

**FALL 2024
ADOPTIONS DUE DATE:**

April 2, 2024

TEXTBOOK INVENTORY:

**June 28, 2024
Book Dept. Closed**

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Bronco Bookstore and VitalSource Partner to Make Instant Access Complete Program Carbon Neutral

We are very proud to share that in addition to the cost savings and convenient access to materials enabled by our Instant Access Complete program, we're helping to support CPP's sustainability goals!

Last year, our technology and e-text vendor partner, VitalSource, launched a new initiative, "Planet Smart" to help their client campus stores programs like IAC carbon neutral and sustainable. In just our first semester of the IAC program, this commitment saved the equivalent of 351 tons of CO2 emissions - enough to remove the equivalent of 76 cars from the road.

BRONCO BOOKSTORE

Instant Access Complete Program

Pomona, CA

The Instant Access Complete program is proudly carbon-neutral, offsetting every course materials unit.
<https://www.broncobookstore.com/>

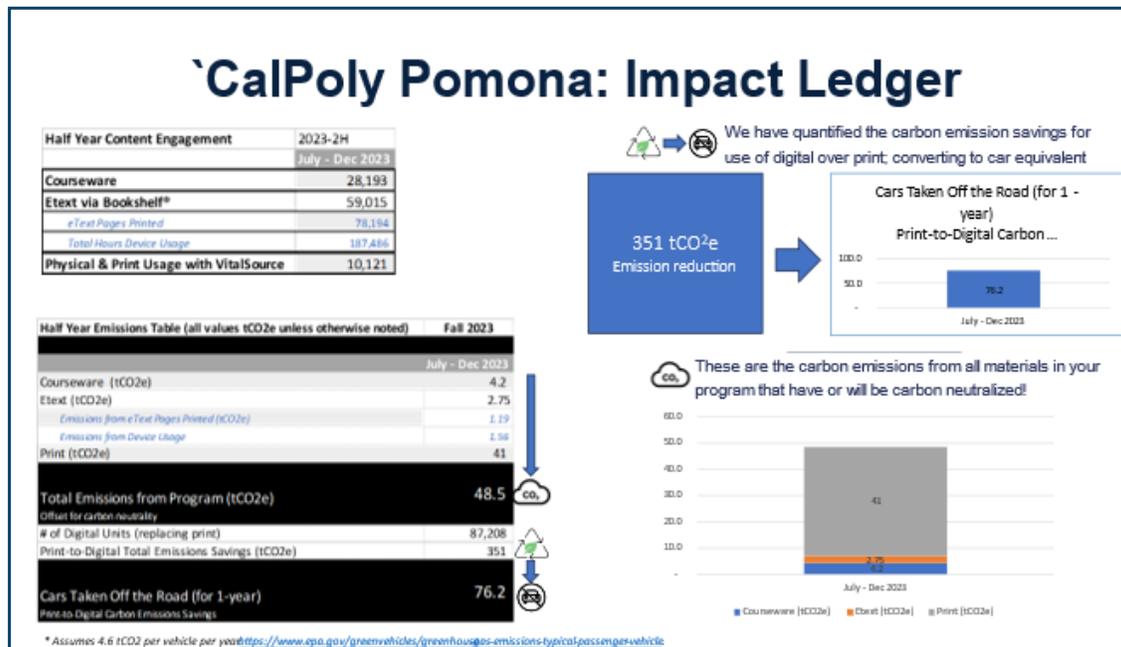
| | |
|---|---|
|  48.5 tCO₂e Carbon-neutralized emissions from print & digital materials |  76 cars off the road Print-to-digital emission savings 351 tCO ₂ e |
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VitalSource:

- Measures the carbon impact of course materials
- Calculates carbon savings of digital materials compared to print
- Offsets carbon cost for every print & digital material delivered



How Does VitalSource Ensure Accurate Measurements & Legitimate Carbon Actions?

VitalSource is working with Watershed Technologies (<https://watershed.com/>) to harness their climate expertise for this sustainability program. This expertise helps VitalSource in two critical areas: 1. Carbon accounting for emissions measurements & 2. Sourcing vetted high-quality carbon avoidance/offset projects.

