



September 21, 2020

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Madeline Pumariega, M.Ed.  
Executive Vice President and Provost

**SUBJECT:** 2020 FCS Textbook Affordability Report

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### **Item Description**

This item presents the 2020 textbook and college affordability compliance report.

### **Overview and Background**

The 2016 legislative session created new accountability measures for Florida College System governing boards for overseeing the affordability of textbooks and instructional materials.

According to Florida Statute 1004.085(8), the Board of Trustees of each Florida College System Institution is required to submit a report to the Chancellor of the Florida College System by September 30<sup>th</sup>. The report must contain the textbook and instructional materials selection process for general education courses with a wide cost variance. Additionally, the report must contain TCC's compliance with at least 95% of all courses and course sections textbook information being posted for students at least 45 days before the first day of class for each term.

The attached report summarizes TCC's compliance with textbook affordability, and TCC has 97% of all courses and course sections textbook information being posted for students at least 45 days before the first day of class. The college continues to make gains in lowering the cost of materials for students, including expanding high enrollment general education courses that utilize Open Educational Resources (OER) for all sections.

### **Funding/ Financial Implications**

None

### **Past Actions by the Board**

The Board has approved the textbook and college affordability compliance report in the past.

### **Recommended Action**

Approval of the 2020 report for submission to the Florida College System Chancellor.

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges requests data and information related to college affordability initiatives and textbook and instructional material affordability pursuant to sections (ss.) 1004.084 and 1004.085, Florida Statutes (F.S.). By September 30, 2020, each college must input institutional responses for the 2020 FCS Affordability Report via <https://www.research.net/r/2020FCSAffordability> . If you have any questions about completing the report, please contact Hayley Spencer, Director of Research and Analytics, at [Hayley.Spencer@fldoe.org](mailto:Hayley.Spencer@fldoe.org).

This Word template is provided for planning purposes only. All responses must be uploaded in the survey instrument.

**Contact Information**

1. College Name  
Tallahassee Community College

2. Contact Information

Name	Calandra Stringer
Title	Associate Vice President for Academic Affairs
Email Address	stringec@tcc.fl.edu

**Tuition and Fees**

3. Did your institution reduce or hold tuition flat over the prior year?  
 Yes  
 No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.  
Click or tap here to enter text.

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.  
 Yes  
 No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.  
Click or tap here to enter text.

5. Did your institution eliminate administrative fees over the prior year?  
 Yes  
 No

If you answered “yes,” provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

[Click or tap here to enter text.](#)

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

Yes

No

If you answered “no,” provide a short description (250 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

[Some fees were increased due to the cost of materials increasing and due to vendors increasing the price for students to have access to services. For example, the cost to use the mathematics platform increased from \\$15.00 to \\$25.00. Using the services saves students \\$1 million in textbook costs, there was a fee increase of \\$10 per student.](#)

7. Did your institution eliminate user fees over the prior year?

Yes

No

If you answered “yes,” provide a short description (250 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

[TCC has a total of 184 laboratory/course fees of which 9% are being decreased or removed, 78% are unchanged, and 13% are being increased.](#)

### Textbook Affordability

8. Describe your institution’s selection process for textbook and instructional materials for all high-enrollment courses and any general education courses with a wide cost variance.

The choice of textbooks is a divisional responsibility with the actual selection being a function of the faculty teaching a specific course. Each textbook selection cycle adheres to a comprehensive process where all faculty members participate on some level. Every two full calendar years, each program assembles a textbook committee. The process begins with the committee developing a set of criteria by which they will evaluate a textbook that may satisfy the needs of the program. The next task on the committee’s agenda is to evaluate the strengths and weaknesses of the current textbook. If the committee elects to explore other options, the course coordinator or any other committee member is charged with soliciting publishers for copies of its textbooks and/or ancillary materials. Each committee member evaluates all textbooks and ancillary materials brought forth by the committee. The committee narrows the options and presents the finalists for the faculty vote. After collaboration, the faculty member(s) concerned make a recommendation to the dean/ director.

9. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

- Adoption of Open Educational Resources
- Usage of digital textbooks and learning objects
- Textbook affordability committees
- Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials
- Program(s) with no textbook costs
- Faculty grants for development of textbooks
- Bulk textbook purchasing
- Offering students opt-in provisions for the purchase of materials
- Offering students opt-out provisions for the purchase of materials
- Consideration of the length of time that textbooks and instructional materials remain in use
- Course-wide adoption, specifically for high enrollment general education courses
- Other (please specify) [Click or tap here to enter text.](#)

10. Describe the 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.

Faculty Collective Bargaining Agreement, Article 17: Textbook Selection

Textbooks must be selected and approved by February 15<sup>th</sup> for Summer and Fall. Textbooks must be selected and approved by October 1<sup>st</sup> for Spring. After faculty select the textbooks, Associate Deans are responsible for reviewing and uploading the textbook information to the bookstore system. Materials are automatically posted within 48 hours of being uploaded into the bookstore’s system.

11. Report the number 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. We recognize that COVID-19 may have impacted spring 2020 posting deadlines, as DOE ORDER NO. 2020-EO-01 suspended the 45-day requirement in section 1004.085(5), F.S., for course sections that were modified to virtual or remote delivery modalities.

Fall 2019 Number	47 out of 1598
Fall 2019 Percent	3%
Spring 2020 Number	32 out of 1359
Spring 2020 Percent	2%

12. Identify examples of why the posting deadlines were not met, if applicable. Select all that apply.

- Changes in accreditation standards that required curricular changes
- Errors made by the third-party bookstore vendor
- Teaching assignments given to faculty members after the 45-day window passed
- Course schedules changed for some faculty after the posting deadline
- Course sections changed instructional modality
- Other (please specify) [Click or tap here to enter text.](#)

### Financial Aid Policies

13. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants
- Emergency financial aid grant to students (CARES Act)
- Emergency student aid fund for students in emergency financial situations with unplanned costs (non-CARES Act)
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) [Click or tap here to enter text.](#)

### Other Affordability Strategies

14. Provide any additional information about any innovative or new affordability strategies. Optional.

The College offered a Summer Scholars program in which graduating seniors from service area received 6 hours of free tuition and a book scholarship for attending TCC for Summer 2020 if they met the 3.0 high school GPA requirement. The College also offered the Eagles Rise program to graduating seniors from Title I high schools in the service area. The students received 6 hours of free tuition.

**2019-2020 Sections Not Posted 45 Days Before the Start of Class**

<b>Campus</b>	<b>Term</b>	<b>Class Start Date</b>	<b>Course Prefix</b>	<b>Course ID</b>	<b>Section</b>	<b>First Section Adoption Received Date</b>	<b>Days psoted before the start of class</b>	<b>Select a reason for not meeting the 45 day requirement</b>
TCC	Fall 2019	26-Aug-19	AMH	2020	191076	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191076	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191077	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191077	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191108	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191108	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191225	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191225	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191226	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191226	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191227	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191227	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	AMH	2020	191451	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	AMH	2020	191451	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	AMH	2020	191452	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	CGS	1060	193146	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	CHM	1020	191365	8/13/2019	13	class added due student demand
TCC	Fall 2019	26-Aug-19	EEC	2521	192994	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	EEC	2521	192994	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	EEC	2521	192994	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	EMS	2603L	191024	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	FIN	1100	191107	7/29/2019	28	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	GEB	1011	191367	8/14/2019	12	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	GEB	1011	191454	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	GEB	1011	192996	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	MAT	1033	191013	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	MAT	1033	191014	7/19/2019	38	class added due student demand
TCC	Fall 2019	26-Aug-19	MAT	1033	191460	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	MGF	1107	191461	10/22/2019	-57	class added due student demand
TCC	Fall 2019	26-Aug-19	POS	1041	191380	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	POS	1041	191444	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	POS	1041	191445	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191448	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191448	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191458	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	PSY	2012	191458	10/22/2019	-57	technical system/adoption didn't process

