

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1167

Page 1 of 6

PROCEDURE TITLE: Textbook and Course Material Affordability and Transparency

STATUTORY REFERENCE: FLORIDA STATUTES 1004.085 AND HIGHER EDUCATION OPPORTUNITY ACT H.R. 4137

BASED ON POLICY: I-13 Textbook and Course Material Affordability and Transparency

EFFECTIVE DATE: October 12, 2010

LAST REVISION DATE: ~~March 8, 2017~~; -September 11, 2023

LAST REVIEW DATE: ~~March 8, 2017~~; -September 11, 2023

I. PURPOSE

In compliance with Federal, State Law, and the UFMDC collective bargaining agreement, the College provides guidance in the adoption, posting, and reporting requirements for Miami Dade College related to textbook and course material affordability and transparency. The College ensures transparency in the adoption of textbook and course materials, minimizing cost of instructional materials for students, addressing the need to make required textbooks and course materials available to students who otherwise are unable to afford them, while maintaining the highest quality of education and academic freedom.

II. PROCEDURE

A. Textbook and Course Material Orders

The College is required to select textbooks and instructional material through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price and in consideration of course-wide adoptions, specifically for general education core courses. Pursuant to Section 1004.085(1), F.S., the term “instructional materials” denotes educational materials for use within a course which may be available in printed or digital format.

1. Per Article 20 of the UFMDC collective bargaining agreement, faculty will provide their selections of materials each term to their department Chairperson or Program Director by the established deadline. In the event this deadline is not adhered to, the textbook in current use will be re-ordered.
2. Prior to submitting book orders, whenever feasible, MDC Business Affairs will negotiate the pricing with book publishing representatives for materials ordered in high volume and/or for use on multiple campuses.

3. Results of volume pricing agreements will be shared with the bookstore vendor. Ordered materials will be priced consistently across all MDC bookstores.
4. In accordance with Florida Statutes, written or electronically transmitted confirmation from course instructors shall be collected and maintained attesting that all textbooks and other instructional items ordered will be used for instruction, particularly each individual item sold as part of a bundled package, before orders are finalized and submitted by the Chairperson or Program Director.
5. Textbooks and course material orders will be placed by the College with the bookstore vendor no later than eighty (80) days prior to the first day of classes to allow sufficient lead time to the bookstore to work with publishers, to confirm availability of the requested materials and to ensure maximum availability of used books.
6. Where courses are added after this eighty (80) day deadline, textbooks for such courses shall be ordered as soon as feasible to ensure sufficient lead time for ordering and delivery.
7. The bookstore vendor will confirm to the College the availability of all materials ordered with sufficient time for adjustments to be made when materials are not available so that materials are available prior to the first day of classes.
8. The college will ensure that proposed new editions have undergone a review process to determine whether the content revisions to the current version of a textbook or instructional material warrant the adoption of the new editions. The College may request the publisher provide descriptions of content revisions.

B. Posting of Textbook and Course Material

1. Textbook and course material information posted will include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which shall include no less than:
 - The title;
 - All authors;
 - Publishers;
 - Edition number;
 - Copyright date;
 - Published date; and
 - Any further relevant information necessary to identify the material.
2. The College will post prominently in the student registration system and on the website, as early as is feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and course material for at least 95 percent of all courses and course sections offered at the institution during the upcoming term. The College will maintain a downloadable list of textbook and supplemental material information on their website for the preceding five (5) academic years. This list will be updated annually by September 1 to include the preceding Fall,

Spring, and Summer Terms. The list of required and recommended textbook and instructional material will be searchable by:

- Course subject;
 - Course number;
 - Course title;
 - Name of the instructor of the course;
 - Title of each assigned textbook or instructional material; and
 - Each author of an assigned textbook or instructional material.
3. Where courses are added, instructors changed, or newly hired after this forty-five (45) day deadline, textbook and course material information will be posted as soon as the information becomes available. Master Course Syllabi which include course content, learning outcomes, and requirements that must be followed by all instructors, shall be posted for general education course sections and updated as soon as the section syllabus becomes available.
 4. Courses where no textbook are required, or no-cost open educational resources are used, will be marked with an icon to indicate their status as zero cost.
 5. The College will post syllabi in the student registration system and on the website, for each section of general education core courses in compliance with State law and forty-five (45) days in advance of the course start date. Syllabi information posted shall include a minimum of:
 - Curriculum or course outline
 - Goals or course learning outcomes
 - Objectives or course competencies
 - Student expectations or course description
 - How student performance will be measured or assessment
 - Student success resources and support systems
 - Specific, additional course information

