

Textbook and Course Materials Policies and Procedures
The University of Southern Mississippi
Approved by President Martha Saunders and Executive Cabinet
February 27, 2012

Revised by the Textbook/Course Materials Advisory Committee 4-16-2013

Revision approved by Provost 5-21-2013

Revision approved by Provost February 2016

1.0 Purpose: The University of Southern Mississippi established the Textbook and Course Materials policies and procedures as required by the Board of Institutions of Higher Learning (IHL) for the state of Mississippi to enhance affordability and student use of course materials in compliance with the federal Higher Education Opportunity Act (HEOA) of 2008.

[P.L. 110.315 Higher Education Opportunity Act]

<http://www2.ed.gov/policy/highered/leg/hea08/index.html>

[MSIHL 617 Textbook Policy]

http://www.mississippi.edu/board/downloads/brochures/textbooks_1003-04.pdf

2.0 Compliance. All instructors are required to comply with the policy, which is not interpreted to conflict with institutional autonomy or academic freedom. Academic freedom establishes that “the faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process” (<http://www.aaup.org/AAUP/GR/ABOR/freedomtoteach.htm>).

[P.L. 110.315.112.133.h. Rule of Construction]

3.0 University Textbook Coordinator: The Provost will appoint the University Textbook Coordinator. Responsibilities of the Coordinator include:

[MSIHL 617.4. Assessment of Progress]

- 3.1 Assist the Provost when advising the University community regarding textbook policy requirements.
- 3.2 Report policy practices and assessments each semester to the Textbook and Course Materials Advisory Committee and the Provost.
- 3.3 Prepare Textbook Policy reports in collaboration with the Provost for submission to the Executive Cabinet, President, and IHL Board review.
- 3.4 Address textbook policy issues with the Provost and report policy concerns to the Textbook and Course Materials Advisory Committee.

4.0 Advisory Committee. The Textbook and Course Materials Advisory Committee recommends policy revisions, if needed, and provides information regarding best practices for course materials adoption supporting academic objectives. Membership includes faculty representatives from each degree-granting college and the Gulf Coast campus, and ex-officio representatives from the university-affiliated bookstore, Office for Disability Accommodations (ODA), Office of the Registrar, Office of Institutional Research, and University Libraries.

Committee members are appointed by the dean of each academic college and will serve two-year terms beginning July 1st, with half of the membership ending June 30th each year. Initially three faculty members each will be appointed for one year terms to facilitate the member rotation. Ex-officio representatives will be appointed by the Provost. The committee selects a chair-elect annually during the August meeting.

[P.L. 110.315.a. Purpose and Intent]

5.0 College Textbook Coordinators and Department Textbook Liaisons: Deans will assign a College Textbook Coordinator to assist textbook adoptions and policy implementation. Department chairs/directors will assign a department textbook liaison in each unit/department to oversee department textbook/course materials adoption by the announced deadlines.
[MSIHL 617.1. Textbook Adoption Deadlines]

6.0 Textbook Adoption Deadlines. These deadlines are set to comply with the Higher Education Opportunity Act (HEOA) of 2008, including the requirement that textbook information (including prices and ISBN, if existing) is provided to students at the time of registration.

Fall and Summer Courses: March 15

Spring Courses: October 15

Textbook/course materials for courses and sections added after the adoption reporting deadline (March 15 for Fall/Summer and October 15 for Spring) must be entered into SOAR as soon as practicable after the Change of Schedule form is sent to the Registrar's Office. No further action is required for a new course, or for a new section that uses the same textbook/course materials as the other sections. However, an exception must be requested if the new section would use textbooks/course materials different from those adopted for the other sections of the course.

[P.L. 110.315.d.1. Disclosure]

[MSIHL 617.1. Textbook Adoption Deadlines]

7.0 Procedural Guidelines.

7.1 Departments report if a faculty member is requiring or not requiring course materials for every course scheduled for registration. Departments must also notify the university-affiliated bookstore whether a textbook is required or recommended and if an alternate edition of the textbook may be used.

UPDATE: 9/2016 Departments enter course materials information in Faculty Enlight (Barnes & Noble software) only.

7.2 Department chairs/directors and deans are responsible for ensuring that all courses under their authority have adoptions by the deadline, even in instances when there is no instructor assigned for a course section.

