

Academic Affairs Deans' Meeting
Minutes
January 16, 2018
9:00 a.m. – 10:30 a.m.
Thomas Edison Campus; Building I, Room 228

Present: Dr. Jeff Stewart (Provost and Vice President of Academic Affairs)
Dr. Eileen DeLuca (Associate Vice President Academic Affairs)
Dr. Marie Collins (Dean, School of Health Professions)
Dr. Martin McClinton (Dean, Pure and Applied Sciences)
Dr. Larry Miller (Dean, School of Education)
Dr. Tom Rath (Interim Dean, School of Business and Technology)
Dr. Deborah Teed (Dean, Arts, Humanities & Social Sciences)

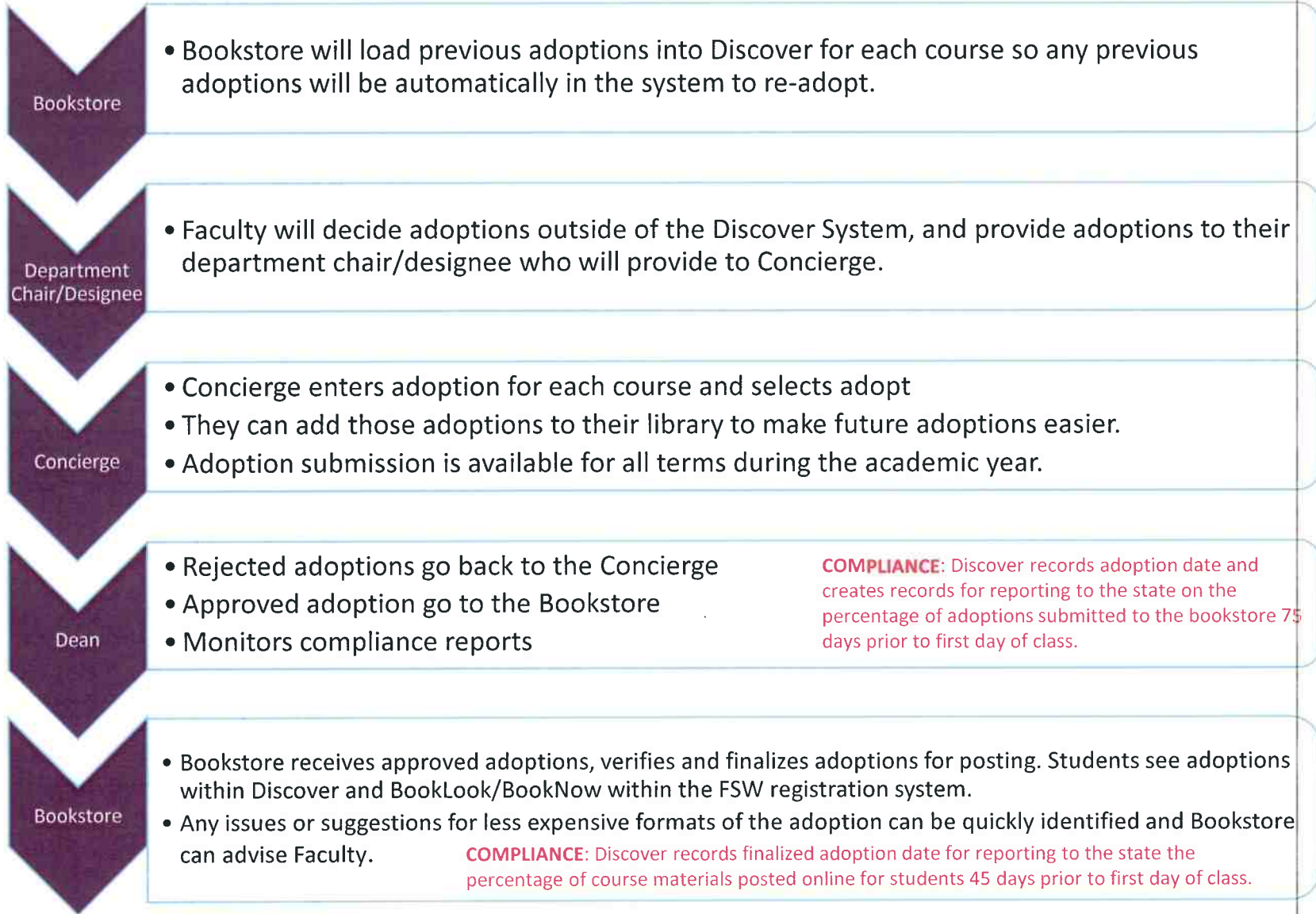
Others: Bobby Holbrook (Program Director, Nursing)
Barbara Miley (Coordinator, Accountability & Effectiveness)
Judy Pultro (Director, Auxiliary Services)
Garnett Salmon (Registrar)

1. Textbook Affordability
 - a. Committee was formed two years ago to explore how to possibly reduce costs of textbooks for our students and maintain compliance
 - b. Judy Pultro reviewed the Follett Discover online adoption process
 - i. Departments will be able to adopt textbooks for the entire academic year
 - ii. Option now for no textbook
 - iii. Many training opportunities will be offered for utilizing Follett Discover
 - iv. Booklist will be available online
 - v. Deans need to identify the department's Concierge to Judy by the end of January
 - c. Deans will meet with Program Chairs this week to determine if departments can have textbook adoptions ready by the end of February
 - d. Judy Pultro reviewed Follett includedED information
 - i. Students in Florida must opt-in to textbooks by last day or add/drop period
 - ii. Students will have trial access to their materials through last day of add/drop date
 - iii. Several includedED courses already identified with potential textbook savings
 - e. Judy Pultro reviewed Follett Open Education Resources (OER) information
 - i. We want to give faculty textbook options for review
 - ii. They are not required to use
 - iii. Publishers forum is being hosted by the bookstore and Judy will confirm date once the meeting spaces have been finalized

2. Attendance Verification
 - a. Students rely on the timely completion of attendance verification for financial aid
 - b. Deans need to communicate with faculty and stress the importance of completing their attendance verification on time
3. Faculty Evaluations
 - a. The time for preparing and submitting faculty evaluations is approaching
 - b. Deans should notify Dr. Stewart ahead of time if any faculty members are not being renewed or are moving from an annual contract to a continuing contract
4. FEE Awards
 - a. Several requests have been received for equipment and the purpose of the FEE awards is really to fund ideas; there may be fees or money in the operating budget to fund the purchase of equipment
 - b. Deans need to thoroughly review the FEE application and provide feedback
 - c. Deans and the individuals submitting the applications need to outline the basis for the money being requested
5. Drop Process and Late Adds
 - a. If a student seeks to add a course late and after the last drop date, the student will be held responsible for payment of the class
 - b. Students will no longer be held from registration for the various holds currently in place
6. FERPA Form
 - a. FERPA form will soon be available for completion online
 - b. Once the form is completed it will be available for College personnel to access which reduce the number of requests to the Registrar's office
7. Alice Lockmiller Childcare Center
 - a. The childcare center will be moving to a location off campus within approximately 18 months

The meeting adjourned at 10:15 a.m.