C. Book Adoptions/Selections

1. Book adoptions will be completed in accordance with Article 20 of the collective bargaining agreement and in alignment with Federal and State law.
2. The selection of textbooks and course material will be made through cost-benefit analysis that enables students to obtain the highest-quality product at the lowest available price, by considering:
 - Purchasing digital textbooks in bulk;
 - Expanding the use of open-access textbooks and instructional materials;
 - Providing rental options for textbooks and instructional materials;
 - Increasing the availability and use of affordable digital textbooks;
 - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials;
 - The length of time that textbooks and instructional materials remain in use;

- An evaluation of cost savings for textbooks.
3. The cost-benefit analysis must include consideration of the length of time that textbooks and instructional materials remain in use, prioritizing textbooks and instructional materials that will remain in use for a minimum of three (3) years and in consideration of:
 - Course-wide adoption, specifically for general education core courses;
 - Development, adaptation, and review of open educational resources and instructional materials must be a collaborative process at the College;
 - Instructional materials in a digital format, or e-books.
 4. In accordance with current Florida Statutes, each department will maintain documentation of the book adoption process including date of the adoption, and the ultimate adoption results.

D. Compensation

1. Should royalties be paid to a School/Department as a result of creating a customized text, said royalties may only be used for student scholarships.
2. An employee may receive:
 - Sample copies, instructor copies, or instructional materials;
 - Royalties or other compensation from sales of textbooks that include the instructor's own writing or work;
 - Honoraria for academic peer review of course materials;
 - Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks pursuant to guidelines adopted by the State Board of Education or the Board of Governors;
 - Training in the use of course materials and learning technologies.
3. Employees should refer to and must abide by the College's Conflict of Interest and Code of Ethics Policy Number II-23.
4. An employee of MDC may not demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook or instructional material for coursework or instruction.

E. Used Books

1. Whenever feasible, the bookstore vendor will make available to students used print books that are listed as required or supplemental material for a course.
2. Used books will be priced consistently across all MDC bookstores.

F. Book Buy Back

The bookstore vendor will provide information to students on their policies and procedures for participation in the book buy back program or e-book opt-out options. Buyback prices will be consistent across all MDC bookstores.

G. Bundling and Unbundling of College Textbooks from Supplemental materials

1. Publishers who sell a college textbook and any supplemental material accompanying such college textbook as a single bundle shall also make available the college textbook and each supplemental material as an unbundled item, each separately priced.
2. The bookstore vendor will provide both the bundled and unbundled items for students to purchase.

H. Publishing Companies/Publisher Representatives

1. The publishing companies and publisher representatives shall provide the College Office of Business Affairs with contact information to facilitate negotiations of volume pricing.
2. The publishing companies and publisher representatives shall provide to the College Legal Affairs copies of any agreements to publish materials for Miami Dade College. Any such agreements shall be in accordance with Miami Dade College policies and procedures.
3. In accordance with current Florida Statutes, the publishing companies and publisher representatives shall provide faculty selecting course materials at Miami Dade College written information concerning:
 - The price the publisher would charge for such items to the bookstore associated with such institution and, if available, the price the publisher charges the public;
 - The copyright dates of the three previous editions of such textbooks;
 - substantial revisions to such items; and
 - Whether such items are available in alternative formats, including paperback, unbound, open access, and e-books, etc. and the price the publisher would charge the bookstore and, if available, the price the publisher charges the public, for items in those formats.

I. Students Otherwise Unable to Afford the Cost of Textbook and Course Materials

1. Students will be encouraged to complete the online Free Application for Federal Student Aid (FAFSA) form to determine their eligibility for financial aid, including book loans.
2. The College will make available to the bookstore vendor the recipients of book advances so books may be purchased by the students as soon as feasible.


3. Students who are not eligible for book loans and otherwise unable to afford the cost of books shall be directed to the Dean of Students at the campus the course is offered, who will have access to a limited number of book vouchers that may be provided to students in need.
4. During new student orientation, the College will provide students with information on the provisions of the textbook and course material affordability and transparency procedure.

J. Data Requirements

1. Upon request, the bookstore vendor shall provide to the College's Office of Academic Affairs and the Institutional Effectiveness the data necessary to comply with state and federal reporting requirements. Data will include but not be limited to the following:
 - Confirmation of ISBN numbers or other identifying information such as author, title, edition, and publisher;
 - Availability of used books by term, by campus, and discipline;
 - Information on items ordered but not sold;
 - Information on buy back pricing and volume;
 - Information on bundles ordered and sold;
 - Information on changes to book editions;
 - Information of the use of book loans; and
 - Information on the use of book vouchers distributed by the Dean of Students.
2. The College will maintain a database of all publishing agreements.

K. Reporting Requirements

Institutional Effectiveness will be responsible for compiling and the data requested by the College, the state or federal government agencies in compliance with textbook and course material affordability and transparency.

	09/11/2023
PRESIDENT	DATE