Call to Order/Roll Call. ...................................................... Bentina Terry, Chair

Chair’s Greeting. .............................................................. Bentina Terry

Action Item:

Information Items:
  1. Textbook and Instructional Material Affordability Reporting
  2. Summary of Degree Program Changes for 2015-2016
  3. Metrics Strategies

Other Committee Business

Adjournment
Informational Item

UWF Board of Trustees Meeting
Academic Affairs Committee
August 17, 2016

Issue/Agenda Recommendation: Textbook and Instructional Material Affordability Reporting

Proposed Action: Informational

Background Information:

On April 14, 2016, Governor Rick Scott signed into law House Bill 7019.

House Bill 7019:
- Requires university boards of trustees to examine cost of textbooks and instructional materials;
- Authorizes university boards of trustees to adopt policies which allow for use of innovative pricing techniques and payment options for textbooks and instructional materials; and
- Requires each university board of trustees to report to the chancellor by September 30 of each year, starting in Fall 2016, on matters related to textbooks and instructional materials.

A draft of the Textbook and Instructional Material Affordability Report will be presented. A final version will be ready for the Board of Trustees to approve at their September 30, 2016, meeting.

Recommendation: None

Implementation Plan: None

Fiscal Implications: None

Supporting documents:

Textbook and Instructional Material Affordability Report – DRAFT

Prepared by: George Ellenberg, Vice Provost, 474-2035, gellenberg@uwf.edu
Bob Dugan, Dean, University Libraries, 474-2446, rdugan@uwf.edu

Presented by: George Ellenberg, Vice Provost
1) Textbook and Instructional Materials Analyses and Processes
   a) Describe the textbook and instructional materials selection process for general
      education courses with a wide cost variance among different sections of the same
      course and high enrollment courses.

      There is variability among departments offering general education courses. Presently,
      several departments that serve large number of students by offering high-demand
      general education courses use faculty committees to select common textbooks for all
      sections. Other departments allow instructors to select textbooks individually.

      The Department of Mathematics and Statistics, the Department of Biology, and the
      Department of English employ common texts. An important component, but not the
      sole criteria, is cost to the student.

      b) Explain the methodology used for the cost variance analysis.

      The bookstore provided a report of all faculty required and recommended textbooks
      and instruction materials for the Fall 2016 academic semester to the university’s
      Information Technology Services. ITS, in turn, created a report via Tableau for analysis.

      Each general education course was reviewed. Costs for textbooks were identified and
      summed for each section for general education courses with two or more sections. The
section with the lowest costs was subtracted from the section with the highest cost to create a dollar cost variance. Secondly, a comparative percentage ratio of these highest and lowest costs were calculated. We reviewed all cost variances calculated.

c) How is wide cost variance defined?

1. by dollar: a wide cost variance was $50.00.
2. by comparative percentage ratio: a wide cost variance was 50.0%.

We applied both variances to general education courses. Either variance reached would trigger a thorough review by course section.

d) What is the threshold for high enrollment classification at your institution?

92. This is 4 times the student to faculty ratio of 23 to 1.

e) What measures will be taken by the university to reduce cost variance among different sections of the same general education course and high enrollment courses?

The Provost’s Office will communicate with the respective college deans’ offices and request analyses and justifications of those sections of general education and high enrollment courses identified as having high cost variance.

2) Textbook and Instructional Materials Initiatives

a) Describe specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials.

Faculty often provide choice of textbook formats—traditional, hard copy books or electronic or web-based format.

UWF-Follett Bookstore provides a book rental option and when possible “bundling” of texts and instructional materials for a courses such as study guides that results in reduced costs.

University College: 21st Century Scholars Borrow a Book Program:
Total number of books: 220
Total investment: $23,594.29
Total number of students assisted from Fall 2015 to Spring 2016: 225
Total number of books borrowed for Spring 2016: 52

**Pace Library and Provost’s Office: UWF Textbook Affordability Program**
Implemented Fall 2015 and continuing.

The intent is to help reduce student costs for purchasing print textbooks by purchasing one copy for loan of every required print textbook for every section of 1000, 2000, 3000, and 4000 (added Fall 2016) courses in order to improve course pedagogy and student learning by ensuring that students have access to their course-required print textbooks. Library staff observes queues; if a book is requested by a student while it is on loan to another student, and if that happens at least five times, the library purchases a second copy of the book.

The Pace Library renovated its Circulation space during Summer 2016 to accommodate additional shelving to expand the course-required print textbook program. In addition, Fort Walton Beach campus courses are being included for Fall 2016.

**Impact:** The Pace Library purchased 125 required print textbooks for the 1000 and 2000 level courses for Fall 2015. Students checked out these books 1,457 times. The project was expanded in the Spring 2016 as the Library purchased 288 additional required print textbooks to support all 1000 to 3000 level courses.

