

Best Practices & Recommendations for

# **FLORIDA'S ZERO TEXTBOOK COST (ZTC) COURSE INDICATOR**

August 2021



## PREFACE

During 2021, Florida Virtual Campus (FLVC) collaborated with a statewide workgroup comprised of representatives from Florida's public colleges and universities, to establish best practices and recommendations for implementing textbook cost indicators in Florida's public postsecondary online course catalog (i.e., the "FloridaShines Course Catalog"). The following report is the product of those efforts, and includes:

- Academic references (pg. 2)
- Examples of states that are leading these efforts nationally (pg. 4)
- Florida's recommendations for implementing ZTC course indicators (pg. 9)
- Potential strategies to gather data (pg. 11)

By implementing the practices outlined in this report, the FloridaShines Catalog will become the first statewide system in the nation to include textbook cost indicators for both colleges and universities within the same catalog, demonstrating Florida's continued commitment to furthering affordable education for all students.

## CONTRIBUTORS

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Florida's Zero Textbook Cost Course Indicator Workgroup 2021

## ABOUT FLORIDA VIRTUAL CAMPUS

FLVC is funded by the state of Florida to provide centralized, shared services that support faculty, staff, and students at all 40 public postsecondary institutions statewide. FLVC's primary areas of service delivery are higher education library automation, distance learning and student services, college and career planning, and online transfer options for students.

## INTRODUCTION

If you are new or just getting started on adding textbook cost indicators at your institution this resource is available to provide information and guidance on this process. Included you will find general information about textbook cost indicators, examples from states across the nation, and best practices identified for implementation. There are multiple ways to successfully implement textbook cost indicators and you are encouraged to develop a process within existing workflows whenever possible.

## OVERALL REFERENCES

### Rebus

[Office Hours: OER Course Markings](#)

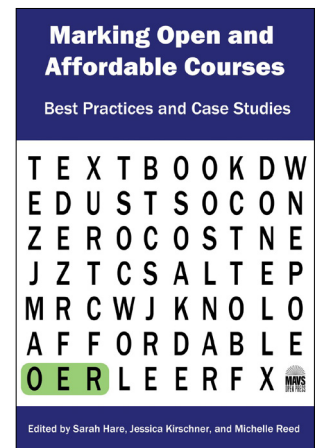


### Pressbooks

*Marking Open and Affordable Courses*

[uta.pressbooks.pub/markingsopenandaffordablecourses/](https://uta.pressbooks.pub/markingsopenandaffordablecourses/)

This collaboratively authored guide helps institutions navigate the uncharted waters of tagging course material as open educational resources (OER) or under a low-cost threshold by summarizing relevant state legislation, providing tips for working with stakeholders, and analyzing technological and process considerations. The first half of the book provides high-level analysis of the technology, legislation, and cultural change needed to operationalize course markings.



The second half features case studies:

*Central Virginia Community College*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/central-virginia-community-college/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/central-virginia-community-college/)

*City University of New York*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/city-university-of-new-york/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/city-university-of-new-york/)

*Houston Community College*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/houston-community-college/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/houston-community-college/)

*Kansas State University*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/kansas-state-university/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/kansas-state-university/)

*Kwantlen Polytechnic University*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/kwantlen-polytechnic-university/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/kwantlen-polytechnic-university/)

*Lower Columbia College*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/lower-columbia-college/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/lower-columbia-college/)

*Mt. Hood Community College*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/mt-hood-community-college/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/mt-hood-community-college/)

*Nicolet College*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/nicolet-college/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/nicolet-college/)

*State University of New York*

[uta.pressbooks.pub/markinopenandaffordablecourses/chapter/state-university-of-new-york/](https://uta.pressbooks.pub/markinopenandaffordablecourses/chapter/state-university-of-new-york/)

## DOERS3

*Improving the Listing and Fulfillment of OER in U.S. Campus Stores*

[www.doers3.org/uploads/1/3/2/2/132273765/doers3\\_listing\\_and\\_fulfillment\\_in\\_bookstores\\_final.pdf?utm\\_medium=email&\\_hsmi=133027302&\\_hsenc=p2ANqtz-8R-qlEVLslpU6sYZT1xoxHrpKwDtjW-T6MC\\_fdugw3iG513XPxV0MHL6pXp6x1MAP9iM-Ov6eCcSDprlHFIjm8mMD\\_HA&utm\\_content=133027302&utm\\_source=hs\\_email](https://www.doers3.org/uploads/1/3/2/2/132273765/doers3_listing_and_fulfillment_in_bookstores_final.pdf?utm_medium=email&_hsmi=133027302&_hsenc=p2ANqtz-8R-qlEVLslpU6sYZT1xoxHrpKwDtjW-T6MC_fdugw3iG513XPxV0MHL6pXp6x1MAP9iM-Ov6eCcSDprlHFIjm8mMD_HA&utm_content=133027302&utm_source=hs_email)



