TEXTBOOK AFFORDABILITY COMMITTEE

Tuesday, October 22, 2019

1:00 p.m.

Milner Library, 311G

Minutes

**Members Attending** Laurence Bender, Caleb Howard, Danielle Miller-Schuster, Anne Shelley, Euysup Shim, Crystal Nourie, Joshua Crockett

**Members Absent**: Michaelene Cox, Samiat Solebo, Julie Murphy

**Call to order:** The meeting was called to order 1:04pm

**Introductions**

1. The committee welcomed Joshua Crockett

**Action Items:**

1. **Review and approve draft minutes from September 24 meeting**

The call to order time was updated.

1. **Determine method for taking minutes**

Anne suggested members of committee rotate this responsibility. The committee agreed on this method. Crystal agreed to take minutes for current (10/22/2019) meeting.

**Discussion Items:**

1. **Review Dr. Jim Pancrazio’s Document used in his Syllabus**

Dr. Pancrazio shared the information he has included in his syllabus. Its purpose is to help students find ways to offset the costs of textbooks and share possible outlets for assistance. He asked committee to take a look at his language to see if it would be helpful for our purposes.

*Discussion*:

The document was displayed for review. Overall, the committee was very pleased with the thoroughness of the document.

*Possible suggestions*:

* Anne will review the Milner items and possibly make some updates and corrections
* Update wording for #7 to omit reference to campus dining
* Possibly a few other very minor edits

*Venue*:

The committee discussed where is the best place to share this information? Danielle brought up the fact that it is important to get this information distributed using multiple channels and to get it out early, before the first day of classes.

* Some suggestions: TAC website, ReggieNet, advisors, syllabi. Danielle mentioned if we share this with faculty, they may make this their own (making their own revisions) when adding to syllabus

*Process for Distribution:*

* CTLT:
  + The committee then discussed whether CTLT would be the best resource for getting this information distributed to faculty. Danielle found that CTLT has syllabus suggestions (sample statements for various topics) on their website for faculty. The committee thought this would be a good fit for this document, or at least part of it.
  + Anne will follow up with Claire Lamonica to determine what approvals are needed to publish the sample statements to their site
* Euysup stated that their Department Chair will share language for faculty to share in syllabus each semester (when applicable)
* Anne asked if we need to get approval from Senate body before distributing. She stated that if Dr. Pancrazio, as the author, wants us to pursue that, we will (regardless of whether it’s necessary or not). All updates will be shared with Dr. Pancrazio.

*Request to Review Document*:

* Anne asked everyone to review Dr. Pancrazio’s document and make suggestions (in Teams) between now and next meeting.
* Danielle will post the sample statements in Teams so we can use those to help revise our document
* Anne will follow up with Claire

1. **Faculty Survey**

* The committee discussed the desire to follow up the completed student survey with a faculty survey
* There was a review of document Anne drafted regarding a faculty survey. The main focus was on the Goals section.
* The committee discussed the desire to find faculty who are passionate about affordability through this process. There was some questions posed on what the committee would ask of these faculty? Would this be a sub-committee or just individuals we “call on” as needed?
* The Access code portion of the Goals section was discussed. Larry brought to light how he’s experienced that some publishers are “bundling” their access codes prices (one higher price for multiple classes)
* There was some discussion on whether multiple sections of a course require the same textbook/materials and if that would help with costs. Crystal stated it does happen for COM 110, ENG 101, BUS 100, etc. and some Gen Eds but not many others.

