

# WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

## POLICY 51: TEXTBOOK AFFORDABILITY

### Section 1. General

- 1.1 **Purpose.** The purpose of this policy is to establish a process for the selection, adoption, use, and sale of textbooks and other supplementary course materials in compliance with the Higher Education Opportunity Act (“HEOA”), West Virginia Code 18B-10-14, and Higher Education Policy Commission (“HEPC”) Title 133, Series 51.
- 1.2 **Authority.** The HEOA codified at 20 USCS 1015b, W.Va. Code 18B-10-14, HEPC Series 51 (133 WVCSR 51), and West Liberty University Board of Governors (“Board”) Policy 38, Campus Bookstore.
- 1.3 **Scope.** This policy shall apply to all units of West Liberty University (“University”).
- 1.4 **Effective Date:** August 17, 2011.

### Section 2. Policy

#### 2.1 Textbook Affordability Committee

- 2.1.1 The President of the University or his/her designee shall establish a permanent Textbook Affordability Committee (“Committee”) consisting of faculty, students, administrators, and bookstore representatives which shall meet periodically, but at least annually, to advise the faculty senate, student government, administration, and Board on affordability issues and initiatives, textbook selection guidelines and strategies, and educational opportunities.
- 2.1.2 The Board shall meet annually with the Committee to receive any recommendations or reports the Committee may have generated, and copies of any such recommendations and reports shall be transmitted to the Chancellor of the HEPC (“Chancellor”).

#### 2.2 Textbook Affordability Committee Duties

- 2.2.1 The Committee shall be responsible for developing guidelines for use by the faculty in the selection of textbooks and supplementary course materials that ensure that (1) appropriate, high quality course materials are selected, and (2)

students are given timely access to the most affordable materials. Such guidelines shall supplement those established by the Board in Policy 38, Campus Bookstore.

- 2.2.2** By November 1 of each year, the Committee shall report to the Chancellor, for the prior fiscal year, the deadlines established for faculty to be assigned to courses; the deadlines for textbooks and course materials to be selected; the percentages of those deadlines met; and the dates the listing of assigned textbooks and course materials were posted pursuant to the requirements of Section 2.5.1 of this policy.

### **2.3 Textbook Selection Requirements**

- 2.3.1** The guidelines for textbook selection shall, at a minimum:

2.3.1.1 Commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted or selection of basic textbooks where earlier editions are easily and appropriately utilized in the courses;

2.3.1.2 Commit, to the maximum percent practicable, to the number of used books the bookstore will repurchase from students at the end of each semester and to a range of percentage repurchase prices based on the new textbook price;

2.3.1.3 Provide firm deadlines, to the maximum extent practicable, for faculty to be assigned to courses and textbooks and course materials to be selected prior to each semester;

2.3.1.3.1 For those deadlines not met, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester, to the maximum extent practicable;

2.3.1.3.2 That mechanism should include, but is not limited to, such measures as default selection for certain textbooks, continuing to use the previous textbook, or having the chair or dean select the textbook. Any such textbook default selection must be strictly enforced by the provost, and faculty shall not be allowed to change the selection.

- 2.3.1.4 Provide that textbook publishers soliciting any employee of the Board to select textbooks or supplemental course materials provide that employee, in writing:
- 2.3.1.4.1 The price of the textbook and supplemental course materials;
  - 2.3.1.4.2 The copyright dates of the three previous editions, if any;
  - 2.3.1.4.3 A description of any substantial content revisions from the previous editions;
  - 2.3.1.4.4 Whether the textbook is available in other lower cost formats and, if so, the price(s) to the University and the general public;
  - 2.3.1.4.5 The price of textbooks unbundled from supplemental course materials; and,
  - 2.3.1.4.6 The same information, to the extent practicable, for custom textbooks.
- 2.3.1.5 Provide that no employee shall select or assign a textbook or supplemental course materials if the publisher has not supplied the information, in writing, required by Section 2.3.1.4 of this policy.
- 2.3.1.6 Prohibit any employee of the Board from requiring for any course a textbook that includes his or her own writing or work if the textbook incorporates either detachable worksheets or workbook-style pages intended to be written in or removed from the textbook. This does not prohibit an employee from requiring as a supplement to a textbook any workbook or similar materials which is published independently from the textbook; and,
- 2.3.1.7 Prohibit any employee of the Board from receiving any payment, loan, subscription, advance, deposit or money, service benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course materials, provided, however, that an employee may receive royalties or other compensation for such sales that include the employee's own writing or work. An employee may also receive free sample copies, instructor's copies and instructional materials but may not resell those items.