Follett Discover Online Adoption Process



My Courses My Library My Adoption Dashboard

Enter keyword, author, title or 1:

My Courses

Concierge

Select Term

Spring 2018

Select Department

ARH

or

Enter Course Number

Ex. 101, 201L

Update

ART APPRECIATION

LEE.ARH.1000

13-digit ISBN

Adopt



Prebles' Artforms (w/out MyArtsLab Access Card)

Adopted



Prebles' Artforms

Adopted

ART APPRECIATION

COL.ARH.1000

13-digit ISBN

Adopt



Prebles' Artforms (w/out MyArtsLab Access Card)

Adopted



Prebles' Artforms

Adopted

ART APPRECIATION

CHA.ARH.1000

13-digit ISBN

Adopt



Prebles' Artform Access Card

Adopted



Prebles' Artform

Adopted

My Departments My Library My Adoption Dashboard

DEAN



 My Departments

ACG

AMH

A

Set Adoption Permissions

Set Adoption Permissions

Pre-Approve Materials

Pre-Approve Materials

Approve Adoptions

Approve Adoptions

My Dashboard

Viewing Term: **Spring 2018**
[Change Term](#)

Compliance Rate

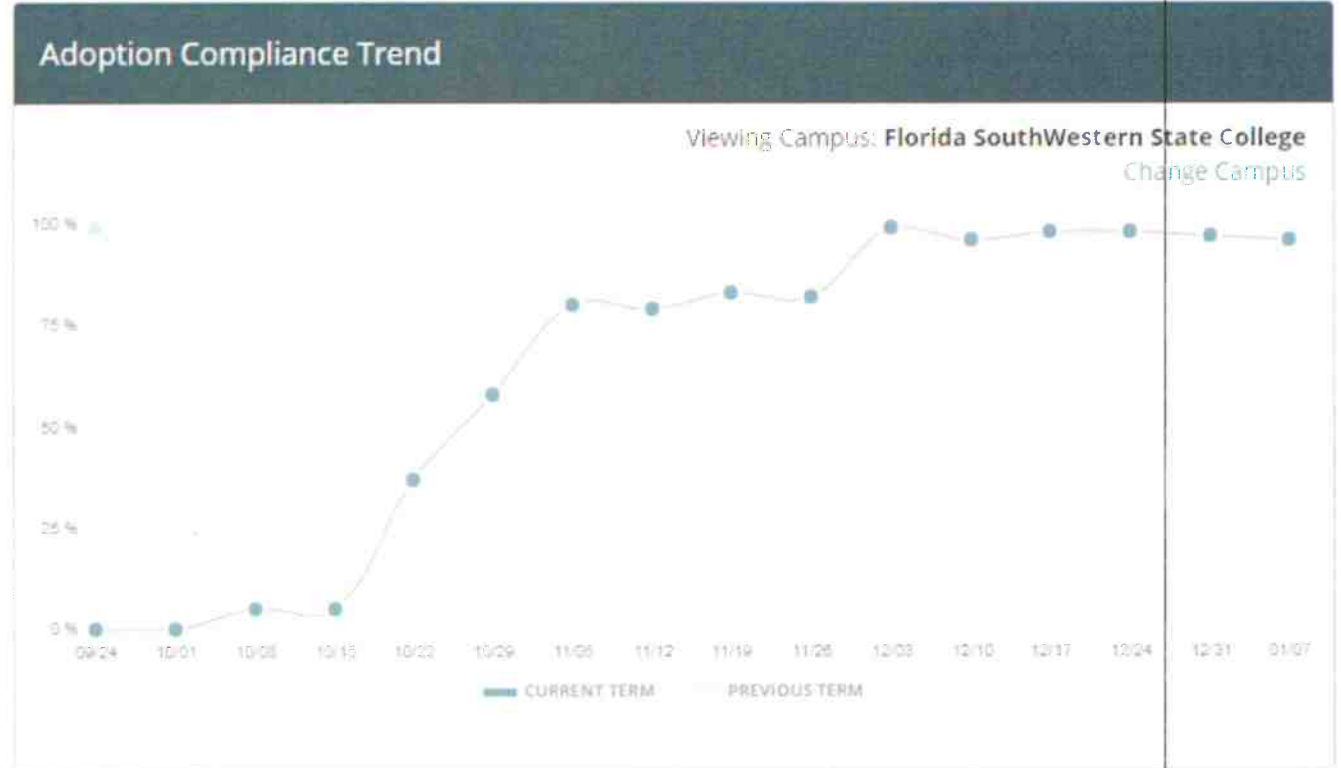
96%

975/1008 COURSES COMPLETED

Compliance Deadline

0

DAYS REMAINING



Compliance by Category

- ▶ **CAMPUS**
- ▶ **DIVISION**
- ▼ **DEPARTMENT**

| | |
|-----|------|
| ACG | 100% |
|-----|------|

Top Compliant

| DIVISION | DEPARTMENT |
|---|---|
| <p>73% Florida SouthWestern State College OHC</p> | <p>95% Florida SouthWestern State College LEE PHT</p> |
| COURSE | COURSE |

Quick Reports

included

The Affordability and Achievement Challenge



ACTUALLY HAPPENING IN THE CLASSROOM

65% OF STUDENTS
DECIDED TO GO WITHOUT
A REQUIRED TEXTBOOK

ONLY 28% OF STUDENTS
HAVE ALL REQUIRED COURSE MATERIALS
ON THE FIRST DAY OF CLASS

20% OF STUDENTS
HAVE SKIPPED OR DEFERRED A CLASS
DUE TO MATERIAL COSTS

FACULTY AND STUDENTS WANT



77% OF FACULTY
USE REQUIRED COURSE
MATERIALS IN CLASS

75% OF STUDENTS
AGREE THEY GET BETTER GRADES
WITH OWN COURSE MATERIALS

85% OF STUDENTS
AGREE THEY'D LIKE TO GET COURSE MATERIALS
AS A SINGLE REDUCED FE WITH TUITION



includED[®]

**Access
Affordability
Student Success**

included

Follett Affordability Solutions

Access



All students have day-one access to their course materials.



Affordability



Students get improved market pricing due to 100% sell-thru.



Student Success



All students start on a level playing field with all their content on day-one.

included

Custom Pricing & Instant Access Program

Custom Pricing

- **90+** existing programs implemented.
- Materials available on **Day 1**: Digital, Supplies, Print, OER
- **Custom pricing** agreements can be made with publishers for each program
- Students **retain access** until the add/drop deadline.
- The **Opt-out process** is available.
- The **campus is invoiced** for all students not opted out or dropped after the add/drop deadline

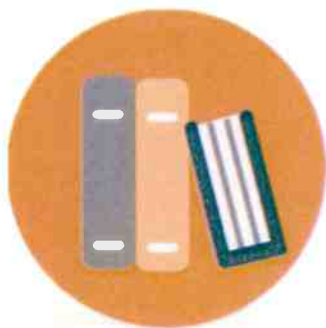
Instant Access

- Open access to course materials in digital format **on or before the first day or class**
- Retain open access until the add/drop deadline at **no cost**
- If student "opts out" prior to drop/ add content **charges will be reversed**
- **Best market price**, often dramatically lower than prices available thru other channels
- The **campus is invoiced** for all students not opted out or dropped after the add/drop deadline

includedED

Customized includedED Program

includedED – Delivering All Required Materials For Learning



Traditional Course Materials

New, Rental, & Custom



Digital Course Materials

BryteWave, ebooks,
MyLabs+, Aplia, Mindtap,
Connect, Aleks, Launchpad



Supplements and Supplies

Science kits, art kits,
tablets, etc.

includED

Customized includED Program

Student Success Case Study - All VCCS includED Combined

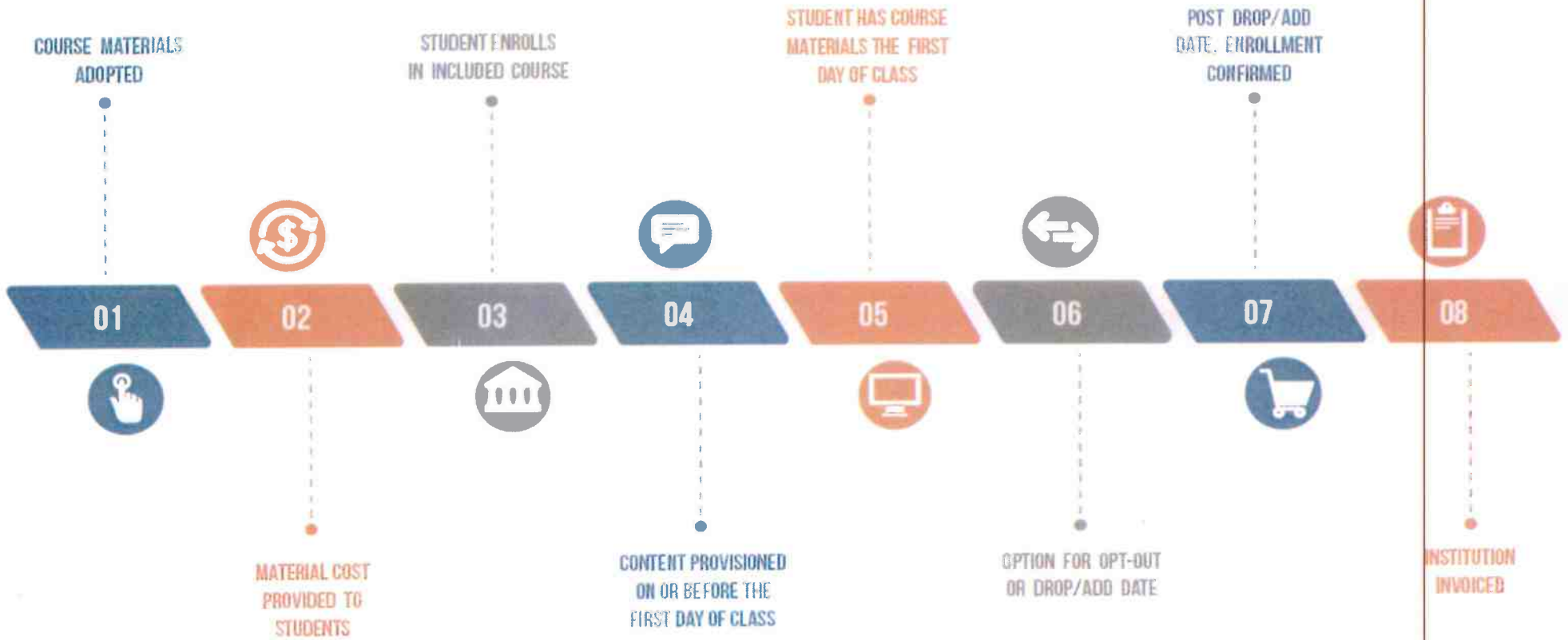
Through Follett's program*

| GRADES | W/O INCLUDED | W INCLUDED | NET CHANGE |
|-------------|--------------|------------|------------|
| A/B/C | 66.32% | 77.01% | 10.69% |
| D/F | 22.93% | 15.64% | -7.29% |
| W | 10.74% | 7.35% | -3.40% |
| GRAND TOTAL | 100.00% | 100.00% | |

**The above results are from a 12-month pilot with 5 schools from the Virginia Community College System. The only difference year over year was giving students access to the content on the first day. The content delivered was the same.*

includedED

What Does The **includedED** Experience Look Like?



IncludEd Courses

| Department | CourseNumber | TitleDescription | RetailNewPrice | Maximum Resale Price | Savings |
|------------|--------------|---|----------------|----------------------|---------|
| ACG | 3401 | Accounting Information Systems | \$325.00 | \$128.00 | 61% |
| ARH | 1000 | Prebles' Artforms (w/out MyArtsLab Access Card) | \$223.25 | \$44.44 | 80% |
| BSC | 1005 | Campbell Essential Biology (w/out Access) | \$183.00 | \$39.50 | 78% |
| CCJ | 1010 | Criminology Today (w/out Access Code) | \$206.00 | \$51.31 | 75% |
| CHD | 1220 | Early Childhood Development | \$149.00 | \$29.63 | 80% |
| CHM | 2045 | Chemistry: Molecular Approach (w/out AccessCode) | \$301.00 | \$74.06 | 75% |
| CHM | 2046 | Chemistry: Molecular Approach (w/out AccessCode) | \$301.00 | \$74.06 | 75% |
| CHM | 2210 | Organic Chemistry (w/out MstngChem Access) | \$312.75 | \$77.00 | 75% |
| CJC | 1000 | Corrections in America (w/out Access Code) | \$200.75 | \$43.44 | 78% |
| CJE | 2600 | Criminal Investigation | \$177.75 | \$34.56 | 81% |
| CJJ | 2002 | Juvenile Delinquency | \$177.75 | \$34.56 | 81% |
| COP | 1000 | Starting Out with Programming Logic etc (w/Bind-in Access Code) | \$127.50 | \$27.63 | 78% |
| COP | 1000 | Starting Out with Programming Logic etc (w/Bind-in Access Code) | \$127.50 | \$27.63 | 78% |
| DEH | 1002 | Medical Emergencies | \$77.00 | \$14.81 | 81% |
| EDF | 2085 | Multicultural Education in Pluralistic Society (LL)(w/Enh Access) | \$102.75 | \$25.69 | 75% |
| EDG | 3410 | Effective Classroom Management | \$108.50 | \$21.69 | 80% |
| EEC | 1946 | Learning to Teach Well | \$62.75 | \$12.81 | 80% |
| EME | 2040 | Transforming Learning with New Tech (w/out Video-Enh AC) | \$149.50 | \$32.56 | 78% |
| EMS | 2600 | Basic Arrhythmias | \$137.50 | \$33.56 | 76% |

IncludEd Courses

| | | | | | |
|-----|-------|---|----------|---------|-----|
| ENC | 1102 | Technical Communication Strategies for Today | \$107.50 | \$20.75 | 81% |
| HSC | 1421 | Nutrition, Health & Safety for Young Children | \$153.00 | \$37.50 | 75% |
| ISM | 3113 | Modern Systems Analysis & Design | \$282.25 | \$70.13 | 75% |
| MAN | 4113 | Understanding & Managing Diversity | \$156.00 | \$30.63 | 80% |
| MCB | 2010C | Microbiology: Intro (w/out MasteringMicrobio Access Card) | \$235.00 | \$51.31 | 78% |
| MUH | 2018 | Concise Guide to Jazz (w/out CD) | \$98.00 | \$19.75 | 80% |
| NUR | 2260 | Medical-Surgical Nursing (w/out MyNursingLab) | \$191.00 | \$37.50 | 80% |
| PHT | 1200 | Wound Management | \$113.00 | \$22.69 | 80% |
| PLA | 1003 | Paralegal Professional: Essentials | \$202.00 | \$79.88 | 60% |
| PLA | 2200 | Civil Litigation (w/out Access Card) | \$192.25 | \$37.50 | 80% |
| PLA | 2202 | Tort Law | \$195.00 | \$38.50 | 80% |
| PLA | 2600 | Wills, Trusts & Estates Administration | \$179.50 | \$35.56 | 80% |
| PLA | 2800 | Family Law for the Paralegal: Concepts & Applications | \$185.00 | \$45.44 | 75% |
| POS | 2112 | Politics in States & Communities (w/out Access Code) | \$155.00 | \$30.63 | 80% |
| RED | 4519 | Reading & Language Inventory (w/DVD) | \$78.60 | \$15.81 | 80% |
| SUR | 1100C | Surveying: Prin & Appl | \$199.50 | \$38.50 | 81% |
| TSL | 4140 | Making Content Compr for Elem English Learners (w/Access) | \$71.80 | \$27.88 | 61% |

Open Educational Resources (OER)

