TEXTBOOK AFFORDABILITY TASK FORCE

Report to the Board of Trustees
April 23, 2010

The CCSF Textbook Affordability Task Force was established by the San Francisco Community College District Board of Trustees. Resolution No. 090326-S7, established the purpose and goals of this task force and contains the following specific instructions:

• PURPOSE: Develop textbook adoption guidelines and to evaluate and implement other strategies to improve textbook affordability.

• COMPOSITION: representation from:
  o Academic Senate
  o Associated Students
  o Library
  o Disabled Student Programs & Services
  o Extended Opportunity Programs and Services
  o Bookstore Manager
  o Academic Affairs
  o Student Development
  o Classified Staff
  o Other Important Stakeholders

• FACULTY: The board recognizes the academic freedom of faculty to select its own textbooks and other course materials

• CHAIR: The Task Force’s Chair shall:
  o Convene meetings and hearings as necessary
  o Report to the Board of Trustees with a proposal or series of proposals to address the cost of textbooks
  o The Chancellor shall determine the composition of the Task Force, including the appointment of the Chair.

• TEXTBOOK ADOPTIONS:
  o The Board of Trustees urges that all faculty teaching credit classes to submit in a timely manner their list of books to the CCSF Bookstore
  o The Board shall set a goal of 75 percent of sections report lists on time every semester.

• REPORTS: The Chair of the Task Force shall provide a report to the Board of Trustees no later than March 31, 2010.
The Task Force membership was completed in February, 2010. The Chancellor appointed Don Newton, CCSF Bookstore Manager to be the Chair. Other members are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rentato Larin &amp;</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>Karen Saginor</td>
<td></td>
</tr>
<tr>
<td>Anne VanDerslice</td>
<td>DSPS</td>
</tr>
<tr>
<td>Rose Marie</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Roberson</td>
<td></td>
</tr>
<tr>
<td>Maria Ma</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Alvin Jenkins</td>
<td>EOPS</td>
</tr>
<tr>
<td>Ray Gamba &amp;</td>
<td>Department Chairs Council</td>
</tr>
<tr>
<td>Katryn Wiese</td>
<td></td>
</tr>
<tr>
<td>Mary Bravewoman</td>
<td>Faculty</td>
</tr>
<tr>
<td>Katherine Gelardi,</td>
<td>Associated</td>
</tr>
<tr>
<td>Deena Samii, &amp;</td>
<td>Students</td>
</tr>
<tr>
<td>Ryan Vanderpol</td>
<td></td>
</tr>
<tr>
<td>Wendy Owens</td>
<td>Library</td>
</tr>
</tbody>
</table>

The Task Force had its first meeting on February 26, 2010. At that meeting we decided we needed information from students and began to construct a survey. The survey was ready for production on March 24. The entire student population with an e-mail address on file was sent an e-mail with a link to the survey site:
http://research.ccsf.edu/Survey/Textbookusage.asp

The results of the survey will be tabulated beginning May 3. Information gathered by this survey will assist the Task Force in determining the key affordability issues our students have with the cost of textbooks. That will form the basis for recommendations to help address those issues. Potentially there will be future surveys taken as results may indicate the need for further analysis of the issues conveyed in this first survey. In the fall we expect to also begin this process with the CCSF Faculty.

We have created a web site at www.ccsf.edu/TATF. This will be a resource location for the Task Force and a means to publicize any solutions which the Task Force may recommend. It currently contains some links to other web sites and documents which shed some light on textbook affordability.

The second full meeting, held on April 9, 2010, established the framework to begin making recommendations on specific areas or concepts that may help students afford textbooks. These areas will focus both on lowering the actual prices of books and on assisting students who need additional help in obtaining a textbook to use during the full term of a class.

Many ideas have been brought up and discussed. Some of the ideas have been assigned to sub groups to analyze and determine the practicality or value of the idea and begin constructing workable implementation plans.
The Task Force addressed faculty adoption guidelines in order to increase the rate of on-time submission of textbook information to the bookstore. It was suggested that faculty would positively react if the faculty were aware that on-time adoptions increases the possibility of getting less expensive used books. The bookstore will be including affordability as a factor when it sends out the e-mails to faculty during the month of April. Textbook information for FALL 2010 was due on April 16. However, courses being offered were not finalized and available to the bookstore until April 22. On April 22 the bookstore began entering the submitted information. Thus it will be two weeks before the bookstore can measure the response rate for FALL 2010 textbook adoptions.

The Task Force has two more meetings scheduled this semester, will do some work over the summer and begin making recommendations for the affected shared governance groups in the fall. The Task Force has reserved a time during Flex Day in August to make a presentation on affordability ideas to faculty focus groups. The members of this Task Force are determined to help make course materials as affordable as possible while maintaining the strict rigor required when selecting textbooks and other materials needed by the faculty at City College.

Respectfully submitted;

Don Newton, Chair
Textbook Affordability Task Force
April 23, 2010