

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 30, 2024.
3. If there are questions, contact Erica Vander Meer, Director of Academic and Student Affairs, at Erica.VanderMeer@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: Gitta Montoto (gmontoto@fiu.edu) and Paden Goldsmith (pgoldsmi@fiu.edu)

**Textbook and Instructional Materials Affordability Annual Report
Fall 2023 and Spring 2024**

University Submitting Report:
Florida International University

Date Approved by the University Board of Trustees:
12-Sep-24

Signature of Chair, University Board of Trustees:
Rogelio Tovar

DocuSigned by:
Rogelio Tovar

Signature of President:
Kenneth Jessell

DocuSigned by:
Kenneth Jessell
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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 &	Course Title			
SLS 1501	First Year Exper	143	Other (Describe in Column G)	Program director decides
ENC 1101	Writing and Rhetoric I	96	Department Committee	
ENC 1102	Writing and Rhetoric II	95	Department Committee	
BSC 2010L	Gen Biology Lab I	58	Other (Describe in Column G)	Lower-division lab coordinator selects the materials
CHM 1045L	Gen Chem Lab I	56	Combination of the Above	
SPC 2608	Public Speaking	47	Other (Describe in Column G)	Course director decides
MAC 1105	College Algebra	46	Department Committee	
AMH 2020	Amer Hist Since 1877	26	Combination of the Above	
ECO 2013	Principles Macroeco	23	Combination of the Above	
MAC 1147	PreCal Alg and Trig	22	Combination of the Above	
MUL 1010	Music Lit/Appreciation	16	Combination of the Above	
ECO 2023	Principles Microeco	16	Combination of the Above	
CHM 1045	Gen Chemistry I	10	Combination of the Above	
BSC 2010	General Biology I	9	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. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 2023	
Total Number of Course Sections Offered (Including Exceptions)	7,429
Total Number of Course Sections Offered with No Cost Materials	3,555
Percent of Course Sections with No Cost Materials (Auto-Calculated)	48%

Spring 2024	
Total Number of Course Sections Offered (Including Exceptions)	7,204
Total Number of Course Sections Offered with No Cost Materials	3,453
Percent of Course Sections with No Cost Materials (Auto-Calculated)	48%

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. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 2023	
Total Number of Course Sections Offered (Including Exceptions)	7,429
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	4,205
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)	57%

Spring 2024	
Total Number of Course Sections Offered (Including Exceptions)	7,204
Total Number of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour	4,059
Percent of Course Sections Offered with the Cost of Materials at \$20 or less per credit hour (Auto-Calculated)	56%

Textbook & Instructional Materials Affordability Initiatives

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

Affordability Counts Initiative

FIU's Affordability Counts initiative is dedicated to working with faculty across Florida to foster adoption of low-cost course materials. In collaboration with FIU Online and partner institutions such as the University of Central Florida, University of North Florida, University of South Florida, Florida A&M University, Florida Atlantic University, and Lake Sumter College, faculty members are encouraged to use open educational resources (OER) or other affordable materials in their courses that do not exceed \$20 per credit hours. By adopting these resources, the Affordability Counts Initiative awards a digital Affordability Counts Medallion to display on their course sites that designates their course as a low-cost materials course. Courses that receive the Affordability Counts Medallion are featured in a statewide searchable database (<https://affordabilitycounts.org>) which is developed and maintained by FIU Online. This database is a valuable knowledge sharing tool for instructors, which makes it easy to find and adopt low-cost course materials. In 2023-2024 the website and database received 3400+ visits and had 31,256 page views.

FIU Libraries

The FIU Libraries' collection development mission is to purchase e-materials whenever cost effective, feasible, and possible. Many faculty reach out to their library subject liaison to request e-books and other online materials. Oftentimes, the course materials wanted by faculty are easily obtainable in electronic formats.

