

UTSA Libraries

FAQ's: Reporting Affordable Textbooks at UTSA

1. Why do I need to report courses that use affordable textbooks? How will students find my course(s) once reported?

By reporting your course(s), you enable UTSA students looking for classes using affordable textbooks to find them, including yours. During registration, students can apply the Low Cost Textbook filter, highlighted below, in the UTSA Class Schedule. We are working to get a Free Textbook filter and icon in the course search that can also be used to find courses with zero textbook costs-more soon!

The affordable textbook reporting framework also ensures UTSA's compliance with SB 810, signed by Governor Abbott in 2017, that requires tracking by institutions of higher education using open educational resources in order to improve transparency for students. That bill has since become a part of the [Texas Education Code, Sec. 51.452](#).

- Required selections -			
Term:	Fall 2020 Spring 2021	Subject:	Academic Inquiry & Scholarship (AIS) Accounting (ACC) Advanced Materials Engineering (MATE) Aerospace Studies (ASC) Affiliated Studies (AFS) African American Studies (AAS) Select multiple subjects by using the mouse with the Ctrl or Shift key.
- Optional selections -			
Course Number:	<input type="text"/>		
Attributes:	Any Attribute- Low Cost Textbook Course (LCTB) Developmental Courses (DEVL) Graduate Level Courses (GRAD) Show all subjects matching this specific attribute: <input type="checkbox"/>		
Part of Term (Summer Only):	-Any Part of Term- CSM Special Term 1 "C1" (18-May-2020 - 29-May-2020) May 3-week Summer "M" (26-May-2020 - 15-Jun-2020) First 5-week Summer "F" (26-May-2020 - 01-Jul-2020)		
Time Blocks:	Morning: <input type="checkbox"/> 7:00 am - 12:00 noon	Afternoon: <input type="checkbox"/> 12:00 noon - 5:00 pm	Evening: <input type="checkbox"/> 5:00 pm - 10:00 pm Weekends: <input type="checkbox"/> Saturday or Sunday
Campus:	Main Campus only: <input type="checkbox"/> Downtown Campus only: <input type="checkbox"/> Online Campus only*: <input type="checkbox"/> Internet Campus only*: <input type="checkbox"/>		
<small>*Online Campus courses are for students who are enrolled in a completely 100% online degree program. Internet Campus courses are for students who are in an on-campus program but taking one or more of the courses in that program online.</small>			

2. How did UTSA determine the Low Cost Textbook filter would have a designation of \$40 or less?

The Libraries, the Office of the Registrar, the Campus Bookstore, and University Technology Solutions partnered with UTSA Student Government Association to

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arrive at the \$40 or less low cost textbook designation. UTSA students bear the cost of purchasing textbooks, and, as the ultimate end-users of the Low-Cost Textbook filter, we wanted to ensure that their voice is a driving factor in this reporting framework. We also consulted case studies on course markings at other institutions of higher learning, including Houston Community College, Mount Hood Community College, Maricopa County Community College, and various Texas institutions.

3. What are open educational resources as defined by SB 810?

OER are teaching, learning, and research resources that reside in the public domain or that have been released under an intellectual property license that allows for free use, reuse, modification, and sharing with others, including full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge. ([OER as defined by the Texas Education Code](#))

4. SB 810's focus is OER. Why are we reporting other affordable textbooks?

Per [Texas Education Code, Sec. 51.452](#), each individual Texas institution must provide a mechanism for instructors to report OER adoption. While OER provide more benefits as compared to other affordable learning materials, the OER landscape is developing: there may not be OER available for your course yet even though you would like to adopt OER. We value all faculty efforts to ease students' textbook burdens, and we also seek to provide transparency for UTSA students looking for courses using any low cost textbooks-and not just OER.

5. How is UTSA defining "required" educational resources?

"Required" is defined as a learning resource that students must have access to in order to complete the course or an assignment within the course with a passing grade or better. If instructors list an educational resource as required for a grade for either a single assignment or overall success in the course, a passing grade or better, then it is considered a required educational resource.

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6. When should I report affordable textbooks?

As soon as you have your course assignments for the upcoming semester and have decided that you are using affordable textbooks, you can submit the [Affordable Textbooks Reporting Form](#). Communication will be shared with faculty as closely to the following timeline as possible in order to ensure the Low Cost Textbook attribute is applied to courses reported in advance of registration:

Fall registration: April 1st

Spring Registration: October 1st

Summer Registration: March 1st

7. How often should I submit the Affordable Textbooks form?

The form needs to be submitted in advance of each semester that you are teaching the course. Ideally, we need to have your form before the start of registration for the upcoming semester in order to ensure that your course is searchable under the Low Cost Textbook Filter for students as they register.

8. How do I report affordable textbooks for late course assignments?

Submit the [Affordable Learning Materials Form](#) as soon as you have your course assignments. We receive notification each time a course is reported and will add your course to the filter as soon as possible.

9. How do I report changes? What do I do if I have already reported my course and it is not showing up?

Email oyer@utsa.edu for answers.

10. Who receives the information reported through the form?

The UTSA Libraries, Office of the Registrar, the Campus Bookstore, and University Technology Solutions.

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11. What happens if I don't report my courses?

While we highly encourage instructors to report affordable educational resources, there is no penalty for not reporting. However, reporting ensures that UTSA students can see your good-faith efforts to help reduce the cost of attending college at UTSA. UTSA Libraries is also working with UTSA Advising to promote the filter to students registering for courses. If your course is not reported, it will not show up in the list of courses using affordable textbooks. We highly encourage you to report your courses in order to improve transparency for UTSA students.

12. If I use print reserve materials at the library, is that considered affordable?

No. While we appreciate your efforts to work with the library to provide other access options for your students to the learning materials in your course, courses that use print library reserve books are not comparable to courses using online library materials. Print reserve materials require that students physically visit the library in order to access required readings, and there is a limit to the number of students that can use print library reserve materials simultaneously as compared to library e-books, which can be used by all students in a course remotely and simultaneously.