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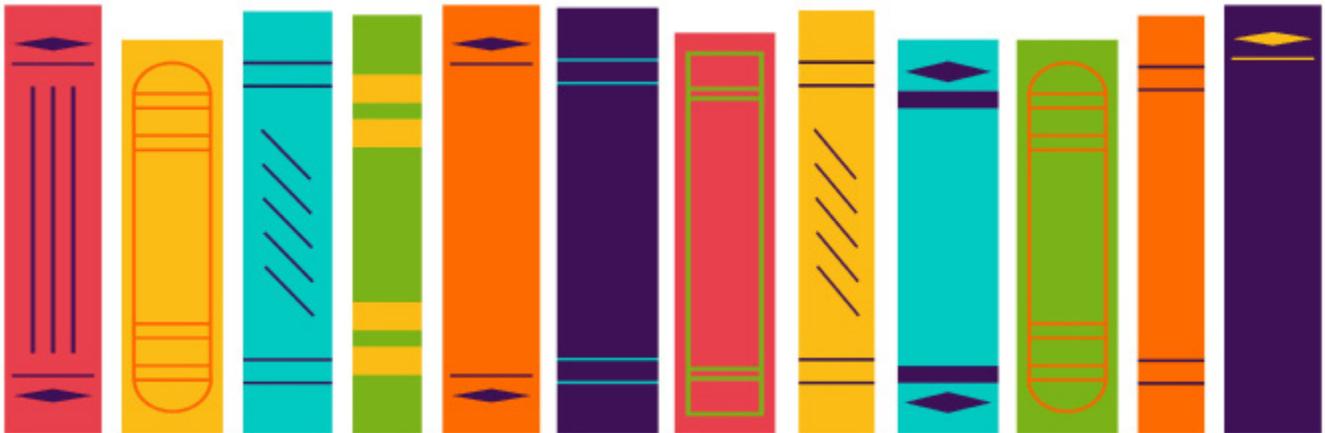
More Details on Carbon Neutrality & VitalSource's Carbon Avoidance Actions:

- The print-to-digital carbon reduction is always the most important measure because it is always better to not emit and to save these resources!
- For remaining emissions, VitalSource acts to address these on behalf of their partner stores, and tracks the measurements for each store:
 - VitalSource is sourcing carbon offset/avoidance projects via Watershed.
 - They are starting with reforestation projects.
 - Once a year VitalSource will issue a digital certificate to us about our carbon neutrality and the offsets invested on our behalf.

We can't wait to see our carbon savings reports after a complete year of this partnership!

Instant Access Complete Launch Spring Stats

- 77.7% participation rate, 81.7% when considering only the students who had content
- Provided 95,023 course material units to 18,939 students
- 89% of units were digital
 - 33% courseware
 - 66% e-text
 - Of the e-texts 7.5% were free/OER, 3.3% were library e-book licenses
- 11% print
 - Of the print units that eligible for pick-up, only ~67%, have been picked up as of the beginning of March
- Preliminary savings estimate is **\$2.1 million (over \$4 million total for the year)**
- Total of 150 Bookstore IAC Scholarships awarded, totaling \$29,750



Fall 2023 IAC Student Survey Results

Towards the end of the Fall 2023 semester we sent out a brief survey to students regarding their experience with Instant Access Complete’s launch. The purpose of the survey was to assess whether they understood the basics of the program and what factors led students to stay opted in vs. opted out. To that end, we sent students who were opted in slightly different questions than the students who were opted out.

We received a total of 618 responses from the opted in group, and 448 from the opted out group.

