

EXHIBIT Dc

MINUTES

SENATE AND HOUSE INTERIM COMMITTEES ON INSURANCE & COMMERCE

Thursday, April 20, 2006

10:00 A.M.

Room 149, State Capitol

Little Rock, Arkansas

The Senate and House Interim Committees on Insurance and Commerce met Thursday, April 20, 2006, in Room 149 at the State Capitol in Little Rock, Arkansas. The following members attended:

Senate Insurance and Commerce Committee: Senators Paul Miller, Chairman; Percy Malone, Vice Chairman; Jim Hill, and Terry Smith

House Insurance and Commerce Committee: Representatives David Evans, Chairman; Keven Anderson, Mike Burris, Willie Hardy, Susan Schulte, Chris Thomason, Chris Thyer, Shirley Walters and David Wyatt

Non-Voting House Insurance and Commerce Committee: Representatives Bill Abernathy and Curren Everett

Also attending: Senators Randy Laverty, Sue Madison; Representatives David Cook, Marilyn Edwards, Rick Green, Steve Harrelson, Ray Kidd, Jim Medley, Tommy Roebuck, Bill Sample, Robbie Wills and Bob Mathis

Senator Paul Miller, Chairman, Senate Interim Committee on Insurance and Commerce, called the meeting to order.

Consideration to approve February 16, 2006 Minutes (Exhibit C)

Senator Hill made a motion to adopt the February 16, 2006 minutes, and with a second by Senator Smith, the motion carried.

University of Arkansas (Fayetteville), University Bookstore Student Charge Program (Exhibit D)

Dr. Don Pederson, Vice Chancellor, Finance & Administration, University of Arkansas, was recognized and responded to Senator Madison's questions regarding the bid process for the Harmon parking deck vendors, explaining that these vendors provide services to students at a minimal cost. He further explained that all bids are processed through another office, and there was not a formal bid process for the spaces leased by the vendors. He explained that he previously responded based on his knowledge that U of A had gone out into the community and done informal searching for vendors who could qualify. In response to Senator Madison's question regarding the car wash and oil change vendor, he explained that due to the limited space available, this particular vendor has a machine that sprays water and then sucks it back into the machine. This was a requirement because there cannot be contamination in the parking deck.

Senator Malone asked Dr. Pederson to clarify "informal search" regarding vendors for the parking deck. Dr. Pederson responded that he could tell them what he thought, but that he felt he should obtain more detailed information and send it to the committee. He further explained that regarding the auto detailing vendor, they looked for a particular vendor that met the criteria due to the limited space.

Senator Madison expressed concern that local players did not have an opportunity to participate.

Representative Anderson asked how U of A is benefiting from a revenue standpoint. Dr. Pederson responded that there is "revenue" sharing between the DVD vendor and U of A.

Representative Anderson asked if it would be better, from an accountability standpoint, for U of A to lease this space and not be in a revenue sharing situation where it would be perceived that they are competing with local businesses. Dr. Pederson responded they do lease space in the Union by competitive bid, but because of the limited space in the parking deck, there was not enough room to give the dry cleaner, for example, room for a small operation. Dr. Pederson stated he thinks when the current contracts expire, they should put the spaces out for competitive bids based on the required criteria for each space.

Dr. Pederson stated U of A is not operating the book charge program any longer.

Representative Hardy asked how much the dry cleaning system cost? Dr. Pederson responded that he did not have the information, but would find out and get the information to the committee.

Senator Malone asked why U of A has percent of profit contracts? Dr. Pederson responded that he did not know the answer to that. He stated that he did not know what the limitations were in the negotiations with the vendors. Senator Malone wants a clear message from U of A regarding their policy on whether they are in business to provide services and not to make money or do they want to provide services and make a profit and have money to do other things.

Senator Madison was recognized, noting:

- At the last meeting the Insurance and Commerce Committees adopted an interim study motion to look at textbook pricing.
- According to a January newspaper article, 32.3% is production cost, 15.4% is marketing, including free copies to professors, and 11.5 % is royalties.
- When a used textbook is sold, the publisher does not make any money and the author does not collect any royalties. Therefore those are two very large motives for continuing publication of new editions, revised editions or brand new texts.
- The legitimate reason for coming out with a new text is there is new information.
- Showing textbooks that had been customized from other publications for the Walton College of Business and the Political Science Department, she further noted the various prices for new and used books and whether a particular book could be resold.
- Three companies are in the business of buying used texts, Follett, Nebraska and MBS. Used textbooks only have value if being used somewhere.
- If a local retailer knows a particular textbook will be used the next semester, they will buy the book back usually for half of what the student paid.
- Virginia has legislation regulating their universities' textbook policies.
- She asked that consideration be given to possible legislation in the next session, using Virginia's legislation as a model, or encouraging the institutions to adopt a policy.

Consideration to adopt for Interim Study (Exhibit F) – ISP 2005-134 (Senator Hendren) – REQUESTING THE LEGISLATIVE COUNCIL OF THE EIGHTY-FIFTH ARKANSAS GENERAL ASSEMBLY TO REFER TO THE SENATE AND HOUSE INTERIM COMMITTEES ON PUBLIC HEALTH, WELFARE, AND LABOR A STUDY OF THE COST, AVAILABILITY AND USES OF EMERGENCY MEDICAL HELICOPTER SERVICES.. [referred by Legislative Council 3/17/06]

Senator Miller made a motion to adopt ISP 2005-134 for interim study. Senator Malone seconded the motion, and without objection, the motion carried.

Cingular Charges

Senator Randy Lavery was recognized and noted:

- Seventy-two Cingular customers are being credited and reconciled as a result of the previous meeting.
- As advocates of the people and consumers we should be able to expect in the event anything happens to increase costs outside the normal terms of the agreement, that customers should be conspicuously notified and these additional charges should not be applicable until the term of their agreement expires.
- The system has worked as it should. The problem was brought to the attention of the appropriate committee. The industry, in this case, has tried to correct the problem.
- At this time, an interim study will not be necessary.

