directly at:

Textbook Department, Gaby Papaterra
fiubook@fiu.edu
305-348-3923 or 305-348-3924

Bookstore Store Manager, Mike Comiskey
sm785@bncollege.com
305-348-3925

Thank you very much for cooperation.

(see the FAQ below)

Textbook/Course Materials Adoptions FAQs

Question: Where/how do I access FacultyEnlight to submit my adoptions?
Answer: Visit http://FIU.FacultyEnlight.com, which will direct you to the FIU single-sign-on (SSO) login page. Use your FIU credentials (user name and password). Once authenticated, you will be directed to the FacultyEnlight portal.

NOTE: the SSO is a new feature as of Summer 2018. If you use the old/bookmarked link to FacultyEnlight, you may still need your past FacultyEnlight account credentials. But for your convenience, the FIU.FacultyEnlight.com url eliminates the need to establish account credentials.

Question: I do not require or recommend any course materials for purchase for my course. Do I still have to make an adoption?
Answer: Yes. As the instructor of record, it is your responsibility to report if you recommend/require any course materials for the upcoming semester, and if you do, which ones. If you do not require any materials, you must still submit your adoption via *FacultyEnlight*, but select the option "No Text Materials Required."

Question: I will use the same course materials as I did in the previous semester. Will the *FacultyEnlight* system automatically adopt prior materials for the upcoming semester for me?
Answer: No. As the instructor of record, you need to identify materials for the upcoming semester. Conveniently, when course matches are found in the previous year's term, the *FacultyEnlight* system will ask you if you wish to adopt the same materials from the same term in the previous year and all you have to do is click "Yes, Select All", or "No, Select New Materials".
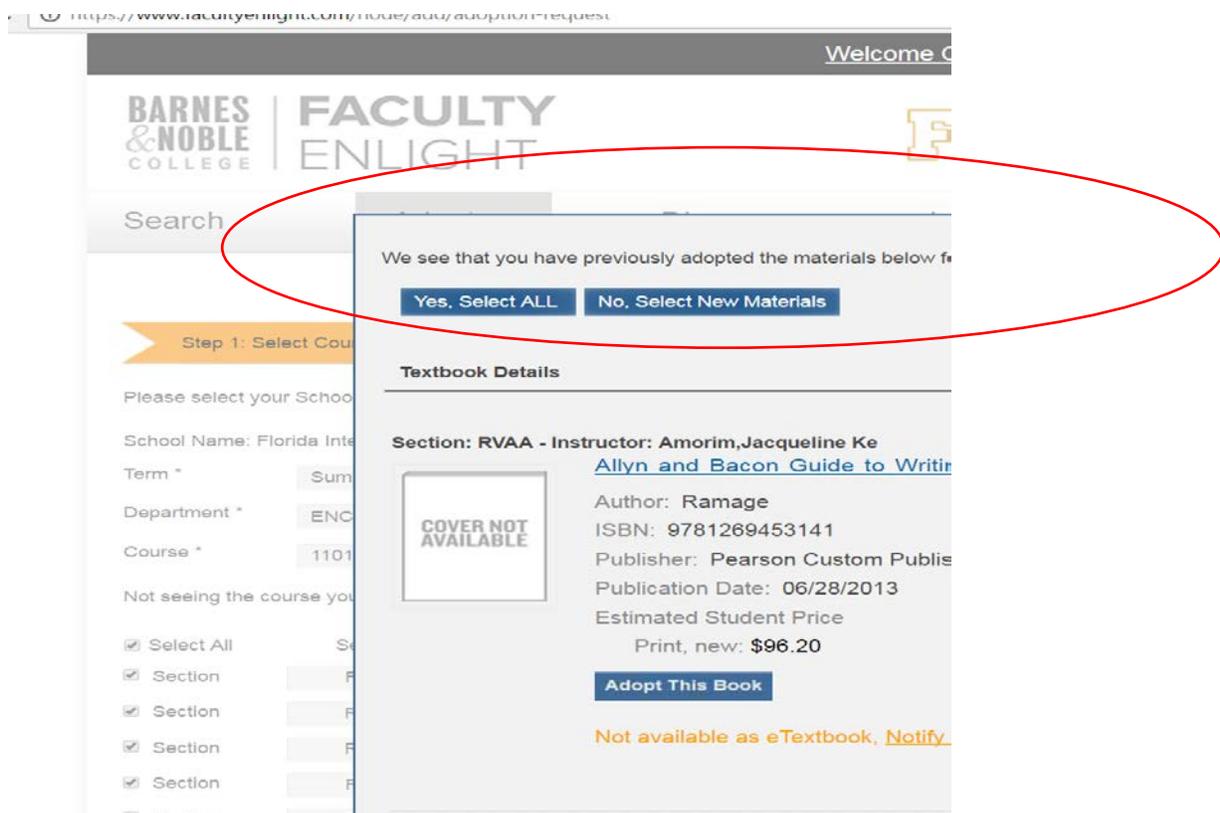
Question: May I delegate the adopting of my course materials to a staff member?

