

Adopted: May 24, 2022

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-945-22

**RESOLUTION ON TIMELY ADOPTION OF COURSEWARE IN SUPPORT OF AFFORDABILITY
AND TRANSPARENCY**

Impact on Existing Policy: Formalizes change in deadline for ordering course materials.

- | | | |
|----|----------|--|
| 1 | WHEREAS, | Academic Senate Resolution AS-654-07 specifies deadlines for ordering |
| 2 | | course materials; and |
| 3 | | |
| 4 | WHEREAS, | AS-654-07 specifies that departments are required to inform the |
| 5 | | university bookstore of textbook and coursepack selections for all |
| 6 | | courses requiring textbooks or coursepacks at least six weeks prior to the |
| 7 | | start of the academic term; and |
| 8 | | |
| 9 | WHEREAS, | In 2008, the Higher Education Opportunities Act (HEOA) was signed into |
| 10 | | federal law; and |
| 11 | | |
| 12 | WHEREAS, | The text of the HEOA states: "To the maximum extent practicable, each |
| 13 | | institution of higher education receiving federal financial assistance |
| 14 | | shall....Disclose, on the institution's internet course schedule and in a |
| 15 | | manner of the institution's choosing, the ISBN (International Standard |
| 16 | | Book Number) and retail price information of required and |
| 17 | | recommended [course materials] for each course listed in the |
| 18 | | institution's course schedule used for preregistration and registration |
| 19 | | purposes."; and |
| 20 | | |
| 21 | WHEREAS, | The CSU Chancellor's Office has restated the expectation that "Campuses |
| 22 | | are to provide students access to course material information and costs |
| 23 | | associated with the schedule of classes for each term, no later than the |
| 24 | | first date of registration. These requirements are, as noted in the HEOA, |
| 25 | | 'To ensure that students have access to affordable course materials by |
| 26 | | decreasing costs to students and enhancing transparency and disclosure |
| 27 | | with respect to the selection, purchase, sale, and use of course |
| 28 | | materials.'"; and |

29
30 WHEREAS, Complying with the HEOA requirements is a condition for the CSU
31 receiving student financial aid from the Federal government; and
32
33 WHEREAS, Complying with the HEOA contributes to Cal Poly's commitment to
34 diversity, equity and inclusion; therefore be it
35
36 RESOLVED: Deadlines for ordering course materials shall comply with the HEOA,
37 which supersedes the language of AS-654-07; and
38
39 RESOLVED: That by the fourth Friday of January each year, the Registrar's Office will
40 notify faculty and publish on its website a calendar of course material
41 adoption deadlines for all terms of the approaching academic year, and
42 be it further
43
44 RESOLVED: That the provost or designee will compile, each term, a report detailing
45 that term's timely adoption rates by each department (or reasons why
46 adoptions were not met) and send that report to all college deans,
47 department chairs, and department heads.

Proposed by: Academic Senate Instruction Committee
Date: April 14, 2022



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Thomas Gutierrez
Chair, Academic Senate

Date: December 15, 2022

From: Jeffrey D. Armstrong
President

Copies: Andrea Burns
Amy Fleischer
Damon Fleming
Bruno Giberti
Cynthia Jackson-Elmoore
Cem Sunata
Christine Theodoropoulos
Andy Thulin
Dean Wendt
Philip Williams

Jeffrey D. Armstrong

Subject: Response to AS-945-22 Resolution on Timely Adoption of Courseware in Support of Affordability and Transparency

By way of this memo, I approve the above-entitled Academic Senate resolution with one caveat: It may not be feasible for the provost or a designee to create a quarterly report. An annual report produced by the Cal Poly Bookstore may be more manageable. I recommend that the Senate have collaborative conversations with the appropriate parties from the bookstore and the Office of the Provost on this matter.

I want to thank the Academic Senate for helping to ensure that Cal Poly complies with federal law and system policy. Please extend my appreciation to the Academic Senate Instruction Committee and the Academic Senate members for their attention to this important matter.