Mr. Mark Stodola was recognized and noted:

- Eight to ten people have been working on this problem.
- Cingular, in addition to including notices in customers' bills, are also calling and leaving messages on customers' telephones if there is a system-wide change which may affect their phone service.

There being no further business, the meeting adjourned at 11:25 a.m.

TEXTBOOK POLICY SURVEY
(4/20/06)

The Textbook Policy Survey was sent to the state's eleven 4-year public universities:

- Arkansas State University (ASUJ)
- Arkansas Tech University (ATU)
- Henderson State University (HSU)
- Southern Arkansas University (SAUM)
- University of Arkansas, Fayetteville (UAF)
- University of Arkansas at Fort Smith (UAFS)
- University of Arkansas at Little Rock (UALR)
- University of Arkansas for Medical Sciences (UAMS)
- University of Arkansas at Monticello (UAM)
- University of Arkansas at Pine Bluff (UAPB)
- University of Central Arkansas (UCA)

Ten universities responded; no response from UCA.

All questions are listed across the top of the attached survey response compilation, with the universities' respective replies.

Universities were asked if they had a textbook policy, and if so, to please explain it. They were asked if their policies also include guidelines such as selection processes which consider students' expense; prohibition of instructors receiving royalties for their authored texts; and discouraging use of bundled texts.

Three universities, HSU, SAUM, and UAMS do not have formal textbook policies.

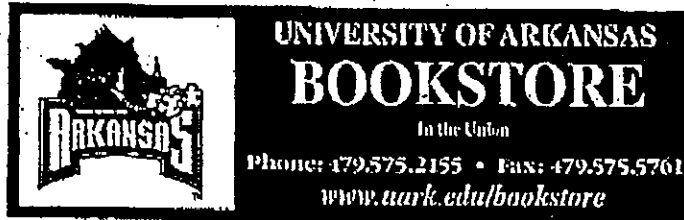
Additional information re: contracting or operating own bookstore:

[Info. obtained by phone call, if not specifically referenced in survey response.]

<u>Contracting</u>	<u>University Operates</u>
ASU---Folletts	ATU
HSU---Folletts	U of A
SAUM---Folletts	UAFS
UALR---Barnes & Noble	UAM
UAPB---Folletts	UAMS

THANKS *for taking care of our* STUDENTS

ATTACHMENT #1
(Faculty Newsletter)



A note from the Director of the University of Arkansas Bookstore

I am glad to report that, for the distribution of books and supplies to our students, Fall Rush 2005 was a great success. This rush we adopted 3,018 textbook titles; that is up compared to the 2,990 that we adopted in Fall 2004. According to our data, 98 percent of these books were available to our students by Friday, August 19 – three days before the first day of school. Within the first three weeks of classes, we have distributed over 150,000 books and school supply items to our customers. As always, to ensure speedy product delivery to our customers, all the late orders and reorders were scheduled for overnight delivery.

A few things worth mentioning.

The Government Accounting Office (GAO) reported on August 16, 2005, that college students and their families spent more than \$6 billion last year on new and used textbooks. The report states that the cost of textbooks and supplies as a percentage of tuition and fees varies by the type of institution attended. For example, the average estimated cost of books and supplies per first-time, full-time student for the academic year of 2003–2004 was \$898 at four-year public institutions, or about 26 percent of the cost of tuition and fees (for full report, visit www.gao.gov/docsearch/repandtest.html). The American Association of Publishers (AAP) disputes this, saying its research found that the average full-time student spends about \$580 per year on books and supplies.

Our data indicates that the cost of books and supplies on our campus is about \$569 per year, per student. This lower cost is the result of our lower than national average margins and higher than national average used book sales compared to total textbook sales.

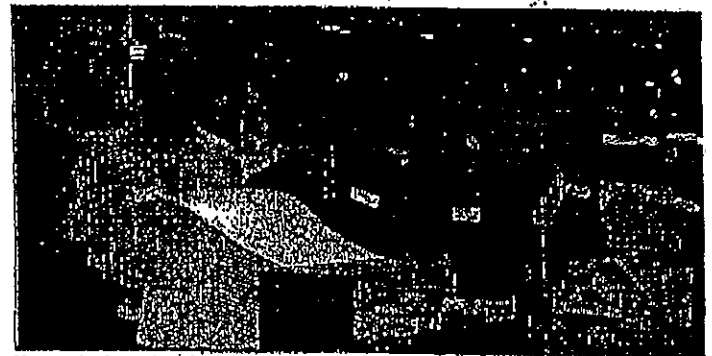
	Our Bookstore Data	National Average
Average Price of New Textbook	\$47.06	\$50.12
Average Price of Used Textbook	\$37.65	\$40.01
Average Bookstore Margin	19.0%	25.0%
Used Books/Total Textbooks	30.0%**	25.5%

* Data from GAO W16/05 and National Association of College Stores Industry Financial Report 2005
** Our goal is to increase this ratio to 40 percent in FY2006.

Together, we can lower the cost of education.

According to the GAO report, higher-education instructors play a major role in the affordability of textbooks. The GAO report pointed out several times, "Faculty have primary responsibility for determining what students are required to buy." However, the report didn't expound on specific faculty roles and input.

The National Association of College Stores (NACS), in its response to the GAO report, said, "The selection of course materials should rest with faculty, who can best determine which textbooks and materials contribute to the learning experience and academic success of their students." NACS also suggested that faculty roles be considered as an integral part of any future studies and discussions about the availability and accessibility of course materials.



Your textbook, supply, and accounting support staff at the University Bookstore.

