

**FLORIDA BOARD OF GOVERNORS  
NOTICE OF PROPOSED AMENDED REGULATION**

**DATE:** September 18, 2024

**REGULATION NUMBER AND TITLE:** 8.003, Textbook and Instructional Materials Affordability and Transparency

**SUMMARY:** Board of Governors Regulation 8.003, Textbook and Instructional Materials Affordability and Transparency, requires each university board of trustees to adopt a regulation to establish affordability policies to minimize the cost of the course materials for students. The regulation also outlines the annual reporting requirements.

Board staff proposes an amendment to require each university board of trustees to outline a process for textbook and instructional materials approval and adoption in a university regulation. The proposed amendment also includes the requirement for faculty and instructors to attest that all required course materials will be reviewed for each course they teach each semester and are appropriate for the course.

The proposed amendment also includes the requirement for universities to collect a form from faculty that attests that faculty have reviewed all materials for each course they teach each semester.

**FULL TEXT OF THE REGULATION IS INCLUDED WITH THIS NOTICE.**

**AUTHORITY TO PROPOSE REGULATION(S):** Section 7(d), Art. IX, Fla. Const.; BOG Regulation Development Procedure dated March 23, 2006.

**THE BOARD OF GOVERNORS' OFFICIAL INITIATING THE PROPOSED**

**REGULATION:** Emily Sikes, Interim Vice Chancellor, Academic and Student Affairs

**COMMENTS REGARDING THE PROPOSED REGULATION SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW.** The comments must identify the regulation on which you are commenting:

General Counsel, Board of Governors, State University System, 325 W. Gaines St., Suite 1614, Tallahassee, Florida 32399, (850) 245-0466 (phone), (850) 245-9685 (fax), or [generalcounsel@flbog.edu](mailto:generalcounsel@flbog.edu).

### **8.003 Textbook and Instructional Materials Affordability and Transparency**

(1) Each university board of trustees shall adopt a regulation that outlines a process for textbook and instructional materials approval and adoption and establishes ~~textbooks and instructional materials~~ affordability policies to minimize the cost of required or recommended textbooks and instructional materials for students while maintaining the quality of education and academic freedom. The regulation shall provide for the following:

- (a) The faculty or instructor must review all required course materials for each course they teach each semester. If the university is using an adjunct or temporary instructor for a course and has selected the materials for the course, the individual responsible for selecting the materials for that course must complete the attestation.
- (b) Selection of textbooks and instructional materials through cost-benefit analyses that enable students to obtain the highest-quality product at the lowest available price by considering:
  - 1. Purchasing digital textbooks in bulk,
  - 2. Expanding the use of open-access textbooks and instructional materials,
  - 3. Providing rental options for textbooks and instructional materials,
  - 4. Increasing the availability and use of affordable digital textbooks and learning objects,
  - 5. Developing mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials,
  - 6. The length of time that textbooks and instructional materials remain in use,
  - 7. An evaluation of cost savings for textbooks and instructional materials, which a student may realize if individual students are able to exercise opt-in or opt-out provisions for the purchase of the materials.
- (c) The use of innovative pricing techniques and payment options for textbooks and instructional materials in consultation with providers, including bookstores. The pricing techniques and payment options must include an opt-in or opt-out provision for students and may be approved only if there is documented evidence that the options reduce the cost of the textbooks and instructional materials.
- (d) A deadline for the selection of textbooks and instructional materials each term that shall provide sufficient lead time for bookstores to confirm availability, source lower-cost options, explore alternatives with faculty, and maximize the availability of used textbooks and instructional materials.
- (e) A procedure to document the intent of the course instructor or the academic department offering the course to use all items ordered, including each individual item sold as part of a bundled package, before the selection is finalized.
- (f) A determination by the course instructor or academic department offering the course, before a textbook or instructional material is selected, of the extent to which a new edition differs significantly and substantively from earlier versions and the value to the student of changing to a new edition or the extent to which an open-access textbook or instructional material is

available.

- (g) A procedure(s) to make required and recommended textbooks and instructional materials for each course offering available to students who otherwise cannot afford the cost of the textbook, including consideration of the extent to which an open-access textbook or instructional material may be used.
- (h) A procedure(s) by which students can obtain required textbooks and instructional materials prior to receipt of their financial aid distribution, when necessary.
- (i) A deadline for posting a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered for the upcoming term in the university's course registration system and on the university's website. The designated university official shall determine compliance with this requirement no later than forty-five (45) days prior to the first day of classes for each term. Any request for an exception to the compliance deadline shall be submitted in writing to the designated university official and shall provide a reasonable justification for an exception. A course or section added after the notification deadline is exempt from this notification requirement. The list of required and recommended textbooks and instructional materials must:
  - 1. Include the International Standard Book Number (ISBN) or 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 textbooks or instructional materials required and recommended for each course.
  - 2. Be posted as early as is feasible but at least 45 days before the first day of class for each term.
  - 3. Be searchable by the course subject, the course number, the course title, the name of the instructor of the course, the title of each assigned textbook or instructional material, and each author of an assigned textbook or instructional material.
  - 4. Be easily downloadable by current and prospective students.
  - 5. If a course subject to 1(h) is a general education core course option identified pursuant to section 1007.25, Florida Statutes, the course syllabus must be included and contain the following.
    - a. The course curriculum.
    - b. The goals, objectives, and student expectations of the course.
    - c. How student performance will be measured.
  - 6. Starting with postings for the fall 2022 term, the above information must remain posted in a public, searchable database for at least five academic years.
- (j) Consultation with school districts to identify practices that impact the cost of dual enrollment textbooks and instructional materials to school districts, including, but not limited to, the length of time that textbooks and instructional materials remain in use.

- (2) All faculty or instructors must attest that they will review all required materials for each course they teach each semester before the materials are presented or assigned to the students. Materials include but are not limited to textbooks, test and assignment questions, assigned and supplemental readings, and any other instructional material the faculty member plans to assign to students to read and review in the course. Faculty or instructors must attest that the materials are appropriate for the course and submit it in accordance with university policy. Universities must provide updates to the Chancellor upon request on compliance with this section.
- (3) No employee of a state university 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 or instructional materials for coursework or instruction. However, an employee may receive, subject to the requirements of the Florida Code of Ethics for Public Officers and Employees and the outside activity and conflict of interest requirements set forth in university regulations and collective bargaining agreements:
- (a) 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 resale.
  - (b) Royalties or other compensation from sales of textbooks or instructional materials that include the instructor's own writing or work.
  - (c) Honoraria for academic peer review of course materials.
  - (d) Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials.
  - (e) Training in the use of course materials and learning technologies.
- (4) Each university board of trustees shall provide a report, by September 30 of each year, to the Chancellor of the State University System, in a format determined by the Chancellor, that details:
- (a) The selection process for high enrollment courses,
  - (b) Specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials,
  - (c) Policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class,
  - (d) The number of courses and course sections that were not able to meet the posting deadline for the previous academic year,
  - (e) Compliance with the required components of the textbook and instructional materials list in (1)(h),
  - (f) Attestation that all required materials have been reviewed each semester.
  - (g) Any additional information determined by the Chancellor.

(5) The Chancellor will report to the Board of Governors a summary of the State University System's initiatives and efforts addressing textbook and instructional materials affordability by November 1 of each year.

Authority: Section 7(d), Art. IX, Fla. Const.; Section 1004.085, Florida Statutes; History: New 03-26-09, Amended: 11-03-16, 10-30-19, 9-16-20, 08-26-22, XX-XX-XX.