Leganto, a third-party LTI that allows course resource lists to be curated seamlessly in Canvas at zero-cost to students, optimizes the use of library collections as well as open educational resources (OER) in general, and reduces the administrative burden on faculty. Since the 2023-2024 pilot of Leganto was successful, a working group has been established to assist faculty with using this application. In addition, many of the 400+ Library Research Guides include curated content that is cost-free to students; this LTI is being heavily used in Canvas.

The FIU Libraries continue to support faculty in shifting to new models for course materials and on acquiring e-resources with unlimited simultaneous user access. Faculty may embed and use the materials in their courses, cost free for students. The library has access to over 2 million eBooks and more than 1,160 databases. The OER Library Guide provides alternative textbook options.

Course Reserves is a service available to FIU faculty to house pertinent course materials at the libraries available to students 24/7 free of charge. The Library Access Services department reports that from June 2023 through May 2024, the Course Reserve repository consisted of 12,422 items that were checked out by students (a slight increase from last year). In compliance with copyright law, loan types include books (majority), bound journals, articles, games, and equipment such as laptops, headphones, and tablets.

FIU Libraries also are actively partnering with Open Syllabus, a non-profit research organization that analyzes millions of syllabi to support novel teaching and learning applications. Generic data analytics are public, while most recent data and advanced capabilities are reserved for schools, publishers, and institutional subscribers like FIU. Through tracking the uptake of OERs nationwide, Open Syllabus will give our faculty insights and clear pathways to adopt OER titles used by faculty peers across the nation teaching equivalent classes, and administrators the ability to report more precisely the OER adoption practices at our institution.

College of Law Library

FIU College of Law continues to invest in student success by leveraging library-provided digital resources to avoid out-of-pocket expenditures for expensive legal education materials. Students enjoy access to course materials from major legal publishers, including Aspen, West Academic, Thomson Reuters, Lexis, and Carolina Academic Press.

In 2023-2024, through strategic purchasing, the Law Library acquired ad-hoc course materials based on semesterly adoptions. These acquisitions are enabled by our existing subscription platform's capability to add titles as needed. The Law Library also leveraged digital course reserves, working with faculty to link recommended materials directly within students' Canvas courses. This improved student knowledge of and access to library-provided study aids and practice assessments. Finally, the Law Library added Practice Perfect from Aspen Publishers, which is directly aimed at exam and Bar preparation. The Law Library's combined affordability strategies saved students approximately \$351,000.00 across 87 courses in 2023-2024.

Financial Aid Textbook Advance

Students receiving financial aid may apply for a book advance through the Office of Financial Aid. This aid ensures that students can purchase their course materials prior to the start of the semester and are prepared for class on the first day.

Term: Count; Sum of Accepted

Fall : 1,319; \$ 413,109.92

Spring: 1,249; \$409,893.07

Grand Total: 2,568; \$823,002.99

Barnes & Noble Textbook Affordability Initiatives

FIU Barnes & Noble bookstores continue to offer cost savings through alternative formats such as used, rental and digital textbooks with new titles continuously added. Students may save as much as 80% by purchasing textbooks in alternative formats offered. The Price Match Program, originally started in Spring 2016, also passes significant savings on to students where applicable. Barnes & Noble has been a formidable partner in lowering textbook costs for our students over the years. The 2023-2024 academic year saw continued growth in students choosing to participate in FIU's inclusive access program branded as "Panther Book Pack", which was first launched in Fall 2021. In Fall 2023 a total of 33.5% opted out (compared to 47.5% in Fall 2022); and in Spring 2024 a total of 32.7% opted out (compared to 40.7% in Spring 2023). This indicates that more and more students understand the value of the program and choose to participate. Barnes & Noble reports that the Panther Book Pack program generated significant savings to students as follows: Fall 2023 = \$4,197,146 (25,782 students participated) and Spring 2024 = \$2,091,454 (25,459 students participated), for a total of \$6,288,600 this year.