Today, there are two major factors that contribute to textbook prices: availability of used books and publishers' enhancement to the textbooks, known as bundling:

- I. The availability of used textbooks can significantly reduce students' annual costs, the GAO reports. The ability of bookstores to make used textbooks available depends largely on instructors' timeliness in making textbook adoptions. Not only do students save up front when they purchase used books, but if faculty gives us timely adoption notification, students will also get a refund of up to 50 percent on each book at semester's end.
- II. According to the August 16 GAO report on textbook pricing, textbook prices have increased at twice the rate of inflation during the last two decades, and "the rate of textbook price increases is not likely to slow." Publishing enhancements, such as CD-ROMs and other supplements (bundling), appear to be the major contributing factor to pushing up the price of college textbooks.

The use of "bundles" is increasing. At times, publishers ship textbooks in bundles without obtaining faculty knowledge and approval. Because our goal is to support the University's academic mission at the lowest possible cost, when we receive a bundled textbook order, we will check back with you to make sure that a bundled textbook is truly needed. We also appreciate your support in enforcing the use of complete textbooks when they are required. Otherwise, we will do our best to provide the minimum complete required materials (used or new), as you have approved, in order to reduce the education cost to our students.

Our role and our goal:

In a few days, you will be receiving information and requisition forms for your Spring 2006 textbook adoption from us - the University of Arkansas Bookstore in the Union. As you are aware, we are the official bookstore of the University, and we are accountable for having all required and recommended materials in support of your mission for our students. Your timely textbook adoption, as mentioned earlier, will reduce the cost of education to our students.

Our mission is service-oriented, not profit-driven, and we are committed to ensuring the success of our students in their academic mission. We have a clear mandate to improve retention and graduation rates. We are intent on doing all that we can to further that cause. Lowering the barriers to enrollment with help on the front-end costs is one of many efforts that are underway. I'm confident that you share this goal with us.

As we receive your textbook adoptions, we will process your order and make copies of your textbook adoptions available to all other stores that are interested in selling your textbooks. When we reproduce your custom-published materials on campus, we will make those available at cost to other stores with the quantities they desire. This way, we will ensure consistency of product and one source of production. Our goal is to make sure that students get accurate and timely class materials as you require, at the highest quality, best possible service, and lowest possible prices. By working together, we can make a difference.

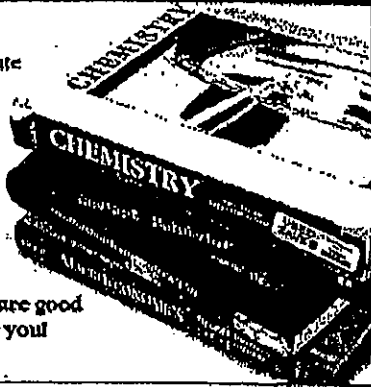
For the convenience of our students and their families' budget, we offer a student charge program with no finance fee. We also offer a 110% low-price guarantee within our local market and in legitimate Web site cases. All profits are directed to support the academic mission of the University. Our goal is to give our students and faculty the confidence that their required school supplies and textbooks will be provided within and close to campus, with a means of delivery that fits the needs of our students, at the lowest possible prices.



SOME ADOPTIONS ARE EASY. OTHERS ARE NOT.

Make textbook adoptions a priority. When you coordinate textbook adoptions with your college store early, you are actually helping to lower students' course material costs. You also ensure that all the required textbooks are on the store's shelves for the first day of classes.

Early textbook adoptions are good for students, and good for you!



Thank you for joining us in providing the best possible care for our students!

ATTACHMENT #2
(Policy 450.1 & p. 5,6 of
UA's response)

450.1

BOARD POLICY

OUTSIDE EMPLOYMENT OF FACULTY AND ADMINISTRATIVE STAFF MEMBERS
FOR COMPENSATION

While emphasizing the fact that full-time faculty and non-classified administrative staff members of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Deans, department heads, directors, vice chancellors, chancellors, vice presidents, and the president are included as administrative staff. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment shall not interfere in any substantial way with the employee's University duties nor conflict with his/her University assignments. ~~Written approval from department head and/or dean shall be obtained in advance of such outside employment.~~ Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit. The report should include actual time spent during the reporting period. Such records shall be reviewed by the appropriate administrator and submitted to the Chancellor or Vice President for Agriculture by September 30 of each year and such records shall be reviewed periodically by the appropriate administrator. The employee shall always make it clear the outside employment is his/her own responsibility and that in it he/she does not act as an agent or representative of the University. University facilities or property shall not be used except with permission of the department head or dean, and the payment of appropriate fees may be required.

September 26, 1997 (Revised)
June 11, 1993 (Corrected)
April 30, 1993 (Revised)
June 15, 1990 (Revised)
January 15, 1988 (Revised)
June 19, 1958 (Revised)
June 5, 1916

Deadline by which required items are to be posted on the institution's webpage for each course including the International Standard Book Number (ISBN). Does this deadline provide sufficient lead-time for a student to compare prices from various vendors?

Yes, the Textbook Adoption/Order Requests Policy reminds faculty to exercise care to ensure that adoptions are placed in a timely manner. The Bookstore provides deadlines to faculty well in advance of each semester and, if the faculty member meets those deadlines, there will be ample time for students to explore their options.

Prohibition of instructors receiving royalties for texts they have written when they are in a position to choose or influence the choice of texts for classes?

No, the Textbook Adoption/Order Requests Policy does not specifically prohibit instructors from receiving royalties, but such action is considered a Conflict of Interest and is addressed under the following policy:

Financial Benefit to Instructor from Student Materials: Conflict of Interest Resolution (Academic Policy Series 1550.30)

Each year with the beginning of a new appointment period, faculty members should review the policies and procedures on requiring material for use by students for which the instructor derives direct or indirect financial benefit and of the approvals and reports that are required.