7.3 The Provost will work with the University Textbook Coordinator, the college textbook coordinators, and the department textbook liaisons to communicate due dates, policy information, and textbook adoption updates (from the university-affiliated bookstore).

7.4 Department textbook liaisons, with coordination by the chairs/directors, will send email notices regarding policy requirements and deadlines to all members of the Corps of Instruction within their unit and will assist in collecting textbook/course material information for the department/unit and entering the data ~~into SOAR.~~ **-UPDATE: ENTER IN Faculty Enlight.**

7.5 Department chairs/directors and deans will review cases where instructors fail to meet the announced deadlines.

7.6 The Registrar's Office will ensure that reporting tools will be made available for college administrators, chairs/directors, textbook coordinators, and textbook liaisons to monitor the course materials assignment process.

UPDATE: Barnes & Noble staff will ensure that each section with course materials adopted will be marked as COMPLETE in SOAR in order for SOAR queries to be run to report compliance issues.

Query in SOAR: **STR TEXT STATUS ALL**

- 7.7 The University Textbook Coordinator will collect input from the college textbook coordinators, department textbook liaisons, faculty, chairs/directors, and deans about the textbook policies and adoption procedures, address textbook policy issues with the Provost, and report policy concerns to the Textbook and Course Materials Advisory Committee.
- 7.8 Concurrent surveys, developed and administered by the Provost to assess student and faculty satisfaction regarding the usefulness and availability of textbooks, will be available before mid-semester in time for students/faculty in 8W1 courses to complete them.

Survey results, compiled by the Office of Institutional Research, will be sent to department chairs/directors, deans, Textbook and Course Materials Advisory Committee, University Textbook Coordinator, and Provost for review during the following semester.

[P.L. 110.315.d.1. Disclosure]

[MSIHL 617.4. Assessment of Progress]

8.0 Course Type. All courses listed for registration, including graduate and undergraduate, require textbook and course materials information for each class and each section, regardless of the method of delivery or location of the class. Courses not adopting a textbook or course materials must also be reported to the university-affiliated bookstore.

[P.L. 110.315.b. Course Type]

[MSIHL 617.1. Textbook Adoption Deadlines]

9.0 Textbook Reporting. Reports can be generated by textbook coordinators and textbook liaisons using queries in SOAR for courses that lack textbook adoption information before the initial and final adoption deadlines. The Registrar's Office will provide department chairs/directors and textbook coordinators/liaisons with an initial listing of courses without adoptions four weeks prior to the adoption deadline (February 15 / September 15). The Office of Institutional Research will send the Provost a list of courses that do not have a textbook adoption or no adoption reported as soon as possible after the textbook adoption deadline (March 15/ October 15). This information will also be provided to the Provost at intervals by the Registrar.

[P.L. 110.315.c. Publisher Requirements; 110.315.f. Additional Information]

[MSIHL 617.3. Dissemination of Textbook Information]

10.0 Multiple Sections and Exception Deadline. Departments that teach multiple sections of the same course in any semester are strongly encouraged to select common required textbooks and course materials for all students within the various sections. Requests for exception from the selection of common required textbooks/course materials for multiple sections must be approved by the chair/director, dean, and Provost prior to the final textbook adoption deadline for the semester in question.

If, after on-time submission of textbook and course materials, an instructor wishes to make any change in textbooks or course materials (substituting, adding, deleting), the instructor may request an exception up to 30 calendar days prior to the start of the semester in question. Reasonable exceptions to this policy may include instances when course textbooks/materials are unavailable, when substantive changes are made in either the course description or the textbook/course materials, or when there is a significant change in the body of knowledge pertinent to the course.

If an exception is approved after the deadline for reporting textbook adoptions (but no later than 30 calendar days before the start of a semester), the department/school must provide evidence that it contacted all enrolled students via email within 3 working days informing them about the change in course materials. The department/school must also contact ODA about the change if any students enrolled in the course had requested assistance with the original requested adoption in order to have full access to the course materials by the beginning of the semester. The department/school must offer assistance to students who already purchased the unneeded course materials at the university-affiliate bookstore by informing them of the Barnes and Noble return policy.

