Textbook Affordability Checklist
Lower Costs – Improve Compliance

College Dean Checklist

☐ Formally appoint a “College Textbook Coordinator” by July 1, 2018.
   ✅ Appointee oversees departmental coordinators and interfaces with the TAP team.

☐ Promote and achieve each semester’s 45-day deadline for textbook adoptions.
   ✅ Learn more about the 45-day deadline.

☐ Ensure that department chairs comply with all requirements (see following).

Department Chair / Departmental Textbook Coordinator Checklist

☐ Formally appoint a “Departmental Textbook Coordinator” by August 1, 2018.
   ✅ Appointee processes departmental adoptions and interfaces with the TAP team.

☐ Achieve each semester’s 45-day deadline for textbook adoptions.
   ✅ Learn more about the 45-day deadline.

☐ Departmental Textbook Coordinator submits textbook adoptions for adjunct faculty and unassigned courses.

☐ Review compliance reports for missing course adoptions by the TAP assigned date.
   ✅ See upcoming deadlines, and FAQs about adoption compliance.

☐ Certify each semester’s “Statement of Intent to Use Items” by the TAP assigned deadline.
   ✅ See sample Statement of Intent to Use Items and related guidelines.

☐ Certify each semester’s “Edition Changes Statement” by the TAP assigned deadline.
   ✅ See sample Statement Regarding Editions and related guidelines.

☐ Reward faculty who develop courseware.

☐ Reward faculty who adopt OER or library-licensed content.

☐ Ensure that departmental faculty comply with all requirements and consider TAP recommendations (see following).
Instructor Checklist

To lower costs to students ...

☐ Review textbook/instructional material requirements each time a course is taught.

☐ Adopt the least expensive format of an item (usually the digital format); demand no additional options.

☐ Before adopting a commercially published item, attempt to identify an alternative available through the USF Libraries’ collections or Ebooks for the Classroom+.
   ♦ Learn more about Ebooks for the Classroom+

☐ Before adopting a commercially published item, attempt to identify Open Educational Resource alternatives.
   ♦ Search for OER alternatives

☐ Avoid using ProCopy and other commercially-produced packages.
   ♦ Use Curriculum Builder as an alternative

To lower costs to students AND improve compliance ...

☐ Coordinate adoptions among 1) multiple sections of the same course and 2) cross-listed courses; wide cost variances in these cases are flagged for BOG review.

☐ Avoid “recommended” adoptions – use the course syllabus to list supplemental readings.

☐ Avoid faculty-to-publisher price negotiations; work with the TAP team.

To improve compliance ...

☐ Use Follett’s online system to submit adoptions.

☐ Adopt textbooks/instructional materials before the 45-day deadline for textbook adoptions.
   ♦ Learn more about the 45-day deadline.

☐ When students are NOT required to PURCHASE textbooks/instructional materials for your course use the bookstore’s online system to report "No Textbook Required" before the 45-day deadline.

☐ Respond to reports of courses that lack adoptions before the deadline.

☐ When editions change, determine the value to students of adopting a new edition before accepting the change (if possible).

☐ Intend to use all required textbook/instructional materials, including all bundled items.

☐ Avoid post-adoption deadline changes to submissions; late changes are reported as non-compliant.