The OER Ecosystem

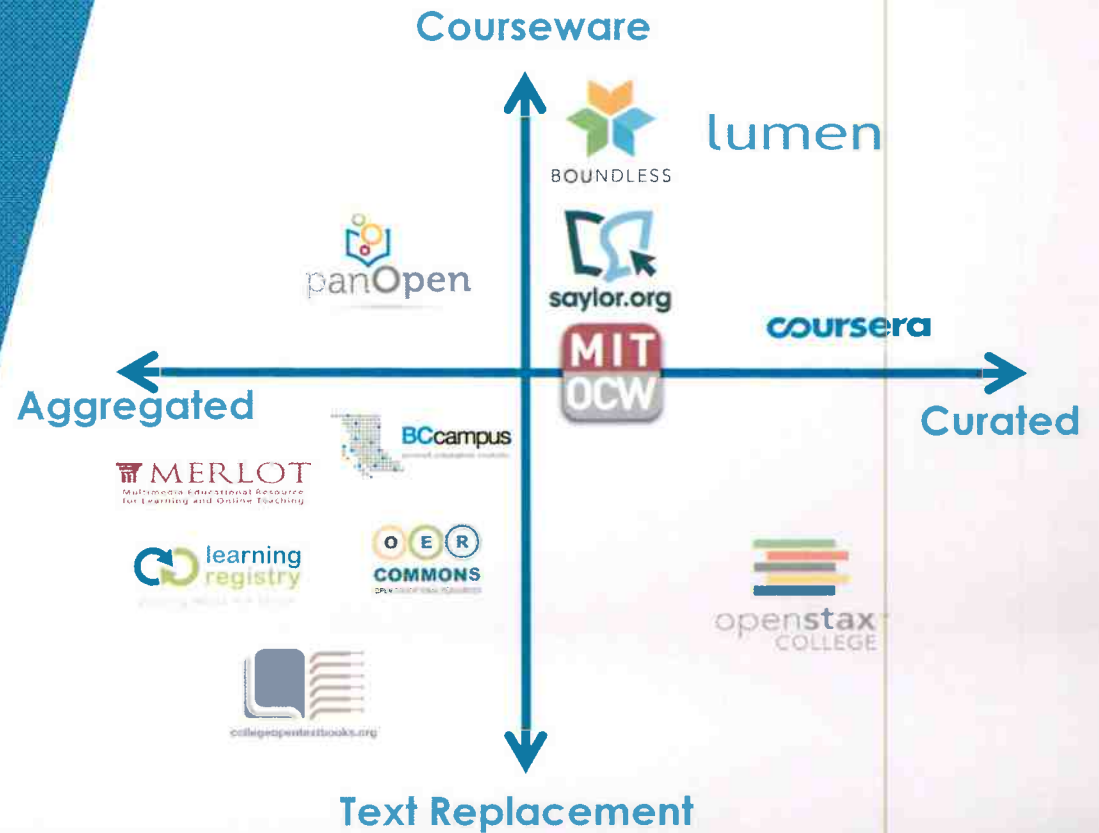
Aggregated vs. Curated Content

OER Aggregators:

- Large collections of open resources
- Sometimes containing thousands of items
- Quality, peer review, vetting, and formatting is not guaranteed

OER Curators

- Higher degree of vetting, quality, & consistency
- Not always free - integration of LMS, gradebook, and assessments often comes at a cost

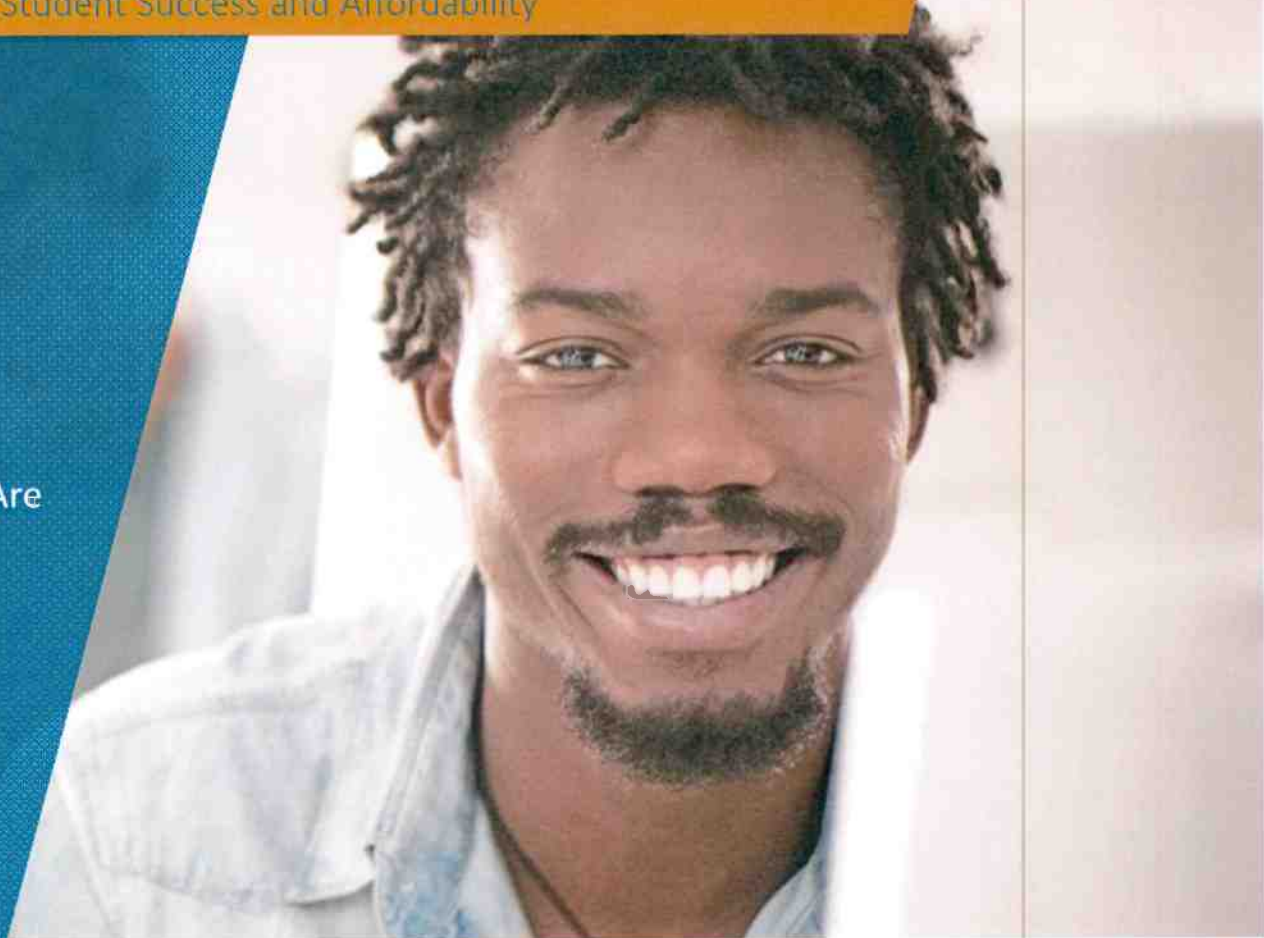


Open Educational Resources (OER)

Why is OER Important?

OER Enables Student Success and Affordability

- Student Success
- Access and Affordability
- Availability
- Quality Content
- 10% of High Enrollment Courses Are Using OER



Open Educational Resources (OER)

Academic Tools & Technology

Follett Delivers OER Content

Follett Discover™

- Faculty can discover and adopt OER in Follett Discover
- Students can access their materials

included

- OER can be delivered to students on or before the first day of class with included

FOLLETT Retail Stores & Ecommerce Site

Low Cost Print Options Of OER Materials Are Sold In Follett Stores And On our eCommerce Sites Every Day.





What is Lumen Learning?