## ADDITIONAL RESOURCES OR GUIDANCE (BY STATE)

### Texas

- Texas Toolkit: [libguides.uta.edu/TXtoolkit](http://libguides.uta.edu/TXtoolkit)
- Houston Community College

▼ Class Search

Course Career

Credit

Subject

select subject

Course Number

is exactly

☒ Show Open Classes Only

Mode of Instruction

▼ Additional Search Criteria

Campus

Location

Session

Class Nbr

Days of Week

include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Course Attribute

[Return to Add Classes](#)

CLEAR

SEARCH

### Search Results

Houston Community College | Spring 2019

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Sociology**, Course Number is exactly **1301**, Course Career: **Semester Credit Hour**, Show Open Classes Only: **Yes**, Course Attribute: **Textbook Savings**

☒ Open ☐ Closed

[Return to Add Classes](#)

[New Search](#)

[Modify Search](#)

5 class section(s) found

SOC 1301 - Introduction to Sociology									
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Co-Req/Prereq	Status	Textbook Savings	
1301	0001-LEC	TBA	HCC Online - HCC Online Room	Staff	01/14/2019 - 03/10/2019				<a href="#">select</a>
1301	0001-LEC	TBA	HCC Online - HCC Online Room	Staff	01/14/2019 - 03/10/2019				<a href="#">select</a>
1301	0002-LEC	TBA	HCC Online - HCC Online Room	Staff	01/14/2019 - 03/10/2019				<a href="#">select</a>
1301	0003-LEC	Mon 9:30AM - 10:30AM	Northline Campus - TBA	Staff	01/14/2019 - 03/12/2019				<a href="#">select</a>
1301	0004-LEC	TuTh 12:30PM -	Central Campus	Staff	01/14/2019 -				<a href="#">select</a>

### Zero Cost Book

This course is a Zero Cost Books course. The total cost of required instructional materials in this course is \$0.



select

### Low Cost Book

This course is a Low Cost Books course. The total cost of required instructional materials in this course is less than \$40.



select

### Inclusive Access / First Day classes

This class is an HCC Textbook Savings course. It includes a textbook fee that is lower than national textbook prices. All students will have access to their textbooks online on the first day of class. Students have the option to opt out of this program and receive a reimbursement for the textbook fee when class begins up until the official day of record.



select



Basic Data Meetings Enrollment Cost Reserve Cap Notes Exam LMS Data **Textbook** SE Interface

Course ID: 002016 Academic Institution: Houston Community College Term: Spring 2017 Subject Area: ENGL Composition I Catalog Nbr: 1301 Course Offering Nbr: 5

**Class Sections**

Session	Class Section	Class Nbr	Start/End Date
SS	0036	14358	02/13/2017 - 05/14/2017

**Component:** LEC ☒ Lecture

**Class Type:** Enrollment

**Associated Class:** SE Units: 3.00

**Location:** 0012 HCC Online - Southeast

**Course Administrator:** 020401 English

**Academic Organization:** ACAD Academic Education

**Holiday Schedule:** 015 Staff Holiday Schedule

**Instruction Mode:** VWCL Online

**Primary Instr Section:** 0036

**Class Topic:**

**Course Equivalent Course Group:**

**Class Attributes:**

Attribute	Value
010	010 Communication (B)

Course ID: 002016 Academic Institution: Houston Community College Term: Spring 2017 Subject Area: ENGL Composition I Catalog Nbr: 1301 Course Offering Nbr: 5

**Class Sections**

Session	Class Section	Class Nbr	Start/End Date
SS	0036	14358	02/13/2017 - 05/14/2017

**Component:** LEC ☒ Lecture

**Associated Class:** SE Units: 3.00

**Textbook Assignment**

Textbook Assignment Status: ☒ Pending ☐ Textbook entry complete

**Course Materials**

Seq No	Course Material	Status	Title	ISBN	Author
1					

**Special Instructions**

## Georgia

- Administrative Guide: [www.affordablelearninggeorgia.org/about/course\\_catalog\\_designators](https://www.affordablelearninggeorgia.org/about/course_catalog_designators)
- Affordable Learning Georgia is a University System of Georgia initiative to promote and create affordable and accessible educational resources for USG faculty and students.
- “Excluded from the cost caps are equipment (such as art supplies, calculators, or physical lab materials) and fees (such as for test proctoring or labs).”
- Created an ability for our colleges to “batch”-load courses with textbook-cost-type, instead of “one at a time” input.

