Instructions

Affordability remains a top priority for the Florida College System (FCS). 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, 2024, each college must submit institutional responses for the 2024 FCS Affordability Report via https://www.research.net/r/FCS2024V2Affordability.

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 Christian Cosner, Director of Research and Analytics, at FCSResearch@fldoe.org.

College Affordability

Institution Contact Information

1. College Name
   The College of the Florida Keys

2. Contact Information

Name	Dr. Monekka Munroe
Title	Vice President, Academic Affairs
Email Address	monekka.munroe@cfk.edu

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.

The College reduced or terminated lab fees for 36 courses from programs with an average decrease of $323 per course, added 2 new courses to various programs with an average increase of $9 per course, and increased 46 courses in various programs with an average increase of $96. Approximately 350 students will be impacted by these changes ranging from $9 to $555 per student.

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.
   College Procedure 64.0 establishes the procedure for how the College notifies the bookstore of the adoption of course materials. Specifically, the procedure provides that "By April 1st the College will create a spreadsheet with the current list of instructional material used during the previous academic year. The spreadsheet is then grouped by course and emailed to the instructor, dean, program director, or Vice President of Academic Affairs for confirmation or approval of the instructional material for the next academic year. The list will be reviewed by the appropriate academic personnel, and confirmation or approval will be provided by completing a Booklist Change form 64.0 (A) or a Booklist Confirmation form 64.0 (B). All initial Booklist Confirmation forms will be sent to the Director of Academic Affairs by June 1st. To adopt a New Textbook, academic personnel must complete the Booklist Change Form 64.0 (A) and submit it to the appropriate academic dean for approval to request a new textbook. To confirm a Textbook, confirmation will be provided by completing a Booklist Confirmation Form 64.0 (B). The form will indicate the same instructional material will be used for the upcoming academic year. Once the textbooks are approved, a spreadsheet is sent to the current bookstore contracted by the College. The bookstore determines if the edition or the textbook will be available for the upcoming academic year. When the bookstore has completed its process and the spreadsheet is sent back to the College, it is reviewed for changes. If a textbook edition is changed, then an email is sent to the prospective instructor/instructors to inform them of the change and the instructor/instructors are again asked for approval. When this process is completed, the spreadsheet is then uploaded to the College website and sent back to the bookstore to

publish the information on the bookstore's website. This must be accomplished by June 25th for all instructional material that will be used in the next academic year.

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.
All courses follow the same textbook adoption procedure. College Procedure 63.0 prevents variance in textbook and instructional materials between different sections of the same class, and therefore cost, between different sections of the same course, stating all required textbooks, workbooks, lab manuals, and supplies shown on the Master Booklist for a given course shall be used by all instructors teaching that course. This procedure applies to all courses, including high-enrollment and general education courses.

When an instructor wishes to change instructional material, the instructor informs their supervisor in writing of the desired change and states the reasons for the request. The College makes every effort to adopt instructional material for at least a three-year period. If the educational material is to be used by other instructors, the request contains their comments and/or recommendations for change. For approval, the instructor completes a Booklist Confirmation form and routes it to the appropriate academic dean. Once approved, the academic dean will send the Booklist Confirmation form to the Director of Academic Affairs by the appropriate deadline. Any request for a change in educational materials that results in a disagreement between instructors as to the change must be reviewed by the appropriate academic dean, and no change will be made without final approval by the academic dean. Further, the academic dean may establish additional procedures, such as review by Curriculum Committee, for approval, if so desired.

College Procedure 64.0 governs textbook material adoption. The purpose of this procedure is to minimize the cost of textbooks for students while maintaining the quality of education and academic freedom. Before a textbook is adopted, the course instructor and/or the academic department determine the extent to which a new addition differs significantly and substantively from an earlier version and the value of changing to a new textbook.

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.