A Quicker, Better Path To OER

- Leader In Higher Ed OER Adoption
- Low-cost Course Materials
- Timely Content Updates
- Data-driven Learning Design
- Customizable Content
- Faculty Training & Support
- Integrate Seamlessly Into LMS

Facts

- Team of Educators, Instructional Designers, Learning Scientists, Entrepreneurs
- Based in Portland, OR
- 100+ Institutional Clients
- 125K Students & \$11.9M in Textbook Savings in AY 2016-17



Flexible Choices for OER Courses



Waymaker

(21 subjects)

Powerfully Simple
Personalized Learning
With Enriched OER



Lumen OHM

(12 subjects)

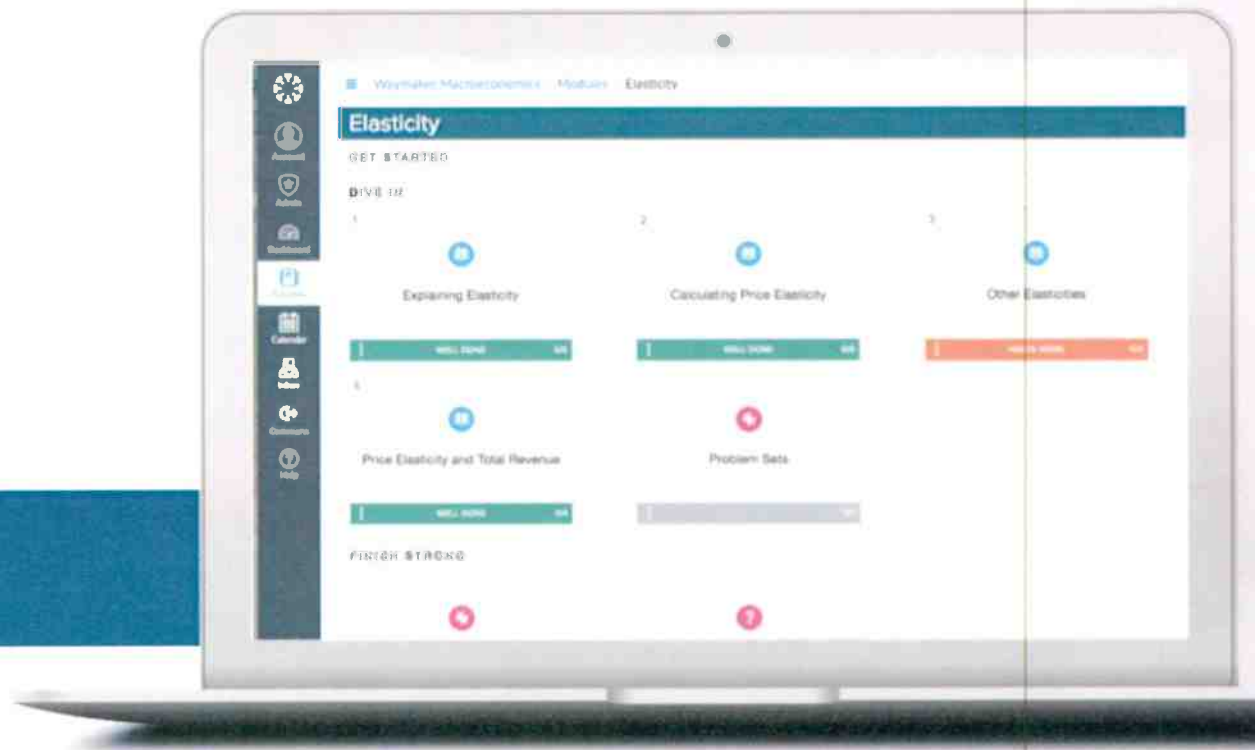
OER Online Homework
System For Math,
Quantitative Subjects



Waymaker Courses: Personalized Learning

- Personalized Study Plan
- Individualized Messaging Tools
- Build Faculty-Student Connection
- Frequent Practice and Feedback
- Inside Your LMS

21 of 50 Highest Enrollment Courses

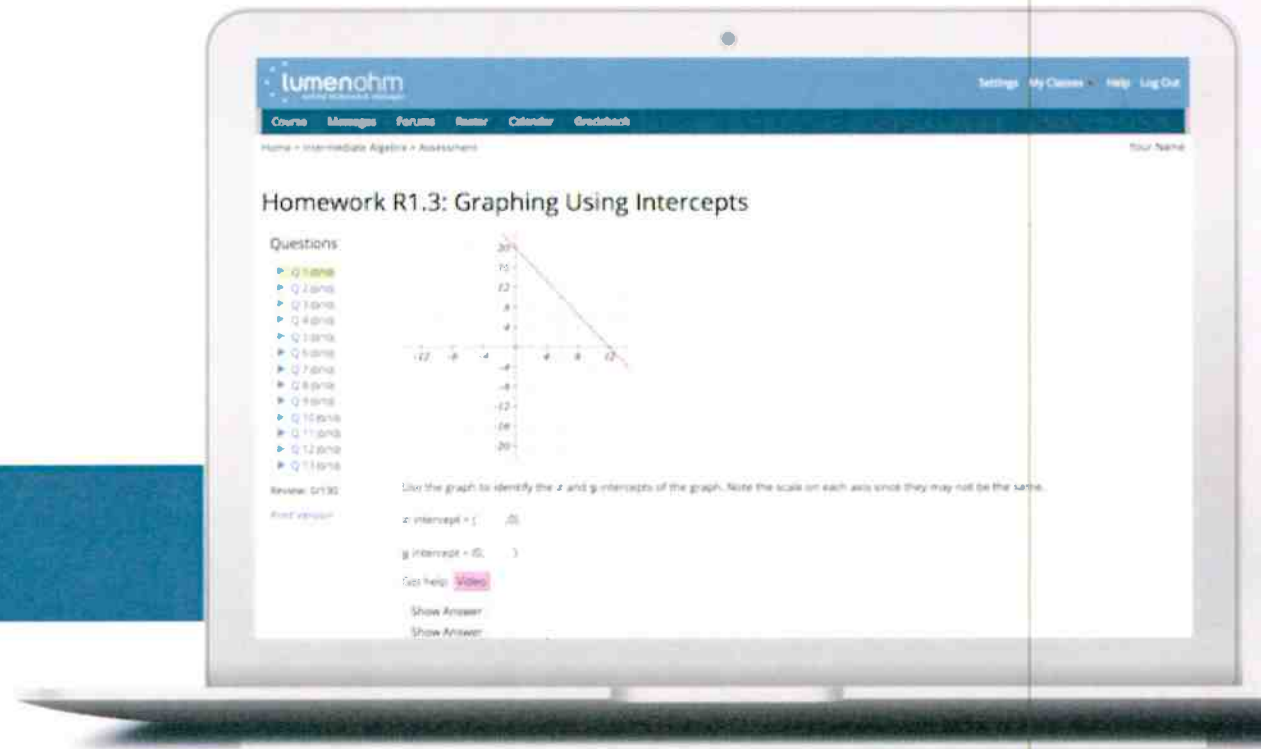




Lumen OHM: OER Online Homework System

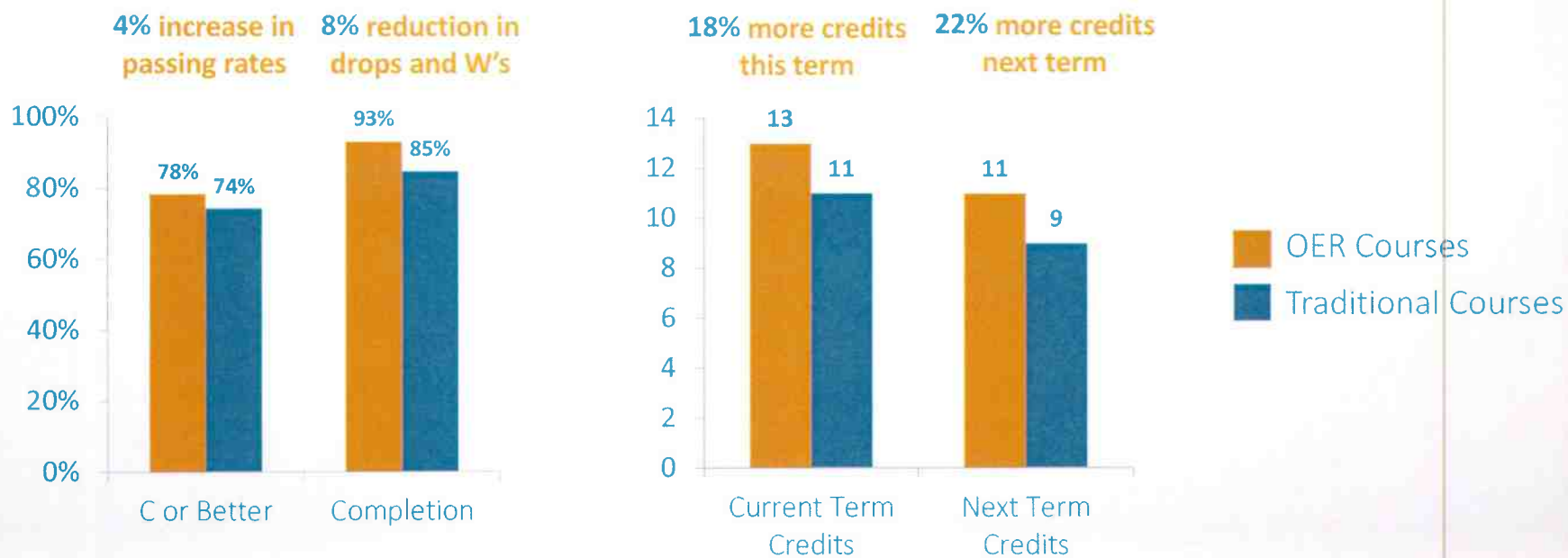
- Flexible Online Homework System
- Teacher-Created Problems, Assessments
- Editable or Static Text
- Instructional Videos
- Inside Your LMS

**12 High-enrollment
Math Courses**





OER Improves Student Success



Sample: 4,909 open course students, 11,818 traditional course students, 50 different undergraduate courses, 130 teachers, 8 institutions in 2014-2015 academic year.
Method: Quasi-experimental design with: Propensity Score Matching, Post Test Only.
Dependent variables: Completion; C or Better; Credits Enrolled This Term; Next Term, Independent variable: Textbook condition, 3 covariates: including age, gender, and race.



Lumen Support Fee Pricing

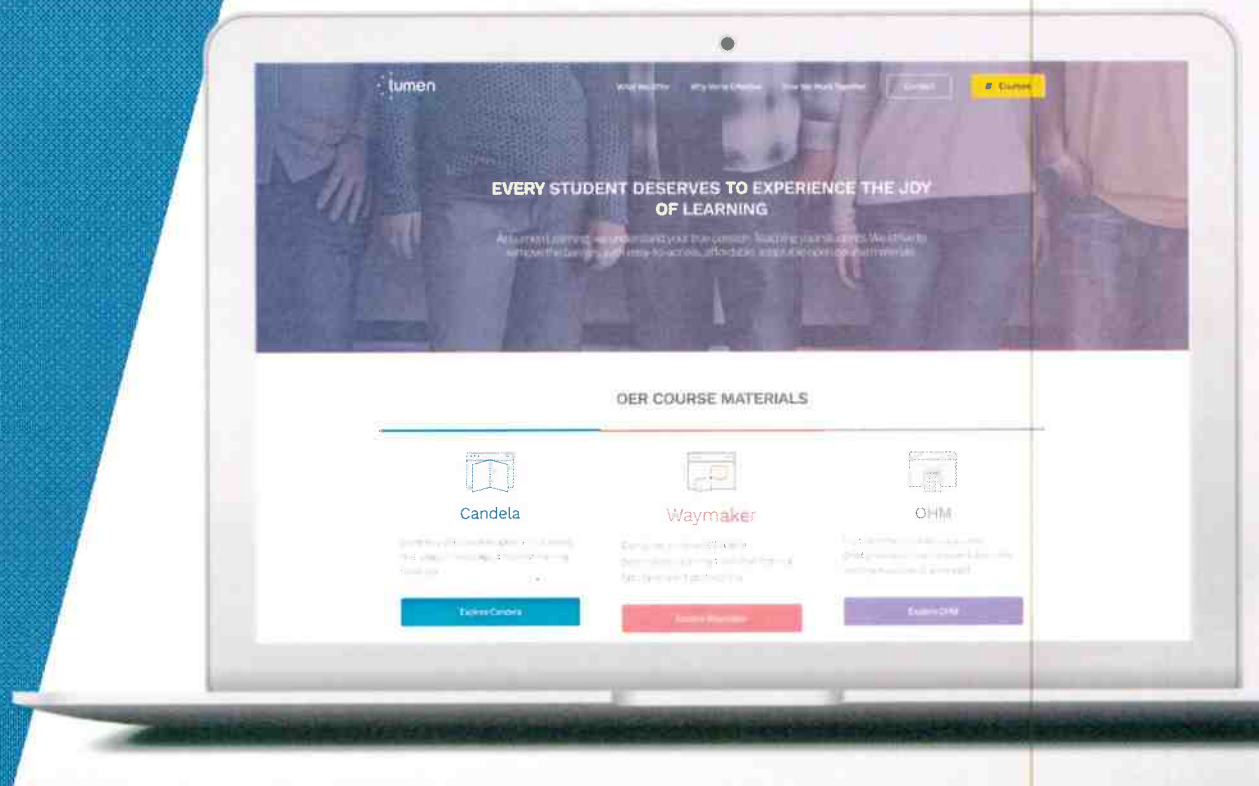
Waymaker and Lumen OHM Courses:

\$25 per Student Enrollment

- Automatic, Day One Access For All Students Via LMS
- Technical and Faculty Support
- No External Textbook Cost
- Paid by Student Through IncludedED™

Training:

Dedicated Workshop-Style Training Available Upon Request For an Additional Fee. May Be Recommended For Larger Groups.





Lumen OHM Course List

| Subject | Lumen OHM: static text | Lumen OHM: editable text | Waymaker (personalized learning) |
|-----------------------|---------------------------|-----------------------------|-------------------------------------|
| Arithmetic | Y | Y | In |
| Elementary Algebra | Y | Y | development |
| Intermediate Algebra | Y | Y | Y |
| Pre-Algebra | Y | | Y |
| College Algebra | Y | Y | |
| Math for Liberal Arts | Y | Y | Y |
| Pre-Calculus I | Y | In | Y |
| Pre-Calculus II | Y | development | |
| Trigonometry | Y | In | |
| Calculus I | Y | development | |
| Calculus II | Y | | |
| Statistics | Y | | Y |
| | | Y | |



Waymaker Catalog & Roadmap

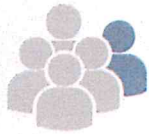
| ROADMAP TIMING | COURSES | |
|-----------------------|---|--|
| Now Available | Introduction to Business Principles of Marketing Basic Reading & Writing Introduction to College Composition English Composition I | Microeconomics Macroeconomics Elementary Algebra Intermediate Algebra Sociology College Success |
| Available April 2017 | Biology I (for Majors) Biology II (for Majors) Biology I (for Non-Majors) Psychology | College Algebra Math for Liberal Arts Statistics |
| Available August 2017 | Business Management Arithmetic | Computer Applications for Managers |
| Beyond August 2017 | Subjects TBD | |

Note: Roadmap may adjust to reflect evolving priorities and collaboration opportunities.

Course Materials

The Affordability and Achievement Challenge

Students Are Not Purchasing Their Course Materials



NEARLY 1 IN 5 STUDENTS

has skipped or deferred a class because of course material costs

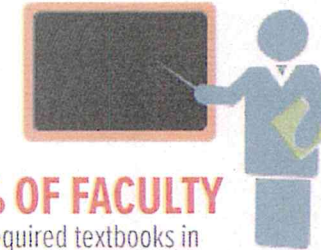
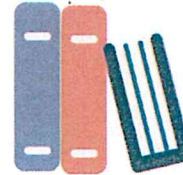


MORE THAN 1/3 OF STUDENTS

decided to go without a required textbook

ONLY 28% OF STUDENTS

have all required materials on day one.



77% OF FACULTY

use required textbooks in class almost every class.

MOST IMPORTANT FACTORS FOR STUDENTS WHEN PURCHASING COURSE MATERIALS?



NEARLY 3/4 OF STUDENTS AGREE

having their own textbook often helps them get a better grade in class.



