

# Policy Manual



<b>Title: Textbook Adoption and Course Material Affordability and Transparency</b>	<b>Number:</b> 6Hx2-4.33
<b>Legal Authority: Fla. Statutes 1004.084 &amp; 1004.085</b>	<b>Page:</b> 1 of 3

## GENERAL STATEMENT

In 2008, the Florida Legislature authorized the creation of sections 1004.084 and 1004.085, Florida Statute (F.S.). Section 1004.085, F.S., charged Florida colleges with establishing policies which address the availability of textbooks to students otherwise unable to afford the cost. The statute also gave the Florida State Board of Education the authority to develop a rule to implement the statute. As a result, Rule 6A-14.092, Florida Administrative Code (F.A.C) was originally passed by Florida State Board of Education in 2009 (last amended 9-20-22). Additionally, SB 7044 passed in 2022 requires state colleges to maintain detailed textbook and course material histories.

The following are requirements for Textbook and Instructional Material Adoption:

1. Broward College is required to select textbooks and instructional materials through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price. Pursuant to Section 1004.085(1), F.S., the term “instructional materials” means educational materials for use within a course which may be available in printed or digital format.
2. The cost-benefit analysis must include consideration of the items listed below:
  - Purchasing textbooks in bulk including digital licenses.
  - Expanding the use of open-access textbooks and instructional materials.
  - Increasing the availability and use of affordable digital textbooks and learning objects.
  - Establishing rental options for textbooks and instructional materials through the bookstore and/or vendors.
  - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials.
  - Evaluating the cost savings for textbooks and instructional materials which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials.
  - Indicating 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.
  - Adopting course-wide materials, specifically for general education courses.
3. While maintaining the quality of education and academic freedom in the adoption process, this policy ensures consideration of the following criteria:
  - Prior to the adoption of the selected textbook and instructional materials, instructors must confirm the intent to use all materials. This confirmation shall be received prior to finalizing the adoption, particularly each individual item sold as part of a bundled package.

**History:** *Issued on June 25, 2024*

**Approved by the Board of Trustees**

**Date:**  
06/25/2024

**President’s Signature**

**Date:**  
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- Departments must consider if proposed content revisions in a new edition of the current version of a textbook or instructional material warrant the adoption of the new edition by requesting the publisher provide descriptions of content revisions.
- Development, adaptation, and review of open educational resources and instructional materials must be a collaborative process within the academic discipline.
- For textbooks and instructional materials for use in dual enrollment courses, institutions must consult with school districts.
  - Consultation with school districts to identify practices that impact the cost of dual enrollment textbooks and instructional materials to school districts shall occur, including, the length of time that textbooks and instructional materials remain in use.
- Institutions must have options in place to make textbooks and instructional materials available to students who may not be able to afford the cost, including:
  - Library Course Reserves
  - Leasing Arrangements
  - Used Materials
  - Availability of Zero Textbook Cost Sections

## THE POLICY AND THE STUDENT

This policy ensures consistency in the way in which textbooks and instructional materials are reviewed and adopted to ensure that costs paid by students are implemented per Florida Statutes and State Board of Education Rules.

## THE POLICY AND THE FACULTY AND STAFF

This policy ensures that textbook adoption is done in a consistent manner, subject to a coordinated and periodic review by academic and financial administrators. Textbooks and course materials related to advanced and professional, postsecondary vocational, college preparatory, postsecondary adult vocational, and institutional credit courses are subject to Pathway Dean approval prior to implementation.

<b>History:</b> <i>Issued on June 25, 2024</i>			
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## IMPLEMENTATION AND OVERSIGHT

The Vice Provost of Academic Affairs, in coordination with the Pathway Deans/Associate Deans, the Vice Provost of Academic Operations, and the College Provost are responsible for the implementation and oversight of this policy.

## VIOLATION OF POLICY

- All violations of this policy are to be referred to the appropriate Pathway Dean/Associate Dean, to the Campus Vice Provost, the Vice Provost of Academic Affairs, and to the Senior Vice President.
- Violations of this policy may result in disciplinary action up to and including termination.
- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

## DEFINITIONS

Zero Textbook Cost (ZTC) refers to the cost of course materials required by students to succeed in that course. The ZTC course indicator is used as a course designation to inform students that there are no textbook costs required with the course.

Open Educational Resources (OER) are freely and publicly available teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others.

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