Opted-In Group Results:

| Q1 What was your primary reason for remaining in Instant Access Complete? | | 618 | |
|--|--|------------|--------------|
| It saved me money on my textboks | | 168 | 27.2% |
| It was easier and more convenient than finding textbooks | | 309 | 50.0% |
| A friend/fellow student recommended it | | 4 | 0.6% |
| A professor recommended it | | 28 | 4.5% |
| Other | | 109 | 17.6% |
| Convenience and ease were the biggest factors for remaining opted in but cost savings was second most important. | | | |

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| | | |
|---|------------|--------------|
| Q2 Was using Instant Access Complete easier than shopping for textbooks on your own? | | 618 |
| Yes | 457 | 73.9% |
| No | 75 | 12.1% |
| About the same | 86 | 13.9% |
| <p>Over 87% of students found IAC easier or the same as finding books on their own</p> | | |

| | | |
|---|------------|--------------|
| Q3 Did using Instant Access Complete make it easier for you to choose your classes? | | 618 |
| Yes | 84 | 13.6% |
| No | 116 | 18.8% |
| Instant Access Complete made no difference in my choice of classes | 418 | 67.6% |
| <p>IAC was not a significant factor in students decision making for which/how many courses to take - probably because most students had begun registering when program was approved.</p> | | |

Interestingly, the big take-away from the opted-in group was that the convenience and ease of access through this program was the biggest value to them, though cost savings were still important.

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Opted-Out Group Results:

| | | | |
|--|--|-----|-------|
| Q1 What was your primary reason for opting out of Instant Access Complete? | | 448 | |
| I was able to buy or rent all my required textbooks for less than how much Instant Access Complete would have cost (1) | | 220 | 49.1% |
| My professors said I did not need textbook/s for my classes | | 47 | 10.5% |
| I was able to find free PDFs/materials online | | 86 | 19.2% |
| I don't need textbooks because I can get my information from other sources | | 16 | 3.6% |
| Other | | 79 | 17.6% |
| Unsurprisingly cost was the biggest factor for opting out, followed by piracy. | | | |

| | | | |
|---|-----|-------|--|
| Q2 Were you aware that you could opt back into the Instant Access Complete program after you opted out? | | 448 | |
| Yes | 289 | 64.5% | |
| No | 159 | 35.5% | |
| Nearly 65% of students were aware that they could opt back in. | | | |

cont.

| Q3 When did you acquire your course materials (either print textbooks or digital content) for the Fall 2023 semester? | | 448 |
|---|------------|--------------|
| Before the first day of class | 117 | 26.1% |
| On the first day of class | 26 | 5.8% |
| After the first day of class, but within the first week of class | 139 | 31.0% |
| After the first week of class, but within the first two weeks of class | 83 | 18.5% |
| After the first two weeks of class | 40 | 8.9% |
| I didn't acquire course materials for the Fall 2023 semester | 43 | 9.6% |
| Only 32% of opted out students acquired their materials on or before the first day of class. | | |
| 37% acquired them after the first week, and nearly 10% didn't acquire materials at all | | |

| Q4 For the Fall 2023 semester, how many courses did you take for which you did NOT purchase, rent, or acquire the required course content (either print textbook or digital content)? | | 448 |
|---|------------|--------------|
| No courses (i.e., you obtained materials for all your courses) | 149 | 33.3% |
| One Course | 71 | 15.8% |
| Two courses | 84 | 18.8% |
| Three courses (4) | 67 | 15.0% |
| Four or more courses (5) | 77 | 17.2% |
| Over 66% of opted out students did not acquire at least one required material | | |

For the opted-out students, cost outweighed convenience, which was what we expected. However, this resulted in the majority of the students in this group delaying access to materials and doing without some altogether. This suggests that even with the overall savings of this program, the costs of individual materials are still an important factor, and faculty should continue to keep that in mind when choosing between different potential materials that are of similar quality.

Student Watch 2024 - Course Materials Insights from National Survey

At the beginning of this Spring 2024 semester, we invited CPP students to participate in the National Student Watch Survey fielded by the On Campus Research Group, which is part of the National Association of College Stores. This annual survey asks students from dozens of campuses across the US and Canada about their experiences with course materials, purchasing habits, etc. Each participating campus gets a report of their individual campus's response data before the national data is collated and analyzed.

Since this year's survey was the first one since we'd launched the Instant Access Complete program we were particularly interested to see the responses from CPP students! Overall, the respondents were satisfied with the IAC program and comfortable using digital course materials.