83% OF STUDENTS AGREE

they'd like to get course materials for a single reduced fee as part of tuition

| Department | Course Number | Section | CourseName | Instructor Name | Current Adoption | Author Name | ISBN | Retail New Price | Lumen Product Name | Lumen ISBN | Lumen Price | Savings Per Student | Estimated Enrollment | Total Savings Per Section (Estimated Enrollment) |
|------------|---------------|---------|----------------------------|-------------------|---|-------------|---------------|------------------|--|---------------|-------------|---------------------|----------------------|--|
| BSC | 1005 | 800 | GENERAL BIOLOGY | Hitz, Sherri | Campbell Essential Biology (w/out Access) | Simon | 9780133917789 | \$183.00 | Biology for Majors I (Waymaker Bundle) | 9781640870352 | \$25.00 | \$158.00 | 25 | \$3,950.00 |
| BSC | 1010 | 801 | BIOLOGICAL SCIENCE I | ROMEO, PEGGY | Biology: Concepts & Investigations | Hoefnagels | 9780078024207 | \$258.50 | Biology for Majors I (Waymaker Bundle) | 9781640870352 | \$25.00 | \$233.50 | 25 | \$5,837.50 |
| BSC | 1011 | 800 | BIOLOGICAL SCIENCE II | ROMEO, PEGGY | Biology: Concepts & Investigations | Hoefnagels | 9780078024207 | \$258.50 | Biology for Majors I (Waymaker Bundle) | 9781640870352 | \$25.00 | \$233.50 | 25 | \$5,837.50 |
| CGS | 1000 | 301 | COMPUTER LITERACY | Butler, Vincent | Technology In Action Complete (MyITLab Access Code) | Evans | 9780134506555 | \$127.25 | Technology In Action Complete (MyITLab Ac | 9781640870727 | \$25.00 | \$102.25 | 26 | \$2,658.50 |
| GEB | 1011 | 301 | INTRODUCTION TO BUSINESS | Lucas, Timothy | BUSINESS (M Series)(TEXT ONLY) | Ferrell | 9780078023156 | \$108.75 | Introduction to Business (Waymaker Bundle) | 9781640870147 | \$25.00 | \$83.75 | 30 | \$2,512.50 |
| PSY | 2012 | 301 | INTRODUCTION TO PSYCHOLOGY | Kulpanowski, Dawn | Real World Psychology (FSW Custom) | Huffman | 9781119155829 | \$108.00 | Introduction to Psychology (Waymaker Bundle) | 9781640870376 | \$25.00 | \$83.00 | 40 | \$3,320.00 |

Follett | Discover

Concierge

Adopt On Behalf Of Faculty

Follett Discover is a powerful online tool that transforms the course materials discovery and adoption process for faculty, and helps students obtain, organize, and instantly access their required and recommended course materials from within your learning management system. The Follett Discover Concierge role is designed to work with the faculty experience and allow course material adoptions to be submitted by users on behalf of faculty members.

As a Faculty Concierge, you are able to quickly submit adoptions on behalf of faculty members for courses within your departments.

Getting Started—Follett Discover

To access your Follett Discover website:

1. Access your institution's Follett Discover site.
2. Log in with your email address and password.
3. The main dashboard is displayed.

Note: Contact your campus store manager if you do not have a concierge account or need to update your department access.



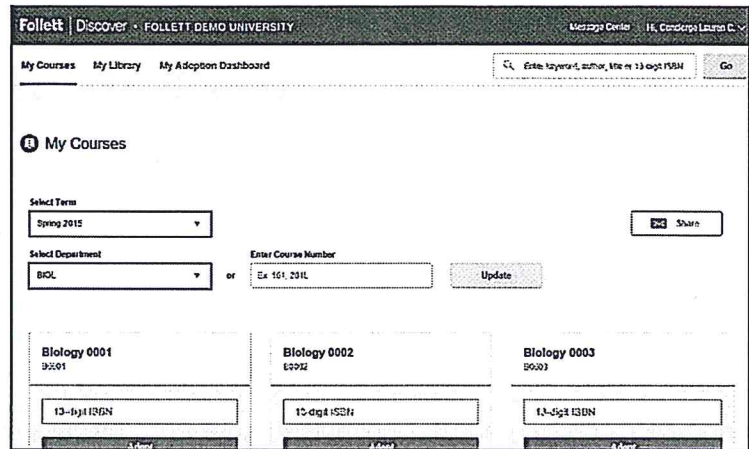
The screenshot shows the login interface for Follett Discover. At the top, it says "Follett Discover". Below that, there are two input fields: "Username" and "Password". Under the "Password" field is a "SIGN IN" button. At the bottom of the form is a link that says "Forgot your password?".

Tip: Forgot your password?

Click the Forgot your Password link below the login box.

The main dashboard makes it easy to start submitting adoptions for the current term. Use the **Department** and **Term** selectors to view each assigned department or easily search for a particular course by course number.

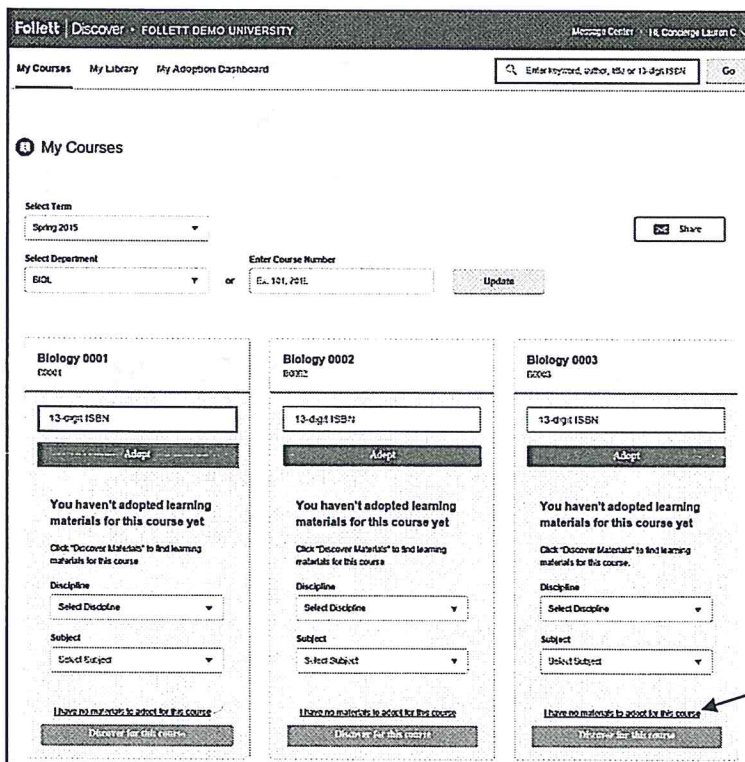
Tip: Click the **Follett Discover** logo to return back to the dashboard at any time.



Submitting Adoptions

You can quickly submit adoptions by entering in the 13 digit ISBN for each course and click **Adopt**

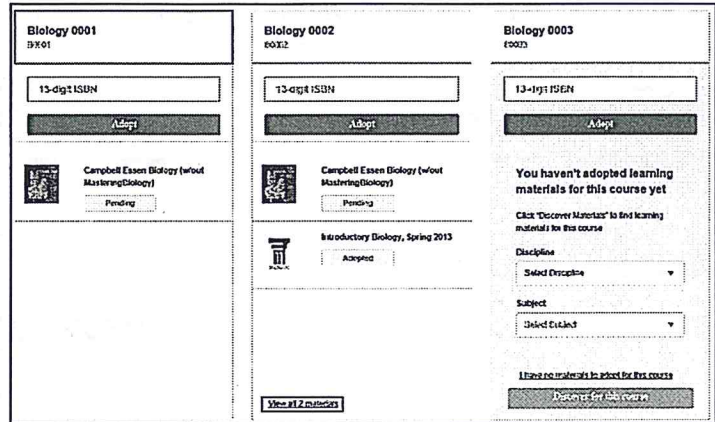
To search for specific materials, use the magnifying glass in the upper right corner of the screen at any time to search by title, author, ISBN, or keyword



Tip: If the course does not have any required materials, click the **I have no items to adopt for this course** link.

