

Instructions

Affordability remains a top priority for all 28 Florida College System (FCS) institutions. The Division of Florida Colleges (DFC) 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.).

Submission

By September 30, 2023, each college must input institutional responses for the 2023 FCS Affordability Report via <https://www.research.net/r/FCS2023Affordability>.

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

Department of Education Contact

If you have any questions about completing the report, please contact Research and Analytics at FCSResearch@fldoe.org.

Changes to the 2023 Report Template

For the 2023 reporting cycle, there have been several changes to the textbook affordability portion of the reporting template resulting from:

- Modifications to [Rule 6A-14.092, Florida Administrative Code \(F.A.C.\), in March 2022](#) in response to the 2019 Inspector General’s Report;
- Changes to s. 1004.085, F.S., that were made in 2022 through Senate Bill (SB) 7044 (Chapter No. 2022-70, Laws of Florida);
- Changes to s. 1006.73, F.S., that were made in 2022 through SB 2524 (Chapter No. 2022-154, Laws of Florida); and
- A subsequent revision to [Rule 6A-14.092, F.A.C., in August 2022](#) to conform with statutory changes.

This table provides a summary of how the changes from 2022 will impact reporting.

Topic	Previous Requirement	New Requirement	Impact on Reporting
Seventy-Five (75) Day Notification to Bookstores	Institutions were required to adopt textbooks and instructional materials no later than seventy-five (75) days prior to the first day of classes for 95% of sections.	The March 2022 rule amendment eliminated the Seventy-Five (75) Day Requirement; however, technical assistance specified that institutions should establish policies providing adequate notice to bookstores on required and recommended textbooks and instructional materials.	A new question (question 8) was added for the institution to provide a narrative description of institutional policy.
Open Educational Resources (OER) and No-Cost Sections* and the Forty-Five (45) Day	No explicit guidance previously existed as it relates to the inclusion of OER and no-cost sections.	The March 2022 rule amendment required course sections where no textbook is required or no-cost OER are used to be included in annual textbook affordability reports.	The question regarding the forty-five (45) day requirement (question 12) was modified to explicitly state to include OER and no-cost sections.

2023 Florida College System Affordability Report Template



Topic	Previous Requirement	New Requirement	Impact on Reporting
<p>Posting Requirement</p> <p>Reasonable Exceptions to the Forty-Five (45) Day Posting Requirement</p>	<p>No reasonable exceptions were previously identified.</p>	<p>The March 2022 rule amendment identifies reasonable exceptions to the forty-five (45) day posting requirement, specifically:</p> <ul style="list-style-type: none"> • The originally adopted textbook or instructional material is no longer available; • A faculty member is hired or assigned to teach the course section after the deadline; • The course section is added after the deadline; • The instructional modality of the course section changes after the deadline; and • The course is continuing workforce education. <p>Institutions should also report the number of course sections not meeting the posting requirement for which a reasonable exception applies.</p>	<p>The question regarding the 45-day requirement (question 12) was modified to allow institutions to differentiate the number of course sections that did not meet the posting requirement that had a reasonable exception.</p>
<p>Selection Process</p>	<p>Institutions were required to report the textbook and instructional materials selection process for general education courses with a wide cost variance and high-enrollment courses.</p>	<p>The March 2022 rule amendment simplified the requirement and institutions will only need to report the textbook and instructional materials selection process for high-enrollment courses. DFC defined high enrollment courses as the top 10 courses with the highest course enrollments.</p>	<p>The question regarding the selection process (question 9) was modified to specify the question only applies to high-enrollment courses.</p>
<p>Searchable Textbooks and Instructional Materials List</p>	<p>There was no previous requirement to be searchable.</p>	<p>SB 7044 required that textbooks and instructional materials be searchable by:</p> <ul style="list-style-type: none"> • Course subject; • Course number; • Course title; • Name of the instructor of the course; • Title of each assigned textbook or instructional material; and • Each author of an assigned 	<p>A new question was added (question 13) to capture the requirement to be searchable.</p>

