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

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

WHEREAS, Academic Senate Resolution AS-654-07 specifies deadlines for ordering course materials; and

WHEREAS, AS-654-07 specifies that departments are required to inform the university bookstore of textbook and coursepack selections for all courses requiring textbooks or coursepacks at least six weeks prior to the start of the academic term; and

WHEREAS, In 2008, the Higher Education Opportunities Act (HEOA) was signed into federal law; and

WHEREAS, The text of the HEOA states: “To the maximum extent practicable, each institution of higher education receiving federal financial assistance shall....Disclose, on the institution’s internet course schedule and in a manner of the institution’s choosing, the ISBN (International Standard Book Number) and retail price information of required and recommended [course materials] for each course listed in the institution’s course schedule used for preregistration and registration purposes.”; and

WHEREAS, The CSU Chancellor’s Office has restated the expectation that “Campuses are to provide students access to course material information and costs associated with the schedule of classes for each term, no later than the first date of registration. These requirements are, as noted in the HEOA, ‘To ensure that students have access to affordable course materials by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials.’”; and
WHEREAS, Complying with the HEOA requirements is a condition for the CSU receiving student financial aid from the Federal government; and

WHEREAS, Complying with the HEOA contributes to Cal Poly’s commitment to diversity, equity and inclusion; therefore be it

RESOLVED: Deadlines for ordering course materials shall comply with the HEOA, which supersedes the language of AS-654-07; and

RESOLVED: That by the fourth Friday of January each year, the Registrar’s Office will notify faculty and publish on its website a calendar of course material adoption deadlines for all terms of the approaching academic year, and be it further

RESOLVED: That the provost or designee will compile, each term, a report detailing that term’s timely adoption rates by each department (or reasons why adoptions were not met) and send that report to all college deans, department chairs, and department heads.

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

To: Thomas Gutierrez  
Chair, Academic Senate

From: Jeffrey D. Armstrong  
President

Date: December 15, 2022

Copies: Andrea Burns  
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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.