Answer: Yes. All FIU employees may use their FIU AD credentials to log on to FIU.FacultyEnlight.com to create a user profile and make adoptions on behalf of others. Only the user placing the adoption will receive an automated confirmation e-mail for the new adoption, or a change to an existing adoption, unless he/she has additional email addresses listed under Account Preferences. *Note: If you are placing adoptions for your department, ask your bookstore about the Department Admin user-role. This role allows you to adopt for multiple courses at once, and add additional email addresses for those who need to receive the confirmation emails.*

Question: In the case that the same course materials are required/recommended across various sections. Is there a way to make the adoption once for all sections?

Answer: Yes. An adoption of the same course material can be made for several course sections at once. The user placing the adoption will receive an automatic notification that the adoption has been submitted in *FacultyEnlight*.

Question: While a newer edition of my required/recommended course material is available, students may purchase an older edition. Can I declare this in FacultyEnlight?

Answer: Yes. If you are adopting a newer edition of a title, but allow the use of the older editions, please be sure to add this to the "Notes" section of your adoption on the Review & Submit page. Your bookstore will receive these notes and ensure that their system contains all the relevant materials.
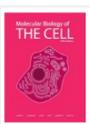
Question: I teach a course section at MMC and at BBC. I cannot see my BBC course section in FacultyEnlight. **Why?**

Answer: Barnes & Noble stores at MMC and BBC are viewed as separate business entities. As such, FIU's course sections are run on different platforms in FacultyEnlight. Once logged in, please change your user Profile Information by clicking on "Welcome [your name]" and selecting the tab "Edit Profile." In the "School" drop-down menu, select between "FIU MMC & All Online Courses" and "FIU BBC" to populate the respective course sections to make your adoption.
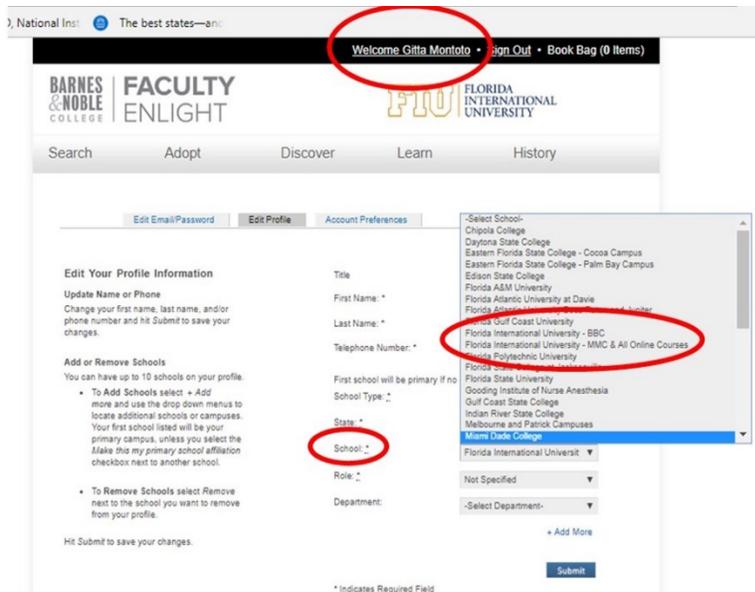
Question: Can I access FacultyEnlight directly from Canvas?

Answer: Yes. From the Canvas dashboard, click on your course and then select the "FacultyEnlight" link from the Home menu.