Public Posting of Textbook Adoptions and UCC Syllabi

In compliance with BOG Regulation 8.003 Textbook and Instructional Materials Affordability and Transparency, FIU implemented the public Textbook and Instructional Materials (TIM) Explorer portal at <https://tim.fiu.edu> in July 2022. The TIM Explorer is a searchable database to view, search and print required and recommended textbooks and instructional materials across all FIU courses for five years. Undergraduate Core Curriculum (UCC) syllabi were initially accessible via the TIM Explorer as well but were transitioned to our new syllabi portal at <https://fiu.simplesyllabus.com> effective Fall 2023. The third-party provider, Simple Syllabus, allows FIU faculty to enter and maintain their syllabi information centrally and ensures that all syllabi are posted as stipulated by the BOG.

Collective Textbook Affordability Efforts at FIU

The collective textbook affordability efforts driven by FIU Online, the FIU libraries, Center for the Advancement of Teaching, Enrollment Services, our bookstore partner Barnes & Noble, and many faculty and administrators ensure that low- and no-cost materials are made available to our students whenever possible. Combined, they ensure that the Panther Book Pack program rate of \$20 per credit hour for required print and digital materials in undergraduate courses is sustained at that low rate.

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.

The University has not implemented an opt-in program.

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.

Launched first in Fall 2021, the Panther Book Pack is FIU's inclusive access program in partnership with Barnes & Noble. The Panther Book Pack offers the required textbooks and instructional materials in undergraduate courses at a flat rate of \$20 per credit hour. Students may choose to have the materials shipped to them at an off-campus location, get them at the on-campus bookstore, or access them digitally on Canvas. Materials provided through the Panther Book Pack program are available to participating students on the first day of class, ensuring that they keep up with course requirements and do not fall behind. Students may opt-out of the program in our student registration system and obtain the materials on their own if they wish to do so. Barnes & Noble reports the total savings passed on to students for 2023-2024 is \$6,288,600. The break-down by semester is Fall 2023 = \$4,197,146 (25,782 students) and Spring 2024 = \$2,091,454 (25,459 students). Student opt-out trends indicate that students understand the program and opt out to realize the greatest savings. Opt-out % trend: Fall 2022 (47.5%), Spring 2023 (40.7%), Fall 2023 (33.5%), Spring 2024 (32.7%).

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 University continues the innovative Panther Book Pack (PBP) inclusive access program for significant savings for all undergraduate students. Since the PBP guarantees that students have the required course materials available to them by the first day of class (print and digital) at the flat rate of \$20 per credit hour, students no longer need to search to purchase the textbooks and instructional materials at a low cost prior to semester start unless they opt out. FIU's institutional deadline for adoptions of required and recommended course materials is 30 days prior to the State's legal deadline. Faculty diligently post their adoptions in the Adoptions & Insights System 45 days prior to the first day of classes for each term.

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?

Since Fall 2023, all UCC course syllabi have been entered in Simple Syllabus, a customized third-party portal that enables faculty and the administration to ensure that all syllabus requirements are met and the syllabi are posted publicly for viewing, searching and downloading. While our textbook partner is not able to provide the required information for all adopted textbooks via their systems, in Simple Syllabus we are able to enforce the posting of all required textbook information.

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

*FIU reports all required information as received from our textbook partner.

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

<https://fiu.simplesyllabus.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	https://fiu.simplesyllabus.com
Humanities	https://fiu.simplesyllabus.com
Mathematics	https://fiu.simplesyllabus.com
Natural Sciences	https://fiu.simplesyllabus.com
Social Sciences	https://fiu.simplesyllabus.com

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. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 2023				
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
5573	1856	7429	25%	Class location, course change, instructor change, non-lecture/lab, instructor justification.

Spring 2024				
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
5419	1785	7204	25%	Class location, course change, instructor change, non-lecture/lab, instructor justification.

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

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. Include any courses canceled within 45 days of the first day of class in the total number of course sections.

Fall 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)
5,573	5,481	98%	42	92	1.65%

Spring 2024					
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)
5,419	5,327	98.30%	45	92	1.70%

**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.