

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: III. POSTSECONDARY AFFAIRS

SUBSECTION: U. Instructional Material Access and Affordability

June 2021

1. Definitions

- a. Automatic Charge is an additional course fee automatically charged to a student by an institution or entity authorized by the institution for the purpose of providing access to instructional materials. Special course fees as defined in Board policy V.R. are not considered automatic charges for instructional materials.
- b. Course Marking is the act of assigning specific attributes (e.g., letters, numbers, graphic symbols, colors, etc.) to course sections that help students quickly identify important information and make informed decisions at time of registration.
- c. Instructional Materials are print or digital media used to support access to knowledge. Books, articles, lab manuals, study guides, software, subscriptions, modules, multimedia, assessments, assignments, courseware, and full courses are common examples of instructional materials.
- d. Cost is the consistent total list price for the faculty-preferred format of all required instructional materials in a single course or course section for one term and shall be qualified as follows:
 - i. "Zero cost" means a total list price of \$0.
 - ii. "Very low cost" means a total list price of \$1-\$30.
 - iii. "Low cost" means a total list price of \$31-\$50.
 - iv. "Mid cost" means a total list price of \$51-\$100.
 - v. "High cost" means a total list price of more than \$100.
- e. Open Educational Resources (OER) are teaching, learning, and research materials that reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits free use and repurposing by others.

2. Institution Plans for Instructional Material Access and Affordability

- a. Each institution shall develop and implement a plan to increase access and affordability of instructional materials for all students.

Plans shall include the following elements:

- i. Resources and support to help faculty ensure all instructional materials are relevant and accessible for all students, especially students who require learning accommodations or additional modes of delivery (e.g. a print version of a digital textbook, internet access, etc.).
- ii. Policies and/or strategies that minimize the cost of instructional materials for students while maintaining the quality of education, the academic

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freedom and responsibility of faculty and students, and the recognition that the average cost of instructional materials is higher in certain disciplines, and some disciplines require higher cost materials which are used over multiple terms or throughout an entire program.

- iii. Professional development opportunities for faculty and staff related to the discovery, adoption, and use of OER and other affordable instructional materials.
 - iv. Strategies to support faculty adoption, adaption, and/or use of OER and other affordable instructional materials.
 - v. Programs, incentive structures, or other strategies to encourage and support faculty to publicly share OER developed for their own courses.
 - vi. Course marking processes at the time of course schedule releases that indicate the cost of instructional materials in course sections that are reliably zero cost or very low cost, as defined in this policy.
 - vii. Course marking processes at the time of course schedule releases that indicate course sections that reliably require the purchase of, including an automatic charge for, any access codes for instructional materials.
 - viii. Strategies with measurable goals for improving and using readily available and relevant OER or other very low cost instructional materials in common-indexed courses as articulated in Board Policy III.N.6.b., including dual credit courses.
- b. Plans may include the following elements:
- i. Course marking that indicates the cost of instructional materials in course sections at time of registration that are low cost, mid cost, and/or high cost, as defined in this policy.
 - ii. Strategies with measurable goals for improving and using readily available and relevant OER or other affordable instructional materials in non-common-indexed courses.
 - iii. Policies or procedures that encourage faculty to be intentional in selection and use of instructional materials, including ongoing review and reconsideration of required materials.
 - iv. Inclusion of efforts to increase access and affordability of instructional materials as part of tenure and promotion processes.
 - v. Other elements as determined by the institution.
- c. Institutions shall submit their initial plans to the Board Office for review and feedback by June 1, 2022. Institutions shall regularly review and update their plans as needed.
- d. Institutions shall submit to the Board Office a report on the implementation and outcomes of their plans annually. The format and requirements of this annual report shall be determined by the Executive Director or designee.