2023 Florida College System Affordability Report Template



Topic	Previous Requirement	New Requirement	Impact on Reporting
		textbook or instructional material.	
Downloadable Textbooks and Instructional Materials List	There was no previous requirement to be downloadable.	SB 7044 required the list of required and recommended textbook and instructional materials be easily downloadable by current and prospective students.	A new question was added (question 14) to capture the requirement to be downloadable.
Icon for No-Cost OER and No-Textbook Course Sections	There was no previous requirement to have an icon specify no textbook or no-cost OER.	SB 2524 required that course sections where no textbook is required or no-cost OER are used must have an icon to indicate their status as zero cost. The Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network may be used for this purpose pursuant to Section 1006.73(4), F.S.	A new question was added (question 15) to capture the requirement to have an icon for no-textbook and no-cost OER sections.
General Education Core Course Forty-Five (45) Day Syllabi Posting Requirement	There was no previous requirement to post general education core course syllabi.	<p>SB 7044 required that colleges post general education core course syllabi for at least 95% of all courses and course sections forty-five (45) days before the first day of class.</p> <p>Minimally, all general education core course syllabi must include:</p> <ul style="list-style-type: none"> • Curriculum; • Goals; • Objectives; • Student expectations of the course; and • How student performance will be measured. 	New questions were added (questions 16-18) to capture the requirement to post general education core course syllabi.
Textbook and Instructional Materials List Five-Year (5) Posting Requirement	There was no previous requirement to post the historical five-year (5) list of textbooks and instructional materials.	<p>SB 7044 required the list of textbooks and instructional materials to remain published for at least five academic years.</p> <p>The March 2022 rule amendment required colleges to publish the preceding five-year (5) list of required textbooks and instructional materials by May 1, 2023.</p> <p>The five-year (5) list must be inclusive of the following</p>	A new question was added (question 19) to capture the requirement to post the historical five-year list of textbooks and instructional materials.

2023 Florida College System Affordability Report Template



Topic	Previous Requirement	New Requirement	Impact on Reporting
		components: <ul style="list-style-type: none">• Course subject;• Course number;• Course title;• Name of the instructor of the course;• Title of each assigned textbook or instructional material; and• Each author of an assigned textbook or instructional material.	

*A "No-Cost Section" could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

2023 Affordability Report Template
(For Planning Purposes Only)

Institution Contact Information

1. College Name

Click or tap here to enter text.

2. Contact Information

Name	Click or tap here to enter text.
Title	Click or tap here to enter text.
Email Address	Click or tap here to enter text.

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 (100 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 (100 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 (100 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 (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

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

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

Yes

No

If you answered “yes,” provide a short description (100 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.](#)

Textbook Affordability

Policies and Strategies

8. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

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

9. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

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

10. 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 (OER)

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.](#)

Forty-Five (45) Day Posting Requirement

11. 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.

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

12. Report the number and the total percentage of courses and course sections, including OER and no-cost* sections, that were not able to meet the textbook and instructional materials posting deadline for the academic year. Please specify how many sections there were with and without reasonable exceptions.

	Fall 2022	Spring 2023
Total Number of Course Sections		
<i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>		
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>		
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i>		

*A “No-Cost Section” could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

Searchable Textbooks and Instructional Materials List

13. Indicate the extent to which your institution made the list of textbooks and instructional materials searchable by the end of the reporting period by the required components. Check all that apply.

- Course subject
- Course number
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution’s list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

Downloadable Textbooks and Instructional Materials List

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.

Icon for No-Cost OER and No-Textbook Course Sections

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify): [Click or tap here to enter text.](#)

If your institution did not implement an icon, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

General Education Core Course Forty-Five (45) Day Syllabi Posting Requirement

16. Indicate the extent to which all general education core course syllabi included or were modified to include the required components. Check all that apply.

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

17. Indicate the extent to which your institution was able to comply with the general education core course syllabi posting requirement for at least 95% of all course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions. Reasonable exceptions include: A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and the course section is added after the forty-five (45) day notification deadline.

- The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which an exception applies, please provide a brief explanation, and identify activities to come into compliance. [Click or tap here to enter text.](#)

Textbook and Instructional Materials List Five-Year (5) Posting Requirement

18. Indicate the extent to which your institution published the preceding five (5) academic years' textbooks and instructional materials list by May 1, 2023. Check all that apply.

- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance: [Click or tap here to enter text.](#)

19. Indicate the extent to which the five-year textbooks and instructional materials list(s) included the required components.

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance. [Click or tap here to enter text.](#)

20. Please provide the URL where the five-year textbooks and instructional materials list(s) are posted.
[Click or tap here to enter text.](#)

Financial Aid Policies

21. 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 student aid fund for students in emergency financial situations with unplanned costs
- 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

22. Provide any additional information about any innovative or new affordability strategies. Optional.
[Click or tap here to enter text.](#)