Students checked out these books 2,575 times. Estimated cost savings to students: $405,176 (transactions times average price of books), and an estimated return on investment of 1:8.9.

During the 2015-2016 academic year there were 4,042 loans. The average cost per book purchased under this program was $100.49.

b) With implementation of the initiatives, has there been any reduction in cost of textbooks and instructional materials to the students? If there has been a reduction in cost, what is the average cost savings?

**Case in point:** The Pace Library purchased 125 required print textbooks for the 1000 and 2000 level courses for Fall 2015. Students checked out these books 1,457 times. The project was expanded in the Spring 2016 as the Library purchased 288 additional required print textbooks to support all 1000 to 3000 level courses. Students checked out these books 2,575 times. Estimated cost savings to students: $405,176 (transactions times average price of books), and an estimated return on investment of 1:8.9.
For Fall 2016, this program is expanding to include 4000-level required texts at the Pensacola and Fort Walton Beach locations.

b) With implementation of the initiatives, has there been any reduction in cost of textbooks and instructional materials to the students? If there has been a reduction in cost, what is the average cost savings?

Case in point: The Pace Library purchased 125 required print textbooks for the 1000 and 2000 level courses for Fall 2015. Students checked out these books 1,457 times. The project was expanded in the Spring 2016 as the Library purchased 288 additional required print textbooks to support all 1000 to 3000 level courses. Students checked out these books 2,575 times. Estimated cost savings to students: $405,176 (transactions times average price of books), and an estimated return on investment of 1:8.9.

For Fall 2016, this program is expanding to include 4000-level required texts at the Pensacola and Fort Walton Beach locations.

c) With implementation of the initiatives, has there been any reduction in cost variance among different sections of the same general education course and high enrollment courses?

This will be analyzed and reported in the future due to Fall 2016 implementation of HB 7019.

Currently, there is coordinated review and selection process for selected General Education course reading materials, most notably Mathematics, English, and Biology.

3) University Policies
   a) Explain University policies implemented in accordance with posting prominently in the course registration system and on the university website at least 45 days prior to the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials information for at least 95 percent of all courses and course sections.

UWF is in compliance with posting textbooks in the course registration system and on the university website 45 days prior to the first day of classes for the Fall 2016 term. UWF met the 95 percent threshold (98 percent) for posting of required and recommended textbooks and instructional materials information. UWF is awaiting
approval of the revised Board of Governors Regulation 8.003-Textbook and Instructional Materials Affordability before developing a UWF Textbook and Instructional Materials Affordability regulation. At the same time, UWF is developing processes to rationalize ordering, tracking, and reporting to accompany the regulation in order to reduce administrative costs and student textbook costs wherever possible. Wherever possible. Cooperation among UWF’s academic units, Information Technology Services, and the UWF-Follett Bookstore has provided the means of moving forward on several fronts to reduce textbook costs.

b) Report the number of courses and course sections and the total percentage of courses and course sections that were able to meet the textbook and instructional materials posting deadline for the academic year.

UWF exceeded the 95 percent threshold for textbook and instructional materials being posted 45 days prior to the first day of classes. For Fall 2016, 98 percent of materials were posted. As the screenshot below shows, the Follett Discover system which tracks textbook purchases indicated a 98% compliance rate at the close of business on July 8, 2016.
The number of courses and course sections and the total percentage of courses and course sections that were able to meet the textbook and instructional materials posting deadline for the academic year will be provided in the final report.

c) Report the number of courses and course sections and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year.

The number of courses and course sections and the total percentage of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the academic year will be provided in the final report.

d) Are the policies effective in meeting the reporting requirement? If not, what measures will be taken by the university to increase faculty and staff compliance for meeting the reporting requirement?

UWF exceeded the 95 percent compliance threshold, so current processes worked. There is room for improvement, however. A textbook policy will be developed, as well as refined textbook ordering and reporting procedures that to insure that all involved units are clear regarding their respective roles in insuring compliance with legislative and BOG requirements regarding HB7019.
UWF Board of Trustees Meeting
Academic Affairs Committee
August 17, 2016

Issue: Summary of Degree Program Changes Approved during the Period July 1, 2015 through June 30, 2016

Proposed action: Informational

Background information: This item provides the Board of Trustees a summary of degree program changes approved through the University governance process during the period July 1, 2015, through June 30, 2016.