## Oklahoma

- OKStateOER Working Group working with the registrar to implement course marking.
- Target date for implementation is enrollment for Spring 2022 semester (Fall 2021).
- Documented request from students.

## Minnesota

- Minnesota State...in a pilot for searching for course by textbook cost type;
- Textbook Affordability Workgroup to define these “course indicators.”
- Decided to keep lab costs out of it, since they were, at least up until the emergency shift to digital, very different kinds of materials.
  - Too hard to tell what the true “cost” of a physical material is, too — what’s disposable, what’s used in eight courses (like a calculator), etc.
- How do you handle lab notebooks created/published/charged for by the department?
  - Considered a text-based material that’s included in the cost cap.
  - One reason why open lab manual projects are allowed as ones that support student savings in grants.

## Massachusetts

- Massachusetts’ OER Advisory Council has been working on course marking initiative to be recommended to all public undergrad higher education institutions.
  - This recommendation is going forward to the MA Board of Higher Education Spring 2021.

## Oregon

- Oregon is thinking about how to be transparent about fees also.
- Some course schedules are displaying course materials and fees separately to meet both faculty and student concerns.
- The workflow is different at all 24 colleges and universities in Oregon.
- Archived webinar from a few years ago about designation data collection from three institutions:  
[openoregon.org/archived-webinar-oer-designations-in-the-schedule/](https://openoregon.org/archived-webinar-oer-designations-in-the-schedule/)

## Ohio

- [affordablelearning.osu.edu/news/2020/11/24/apply-now-alx-grant](https://affordablelearning.osu.edu/news/2020/11/24/apply-now-alx-grant)

## New York

- [libguides.brooklyn.cuny.edu/research/oer/zerotextbook](https://libguides.brooklyn.cuny.edu/research/oer/zerotextbook)
- [guides.hostos.cuny.edu/oer/ztc](https://guides.hostos.cuny.edu/oer/ztc)
- [www.cuny.edu/libraries/open-educational-resources/guidelines-for-zero-textbook-cost-course-designation/](https://www.cuny.edu/libraries/open-educational-resources/guidelines-for-zero-textbook-cost-course-designation/)

## California

- [www.deanza.edu/gov/academicsenate/SB1359%20-%20No%20cost%20course%20materials%20designation%20-%20revised%2011-13-17.pdf](https://www.deanza.edu/gov/academicsenate/SB1359%20-%20No%20cost%20course%20materials%20designation%20-%20revised%2011-13-17.pdf)

## Florida

- Just a Little Bit Longer: Using the Textbook Adoption Form [ufl.zoom.us/rec/play/wXZZxj-MBxoGFM8K\\_-e8X4ZHiK9\\_vxJv7yIOkNnGUk2Fss1iHJBHLLVAGkBjWGT7ZfLTnxxx7yY32RnD.-aikUf51hK7RohSL?startTimestamp=1620933747000](https://ufl.zoom.us/rec/play/wXZZxj-MBxoGFM8K_-e8X4ZHiK9_vxJv7yIOkNnGUk2Fss1iHJBHLLVAGkBjWGT7ZfLTnxxx7yY32RnD.-aikUf51hK7RohSL?startTimestamp=1620933747000)
- Affordable UF Badges — [teach.ufl.edu/textbook-affordability/affordable-uf-badge/](https://teach.ufl.edu/textbook-affordability/affordable-uf-badge/)



## LIST OF INSTITUTIONS THAT SELF-ACKNOWLEDGED MARKING TEXTBOOK COSTS (~2020)

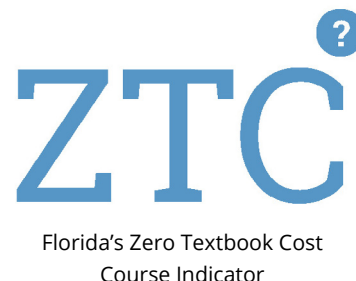
- Alamo College District
- Allan Hancock College
- American River College
- Angelo State University
- Austin Community College District
- Blue Mountain Community College
- Bunker Hill Community College
- Butte Community College
- California State University, Fullerton
- College of Lake County
- College of the Canyons
- Columbia Gorge Community College
- Connecticut State Colleges & Universities
- CUNY
- Frederick Community College
- Fulton-Montgomery Community College
- Glendale Community College
- Grand Rapids Community College
- Hartnell College
- Houston Community College
- Klamath Community College
- Lassen Community College
- Lower Columbia College
- Maricopa Community Colleges
- MiraCosta College
- Monroe Community College
- Montgomery College, MD.
- Nicolet College
- Northern Essex Community College
- Northern Virginia Community College
- Oxnard College
- Pasadena City College
- Portland Community College
- Reynolds Community College
- Rio Hondo College
- Rogue Community College
- Saddleback College
- Salt Lake Community College
- San Antonio College
- San Jacinto College
- Santa Ana College
- Santa Monica College
- Shasta College
- Tarrant County College Southeast
- Tompkins Cortland Community College
- Umpqua Community College
- University of Hawai'i Community Colleges and University of Hawai'i System
- University of Texas at Arlington

