

**2023 Affordability Report**

**Institution Contact Information**

1. College Name

Northwest Florida State College

2. Contact Information

Name	Dr. Deidre Price
Title	Vice President of Academic Affairs
Email Address	priced@nwfsc.edu

**Tuition and Fees**

3. Did your institution reduce or hold tuition flat over the prior year?

- Yes  
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase tuition was made. Specify the amounts and identify the estimated number of students impacted.

N/A

4. Did your institution reduce or hold administrative fees flat over the prior year? Administrative fees include financial aid, capital improvement, student activity and service, and technology.

- Yes  
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase administrative fees was made. Specify the amounts and identify the estimated number of students impacted.

N/A

5. Did your institution eliminate administrative fees over the prior year?

- Yes  
 No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

N/A

6. Did your institution reduce or hold user fees flat over the prior year? (e.g., laboratory, distance learning, parking, etc.)

- Yes  
 No

If you answered “no,” provide a short description (100 words or less) of how the decision to increase user fees was made. Specify the amounts and identify the estimated number of students impacted.

N/A

7. Did your institution eliminate user fees over the prior year?

Yes

No

If you answered “yes,” provide a short description (100 words or less) of how the decision to eliminate fees was made. Specify the amounts and identify the estimated number of students impacted.

N/A

## Textbook Affordability

### *Policies and Strategies*

8. Please provide a brief update on your institution’s established policies that instructors or departments follow regarding providing adequate notice to bookstores on the adoption of required and recommended textbooks and instructional materials.

The College has not changed its policies for textbook adoption notice to bookstores. College faculty and staff followed NWFSC Board Policy TL 16.00 to ensure that the College posted prominently in the course registration system and on its website, as early as feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the institution during the upcoming term. For this past year, the instructional material deadlines for departments were 76 to 144 days before the first day of classes.

9. Describe your institution’s selection process for textbook and instructional materials for high-enrollment courses, defined as the top 10 courses with the highest course enrollments.

Faculty for a given discipline (e.g., Chemistry or College Algebra) review numerous textbook options and select, through a collaborative process, an appropriate learning resource to ensure course objectives can be met. The process includes the course lead meeting with the department chair to review options as they relate to rigor of content, student accessibility, affordability, instructor use, and available/accompanying resources. The College is focused on reducing costs to students where feasible. Particular attention is paid to courses with high enrollment, as we are able to create larger reductions in costs for students in these courses.

10. Identify specific institutional policies or initiatives designed to reduce the cost of textbooks and instructional materials. Select all that apply.

Adoption of Open Educational Resources (OER)

Usage of digital textbooks and learning objects

Textbook affordability committees

Mechanisms to assist in buying, renting, selling, and sharing textbooks and instructional materials

Program(s) with no textbook costs

Faculty grants for development of textbooks

Bulk textbook purchasing

Offering students opt-in provisions for the purchase of materials

Offering students opt-out provisions for the purchase of materials

Consideration of the length of time that textbooks and instructional materials remain in use

- Course-wide adoption, specifically for high-enrollment general education courses
- Other (please specify) [Click or tap here to enter text.](#)

**Forty-Five (45) Day Posting Requirement**

11. Describe the policies implemented regarding the posting of textbook and instructional materials for at least 95% of all courses and course sections 45 days before the first day of class.

College faculty and staff followed NWFSC Board Policy TL 16.00 to ensure that the College posted prominently in the course registration system and on its website, as early as feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the institution during the upcoming term. For this past year, the instructional material deadlines for departments were 76 to 144 days before the first day of classes, and the College has met the requirement for posting textbooks and instructional materials for at least 95% of all courses and course sections at least 45 days before the first day of class.

12. Report the number and the total percentage of courses and course sections, including OER and no-cost\* sections, that were not able to meet the textbook and instructional materials posting deadline for the academic year. Please specify how many sections there were with and without reasonable exceptions.

	Fall 2022	Spring 2023
<b>Total Number of Course Sections</b>		
<i>Number/Percentage of Course Sections Able to Meet 45-Day Deadline</i>	810/100%	749/98.9%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>With</u> an Allowable Exception</i>	0/0%	8/1.1%
<i>Number/Percentage of Course Sections Not Able to Meet 45-Day Deadline <u>Without</u> an Allowable Exception</i>	0/0%	0/0%

\*A “No-Cost Section” could be a section that does not require textbooks or instructional materials or a section that utilizes no-cost OER.