Textbook Exception Request Forms are located on the Provost's Web site

<https://www.usm.edu/provost/textbook-information>

The Barnes and Noble return policy is located at

<http://usm.bncollege.com/webapp/wcs/stores/servlet/BNCBRefundsView?langId=-1&storeId=13556&catalogId=10001>

[P.L. 110.315.a. Purpose and Intent]

[MSIHL 617.1. Textbook Adoption Deadlines]

11.0 Minimum Adoption Period. Once a department has selected course materials for lower division courses, the same course materials shall be used for a minimum of three academic years, including all sections of the same course regardless of course delivery time and method. Requests for exception from the three-year minimum adoption period must be approved by the chair/director, dean, and Provost prior to the adoption deadline. New editions of the same textbook/course materials do not require approval. Reasonable exceptions to this policy may include instances when course textbooks/materials are unavailable, when substantive changes are made in either the course description or the textbook/course materials, or when there is a significant change in the body of knowledge pertinent to the course.

Textbook Exception Request Forms for the three year adoption period for lower division courses are located on the Provost's Web site <https://www.usm.edu/provost/textbook-information>

Departments are encouraged to have a minimum textbook adoption period of at least two years for all other courses.

[P.L. 110.315.a. Purpose and Intent]

[MSIHL 617.2. Minimum Adoption Periods]

12.0 Best Practices for Reducing Student Textbook Costs. The Textbook and Course Material Advisory Committee and University Textbook Coordinator, in consultation with the university-affiliated bookstore, advise the Provost regarding information on best practices for adoption of books to assure that all course materials support educational objectives. Instructors must select course materials that are suitable for the subject matter, that support appropriate pedagogical approaches to teaching and learning within a discipline, that promote the goal of providing a high quality educational and scholarly experience, and that are accessible for students with diverse learning needs (ability and location).

[P.L. 110.315.a. Purpose and Intent]

[MSIHL 617.2. Minimum Adoption Periods]

13.0 Electronic Texts. Face-to-face, hybrid, and fully online course delivery modes are necessary to meet the demands of teaching and learning within a comprehensive research university across multiple locations – regional, national, and international – and in online learning environments. The increased demand for delivering instruction to diverse communities and to conduct research in global and online settings increases the need for electronic course materials. Electronic course material formats provided by the university, if available, afford students potential cost savings, and increase accessibility through electronic or online delivery modes and for those with print disabilities.

[P.L. 110.315.b.9. Supplemental Material]

[MSIHL 617.3. Dissemination of Textbook Information]

14.0 Library Resources. University Libraries provide instructors and students with course relevant materials that (1) lower student costs, (2) increase accessibility of materials to students, and (3) meet the needs of a comprehensive research university. Materials selected and maintained by the library and corresponding academic departments ensure a standard of quality and improve options for course reserve materials while also maintaining legal requirements for copyright. Instructors should also consider potential cost savings by using materials in the public domain.

[P.L. 110.315.b.9. Supplemental Material]

[MSIHL 617.3. Dissemination of Textbook Information]

15.0 Course Packets. Departments are encouraged to provide course materials and packets in the development of future publications contributing to the university's research and scholarship efforts. The use of electronically accessible formats such as Word, HTML, tagged (accessible) PDF, and structured PowerPoint are preferable to printed materials or inaccessible formats for students with disabilities and provide resources for online (full or hybrid) and distance learning. This format may also provide significant cost-savings to students.

[P.L. 110.315.b.9. Supplemental Material]

[MSIHL 617.3. Dissemination of Textbook Information]

16.0 Bundled and Custom Textbooks. A publisher that sells 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 separate and unbundled items, each separately priced.

[P.L. 110.315.c.2. Unbundling of College Textbooks from Supplemental Materials]

[P.L. 110.315.b.1. Bundle]

[MSIHL 617.3. Dissemination of Textbook Information]

17.0 Student Textbook and Course Materials Purchases. Purchasing information, including ISBNs, is provided through the university-affiliated bookstore website (Barnes and Noble). The university provides this information, including explanations of the significance of ISBNs, to entering freshman during orientation (Office of Student Affairs). Tips on purchasing textbooks, including the availability of electronic versions, the availability of bundled textbook components, buy-back and exchange policies are also integrated into the university-affiliated bookstore's online purchasing information. During student orientation sessions, students receive additional information regarding textbook/course materials buy back and exchange policies.