Highlights:

| When did you acquire or receive the majority of your required course materials for the winter/spring 2023-2024 term? | | Total |
|--|---|-------|
| | More than 1 month in advance of classes | 3.8% |
| | 2-4 weeks in advance | 7.6% |
| | The week before classes began | 21.8% |
| | The first week of classes | 48.1% |
| | After the first week of classes | 16.1% |
| | Did not acquire any course materials | 2.5% |

Over 80% of students had their materials by the first week of classes

| Do you think a flat-fee program is better or worse than the traditional model of obtaining course materials via standard purchasing/renting? | | Total |
|--|-----------------|-------|
| | Much better | 8.5% |
| | Somewhat better | 30.4% |
| | About the same | 32.2% |
| | Somewhat worse | 16.9% |
| | Much worse | 12.1% |

cont.

| | Total |
|---|-------|
| How satisfied were you with the flat fee or equitable access program? | |
| Extremely dissatisfied | 7.0% |
| Somewhat dissatisfied | 18.3% |
| Neither satisfied nor dissatisfied | 25.2% |
| Somewhat satisfied | 37.2% |
| Extremely satisfied | 12.2% |

| | Total |
|--|-------|
| What made you satisfied with the inclusive access program? (Select all that apply) - Selected Choice | |
| Had materials first day of class | 77.8% |
| Materials cost less | 41.6% |
| Convenience of not having to shop for materials | 73.5% |
| Preferred the digital format of materials | 33.5% |
| Materials were better incorporated into course | 33.0% |
| Knowing I'd have all of the materials and correct editions | 65.4% |
| Ability to pay later or pay via tuition | 29.7% |
| Other | 0.5% |

| | Total |
|---|-------|
| If the choice were entirely up to you, what would be your PREFERRED course material format when taking a class? | |
| Print textbook | 9.3% |
| Digital textbook (e-textbook) | 23.9% |
| Print textbook with a digital component (e.g., online access, support) | 16.1% |
| Digital textbook with an additional digital component (e.g., online access, support) | 15.7% |
| Depends on the course | 30.8% |
| No preference | 4.2% |

cont.

| | Total |
|---------|-------|
| | |
| 0 | 77.3% |
| 1 | 7.2% |
| 2 | 6.1% |
| 3 | 4.2% |
| 4 | 2.3% |
| 5 | 1.6% |
| 6 | 0.9% |
| 7 | 0.0% |
| 8 | 0.0% |
| 9 | 0.1% |
| 10 | 0.1% |
| 11 | 0.0% |
| 12 | 0.0% |
| 13 | 0.0% |
| 14 | 0.1% |
| 15 | 0.0% |
| 16 | 0.0% |
| 17 | 0.0% |
| 18 | 0.0% |
| 19 | 0.0% |
| 20+ | 0.1% |
| | |
| Average | 0.6 |
| | |
| Median | 0.0 |

During the 2023-2024 academic year, how many of your assigned materials did you NOT obtain?

Note: In 2023, the percentage of students reporting that they acquired 100% of their required materials was 67%.

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BRONCO BOOKSTORE UPDATES

SPRING 2024
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| | Total |
|---|-------|
| Why do you prefer digital? (please select all that apply) | |
| Cost | 48.2% |
| Recommended by my instructor | 6.8% |
| Additional online features (practice quizzes, study guides, etc.) | 43.7% |
| Ability to copy/paste or print | 54.5% |
| Easier to purchase/find a digital format | 43.9% |
| Not having to carry a physical book around | 77.8% |
| Easier to read/navigate than print | 56.3% |
| Immediate access after purchase | 58.6% |
| Access on multiple devices | 74.0% |
| None of the above | 0.0% |

| | Total |
|--|-------|
| Which of the following digital learning materials did you use this academic year? (Select all that apply) | |
| Online homework assignments | 76.3% |
| A PDF copy of a book with minimal interactive elements | 62.0% |
| An interactive copy of a book with elements like highlighting and animated models/graphs | 45.5% |
| An adaptive learning environment where the pace of content is based on your own strength and weaknesses | 12.8% |
| A fully interactive learning environment with learning, text, help sections, and homework all integrated in one system | 24.5% |
| None of the above | 1.3% |

| | Total |
|---|-------|
| How much did you interact with the digital materials? | |
| Not at all | 1.1% |
| A little | 11.5% |
| A moderate amount | 35.3% |
| A lot | 30.3% |
| A great deal | 21.7% |

cont.

