



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 77.02, **Textbook Information**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure that students have access to affordable course material by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials.

REVIEW: This HSCEP OP will be reviewed by October 1 of every odd numbered year (ONY) by the vice president for academic affairs or designee, with recommendations for revision submitted to the president by November 1.

POLICY/PROCEDURE:

I. Definitions.

- A. College Textbook – The term “college textbook” means a textbook or a set of textbooks (regardless of format or medium), used for, or in conjunction with, a course taught at TTUHSC El Paso.
- B. Course Schedule – The term “course schedule” means a listing of the courses or classes offered at TTUHSC El Paso for an academic period, as defined by the school.
- C. Integrated Textbook – The term “integrated textbook” means a college textbook that is:
 - 1) Combined with materials developed by a third party and that, by third party contractual agreement, may not be offered by publishers separately from the college textbook with which the materials are combined; or
 - 2) Combined with other materials that are so interrelated with the content of the college textbook that the separation of the college textbook from the other materials would render the college textbook unusable for its intended purpose.
- D. Supplemental Material – The term “supplemental material” means educational material developed to accompany a college textbook, including:
 - 1) Printed materials, computer disks, website access, and electronically distributed materials; and
 - 2) Is not being used as a component of an integrated textbook.
- E. Electronic Textbook Platform – software used for the specific purpose of enhanced delivery and utilization of textbooks (potentially including supplemental materials).
- F. OER – This term is an abbreviation of “open educational resources” that is an electronic textbook or other teaching, learning, and/or research resource, which is in the public domain or is released under an intellectual property license that permits free use of the resource and allows the resource to be repurposed and redistributed by others. The total cost of an OER should be free without any costs.
- G. ALMS – This term is an abbreviation of “affordable learning materials cost courses.” ALMS classes are courses where the required materials are available for \$50 or less including the cost of printing.

- H. DDAC – The term is an abbreviation of “inclusive access/digital direct access courses.” If the combined cost of the digital learning materials appears as an additional charge on a student’s tuition statement the course is considered to be a DDAC.

II. Dissemination of Course Schedules and List of Required and Recommended Textbooks.

- A. Each program shall disclose a course schedule for each semester or academic term.
- B. Each program shall disclose on the libraries’ website 30 days before the course starts:
 - 1) Whether all the textbooks used in a course are OER, whether the course is ALMS compliant, and whether the course is DDAC.
 - 2) With respect to each course, include a list of the required and recommended textbooks that specifies the following information for each textbook, as applicable:
 - a) The retail price;
 - b) The author;
 - c) The publisher;
 - d) The most recent copyright date;
 - e) The International Standard Book Number assigned;
 - f) If the textbook is an OER;
 - g) Any associated fee or charge, such as a technology cost, library use cost, printing or publication fee.
- C. The list of required and recommended textbooks must be disclosed at least 30 days before the start of the semester or academic term.

III. When deemed necessary to substantially facilitate and enhance the shared utilization and integration of required textbooks and supplemental material, a school may designate a required electronic textbook platform and collection in place of required textbooks for purchase.

IV. Additional Information.

- A. A program disclosing the information required by Section II.B. is encouraged to disseminate to student’s information regarding:
 - 1) Available school and institutional programs for renting textbooks or purchasing used textbooks;
 - 2) Available school and institutional guaranteed textbook buy-back programs;
 - 3) Available school and institutional alternative content delivery programs; or
 - 4) Other available cost-saving strategies including whether or not the textbook is available through the campus’ library.

V. Rule of Construction.

- A. Nothing in this HSCEP OP shall be construed to supersede the school’s autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials.