In late Fall, 2009, the SDC created a taskforce to review two sets of recommendations that were created by the EAC in 2006/07 - on ways to cut textbook costs for our students. The goal of the review was - 1) see if the recommendations were implemented; 2) summarize the current status of those recommendations; and finally, 3) suggest any new ideas that might help reduce the costs of textbooks.

I. Current status of EAC (2006) recommendations to PCC as an “Institution”

1) Institute an improved Textbook Order Form
   a. Status: implemented, working well
   b. Per: Laurie Bales

2) Affirm the PCC practice of allowing any student with financial aid from any source to charge purchases at the bookstore at least two weeks before a new academic term begins.
   a. Status: implemented, working well
   b. Per: Sarah Loepker, Fin Aid/Cascade

3) Ensure that financial aid awards administered through the PCC Financial Aid Office are dispersed to students as early as possible.
   a. Status: There is discussion in Financial Aid to move disbursements to 2nd Wed of quarter – currently in 3rd quarter. No date has been set.
   b. Per: Sarah Loepker, Fin. Aid/Cascade

4) Evaluate the PCC Bookstore mandated contribution to the PCC General fund, with the intention of reducing the Bookstore markup.
   a. Status: Decision is made by Board. Nothing is currently scheduled to change, given the current economic conditions. Need cash flow to sustain operation.
   b. Per: Laurie Bales

5) Encourage PCC as an institution to provide improved support for the PCC Bookstore, including more PCC Foundation Book-Buying Scholarships.
   a. Status: No new textbook scholarships have been established. However, one new fund established by the ESOL department at Sylvania pays for both tuition and textbooks for selected ESOL students. Also, the Foundation changed its policy regarding students using scholarship funds for textbooks, and more students are using some of their scholarships for textbook purchase. The policy is: “Students with awards of $2,500 or more may request that $200 per term be directed to the bookstore for the purchase of textbooks for the courses they are taking. This request must be received in writing or email before the scholarship begins.”
   b. Per: Erin Riley at the PCC Foundation
6) Establish a Copyright Office with PCC to process College-generated copyright requests, including materials selected for classroom use that can be made available electronically via WebCT, MyPCC, or other online platforms. Permissions and other related expenses could be charged to students in the form of fees.
   a. Status: Flow chart in place – “How to do the copyright process.”
   b. Lynda Noland (Library Media Services, Sylvania) is a good contact for help with this.
   c. Not enough money to set up ongoing copyright office.
   d. Contact: Katherine Stevens, Manager, Library Circulation – on copyright committee
   e. Per: Laurie Bales

7) Prohibit PCC employees from accepting any financial compensation, gift or service for personal gain from publishers unless it is directly associated with work actually authored by themselves. (REVISED 10/07)
   a. Status: ORS 244, Ethical conduct, Gifts & Honoraria – New ethics law, nothing over $50 gift. Out of our hands.

8) Prohibit PCC employees from accepting financial compensation, gifts, or services for professional gain from publishers unless such acceptance is: a) entirely unrelated to the placing of an order for student purchase; and b) accepted only after prior consultation with one’s Division Dean regarding possible impropriety. Prohibit PCC employees from selling comps.
   a. Status: Unable to locate PCC written policy.

9) Ban all solicitations of sales by book buyers to faculty at any site owned, leased, or otherwise used by Portland Community College
   a. Status: Unable to locate PCC written policy.

10) While communicating with State and Federal Policymakers, students, faculty, and other representatives of Portland Community College should seek:
    ▪ Protect and improve funding for student educational needs, noting the increased costs of textbooks as one of many factors contributing to increased need;
    ▪ Provide a tax credit for textbook and other student costs directly related to educational expenses;
    ▪ Prevent publishers from restricting markets, thus allowing bookstores and others to purchase textbooks from outside the United States (Congressman Wu’s former HR 3567);
    ▪ Create a capital fund which public universities and community colleges may use to set up textbook rental systems;
    ▪ Place limits upon royalties charged by publishers for use of copyrighted materials.
   a. Status – Oregon Community College Assoc. lobbies as a group for these kinds of requests. PCC public affairs office is not aware of lobbying by the school in recent years on these particular issues. Would need more time and resources to pursue this further.
      1) Per: Dana Haynes
   b. Status – In 2009 a Federal Tax Credit was initiated for up to $2500 of out of pocket cost of tuition and related expenses including course materials.
      1) Per: Laurie Bales
II. Current status of EAC (2006) recommendations to PCC “Faculty & SACs”

2) Complete all parts of the Book Order Form, promptly meeting all ordering deadlines established by the PCC Bookstore.
   a. Status: Implemented, working well.
   b. Per: Laurie Bales

3) Discourage bundling under most circumstances.
   a. Status: Federal law gives student the option.
   b. Per: Laurie Bales

4) Encourage competition between publishers to lower prices.
   a. Status: HEOA laws help to facilitate this
   b. Per Laurie Bales

5) Consider adopting the same textbooks for the same courses across all PCC campuses or, at a minimum, consult with colleagues to encourage agreement across multiple instructors.
   a. Status: Up to individual SACs

6) Consider having publishers produce a custom text.
   a. Status: Up to individual SACs. Some departments at PCC doing this with significant cost savings.

7) Place a copy of every textbook ordered on Library Reserve on the campus in which the course is taught.
   a. Status: “All textbooks at Cascade” grant received. Pilot project scheduled for Fall 2010. Every Cascade class will have a text placed on reserve for 2 hours. Post assessment will determine future implementation across district.
   b. Contact: Tony Greiner (library) or Katherine Stevens (grants).

8) Consider ordering fewer textbooks or not ordering a particular textbook at all if less than 50% of the content is required for the class.
   a. Status: Up to individual SACs

9) Require and/or encourage students to share textbooks when appropriate.
   a. Status: Up to individual SACs

10) Sale of complimentary textbooks by any PCC employee should not occur under any circumstances.
    a. Status: Unable to locate PCC written policy.

11) Improve communication between all faculty and staff within each SAC.
    a. Status: Up to individual SACs
III. Per review - SDC Textbook Taskforce recommendations

1. It is clear from our review that much of the work to reduce textbook costs is going to have to come from the Faculty and SACs. The EAC is in a perfect position to make this happen. In this regard, we recommend the EAC continue to encourage the SACs to adopt the previously recommended changes (see above: II. 4,5,7,8,& 10) to try and keep the cost of textbooks as low as possible. Recent requirements and recommendations from the Higher Education Opportunity Act (HEOA), many of which mirror the original EAC recommendations, can help provide a vehicle for this.

2. We recommend that individual SAC program reviews incorporate discussions on reducing textbook costs as a way to also improve the quality of delivery and services to students. For example: discussing etextbooks as an option for students. (PCC’s bookstores participated in a national pilot program introducing digital books in 2005. Several digital books are currently available.)

3. We encourage the EAC to promote the new “All Textbooks at Cascade” pilot project on the Cascade campus this Fall (2010), which provides reserve copies at the Cascade library for every textbook used on campus. This means also encouraging SACs to provide the necessary information and forms for instructors to submit to the bookstore (starts ordering process), so the library can begin to build the research catalog. We are particularly concerned that part time instructors get this information too.

4. We request that SACs encourage their instructors to donate any complementary, non-instructor textbooks, to the library to help create textbook reserves.

5. We recommend that SACs encourage their instructors to use older editions of textbooks when possible.

6. We recommend that PCC clarify the rules regarding instructors selling complimentary copies of textbooks they receive from publishers (See II. 9 above) and post these rules to an easily accessible site online.

7. We recommend that PCC clarify the rules that prohibit PCC employees from accepting financial compensation, gifts, or services for professional gain from publishers (See I. 8 above) and post these rules to an easily accessible site online.

8. We recommend that PCC clarify the ban on all solicitations of sales by book buyers to faculty at Portland Community College (See I. 9 above) and post these rules to an easily accessible site online.