

University of Houston  
Current Textbook Adoption and Student Notification Process Evaluation/  
House Bill 1027  
Process Revisions

**Executive Summary of the New Legislation:**

This new legislation, effective September 1, 2021, has five key components:

- Applies to public and private institutions in Texas.
- Addresses timely notification to students and bookstores for course materials so that course materials can be ordered by bookstores and purchased by students.
- Addresses notification requirements to students by the institution about how student data, collected through the use of the course materials, will be used by publishers and providers of course materials.
- Addresses Open Educational Resources (OER) by requiring faculty to notify the campus bookstore about OER course materials, as there are now requirements for specific search tools related to OER in course material lists.
- Addresses requirements for inclusive access programs and requirements for: presentation of costs, description of opt-out clauses, and treatment of contracts for inclusive access course materials (those with a direct charge or fee).

The following sections describe: (a) the current course material adoption process; (b) proposed process changes for all course material adoptions with this new legislation; and (c) proposed process changes that will be needed for implementing direct fees and charges to students for course materials (inclusive access) that are required by this legislation.

**Current Process:**

- Course material adoption deadline for up-coming semester established by UH Auxiliary Services in conjunction UH Campus Store.
- UH Campus Store uses multiple communication channels to alert faculty through its adoption software program to provide notice regarding required information for textbook adoption.
- UH Campus Store typically begins academic semesters with less than 100% adoptions (85% summer 2021).
- UH Campus Store textbook adoption process is linked via the course registration (students) and course/section within the faculty course information in the Faculty Center.
- UH Campus Store provides searchable feature on their website that enables students to search for course materials by term and course or by Student ID.
- Per course, there is a listing for each material, whether the material is required or recommended for the course, the retail price by format, the author, publisher or provider, and ISBN.
- Currently, publisher and departmental agreements are not disseminated to a central location, which limits the Campus Store's ability to provide complete detail for how information is used by publishers, and if course materials are primarily in digital format.

### **Proposed Process Updates by Fall 2022:**

- Course material adoption deadline established in partnership with Academic Affairs and Auxiliary Services, working with UH Campus Store.
- Request for course material communication should be coordinated between Academic Affairs (Faculty Affairs) and Auxiliary Services. This communication should contain information about the new state law requirements for faculty awareness, since this will be a new requirement.
- Auxiliary Services to provide weekly course material adoption reports to Academic Affairs (Faculty Affairs) and seek assistance in ensuring that complete adoptions are available for all current courses no later than 30 days prior to the start of the next academic semester. This will enable the UH Campus Store to maintain the course list and searchable web sites (with required information).
- In the course information, the UH Campus Store needs to demonstrate that it is identifying whether course material is provided as OER and in the search tool on the textbook website, ensure that the search function permits a search based on whether a course or section of course requires or recommends **only** OER or provide searchable list of courses and sections of courses that require or recommend only OER.
- In the course information, the UH Campus Store will indicate whether course materials are primarily digital, and provide information from the publisher or provider on the terms under which the publisher or provider collects and uses student data obtained through the student's use of course materials. To comply with this provision, the UH Campus Store will need to be aware of all publisher agreements on data usage, requiring that publishers and academic departments provide this information by the course material adoption deadline.
- In the course information, in addition to the current information which is provided, the UH Campus Store needs to include the most recent course material copyright date.
- If the university designates certain courses as having low course material costs or a similar designation, it shall define the criteria and place the website for that criteria in the online class schedule.
- If course materials are designated as low cost course material courses, UH will need to define this criteria and indicate in a prominent location in the course schedule the university's criteria for this designation or place a web link which states the criteria for this designation

### **Proposed Process Updates if Implementing Fees or Direct Charges to Students for Course Materials (Potential Spring 2022):**

- If course materials are designated as low cost material courses, UH shall indicate in a prominent location in the course schedule the criteria for this designation or place a web link which states the criteria for this designation.
- In the course schedule, the university will need to include the following or provide a web link that indicates:
  - the full amount of any fee or charges to the student, and a statement about whether the fee or charge is included in the cost of tuition.
  - the opt-out provision for the fee or charge.

- In the student fee bills, course material fees and charges shall be itemized separately from any other fees or charges assessed for a course or course section.
- Any agreements between the university and an entity in which the university agrees to assess or allows an entity to assess a fee or charge for course materials to students enrolled at the institution is public information under Chapter 522 of the Texas Government Code.

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