

6Hx19-3.35 Textbook Adoption and Affordability

The purpose of this Board Rule is to establish Board policy regarding textbook adoption and affordability in compliance with Florida Statute 1004.085, Textbook Affordability.

College Employee Compensation Related to the Adoption of Textbooks and Related Materials

A College employee may receive:

1. Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for sale.
2. Royalties or other compensation from sales of textbooks that include the instructor's own writing or work.
3. Honoraria for academic peer review of course materials.
4. 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 Board of Governors.
5. Training in the use of course materials and learning technologies.

No employee of the College may 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 for coursework or instruction.

Guidelines for Notifying Students Regarding the Adoption of Textbooks

The College shall post on its website as early as is feasible, but not less than the number of days as required by Florida Statutes or Florida Administrative Code, prior to the first day of class for each term, a list of each textbook required for each course offered at the College during the upcoming term. The posted list must include:

1. The International Standard Book Number (ISBN) for each required textbook; or
2. Other identifying information, which must include, at a minimum, all of the following: the title; all authors listed; publishers; edition number; copyright date; published date; and other relevant information necessary to identify the specific textbook or textbooks required for each course.

The College shall implement State Board of Education and Board of Governors policies, procedures, and guidelines that provide certain limited exceptions to its notification requirement for classes added after the notification deadline.

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Affordability of Required Textbooks

The College's faculty shall consider cost when selecting required textbooks and include in their consideration the extent to which an open textbook may be used. Students who indicate that they are otherwise unable to afford the cost of required textbooks will be referred to the College's Office of Financial Aid or to a Veterans Service advisor to inquire about possible assistance.

Open-Access Textbooks

The College's faculty and academic departments are encouraged to participate in the development, adoption, and review of open-access textbooks, open educational resource materials, and, in particular, open-access textbooks for high demand, general education courses.

Procedures to Implement the College's Textbook Adoption and Affordability Policy

The President shall ensure that procedures are developed to implement this policy in accordance with Florida Statutes and Florida Administrative Code.

Rule Adopted: 05/18/10; 6/18/13; 9/25/18

Effective Date: 05/18/10; 6/18/13; 9/25/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1004.085

Other References: Florida Administrative Code: 6A-14.092

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(8)(18)(43);
1001.65(1)(3)(16)(24); 1004.085

Proposer: Timothy L. Beard, President