## BEST PRACTICES AND RECOMMENDATIONS FOR FLORIDA'S ZERO TEXTBOOK COST (ZTC) COURSE INDICATOR

Each institution's unique environment may require a unique path to the implementation of a ZTC indicator. Therefore, these best practices and recommendations are provided to guide uniformity across the state.

1. Identify the committee or individual(s) that are responsible for the local implementation of ZTC indicators and/or course markings.
2. Conduct Environmental Scan: Gather information on current or needed resources, processes, motivations, and limitations. Critical pieces to review include:
  - a. Current textbook reporting process
  - b. Technical system(s) available and capabilities
  - c. Personnel capacity
  - d. Local opportunities or restrictions
3. Formulate answers to the following questions:
  - a. Where will these markings be visible in our local system? (e.g., independent list, location in the schedule of classes, registrar, bookstore)
  - b. What kind of functionality is important to students' local search and course registration process?
  - c. What type of technical or personnel changes will be required? Will there be any associated costs?
  - d. Who else will need to be involved in the implementation?
    - i. Who will oversee the implementation of the new processes?
    - ii. Who will take point on local publicity and education?
    - iii. Who will develop and provide guidance on new, course-materials-reporting processes that emerge?
    - iv. Who will oversee the technical implementation?
    - v. Who reports textbook adoptions? Is this consistent across the campus or does it vary by department?
  - e. What are any new processes?
  - f. What type of impact will a textbook cost indicator have on existing workload?
  - g. How will new course markings be publicized and how will understanding of the course markings be ensured?
4. Involve all stakeholders and key campus units in this consideration of processes and in local implementation.

5. Implement the ZTC indicator in your local student information system or central course listing (i.e. a centralized location to manage student data) through existing infrastructure and processes, whenever possible.
  - a. The statewide icon should be used anywhere that students identify textbooks. We encourage you to incorporate the statewide design into your local systems and marketing where possible. In many cases, existing infrastructure and processes are able to accommodate the changes required for the implementation. Several systems allow this to be added as a “course attribute.” Other options include identifying an unused tag in the system and re-appropriate it for ZTC or adding a finance code. Ideal places include:
    - i. Course registration system
    - ii. Course catalog
    - iii. Library catalog
    - iv. Textbook and Bookstore lists
    - v. Syllabi
  - b. New process may be needed to collect this information for state reporting. This may include: creating or modifying an instructor textbook reporting form, committee review or approval, email confirmation, instructional design approval, course LMS request, an application process.
6. Include this information within your course batch load each semester.



## POTENTIAL STRATEGIES TO GATHER DATA

Whenever possible, use the structure and workflows that are already in place. Making small modifications to established workflows lessens the impact of changes, incorporates new process(es) into established habits, and can establish the foundation of this effort within a sustainable structure. If you currently have no process in place or are unsure where to start, consider pulling data from:

- Faculty input textbook selection(s) within campus bookstore system, which allows faculty to designate Zero Textbook Cost Resources used within their course, including required federal and state information; You may have a department or administration approval of these elections; Bookstore provides local FloridaShines administrator at your campus with a list of textbook information, to include at minimum the Zero Textbook Cost courses; Local FloridaShines administrator verifies information and loads into the course catalog.
- Faculty input textbook selection(s) within an internal system or form, which allows faculty to designate Zero Textbook Cost Resources used within their course, including required federal and state information; You may have a department or administration approval of these elections; Local FloridaShines administrator verifies information and loads into the course catalog.
- A committee or administrator calls for participation with the Zero Textbook Cost indicators in FloridaShines; Interested faculty members designate their course as ZTC with the administrator or committee; The committee or administrator verifies and approves the ZTC courses locally; Approved ZTC course list provided to the local FloridaShines administrator who verifies information and loads into the course catalog.