2015-2016 degree program changes were as follows:

Actions requiring Board review and approval
- New programs (6)
- Deleted programs (0)
- Significantly modified programs (0)

Actions not requiring Board review and approval
- New specializations within existing degree programs (8)
- Deleted specializations within existing degree programs (17)
- New minors (3)
- Deleted minors (2)
- New courses added (172)
- Modified courses (268)
- Deleted courses (122)
- Purged courses from 5-year purge process (70)
- Reinstated courses (8)
- Modified specializations (94)
- Modified minors (10)

Recommendation: Informational Item; no action required.

Implementation Plan: UWF follows established timelines and policies of the University governance process, Board of Trustees, and Board of Governors regarding academic program development.

Fiscal Implications: Addressed at time of program approval.
Supporting documents:

New and Deleted Programs – Faculty Senate Actions 2015-2016

5 Year Course Purge List for 2016-17
http://uwf.edu/aadocs/BoT/Course_Purge_List_2016-17.pdf

Prepared by: George Ellenberg, Vice Provost
474-2035, gellenberg@uwf.edu

Facilitator/Presenter: George Ellenberg, Vice Provost
474-2035, gellenberg@uwf.edu
# 5 YEAR COURSE PURGE LIST
Courses Deleted from the 2016-2017 Catalog

## CASSH

### Anthropology
- ANG 5247  ANTH OF THE BIBLE
- ANG 6084  CONTEMP ANTH THEORY
- ANG 6192  HIST PRES LAW SEM
- ANT 4535  RACE IN BIOANTHROP

### Art
- ARE 4662  ARTS & COMMUNITY
- ARH 4955  MUSEUM/FOREIGN STUDY
- ARH 5659  ART/ARCH OF MESOAMER
- ARH 5715  HIST OF PHOTOGRAPHY
- PGY 4823  ADV DIGITAL PHOTO

### Communication
- COM 3404  NONVERBAL COMM
- COM 5335C  COMPUTER MEDIATE COM
- COM 6511  TOPICS IN POL COM
- COM 8980  DISSERTATION
- FIL 4117  ADV FILM WRITING
- FIL 5039  HIST MOTION PICT II
- ORI 4130  ORAL INTERPRETATION

### Dean Arts & Sciences
- HUM 6971  THESIS

### English
- N/A

### Government/ Foreign Language
- INR 3006  CONFLCT VIOLENT PEACE
- CPO 3773  GREAT WORLD LEADERS

### History
- AMH 4150  AMER REP: 1789-1860
- AMH 6557  CONST & LEGAL HIST
- EUH 4334  CZECHS/SLOVAKS ERA
- EUH 5246  THE FIRST WORLD WAR
- EUH 5539  ENG & AMER CP TO PRE
- HIS 4066  LOCAL HISTORY
- HIS 5082  INTRO TO ARCH MGT

### International Ed & Program
- N/A

### Music
- N/A

### Philosophy/Religious Studies
- REL 3158  RELIGIOUS EXPERIENCE

### Theatre
- N/A

## COSE

### Biology
- HSC 4511  HLTH CARE QUAL/DB
- HSC 5602  LIFE ILLNESS & DEATH
- HSC 5655  FDNS HEALTH CARE ETH
- HSC 5656  CLINICAL ETHICS
- ZOO 4880C  FISHERIES BIOLOGY
- ZOO 5881C  FISHERIES BIOLOGY

### Chemistry
- CHM 5932  TOPICS IN ADV CHEM

### Clinical Lab Sciences

### Computing and Information Sciences
- NA

### Engineering
- NA

### Earth and Environmental Sciences
- EVR 4037  EVR AUDITING
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NEW AND DELETED PROGRAMS  
Faculty Senate Actions 2015-2016

Compiled by Carolyn Beamer, Coordinator, Registrar’s Office, with assistance from Enrollment Affairs.

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**Added Minors**


**Deleted Minors**

| Education, Professional Studies         | 131001   | Exceptional Student Education              | MINOR  | 3/15/2016     |
| Arts, Social Science, Humanities        | 540101   | History / Pre-Law                          | MINOR  | 3/15/2016     |

172. New courses were added.
268. Courses were modified.
122. Courses were deleted.
70. Courses were purged from 5-year purge process.
8. Courses were reinstated.
94. Specializations were modified.
10. Minors were modified.
Issue: Metrics Strategies

Proposed action: Informational

Background information:

This presentation will address three overarching strategies that UWF can implement over the next 3 years to ensure long-term success.

Recommendation: Informational Item; no action required.

Implementation Plan: 2016 – 2019

Fiscal Implications: None

Supporting documents:

PowerPoint Presentation

Prepared by: Kim LeDuff, Dean and Associate Vice Provost
474-2600, kleduff@uwf.edu

Joffery Gaymon, Associate Vice President
474-3386, jgaymon@uwf.edu

Facilitator/Presenter: Kim LeDuff, Dean and Associate Vice Provost
Joffery Gaymon, Associate Vice President