College Procedure 63.0 entitled "Master Booklist" establishes that a Master Booklist will be maintained with a "listing of authorized textbooks, workbooks, lab manuals, and supplies by course, international standard book (ISBN), author, publisher, and edition." The procedure states that the listing is posted on the website by June 25th of every year.

College Procedure 64.0 entitled "Instructional Materials Affordability and Transparency" outlines the procedures for instructional material adoption and the posting of instructional and course materials on the College's website and course registration system. "This procedure intends to minimize the cost of instructional materials for students while maintaining the quality of education and academic freedom and promoting transparency." Specifically, 64.0 states that "The College shall post on its website by June 25th a list of each textbook required for each course offered at the institution during the upcoming academic year. The posted list must include the International Standard Book Number (ISBN) for each required textbook or other identifying information, which must include, at a minimum, all of the following: the title, authors, publishers, and edition number, to identify the specific textbook or textbooks required for each course. The list will include the course section information including the instructor's name or staff for courses that have not identified an instructor. An icon will identify courses with zero cost."

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 terms below. Please specify how many sections there were with and without reasonable exceptions.

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

- **Fall 2023 –** *Total Number of Course Sections*

  429

- **Fall 2023 –** *Number/Percentage of Course Sections Able to Meet 45-Day Deadline*

  288/67%

- **Fall 2023 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception*

  129/30%

- **Fall 2023 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception*

  12/3%

- **Spring 2024 –** *Total Number of Course Sections*

  441

- **Spring 2024 –** *Number/Percentage of Course Sections Able to Meet 45-Day Deadline*

  360/82%

- **Spring 2024 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception*

  81/18%

- **Spring 2024 –** *Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception*

  0/0%

Searchable Textbooks and Instructional Materials List

13. Indicate whether your institution made the list of textbooks and instructional materials searchable by the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

    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 any component of your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance.
    N/A

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.

The list of textbooks and instructional materials is converted into a PDF and uploaded to the College's website. The list is located on the College's website under Course Materials and is disaggregated by semester. Once a student clicks on the link a downloadable and searchable PDF is opened on their browser.

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. Not checking a box will indicate the answer is N/A. 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 Syllabi Components and Forty-Five (45) Day Posting Requirement

16. Indicate whether all general education core course syllabi included the required components below for this reporting cycle by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

    Required Components
    ☒ 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.
    N/A

17. Indicate whether your institution met the course syllabi posting requirements below for at least 95% of the general education core course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is N/A. Select only one.

    Reasonable exceptions include:
    - A faculty member has not yet been assigned to teach the course section before the forty-five (45)

day notification deadline.
- The course section is added after the forty-five (45) day notification deadline.

Posting Requirements

☐ The syllabi for at least 95% of the general education core course sections <u>were posted</u> 45 days before the first day of classes this reporting cycle.

☒ The syllabi for at least 95% of the general education core course sections <u>were not posted</u> 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 <u>were not posted</u> 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which a reasonable exception applies, please provide a brief explanation, and identify activities to come into compliance.
N/A

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

18. Indicate whether your institution updated and posted the list of required and recommended textbooks for the preceding five (5) academic years below by September 1, 2024, by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

Preceding 5 Academic Years
☒ 2018-19
☒ 2019-20
☒ 2020-21
☒ 2021-22
☒ 2022-23

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.
N/A

19. Indicate whether the list of required and recommended textbooks for the preceding five (5) academic years included all of the required components below by checking the corresponding box for which the answer is Yes. Not checking a box will indicate the answer is No. Select all that apply.

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.

N/A

20. Please provide the URL where the five-year textbooks and instructional materials list(s) is posted.
https://www.cfk.edu/forms/Final%205%20year%20booklist%202018-2022_1.pdf

Financial Aid Policies That Promote Affordability

21. Identify specific institutional financial aid policies or programs that promote affordability. Not checking a box will indicate the answer is N/A. 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): Needs based scholarships are available each semester

Other Affordability Strategies

22. Provide any additional information about any innovative or new affordability strategies. **(Optional)**