The survey also asked students about their experiences with AI tools like ChatGPT, with results that might surprise you!

| | | Total |
|--|-----------------------------------|-------|
| How often do you use AI tools like ChatGPT for your academic work? | I don't know what these tools are | 9.1% |
| | Never | 54.6% |
| | Once or twice a semester/ term | 16.5% |
| | Once a month | 5.5% |
| | Several times a month | 7.5% |
| | Once a week | 1.7% |
| | Several times a week | 3.9% |
| | Daily | 1.2% |

| | | Total |
|---|--|-------|
| How do you use AI tools for your academic work? Please select all that apply. | Researching/ learning about topics | 58.9% |
| | To generate ideas (i.e. getting started) | 66.2% |
| | Editing or proofreading my work | 45.9% |
| | For how-to instructions | 25.7% |
| | Creating art (visual or other forms) | 3.9% |
| | To write content for class | 8.5% |
| | To solve problems/ formulas | 16.9% |
| | My instructor(s) incorporate AI into assignments | 14.2% |
| None of these | 2.1% | |

Adoption Status Definitions: What is “Required” vs. “Optional”? A Helpful Guide for Faculty & Department Coordinators

It’s critical that we know not only which materials faculty are adopting for their courses, but also their correct usage status. In this first year of our Instant Access Complete program, we’ve seen confusion and dismay caused by items being adopted as “optional” or “recommended” that turned out to be required after all.

Remember, all required materials are supposed to be covered by the IAC fee. Students in classes where this happened were rightfully upset at finding out they had to spend more to acquire those materials. We adjusted those adoptions and added those materials to the program when students let us know about the problem, but we undoubtedly missed some instances because students didn’t speak up.

Conversely, we also learned that some “required” adoptions were for titles that students didn’t have any assigned readings from and never looked at. In those cases we ended up paying publishers when we didn’t really need to, thus increasing the overall cost of running the program.

Given all that, we’re offering this “refresher” on the definitions of adoption status terms, which should help faculty pick the correct status for materials as you submit your adoptions for Fall 2024 and beyond.



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A. REQUIRED: Means students will be assigned either the entire text or specific readings from this adopted text and that information in these assigned readings is necessary to complete assignments, projects or tests that are crucial to achieving the course's learning outcomes.

Does NOT mean: 1) Must only buy via Bronco Bookstore or 2) Should be part of the professional library for students graduating in this discipline.

B. OPTIONAL: May be a supplement that relates to main required text and provides additional content or help (eg study guide or solutions manual). May also be a book that is for extra credit, or that won't be tested from but the professor believes could benefit students' performance in the course.

Does NOT mean: You must have this book to succeed in the course, but get it anywhere/any edition.

C. RECOMMENDED: The professor strongly believes the content will improve students' understanding of the course and grade performance. May or may not be used for graded assignments or tests, students may be able to pass the course without it by using alternate sources.

D. ATTEND FIRST: (Less common) The professor needs to explain or give instructions before students purchase – i.e. students will be doing group assignments and each group will use different books.

E. PART OF SET: (Less common) A component of an adopted bundle, such as the book by itself or the access code by itself. The bookstore is required to list these components to comply with HEOA. Note: given that most courseware "bundles" are completely digital now, it is fine to list just the courseware ISBN as required. This status would only be used now for the parts of an adopted bundle that include a physical book that must be distributed to students.

Other statuses may be assigned by bookstore staff (i.e. Instant Access or IAC Print Required) depending on whether materials will be delivered digitally or in print.