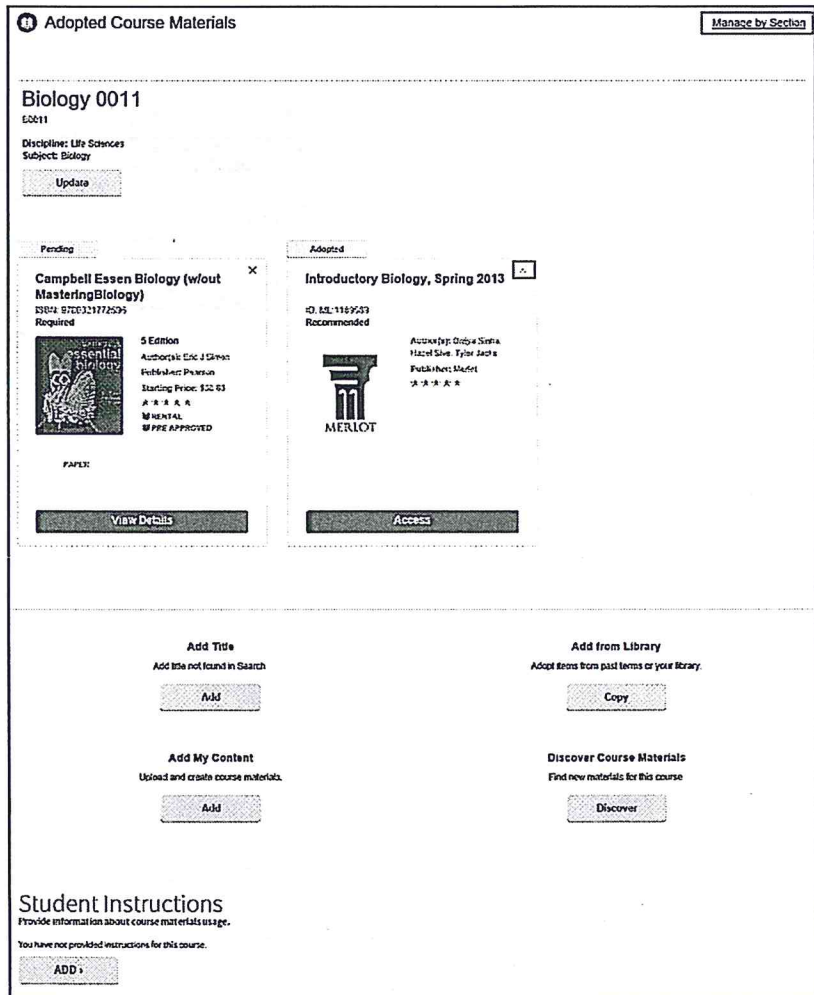
Manage A Course

Manage a course by selecting the course banner or View all materials link from the My Courses dashboard.



Within the course management screen, you can:

- Update the Discipline and Subject
- View the status of your adopted materials
- Remove adopted materials
- Adopt items from your library
- Add instructions for students

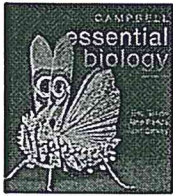


Tip: Adoptions for each course are automatically adopted for all sections. To separate a course to individual sections, select **Manage By Section**.

Tip: To remove an adopted material, click the X in the upper right corner of the course material card.

Adopting a Course Material For Multiple Courses

To adopt a material for multiple courses locate the material either through the discovery process or by searching for your material by ISBN, keyword, or title. View the material details to see additional information about the title including the description and pricing available to your students including rental and digital.



Campbell Essen Biology (w/out MasteringBiology)
5 Edition, 2012 book
Format: Paper
Author(s): Eric J Simon
Publisher: Pearson
ISBN 10: 0-201-77227-7
ISBN 13: 0-201-77225-0

Description: Campbell Essential Biology, Fifth Edition, makes biology irresistibly interesting for non-majors biology students. This best-selling book, known for its scientific accuracy and currency, makes biology relevant and approachable with increased use of analogies, real world examples, more conversational language, and intriguing questions. Campbell Essential Biology makes biology irresistibly interesting. This package contains: * Campbell Essential Biology, Fifth Edition

RENTAL
PMS APPROVED

Pricing

| | |
|-------------|----------|
| New | \$177.25 |
| Used | \$133.00 |
| Rental New | \$124.00 |
| Rental Used | \$85.63 |

Save your students some money!

Select material usage:
Required

Adopt

Add to cart

or

Manage Adoptions for Multiple Courses

Select Manage Adoption for Multiple Courses

On this page you can select all of the courses you wish to adopt this material for and click Adopt.

Manage Adoption for Multiple Courses

Biology 0011
00111

Discipline: Life Sciences
Subject: Biology



Campbell Essen Biology (w/out MasteringBiology)
5 Edition, 2012 book
Format: Paper
Author(s): Eric J Simon
Publisher: Pearson
ISBN 10: 0-201-77227-7
ISBN 13: 0-201-77225-0

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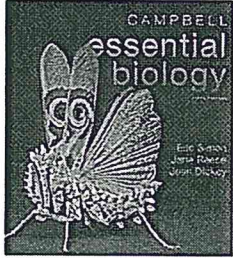
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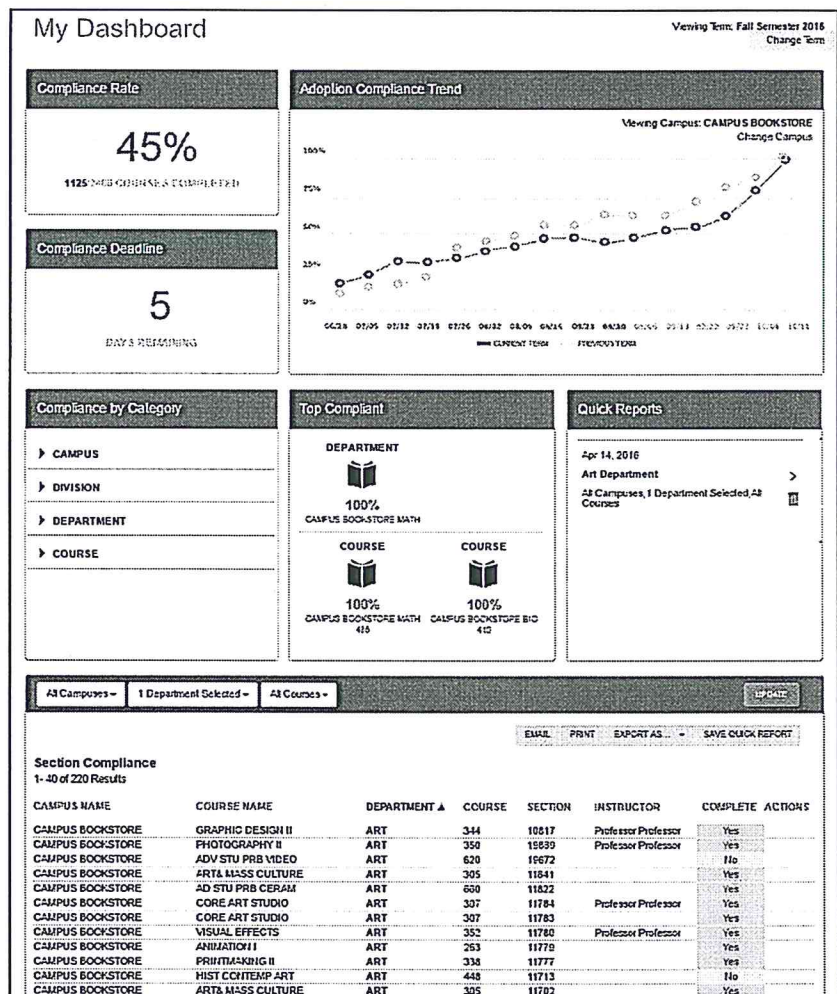
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