Consistent with University of Arkansas Board of Trustees policy 450.1, (see attached) full-time faculty and non-classified administrative staff members may engage in limited and specifically approved outside employment for compensation provided this employment does not interfere with the employee's duties (such as by creating a conflict of interest or commitment) and provided that the employee receives written approval from his or her department head and/or dean in advance of the employment. Similarly, employees planning to engage in outside employment must disclose by means of the appropriate form any relationships or activities which might give rise to conflicts, or the appearance thereof, with their duties, responsibilities or obligations to the University of Arkansas.

Faculty members who derive direct or indirect financial benefit from materials required to be used by their students are engaged in outside employment for compensation that constitutes a conflict of interest. Procedures required to address that conflict of interest are as follows.

Required Compliance Procedures

Faculty members must disclose the conflict of interest in writing and obtain prior written approval from department chair and dean to require the purchase of their own proprietary materials by their students or to require the purchase of any other materials for which the faculty member receives compensation (including, but not limited to, publishers' incentive

payments for text book adoption).

The request for approval must include a description of the material(s) and a justification for their use.

The request must state the provision made for disposition of revenues and royalties from the sales of the material(s). These revenues must be paid to a unit not related to or associated with the faculty member, but one that will benefit student welfare at the university.

Consistent with the deadline for reporting Outside Employment (report to dean before September 15), faculty members must provide a satisfactory accounting of remuneration and disposition of revenues and royalties acceptable to their dean relative to materials required for student purchase during the preceding year.

(http://www.uark.edu/admin/vcacsty/AcaPolicySeries/academic_policies.html)

Encouragement to limit required use of new editions when previous editions do not differ in a substantive way?

No, the Textbook Adoption/Order Requests Policy does not specifically address limiting required use of new editions. The primary concern when selecting course materials is the quality of the materials to satisfy the requirements of the curriculum. Faculty are encouraged to consider not only the quality of the materials selected for adoption, but also the costs involved to the students.

Prohibit instructors from accepting financial incentives from textbook publishers for requiring students to purchase such publisher's version of a specific textbook?

No, the Textbook Adoption/Order Requests Policy does not specifically prohibit instructors from accepting financial incentives from textbook publishers, but such action is considered a Conflict of Interest and is addressed under the Fayetteville Policies and Procedures, Disclosure of Potential Conflict of Interest and Commitment Forms (404.0), attached, and Board of Trustees Policies Employee and Contractor Conflict of Interest (330.1), attached.

4) What is your policy regarding royalty payments that accrue to the benefit of a department, college, or program at your institution?

Royalty payments that accrue to the benefit of a department, college, or program at the University of Arkansas is addressed in the policy: Financial Benefit to Instructor from Student Materials: Conflict of Interest Resolution (*Academic Policy Series* 1550.30). Please see this policy stated above in question number 3. Revenues must be paid to a unit not related to or associated with the faculty member, but one that will benefit student welfare at the university.

ATTACHMENT #3
(Potential Conflict of
Interest & Commitment
Form -- 404.0)

FAYETTEVILLE POLICIES AND PROCEDURES

404.0

Disclosure of Potential Conflict of Interest and Commitment Forms

There are two forms for employee use in implementing both the UA Board of Trustees policy 450.1 on undertaking outside employment and the University of Arkansas Fayetteville campus policy on disclosing potential conflicts of interest and commitment, or the appearance thereof.

The form "Prior Approval of Outside Employment" implements the University of Arkansas Board Policy on outside employment. Full-time faculty and non-classified administrative staff members are required annually or as needed to obtain written approval from department head and dean prior to undertaking outside employment.

The second form "Disclosure of Potential Conflict of Interest and Commitment" must be completed by all faculty, classified and non-classified staff annually or more often as needed.

Each employee is required to read the two policies and to complete the form(s) which apply to his or her situation and employment status. Copies of the policies are in the current Faculty Handbook.

All requests to undertake outside employment and all disclosures must be reviewed by the employee's immediate supervisor and in turn by the supervisor's immediate superior. A copy of the form, either approved or outlining steps to manage the potential conflict, must be returned to the employee completing the form, and the original form must be retained in the office of the employee's supervisor.

These forms should be distributed annually to all employees and made available throughout the year for those employees who need to disclose any changes in circumstances as those changes occur.

Revised August 11, 1998
Revised July 25, 1994
March 17, 1993

ATTACHMENT #4
(Board of Trustees Policies
Employee & Contractor Conflict
Of Interest -- 330.1)

.1

BOARD POLICY

EMPLOYEE AND CONTRACTOR CONFLICT OF INTEREST

I. General Purpose.

It is the policy of the Board of Trustees to assure that employees of the University of Arkansas and persons or entities contracting with the University of Arkansas abide by laws applicable to them in performing their responsibilities and specifically that they conduct their activities in accordance with applicable law, regulations and policies governing ethical conduct and ethics in public purchasing and contracting.

II. Contracts and Grants Prohibited Without Review and Approval.

A. The University shall not, without approval by the Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, Director of the Criminal Justice Institute, or their designee, enter into, extend, amend, or renew a contract with, or award a discretionary grant to, current or former:

- (1) members of the Arkansas General Assembly,
- (2) constitutional officers,
- (3) board or commission members,
- (4) state employees,
- (5) the immediate family member, including the spouse, of any of (1) through (4), or
- (6) any entity in which any person designated in (1) through (5) holds any position of control, or holds any ownership interest of ten percent (10%) or greater.

B. The Chancellor or other appropriate official shall consult with the President prior to approving a contract with a current or former member of the Arkansas General Assembly, their immediate family member, or any entity in which such person holds any position of control or holds any ownership interest of ten percent (10%) or greater.

