

San Francisco Community College District
TEXTBOOK AFFORDABILITY TASK FORCE

October 28, 2010

Report to the Board of Trustees

The purpose of this task force, established by Board resolution 090326-S7, is to “Develop textbook adoption guidelines and to evaluate and implement other strategies to improve textbook affordability.” This report describes what we have accomplished so far and what we plan to complete in the near future.

TASK FORCE ACCOMPLISHMENTS TO DATE:

1. Created a website: <http://www.ccsf.edu/tatf>

In order to maximize awareness of textbook affordability issues we created a website that contains detailed suggestions and strategies for how members throughout the City College community can make textbooks more affordable. We also use this website to document our meetings and data gathering efforts. Sample Pages:

- **Student Recommendations.** This page provides suggested steps student can follow to ease the burden on themselves.
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/StudentRecommendations.htm
- **Instructor Recommendations.** This page provides some suggested steps teachers can follow to reduce or control textbook costs.
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/InstructorRecommendations.htm
- **Department Chair Recommendations** This page provides some suggested steps department chairs can follow to encourage selection of affordable course materials.
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/DepartmentChairRecommendations.htm
- **Student Survey Results**
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/StudentSurveyResults.htm
- **Faculty Survey Results**
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/InstructorSurveyResults.htm

- **Task Force Meeting Minutes** are all listed on the front page. This is how the entire CCSF community keep up to date with our work and our discussions.
- **Useful Links** on Textbook Affordability – External Links to various pieces of information about textbook affordability

2. Gathered Data to help inform our strategies and suggestions

- **Student survey** - completed last spring. About 2,300 students responded and included over 1,300 individual comments. Survey results are posted online along with a summary of comments.
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/StudentsurveyResults.htm
- **Faculty Survey** – just completed this month. The faculty survey results are posted on this page.
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/InstructorSurveyResults.htm
- **Library reserved books** and faculty. The reserve librarians on the task force gathered feedback from more than 100 faculty members who did not put their class books on reserve. This data will be used to determine if some policies or practices can be changed to make more textbooks available on the library reserve shelves.
- **Textbook adoption timelines.** Bookstore data shows there is a long ways to go before achieving the goal of 75% on time set by the Board of Trustees.
http://www.ccsf.edu/Services/Textbook_Affordability_Task_Force/PDFs/OnTimeAdoptionData2006To2010.pdf

3. Promoted faster and more accurate textbook adoption

The Bookstore actively advertised and promoted amongst faculty that they assist in adopting a textbook early. E-mails included reminders that early or on time information would result in cost savings for students. Fall 2010 was better than the previous 2 years but still we only had 51% of the total textbook information in our system by 15 days following the published due date.

4. Pushed to make textbook affordability an issue of importance throughout the college.

- We successfully lobbied to add a question to this and future year's **Program Review** to identify how each department is addressing the issue of textbook affordability.

- We met with **College Deans** and encouraged them to promote this issue within their schools and on their campuses.
- We gave a presentation at the **Department Chairs Meeting** to advertise the website resources and promote the community-wide commitment to this issue within each department.
- Added textbook affordability as an issue in **Tenure Mentoring Guidelines**.
- The **surveys** have been a reminder to the entire community that City College is serious about textbook affordability.
- Published an article in **City Currents** reminding faculty about the survey and the resources available at our website.
- We gave a presentation to the **College Council and Academic Senate** explaining the concept of Open-Source textbooks as an affordable alternative to the traditional printed textbook.
- Began discussions with the Academic Senate to create a **Standing Committee** on textbook affordability to eventually take over the task force mission.

CONTINUING AND FUTURE ACTIVITIES OF THE TASK FORCE:

1. Data Gathering and Analysis

Make sure that the results of our data gathering are analyzed by the group and advertised online – especially the new data we’re getting from Instructors. Future surveys will serve as a reminder of the continued need to be vigilant about textbook affordability.

2. Communication and Community commitment

Advertise throughout the City College community the resources available through our website. Continue to promote and assess the community-wide acceptance of and commitment to this issue. Establish a comments function on the web page for all members of the community to make suggestions to increase textbook affordability. Continue to spread the textbook affordability message through events such as Associated Students Unity Day on October 20. Use the City Currents and Guardsman to keep the college community aware that CCSF is committed to improving textbook affordability.

3. Textbook Adoption

Continue to assess and record data on textbook adoptions by faculty. Determine what scheduling policy and procedural changes would make it easier for teachers to get textbook information to the bookstore on time. Early in October and April are the preferred on time dates.

4. Institutionalize the recommendations of the task force and continued need for monitoring of affordability issues.

A task force has a limited duration. Textbook Affordability needs to be institutionalized. Discussions are in progress with the Academic Senate to see that the issue of affordability remains a part of shared governance at City College. Other avenues will be considered as well.

5. The CCSF Bookstore

Lack of space for textbook and supporting sales challenges efforts at textbook affordability. The college must take a serious look at the needs of the students and the size of the bookstore. Many options to provide lower priced textbooks will continue to be unavailable to City College students unless a reasonably sized space is made available. The task force will consider options to recommend, such as expanding the bookstore into the entire first floor of Conlan Hall.

Respectfully submitted;

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Task Force Chair

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