**Searchable Textbooks and Instructional Materials List**

13. Indicate the extent to which your institution made the list of textbooks and instructional materials searchable by the end of the reporting period by the required components. Check all that apply.

- Course subject
- Course number
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution's list was not searchable or missing a required component, please provide a brief explanation and identify activities to come into compliance. [N/A](#)

### ***Downloadable Textbooks and Instructional Materials List***

14. Describe how your institution made the list of textbooks and instructional materials easily downloadable by current and prospective students.

The five years of textbook reports were provided by the Barnes & Noble College Store and were formatted to include the indicated fields as requested by Academic Affairs. These files are publicly accessible on the College website and may be downloaded by current and prospective students.

### ***Icon for No-Cost OER and No-Textbook Course Sections***

15. Indicate how your institution implemented the use of an icon to indicate the status of course sections where no textbook is required or no-cost OER are used. Select all that apply.

- Through Zero Textbook Cost Indicator developed by the Florida Postsecondary Academic Library Network.
- Through the bookstore website (vendor or college-managed).
- Through the course registration system.
- Other (please specify):

The College has implemented the use of the following Zero Textbook Cost icon to indicate when course sections have either no textbook required or a no-cost OER in use.



If your institution did not implement an icon, please provide a brief explanation, and identify activities to come into compliance. [Click or tap here to enter text.](#)

### ***General Education Core Course Forty-Five (45) Day Syllabi Posting Requirement***

16. Indicate the extent to which all general education core course syllabi included or were modified to include the required components. Check all that apply.

- Curriculum
- Goals
- Objectives
- Student expectations of the course
- How student performance will be measured

If your institution's general education core course syllabi were missing a required component, please provide a brief explanation and identify activities to come into compliance. [N/A](#)

17. Indicate the extent to which your institution was able to comply with the general education core course syllabi posting requirement for at least 95% of all course sections 45 days before the first day of class for this reporting cycle, with or without reasonable exceptions. Reasonable exceptions include: A faculty member has not yet been assigned to teach the course section before the forty-five (45) day notification deadline; and the course section is added after the forty-five (45) day notification deadline.

- The syllabi for at least 95% of the general education core course sections were posted 45 days before the first day of classes this reporting cycle.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle; however, with reasonable exceptions, the college is in compliance.
- The syllabi for at least 95% of the general education core course sections were not posted 45 days before the first day of classes this reporting cycle.

If your institution did not meet the syllabi posting requirement for which an exception applies, please provide a brief explanation, and identify activities to come into compliance. [Click or tap here to enter text.](#)

### ***Textbook and Instructional Materials List Five-Year (5) Posting Requirement***

18. Indicate the extent to which your institution published the preceding five (5) academic years' textbooks and instructional materials list by May 1, 2023. Check all that apply.

- 2017-18
- 2018-19
- 2019-20
- 2020-21
- 2021-22

If your institution did not publish the textbooks and instructional materials list for all of the preceding five (5) academic years, please provide a brief explanation and identify activities to come into compliance: [N/A](#)

19. Indicate the extent to which the five-year textbooks and instructional materials list(s) included the required components.

- Course subject
- Course number
- Course title
- Name of the instructor of the course
- Title of each assigned textbook or instructional material
- Each author of an assigned textbook or instructional material

If your institution did not include all of the required components, please provide a brief explanation and identify activities to come into compliance. [N/A](#)

20. Please provide the URL where the five-year textbooks and instructional materials list(s) are posted.

<https://www.nwfsc.edu/tuition>

### **Financial Aid Policies**

21. Identify specific institutional financial aid policies or programs that promote affordability. Select all that apply.

- Targeted aid to students close to completing (including Last Mile)
- Targeted aid to students who were in need, but not eligible for Pell Grants

- Emergency student aid fund for students in emergency financial situations with unplanned costs
- Single online scholarship application management system for all institutional scholarships
- Partnerships with community-based organizations
- Other (please specify) [Click or tap here to enter text.](#)

**Other Affordability Strategies**

22. Provide any additional information about any innovative or new affordability strategies. Optional.

N/A