[P.L. 110.315.c.1 College Textbook Pricing Information]

[MSIHL 617.3. Dissemination of Textbook Information]

18.0 Policy Compliance Assessments.

[P.L. 110.315.d.1. Disclosure]

[MSIHL 617.4. Assessment of Progress]

18.1 Student and Faculty Surveys. The HEOA-mandated Student Textbook Survey will be available each semester in the USM Self Service section of SOAR. A Faculty Textbook Survey will be available concurrently in the USM Self Service section in SOAR, for correlation of student and faculty responses.

18.2 Textbook and Course Materials Reporting for the IHL Report.

The Office of Institutional Research will provide the following reports each semester to the University Textbook Coordinator and the Provost. Data must be separated by lower division (100-200) and upper division (300-400) courses.

- A list of courses or sections with and without adoptions after the adoption deadline as established above and lists of courses without adoptions one day and 30 days after

the adoption deadlines, respectively.

The university-affiliated bookstore will provide the following reports for each semester (Fall, Spring, Summer) to the University Textbook Coordinator and the Provost.

- Textbook costs for the top twenty highest enrollment courses.
- Total volume and total dollar amount of books and buy-back purchases returned to students.
- Total volume and dollar amount of books and electronic textbooks being used.
- Total number of courses included in the textbook rental program.

18.3 Annual Assessment Report. The University Textbook Coordinator will present an annual assessment report to the Textbook and Course Materials Advisory Committee for review prior to submission to the Provost.

18.4 Policy Review. The Textbook and Course Materials Advisory Committee will review all textbook data reports and the Annual Assessment report, and will advise the Provost regarding policy effectiveness. The Provost will also provide an assessment of policy impact to the President.

19.0 Publication. The annual assessment report will be made available to the University through the Office of the Provost website.

[P.L. 110.315.d.1. Disclosure]

[MSIHL 617.4. Assessment of Progress]

20.0 Timelines.

20.1 Textbook and Course Materials Advisory Committee Standing Meetings

August: Textbook and Course Materials Advisory Committee meeting (choose chair-elect)

November: Textbook and Course Materials Advisory Committee meeting

April: Textbook and Course Materials Advisory Committee meeting

Ad hoc meetings may be called as needed.

20.2 Departments/Schools

August 15: Department textbook liaisons and college textbook coordinators email policy and deadlines to all instructors.

August – October 15: Department textbook liaisons and college coordinators run queries in SOAR as needed to determine non-compliant sections.

October 15: Course Materials Adoption Deadline for spring courses.

January 15: Department textbook liaisons and college coordinators email policy and deadlines to all instructors

January – March 15: Department textbook liaisons and college coordinators run queries in SOAR as needed to determine non-compliant sections

March 15: Course Materials Adoption Deadline for summer and fall courses

20.3 University-affiliated Bookstore (Barnes and Noble)

January 15: Bookstore data submitted to University Textbook Coordinator and Provost for Fall semester report

May 30: Bookstore data submitted to University Textbook Coordinator and Provost for Spring semester report

August 15: Bookstore data submitted to University Textbook Coordinator and Provost for

Summer semester report

Some bookstore data will not be available until July 1, after receipt of the annual review from corporate.

20.4 **Office of Institutional Research: Textbook Reporting**

October 15: Report textbook and course materials non-compliance to Provost

March 15: Report textbook and course materials non-compliance to Provost

October 16: Report one-day after deadline textbook and course materials non-compliance to University Textbook Coordinator and Provost

March 16: Report one-day after deadline textbook and course materials non-compliance to University Textbook Coordinator and Provost

November 15: Report 30-day after deadline textbook and course materials non-compliance to University Textbook Coordinator and Provost

April 15: Report 30-day after deadline textbook and course materials non-compliance to University Textbook Coordinator and Provost

20.5 **Office of Institutional Research: Textbook Surveys**

October through mid-November: Student and Faculty Textbook Survey is available in SOAR

February through mid-April: Student and Faculty Textbook Survey is available in SOAR

June through mid-July – Student and Faculty Textbook Survey is available in SOAR

January 15: Survey results for Fall are disseminated

June 15: Survey results for Spring are disseminated

August 30: Survey results for Summer are disseminated

20.6 **University Textbook Coordinator**

August 15: Draft of annual IHL Assessment Report submitted to the Textbook and Course Materials Advisory Committee.

October 1: Annual IHL Assessment Report submitted to Provost, President, and Committee on Committees. Approval of the report is obtained by Provost from the President prior to submission to IHL by November 1.