Caleb left at 1:55

1. **Danielle reviewed B&N Contract**

Barnes & Noble shall operate the Bookstore as an independent contractor and with its own credit and preferred vendors, with the facility and equipment agreed upon. Services of the Bookstore shall include the following:

a) Except where current agreements or University practices exist, the Bookstore shall be Illinois State University's exclusive “on-campus" buyer and seller of all required, recommended or suggested course materials and supplies, including books, course packs, textbook rentals and materials published or distributed electronically, or sold by or on behalf of the University over the Internet. On-campus shall mean the University campus property in Normal, IL.

b) Except where current agreements or University practices exist, the Bookstore shall also be Illinois State University’s exclusive “on-campus” and Internet seller of other items typically sold in college bookstores, such as books in addition to those described in (a) above, educational supplies, notebooks, stationery, desk and room accessories, gift items, class and alumni rings and jewelry, and clothing, including any and all such items bearing a University emblem, logo, insignia or other identifying mark. “On-campus” shall mean the University campus property in Normal, IL.

**Selection of Textbooks/Textbook Adoption:** Instructors make textbook and course material selections most appropriate to their subject and pedagogy.

**University Textbook List:** Federal law requires the University to prepare a textbook list posted in the school’s online schedule (e.g., Course Finder)  This includes the following information, to the maximum extent practicable: ISBN, author, title, publisher, copyright date and retail price charged by the institution or its bookstore (B&N)

The Registrar’s office assembles this information and sends it to the on-campus bookstore, as well as other sources of textbooks.

**B&N Exclusivity:** Barnes & Noble is the exclusive on-campus University source for academic course materials (books, coursepacks, textbook rentals, and materials published/distributed electronically).  With certain exceptions, the University is not permitted to contract, endorse or support obtaining course materials from third parties.  This includes a hyperlink to an alternate source.

**B&N Exception:** In general, where there is a current University agreement or existing practice to obtain course materials through alternate sources, the University is not required to source course materials through the Barnes & Noble on-campus bookstore.  For example, if a faculty member typically assembles a course pack with a printer, that would be an existing University practice that is not subject to the exclusivity requirement.  If the University has a current agreement where a book may only be available through a publisher website, that would also be acceptable.  The University cannot enter into new agreements with publishers to qualify for the exception.

**Information for Faculty:**

The rising cost of textbooks is a significant issue for students and their families.  As a matter of university policy and in compliance with the [Higher Education Opportunity Act of 2008 (HEOA) textbook provision](http://content.efollett.com/HEOA/library/HEOATextbookProvision.pdf), Illinois State University encourages faculty to be sensitive to the cost of materials chosen for their classes.  Ways faculty can help:

* Know the price of the textbooks you select
* Make timely decisions so students can compare purchase options (students should have a list of textbooks by advance registration time)
* Investigate lower-cost options such as unbundled texts, electronic versions, and on-line resources
* Consider using the same textbook in all sections of a course
* Compare content changes between editions and keep older editions when appropriate
* Faculty should not submit book orders as “no text required” when, in fact, there is required course material. The exclusivity of the contract with Barnes & Noble College dictates that all ISU employees, departments and organizations may not market on behalf of or refer our students to outside vendors.  When an instructor communicates “no text required” to the bookstore and then subsequently provides conflicting information to enrolled students, three situations occur:
  + Federal HEOA requirements are not met.  HEOA specifies the need for easy access to course material information, the Registrars’ office provides through the student’s “MY ILSTU” portal and which Barnes & Noble College provides through the bookstore website which includes format options and pricing.
  + Students receive the best customer service experience through our campus bookstore.  The bookstore provides convenient in-store pickup and price matches with local brick-and-mortar stores, Amazon.com and B&N.com.  Additionally, Barnes & Noble College is Illinois State trusted seller, and no other vendor treats students as they do with regards to returns, ensuring students have the correct textbook, condition of the textbook, and a fair rental return policy.
  + Students are not prepared for the first day of class.  Some of our students rely on financial voucher from service agencies to purchase their course materials.  Without the ability to use these funds in the bookstore to make purchases, students are unable to obtain their course materials.

For next meeting-

1. Review Dr. Pancrazio’s document and make any edits in Teams before next meeting
2. Review Anne’s document for faculty survey, including goals section, bring suggestions

**Adjournment: Meeting adjourned at 2:05pm**