III. Employment Prohibited Without Review and Approval.

A. The University shall not, without approval by the Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, Director of the Criminal Justice Institute, or their designee, hire the following persons:

- (1) members of the Arkansas General Assembly during their term of office,
- (2) constitutional officers during their term of office,

- (3) former members of the Arkansas General Assembly in any job created or enhanced by legislation in the two-year period immediately preceding the end of that person's term of office,
- (4) former constitutional officers in any job created or enhanced by legislation in the two-year period immediately preceding the end of that person's term of office, and
- (5) the immediate family member, including the spouse, of members of the General Assembly, constitutional officers, and state employees.

B. The Chancellor, Vice President for Agriculture, Director of the Arkansas Archeological Survey, or Director of the Criminal Justice Institute shall consult with the President prior to approving the hiring of persons in categories (1) through (4) above.

IV. Conflict of Interest Policies.

The President shall assure that each campus of the University, including the Division of Agriculture, the Arkansas Archeological Survey, the Criminal Justice Institute and the University of Arkansas System Office establish conflict of interest policies applicable to employees at the campus, division or unit and to persons or entities contracting with the University which are applicable to the campus, division or unit.

The policies shall assure adequate disclosure of conflicts of interest and a method for resolving such conflicts. The policies shall specifically assure that employees in purchasing, billing, collections, financial offices, and offices otherwise engaged in contracting for expenditure or receipt of funds shall not accept gifts or gratuities from persons or entities contracting with or otherwise engaged in business with the University.

The President shall further assure that policies are adopted which appropriately notify employees and persons or entities contracting with the University of this conflict of interest policy and policies adopted pursuant to it, provisions of the Ethics in Public Contracting Law and other applicable laws dealing with conflict of interest and ethical conduct of public employees and contractors.

V. Delegation of Authority to President.

The Board delegates to the President the authority to implement this policy by Universitywide Administrative Memorandum to assure appropriate disclosure and reporting to coordinate with applicable laws and regulations. The President may exempt certain contractors, employees or classes of contractors and employees from the provisions of this policy. The President may also expand upon the provisions of this policy to accomplish its objectives.

Send email 4/30/06 w/ textbook policy survey

Mailstop: ARKU-202E
Phone: 575-3010
Fax: 575-7760
Email: textbook@uark.edu
www.uark.edu/bookstore
Adopt online: www.uark.edu/bookstore/adoption

The University Bookstore

Arkansas Union

Textbook Requisition



Please return to Bookstore By:

- April 1 for Fall Requests
- Oct. 15 for Spring Requests
- March 1 for Summer Requests

Book requisitions should be considered firm and NOT subject to change for the term reported.

Check the semester you are reporting

- Fall Term, _____
- Spring Term, _____
- 1st Summer, _____
- 2nd Summer, _____

Environmental Science

Please Include ISBN(s) When Available

Dept. Heading	Course #	Section(s)	Author	Title/ISBN	Edition or Ⓞ	Publisher	Req/ Opt	Est. Enrollment	Instructor
ENSC	1003	001	WIPERUPPINGHAM M.A.CUNNINGHAM J.W. SAIGO	ENVIRONMENTAL SCIENCE A Global Approach	9	McGraw Hill	Req.	35	Wolf, Duane

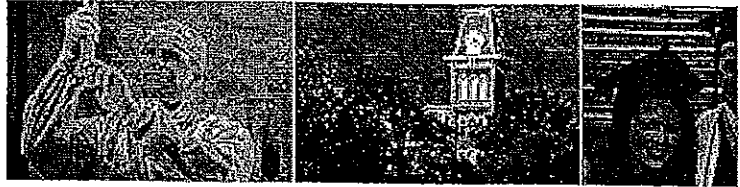
Supplies, Recommended Books, or Comments:

If any course is cross-listed with another, please list: (Example: RUSS 4123 also WLIT 4123)

Date: 3/30/06 Signed: Duane C. Wolf Instructor or Dept. Head Dept. CSES

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Red Hog hat.
\$24.99 | Details

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from sen. i / add:
to IAC center 4/26/06
w/ textbook policy class

College or School	Dept.	Faculty Member & Course	Royalty Amounts 2002-2005	Disposition
Bumpers College	Horticulture	David Hensley HORT 4043	\$100.00	Donation to UA Foundation (endowed faculty scholarship)
	Crop, Soil and Environmental Sciences	Dwayne Wolf Principles and Applications of Soil Microbiology	\$1.59	Donation to the student club in the unit
Fulbright College	Biological Sciences	General Ecology lab manual	No royalties collected by faculty	
	Chemistry and Biochemistry	CHBC 1101L and 1121L lab manuals	No royalties collected by the department	
	Communication	Robert Wicks COMM 3673	\$63.00	Deposited into the Communications maintenance cost center to support his class
	English	Keith Booker periodically used in English classes	Used copies sold -- no royalties are received	
	History	Daniel Sutherland HIST 2003 and 4673	Used copies sold -- no royalties are received	
		Henry Tsai HIST 4313	No royalties have been received	If received, will be donated to the Fulbright College Asian Studies Program
		Randall Woods HIST 3583	Used copies sold -- no royalties are received	
		Jeannie Whyne (co-author) HIST 3383 and HIST 4583	No royalties on used copies \$17.50 will be received on 20 new copies	Deposited to the Dean's maintenance cost center for expenses related to those two History courses
		Jeannie Whyne HIST 3383 and HIST 4583	\$40.00	Deposited to the Dean's maintenance cost center for expenses related to those two History courses
	Journalism	Hoyt Purvis JOUR 4043	Used copies are sold - no royalties are received	
	Music	Kabin Thomas Music Lecture	\$4,338.00	Deposited to the Dean's maintenance cost center for support of Music Lecture
	Sociology	Bill Schwab Graduate Seminar	\$74.00	Used to fund the class field trip and lunch
		Gordon Morgan General Sociology course	\$111.00	Used to help an international student
		Song Yang Advanced Social Research	\$51.00	Used to pay for pizza for the class
Walton College of Business	Marketing and Logistics	David Kurtz Contemporary Marketing	\$931.36	Remitted to the College of Business
	Information Systems	Reed Doke Object Oriented Programming Using Java	\$123.69	Remitted to the College of Business
		David Douglas Object Oriented Programming Using MS Visual Basic	\$124.00	Remitted to the College of Business
	Finance	Doug Hearsh Contemporary Investments	\$106.30	Remitted to the College of Business
College of Engineering	Industrial Engineering	John A. White INEG 3413	\$600.00	Dr. White has contributed more than \$3,000 during the reporting period to the IE Dept. through the AR Academy of Industrial Engineers and direct contributions to the department. His contributions have been used for student scholarships and general teaching support

