



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 77.02, **Textbook Information**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure that students have access to affordable course material by decreasing costs to students and enhancing transparency and disclosure with respect to the selection, purchase, sale, and use of course materials.

**REVIEW:** This HSCEP OP will be reviewed by October 1 of every odd numbered year (ONY) by the vice president for academic affairs or designee, with recommendations for review presented to the president by November 1.

### **POLICY/PROCEDURE:**

#### **I. Definitions.**

- A. College Textbook – The term “college textbook” means a textbook or a set of textbooks (regardless of format or medium), used for, or in conjunction with, a course taught at TTUHSC El Paso.
- B. Course Schedule – The term “course schedule” means a listing of the courses or classes offered at TTUHSC El Paso for an academic period, as defined by the school.
- C. Integrated Textbook – The term “integrated textbook” means a college textbook that is:
  - 1) Combined with materials developed by a third party and that, by third party contractual agreement, may not be offered by publishers separately from the college textbook with which the materials are combined; or
  - 2) Combined with other materials that are so interrelated with the content of the college textbook that the separation of the college textbook from the other materials would render the college textbook unusable for its intended purpose.
- D. Supplemental Material – The term “supplemental material” means educational material developed to accompany a college textbook, including:
  - 1) Printed materials, computer disks, website access, and electronically distributed materials; and
  - 2) Is not being used as a component of an integrated textbook.
- E. Electronic Textbook Platform – software used for the specific purpose of enhance delivery and utilization of textbooks (potentially including supplemental materials).

#### **II. Dissemination of Course Schedules and List of Required and Recommended Textbooks.**

- A. Each school shall disclose on its internet:
  - 1) For each semester or academic term, a course schedule;
  - 2) With respect to each course, include a list of the required and recommended

textbooks that specifies the following information for each textbook:

- a) The retail price;
- b) The author;
- c) The publisher;
- d) The most recent copyright date;
- e) The International Standard Book Number assigned.

III. When deemed necessary to substantially facilitate and enhance the shared utilization and integration of required textbooks and supplemental material, a school may designate a required electronic textbook platform and collection in place of required textbooks for purchase.

IV. If the schools determines that the disclosure of the information described in Section II.A. is not practicable for a college textbook or supplemental material, then the school shall so indicate by placing the designation "To Be Determined" in lieu of the information required.

A. If applicable, the school shall include on its written course schedule a notice that textbook information is available on the school's internet course schedule, and the internet address for such schedule.

B. Each school shall establish a deadline by which faculty members must submit information to be included in the course schedule and textbook list requirements not later than the 30<sup>th</sup> day before the first day classes begin for the semester or academic term.

V. **Additional Information.**

A. A school disclosing the information required by Section II.A. is encouraged to disseminate to student's information regarding:

- 1) Available school and institutional programs for renting textbooks or purchasing used textbooks;
- 2) Available school and institutional guaranteed textbook buy-back programs;
- 3) Available school and institutional alternative content delivery programs; or
- 4) Other available cost-saving strategies.

VI. **Rule of Construction.**

A. Nothing in this HSCEP OP shall be construed to supersede the school's autonomy or academic freedom of instructors involved in the selection of college textbooks, supplemental materials, and other classroom materials.