Important Upcoming Dates:

Summer 2024 — Fall 2024

| DATE | |
|-----------------|---|
| 03/15/24 | Revised due date for Summer 2024 adoptions |
| 03/18/24 | Summer 2024 book information available for students to look up on https://pomona.verbacompare.com |
| 04/02/24 | FALL 2024 Course Materials Adoptions due |
| 04/03/24 | Remaining Spring 24 books not picked up by students and not adopted for Summer/Fall shipped back to vendors. |
| 04/08/24 | Fall 2024 course materials information must be available for students to look up on https://pomona.verbacompare.com |
| 05/13-05/17/24 | TEXTBOOK BUYBACK |
| 05/17-05/20/24 | COMMENCEMENT – Bookstore open special hours |
| 05/27/24 | Bookstore closed for Memorial Day |
| 05/29/24 | Summer 10 week and 1st 5 week classes begin |
| 06/05/24 | Last day for textbook refunds for Summer 10-week and 1st 5-week sessions |
| 06/05/24 | LAST DAY TO OPT OUT OF INSTANT ACCESS for 10-week and 1st 5-week |
| 06/28/24 | Bookstore CLOSED for annual inventory |
| 07/03/24 | 2nd 5-weeks session classes start |
| 07/04/24 | CLOSED for Independence Day |
| 07/09/24 | LAST DAY TO OPT OUT OF INSTANT ACCESS for 2nd 5-week session |
| 07/15/24 | Deadline for late adoptions of <u>non-digital</u> materials with confidence of arrival by start of Fall classes |
| 07/15/24 | INSTANT ACCESS COMPLETE CHARGES FOR FALL 2024 POST |
| 08/17/24 | Students have access to published Fall course in Canvas and can opt out of IAC from Canvas |
| 08/22/24 | Fall classes begin |
| 08/30/24 | Last day for regular refunds for non-IAC Fall textbooks |
| 09/02/24 | LAST DAY STUDENTS CAN OPT OUT OF INSTANT ACCESS COMPLETE CHARGE |
| 09/06/24 | Last day for non-IAC textbook refunds for dropped Fall classes |
| 10/04/24 | Winter 2025 Intersession adoptions due |

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Summer 2024 — Fall 2024 cont.

| 10/07/24 | Spring 2025 Adoptions Due |
|---|---|
| 10/14/24 | Bookstore begins shipping back remaining print books not requested again for Winter/Spring 2025 |
| 11/28-11/29/24 | Bookstore closed for Thanksgiving holiday |
| 12/9-12/15/24 | Fall finals buyback for print books |
| 12/19-12/20/24 | Winter break reduced hours |
| 12/21/24-01/01/25 | Bookstore closed for holiday break |
| Summer 2024 TEXTBOOK REFUNDS/OPT OUT DATES | |
| <p><u>SESSION OU: 10-WEEK SESSION, 5/29-08/09/24:</u> Last day to return is 06/05/24. Register or Web Receipt dated between 04/08 and 06/05/24 required.</p> <p><u>SESSION OU1: 1st 5-WEEK SESSION, 06/01-07/06/22:</u> Last day to return is 06/05/24. Register or Web Receipt dated between 04/08 and 06/05/24 required.</p> <p><u>SESSION OU2: 2nd 5-WEEK SESSION, 7/3- 8/9/24:</u> Last day to return is 07/09/24. Register or Web Receipt dated between 04/08 and 07/09/24 AND copy of student's class schedule reflecting enrollment in Session OU2 required.</p> <p>INSTANT ACCESS OPT OUT DEADLINE: OU : 06/05/24 OU1: 06/05/24 OU2: 07/09/24</p> | |
| Fall 2024 TEXTBOOK REFUNDS/OPT OUT DATES | |
| <p><u>REGULAR REFUNDS:</u> Last day to return Fall course material is 08/30/24. Receipt dated 07/01-08/30/24 and photo I.D. required for refunds on textbook purchases or rentals.</p> <p><u>DROPPED CLASS REFUND PERIOD:</u> Last day to return Fall course materials from dropped classes is 09/06/24. Receipt dated 07/01-09/06/24, <u>proof of dropped class</u> and photo I.D. required for refunds of textbook purchases or rentals.</p> <p>AFTER 09/06/24 ALL TEXTBOOK SALES ARE FINAL.</p> | |
| INSTANT ACCESS COMPLETE OPT OUT DEADLINE: | |
| <p>09/06/24 is the last day for students to opt out and have the IAC charge on their student account reversed.</p> | |