School of Law		Howard Brill Professional Responsibility	\$802.00	Contributed to law school scholarship fund
College of Education and Health Professions	Health Science, Kinesiology, Recreation & Dance	Lori Turner Personal Health Class	Used copies are sold no royalties are received	
	Rehabilitation, Human Resources & Communication Disorders	Richard Roessler Rehabilitation Program	Approximately \$300	Contributes more than the royalty amount to the rehabilitation program.
		Barbara Shadden CDIS 4273 and CDIS 5133	Approximately \$30- \$50 for CDIS 4273 No royalty for CDIS 5133 book	She donates that much or more to the Speech and Hearing Clinic by purchasing tests or materials, etc. for student use. She does not take any tax credit for those donations

4/20/06
w/ textbook activity

Cost of Books Required for Selected Freshmen Courses

Source: Cost of new books bought in campus book store, including tax, as reported to ADHE by individual institutions on Series 16-3 (rounded to nearest dollar)

College	English Comp I	English Comp II	Oral Communications / Speech	College Algebra	General Biology	Physical Science	American Government	World / Western Civilization I	World / Western Literature I	Music Appreciation	Total
ASUJ	\$65	\$65	\$55	\$126	\$173	\$173	\$86	\$86	\$72	\$108	\$1,009
ATU	\$123	\$127	\$73	\$117	\$133	\$107	\$51	\$101	\$73	\$55	\$960
HSU	\$98	\$131	\$82	\$126	\$164	\$127	\$86	\$92	\$69	\$103	\$1,078
SAUM	\$116	\$127	\$78	\$77	\$169	\$93	\$105	\$89	\$69	\$68	\$991
UAF	\$108	\$127	\$50	\$72	\$124	\$118	\$78	\$51	\$64	\$98	\$890
UAFS*	\$120	\$0	\$98	\$127	\$128	\$140	\$87	\$76	\$76	\$78	\$930
UALR	\$84	\$61	\$69	\$119	\$143	\$101	\$86	\$84	\$65	\$57	\$869
UAM	\$90	\$84	\$76	\$107	\$97	\$99	\$65	\$102	\$87	\$78	\$885
UAPB*	\$72	\$0	\$78	\$129	\$125	\$122	\$107	\$91	\$66	\$73	\$863
UCA**	\$54	\$54	\$78	\$117	\$169	\$131	\$106	\$108	\$73	\$101	\$991
Average cost of book(s) for a course	\$93	\$78	\$74	\$112	\$143	\$121	\$86	\$88	\$71	\$82	\$947



* UAFS and UAPB use the same books for both English Comp I and English Comp II
 ** No book required for Music Appreciation, but a CD is required.

TEXTBOOK POLICY SURVEY

Does policy include the following guidelines?

Institution	Does Institution have policy regarding adoption of textbooks or other required course materials?	What is that policy?	Requirement for requesting faculty to affirm that a book or other materials are necessary for a particular class?	Provide for a process in material selection that considers the expense to the student, including verification that lower-priced materials are inferior?	Deadline by which required items are to be posted on the institution's webpage for each course including the International Standard Book Number (ISBN). Does this deadline provide sufficient lead time for a student to compare prices from various vendors?	Prohibition of instructors receiving royalties for texts they have written when they are in a position to choose or influence the choice of texts for classes?	Encouragement to limit required use of new editions when previous editions do not differ in a substantive way?	Prohibit instructors from accepting financial incentives from textbook publishers for requiring students to purchase such publisher's version of a specific textbook?	What is your policy regarding royalty payments that accrue to the benefit of a department, college, or program at your institution?	What is your policy on limiting institutional bookstore profits or on the use of the profits?	Do you discourage the use of bundled packages unless there is verification that each item in the bundled package will be used in the designated course and the separate items can be resold to become "used" merchandise?	Do you discourage the use of customized printed texts that are not marketable to other institutions' students?
ASU) R State niv.	Yes. The 2006 ASU Faculty Handbook provides a statement concerning textbooks & instructional supplies.	III.m. Textbooks & Instructional Supplies (ASU Faculty Handbook 2006) The decision as to which text & supplemental materials will be used in a course will rest with the faculty member & will be coordinated by the departmental chair. Course costs should be kept as reasonable as possible. Normally, requests for change of textbooks must be approved two weeks before the beginning of the preceding semester. However, textbooks may be approved at any time for new courses or when stock is depleted.	No formal requirement. Faculty members are reminded during each period of textbook renewals to state that textbooks are either required or recommended (optional) when placing their textbook orders.	No formal process. Faculty members are encouraged to take into consideration the cost to the student when selecting textbooks and supporting instructional materials. Due to the specificity in some disciplines, textbook selection for a given topic may be greatly limited and increased cost may be unavoidable. In some areas, such as professional programs, faculty frequently select textbooks and resources that can be used throughout the academic program.	No required deadline. ASU has a contract with Follett to provide its bookstore services for the campus. Exclusivity clauses within the contract with Follett prohibit posting or distribution of ISBN numbers. Students may consult individual faculty members for textbook information or visit the bookstore to determine required books for a given term.	The practices at ASU-J is to prohibit the receipt of royalties by faculty whose authored text is adopted for use in courses in which the author may have influence in textbook selection.	ASU-J Bookstore staff works closely with faculty to locate and secure used textbooks, including previous editions when possible, to assist in reducing textbook expenses to the student. Faculty often allow students to use previous editions unless significant changes have been made in the textbook content.	The practice at ASU-J is to prohibit the receipt of financial incentives from publishers associated with textbook adoption.	Royalties that accrue to a department or other academic unit are used to provide student scholarships.	Not applicable. ASU has an independent contract for bookstore services with Follett.	Bundled packages are generally used only if all materials are supportive of the instruction and learning outcomes of the course. Some items, such as workbooks and laboratory manuals that may be included in the bundles, are designed for one-time use and may not be resold.	No. Customized texts and instructional materials are often more cost effective and generally can be resold for use on campus in subsequent semesters. Instructional materials and textbooks that are customized to provide greater support and contribution to learning outcomes are not discouraged as they are often superior to "generic" textbooks and materials.
TU) R Tech niv.	Yes.	The faculty is required to complete adoption forms and forward the completed forms to their Department Head for approval. Upon approval, the completed forms are forwarded to the Bookstore's Textbook Manager. The Textbook Manager then verifies that the adoption is a current edition and makes changes to the adoption as required.	Yes.	We are sensitive to cost of textbooks for students. The required course content for student learning takes precedent over cost.	N/A	No. However royalties are approved through the Vice President of Academic Affairs' Office.	We work with academic departments to limit, where possible, the changing of editions.	No.	Upon receipt of approval from the Dean of School and Vice President of Academic Affairs, the Bookstore pays \$1 to \$2 per copy to a specific department or the foundation.	The Bookstore limits bookstore markup for textbooks below the industry standard. Bookstore profits are utilized by reinvesting 50% into bookstore operations and 50% of the profits go to our unappropriated fund balance. Board of Trustees' approval is required to utilize the funds in the Fund Balance.	Bundled packages are discouraged; when possible, the book is bought back and resold as a used book. CDs and workbooks are not bought back by the Bookstore.	Yes.
SU) n. State niv.	No formal policy. Decisions are left to faculty in consultation with our bookstore manager.								Not applicable. None of our programs, departments or colleges receive any royalty payments.	We have very few faculty who have written textbooks and most of them receive little or no royalties.	We discourage bundled purchases.	We do have a few custom publications, particularly in the sciences.
AUM) n. AR niv.	There is no specific written policy.	Informal practice is that faculty may require materials or books if needed, but not to require a book unless it is needed.	Informally	Cost of education, including book cost, is always a topic, at meetings, of concern to faculty and staff.	Not yet on webpage.	No	Informally	No	No Policy	The university receives an 8% royalty on resales from the contract bookstore operator and this income goes into the general revenue to offset expenses of university operations.	Informally, yes. The problem in this area is publishers who will not break apart bundles.	When these are used, and it is rarely, because of copyright issues, it can be the least expensive way to provide material. It is generally less than a used text.

TEXTBOOK POLICY SURVEY

Does policy include the following guidelines?