## **2.4 Guidelines**

**2.4.1** At the earliest practical Board meeting after August 17, 2011, the Textbook Affordability Committee shall be established and shall recommend to the Board guidelines for the selection of textbooks. The Committee shall, at a minimum, consider:

- 2.4.1.1 Enforcing textbook “adoption” dates each semester (and for summer classes) with a goal of having 80% of all textbooks selected by faculty and submitted to the campus bookstore by the stated adoption date (reference Policy 38, Campus Bookstore);
- 2.4.1.2 Requiring faculty to consider more than one textbook publisher and compare prices for textbooks and course materials;
- 2.4.1.3 Requiring that all new textbook selections submitted to the appropriate dean or chair for approval be accompanied by a simple form on which the faculty member may state whether or not the written information required from the publisher pursuant to Section 2.3.1.4 of this policy, if requested, was provided;
- 2.4.1.4 Discouraging selection of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be utilized by the student in other courses;
- 2.4.1.5 Encouraging selection of textbooks that have low cost alternative editions available;
- 2.4.1.6 Encouraging the selection of textbooks believed not to be scheduled for revision by the publisher in the near future;
- 2.4.1.7 Utilizing consortiums which make available to faculty and students open source textbooks or course materials free or at low cost;
- 2.4.1.8 Requiring the University to conduct training for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;
- 2.4.1.9 Requiring the University, to the maximum extent practicable, to place a copy of required textbooks on reserve in Elbin library or a departmental library;
- 2.4.1.10 Prescribing the use of various 21<sup>st</sup> Century technology innovations for offering textbooks and course materials, such as electronic

textbooks, online textbooks, print-on-demand services, open source materials, and University-produced textbooks; and,

2.4.1.11 Requiring faculty to calculate and consider the total textbook/materials cost for a student to enroll and be successful in a class whenever textbook selections are made.

**2.4.2** Until such time as the Committee has recommended and the Board has adopted guidelines, the practices described above shall be considered the Board's guidelines. Faculty shall be encouraged to utilize these practices when selecting textbooks and course materials. Once formal guidelines are adopted, at least one administrator shall be designated to be responsible for monitoring faculty compliance with the guidelines and for updating the Board regarding said compliance. Said administrator(s) also shall serve as liaison with textbook publishers, to be responsible for dissemination of relevant information to the faculty on textbook strategies and education and training opportunities regarding textbook selection.

## **2.5 Textbook Information Availability**

**2.5.1** A listing of all textbooks and materials selected and assigned prior to each semester shall be prominently posted immediately after such selection process is completed and the textbook and course materials are designated for order by the bookstore.

**2.5.2** The listing shall be posted in a central location on campus communicated to the student body, on the electronic course schedule or through a link to the campus bookstore's website, in every campus bookstore, and on the University's website prior to course enrollment each semester for all required or recommended textbooks and supplemental course materials.

**2.5.3** The listing shall include the International Standard Book Number (ISBN) or if the ISBN number is not available, then the author, title, publisher and copyright date; edition number; retail price and any other relevant information regarding each textbook or supplemental course materials. If such disclosure is not practicable, then the designation shall be "To Be Determined."

**2.5.4** Any written course schedule shall reference the information available on the electronic course schedule and include the internet address to obtain such material.

**2.5.5** Any policies or provisions for the rental of textbooks, the purchase of used textbooks, textbook repurchase or buy back, and alternative content delivery

programs shall be posted on the University's website or through a link to its bookstore's website and electronic course schedule.

- 2.5.6** The University will make available, as soon as practicable upon the request of the campus bookstore, the University's course schedule for the subsequent academic period and, for each course offered, the information required by Section 2.5.3 for each college textbook or supplemental course materials required or recommended, the number of students enrolled in such course, and the maximum student enrollment for the course.

## **2.6 Bookstore Operation**

- 2.6.1** All monies derived from the operation of the bookstore shall be paid into a special revenue fund as prescribed by section two, article two, chapter twelve of the West Virginia Code and shall first be used to replenish stock and then to pay operating and maintenance expenses of the bookstore.

- 2.6.2** All revenue the University receives from a private entity for bookstore operation shall be utilized for non-athletic scholarships.

- 2.6.3** Prices charged shall not be less than the prices fixed by fair trade agreements and include, in addition to the price paid by the bookstore, a handling charge to cover expenses incurred for personal and other services, supplies and equipment, storage, and operating expenses.

- 2.6.4** Neither this policy nor guidelines formulated under its auspices nor University practice may circumvent or otherwise violate any contract for bookstore services lawfully entered into by the University.

## **2.7 Policy Review**

- 2.7.1** This policy shall be reevaluated periodically to comply with future state and federal mandates and to take into account the availability of new textbook technologies.