**2019-2020 Sections Not Posted 45 Days Before the Start of Class**

<b>Campus</b>	<b>Term</b>	<b>Class Start Date</b>	<b>Course Prefix</b>	<b>Course ID</b>	<b>Section</b>	<b>First Section Adoption Received Date</b>	<b>Days posted before the start of class</b>	<b>Select a reason for not meeting the 45 day requirement</b>
TCC	Fall 2019	26-Aug-19	RMI	2662	191075	7/18/2019	39	human error /adoption not completed
TCC	Fall 2019	26-Aug-19	SLS	1510	191307	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191309	8/8/2019	18	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191373	8/12/2019	14	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191374	8/12/2019	14	class added due student demand
TCC	Fall 2019	26-Aug-19	SLS	1510	191383	10/22/2019	-57	technical system/adoption didn't process
TCC	Fall 2019	26-Aug-19	SLS	1510	191443	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	SLS	1510	191446	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	SLS	1510	191449	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	SLS	1510	191450	10/22/2019	-57	adopted on time but data reporting error
TCC	Fall 2019	26-Aug-19	THE	2000	192967	10/22/2019	-57	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	ACG	2071	195146	12/20/2019	19	technical system/adoption didn't process
TCC	Spring 2020	08-Jan-20	AMH	2020	195183	1/2/2020	6	technical system/adoption didn't process
TCC	Spring 2020	08-Jan-20	AMH	2020	195183	1/2/2020	6	technical system/adoption didn't process
TCC	Spring 2020	08-Jan-20	BSC	2010	195147	12/19/2019	20	class added due student demand
TCC	Spring 2020	08-Jan-20	BSC	2085	195255	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	BSC	2085L	195256	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	CGS	2100	191731	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	191732	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	191733	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	191734	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	192582	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	192623	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	192684	12/2/2019	37	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CGS	2100	195128	12/20/2019	19	text not available/publisher delay
TCC	Spring 2020	08-Jan-20	CHM	2210L	193450	12/19/2019	20	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	CHM	2210L	193450	12/19/2019	20	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	CJC	2162	193409	1/6/2020	2	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	DEP	2004	195252	1/22/2020	-14	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	DEP	2004	195252	1/22/2020	-14	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	EGS	1002	193396	1/3/2020	5	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	EGS	1002	193396	1/3/2020	5	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	ENL	2000	193343	1/6/2020	2	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	GEB	1011	195254	1/31/2020	-23	human error /adoption not completed
TCC	Spring 2020	08-Jan-20	GRA	2103C	195186	1/3/2020	5	class added due student demand
TCC	Spring 2020	08-Jan-20	GRA	2103C	195186	1/3/2020	5	class added due student demand

**2019-2020 Sections Not Posted 45 Days Before the Start of Class**

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TCC	Spring 2020	08-Jan-20	HSC	1171	195244	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	MAT	0028	193272	1/2/2020	6	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	MAT	0028	193272	1/2/2020	6	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	MAT	1033	195237	1/20/2020	-12	class added due student demand
TCC	Spring 2020	08-Jan-20	MAT	1033	195260	1/21/2020	-13	class added due student demand
TCC	Spring 2020	08-Jan-20	POS	1041	195184	1/2/2020	6	adopted on time but data reporting error
TCC	Spring 2020	08-Jan-20	WOH	2022	195216	1/21/2020	-13	class added due student demand
TCC	Summer 2019	09-May-19	AMH	2020	190757	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	ANT	2000	190779	5/8/2019	1	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CGS	2100	190849	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	CHD	2220	190890	5/20/2019	-11	human error /adoption not completed
TCC	Summer 2019	09-May-19	FIN	1100	190778	5/9/2019	0	class added due student demand
TCC	Summer 2019	09-May-19	HSC	1100	190891	5/20/2019	-11	adopted on time but data reporting error
TCC	Summer 2019	09-May-19	HSC	1171	190690	4/26/2019	13	class added due student demand
TCC	Summer 2019	09-May-19	HSC	1171	190892	5/20/2019	-11	class added due student demand
TCC	Summer 2019	09-May-19	HSC	1171	191007	6/10/2019	-32	class added due student demand
TCC	Summer 2019	09-May-19	NUR	3065	190687	4/26/2019	13	class added due student demand
TCC	Summer 2019	09-May-19	NUR	3805	190688	4/26/2019	13	class added due student demand
TCC	Summer 2019	09-May-19	PET	2084	190495	4/9/2019	30	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	PLA	1003	190530	4/10/2019	29	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	POS	1041	190733	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	POS	1041	190734	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	POS	1041	190735	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	SLS	1510	190760	5/8/2019	1	class added due student demand
TCC	Summer 2019	09-May-19	SLS	1510	190898	5/28/2019	-19	class added due student demand
TCC	Summer 2019	09-May-19	SLS	1510	190899	5/28/2019	-19	class added due student demand
TCC	Summer 2019	09-May-19	SLS	2261	190761	5/8/2019	1	adopted on time but data reporting error
TCC	Summer 2019	09-May-19	SPM	2000	190494	3/28/2019	42	technical system/adoption didn't process
TCC	Summer 2019	09-May-19	STA	2023	190759	5/7/2019	2	class added due student demand



**2019-2020 Sections Not Posted 45 Days Before the Start of Class**

<b>Campus</b>	<b>Term</b>	<b>Class Start Date</b>	<b>Course Prefix</b>	<b>Course ID</b>	<b>Section</b>	<b>First Section Adoption Received Date</b>	<b>Days psoted before the start of class</b>	<b>Select a reason for not meeting the 45 day requirement</b>
TCC	Summer 2019	09-May-19	STA	2023	190759	5/7/2019	2	class added due student demand
TCC	Summer 2019	09-May-19	STA	2023	190902	6/10/2019	-32	class added due student demand
TCC	Summer 2019	09-May-19	STA	2023	190902	6/10/2019	-32	class added due student demand