Institution	Does Institution have policy regarding adoption of textbooks or other required course materials?	What is that policy?	Requirement for requesting faculty to affirm that a book or other materials are necessary for a particular class?	Provide for a process in material selection that considers the expense to the student, including verification that lower-priced materials are inferior?	Deadline by which required items are to be posted on the institution's webpage for each course including the International Standard Book Number (ISBN). Does this deadline provide sufficient lead time for a student to compare prices from various vendors?	Prohibition of instructors receiving royalties for texts they have written when they are in a position to choose or influence the choice of texts for classes?	Encouragement to limit required use of new editions when previous editions do not differ in a substantive way?	Prohibit instructors from accepting financial incentives from textbook publishers for requiring students to purchase such publisher's version of a specific textbook?	What is your policy regarding royalty payments that accrue to the benefit of a department, college, or program at your institution?	What is your policy on limiting bookstore profits or on the use of the profits?	Do you discourage the use of bundled packages unless there is verification that each item in the bundled package will be used in the designated course and the separate items can be resold to become "used" merchandise?	Do you discourage the use of customized printed texts that are not marketable to other institutions' students?
IAF) Univ. of AR Fayetteville	Yes	<p>The purpose of this policy is to provide for efficient, consistent, timely, and accurate ordering of classroom materials. Effective with the implementation of this policy, the UA Bookstore will become the single collection point for book and material orders. This process will help remove confusion from the ordering system. The intent of this policy is to improve communication, thereby enhancing free market activities. The UA Bookstore will automatically share textbook adoption information with off-campus bookstores in Fayetteville in a timely manner.</p> <p>The overall goal of this policy is to ensure quality education for our students and convenience for our faculty.</p> <p>All faculty, staff, and others who may be involved in textbook adoptions, or who may be directed to make textbook adoptions, are to adhere to the following policy and procedures: 1. Classroom textbook requirements are to be met by utilizing the UA bookstore located in the Arkansas Union. Textbook adoptions include lab books or custom packets. 2. Textbook adoptions may be made online through the UA Bookstore website. This facility is hosted on a Follett wholesale book division website; however, Follett does not run our store—UA operates the store. Follett is one of several wholesale book providers. A password and a user name are required for access. Contact the UA Bookstore at 575-3010 to request access information. 3. Care should be exercised to ensure that adoptions are placed in a timely manner. Some books may be shipped from overseas, may be out of print, or may be in short supply. 4. It is important all book adoptions and requests for supplies or custom packaged classroom materials be ordered through the UA Bookstore. Inventory counts and enrollments need to be monitored in one place to help ensure that an ample supply of textbooks and other materials are available for classes. 5. The UA Bookstore and University Copy Services will provide copyright clearance, printing, and binding of custom class packets to ensure that copyright issues are appropriately addressed and to provide consistency in the materials sold. These packets will be available for other stores to purchase.</p>	No, the Textbook Adoption/Order Requests Policy does not specifically address affirmation by faculty regarding required materials. Classroom textbooks, lab books, and custom packets that are required by faculty are adopted by utilizing the UA Bookstore website. When adoptions are made, the materials are considered necessary for a particular class.	No, the Textbook Adoption/Order Requests Policy does not specifically address expense consideration. Faculty members are reminded to follow good practice in choosing educational materials for their students to purchase, including texts and software and other items required in classes and laboratories. While choosing the most educationally sound and current materials consistent with the educational objectives of the course or other educational activity, faculty members should also give due consideration to costs for students and resale opportunities as they make their selections from available materials. An example faculty newsletter from the Bookstore is attached. See Attachment #1 (Faculty Newsletter)	Yes, the Textbook Adoption/Order Requests Policy reminds faculty to exercise care to ensure that adoptions are placed in a timely manner. The Bookstore provides deadlines to faculty well in advance of each semester and, if the faculty member meets those deadlines, there will be ample time for students to explore their options.	No, the Textbook Adoption/Order Requests Policy does not specifically prohibit instructors from receiving royalties, but such action is considered a Conflict of Interest and is addressed under the following policy: Financial Benefit to Instructor from Student Materials: Conflict of Interest Resolution (Academic Policy Series 1550.30): Each year with the beginning of a new appointment period, faculty members should review policies and procedures on requiring material for use by students for which instructor derives direct or indirect financial benefit and of approvals and reports that are required. See Attachment #2 (Policy 450.1 and p. 5, 6 of UA's response.)	No, the Textbook Adoption/Order Requests Policy does not specifically address limiting required use of new editions. The primary concern when selecting course materials is the quality of the materials to satisfy the requirements of the curriculum. Faculty are encouraged to consider not only the quality of the materials selected for adoption, but also the costs involved to the students.	No, Textbook Adoption/Order Requests Policy does not specifically prohibit instructors from accepting financial incentives from textbook publishers, but such action is considered a Conflict of Interest and is addressed under the Fayetteville Policies and Procedures, Disclosure of Potential Conflict of Interest and Commitment Forms (404.0), attached, and Board of Trustees Policies Employee and Contractor Conflict of Interest (330.1), attached. See Attachment #3 & 4 (Disclosure of Potential Conflict of Interest & Commitment Forms & Board of Trustees Policy and Board of Trustees Policies Employee & Contractor Conflict of Interest)	Royalty payments that accrue to the benefit of a department, college, or program at UA is addressed in the policy: Financial Benefit to Instructor from Student Materials: Conflict of Interest Resolution (Academic Policy Series 1550.30). Please see this policy stated in question number 3 (See Attachment #2, pages 5, 6 of UA's response). Revenues must be paid to a unit not related to or associated with the faculty member, but one that will benefit student welfare at the university.	Although no formal policy exists, the UA's practice has been to use Bookstore operation's revenues for purposes that benefit students and academics. The revenues support debt retirement of the Stadium Drive Parking Deck next to the Arkansas Student Union. They also support the Teaching and Faculty Support Center and the operations of the Arkansas Student Union.	The primary concern when selecting course materials is the quality of the materials to satisfy the requirements of the curriculum. Bundled packages are discouraged when they are not the best available to meet the goals of the course and program in which they will be used. Faculty are encouraged to consider not only the quality of the materials selected for adoption, but also the costs involved to the students.	The primary concern when selecting course materials is the quality of the materials to satisfy the requirements of the curriculum. Faculty are encouraged to choose the most economical option for their students, but first consideration is given to meeting the curriculum required of the course. Customized course materials can save money over the cost of texts and can often be updated as new curriculum is developed or changed.
UAFS) Univ. of AR Fayetteville	Yes	<p>Our policy is as follows: The mission of the textbook department is to have correct textbooks & course materials on the shelves at least two weeks prior to each semester or initial class meeting. The procedures outlined in this document will allow the Campus Store to provide: lower prices, better & faster service to students, increased accuracy in book purchases, decreased duplicating expenses for UAFS custom-printed materials.</p> <p>The following constitutes text adoption policy & procedures for UAFS: 1. Textbooks will be adopted for a minimum of three years. Exceptions to this policy will be granted only with the dean's approval. 2. All sections of a college course will use the same textbook (i.e. all ENGL 1203 sections or MATH 1203 sections). 3. All textbooks and related materials will be ordered based on past history of a particular course, the current number of sections, & future information we receive regarding enrollment management. 4. Faculty must review previous semester text adoption orders to verify if textbooks are required or optional, and that ISBN, edition, author, and titles are correct. These are to be returned to the department secretary NO LATER THAN one week prior to text adoption deadline. 5. The Campus Store provides on-hand inventory of UAFS custom printed course materials to department secretaries three weeks after each semester begins. 6. The department secretary reviews and prepares text adoptions and submits them to the dean of the college for final approval. 7. Textbook adoption orders and orders for UAFS custom printed materials must be sent to the Campus Store by the following deadlines: Summer I & II, February 8; Fall, March 21; Spring, October 1. 8. All UAFS printed material placed in the Campus Store, including revisions, must be preceded by a text adoption order completed by the department secretary & signed by the appropriate dean. The material must be submitted to Document Services according to the following schedule: Summer I & II, April 10; Fall, July 12; Spring, November 22. 9. Cost of excess inventory of UAFS custom printed material in the Campus Store is \$.03 per printed page plus additional materials. Department secretaries will submit a requisition for excess material to the Campus Store to be charged back to their department. 10. Continuing Education textbook adoptions must be submitted to Document Services six weeks prior to the start of each class.</p>	Yes	Cost is considered. However, the primary consideration for faculty is to determine which textbook offers the best support for student learning.	No. Required items are not posted on the web. Not applicable.	Yes. Page 6-7 of the Employee Handbook states: "University employees whose positions require (or allow) participation in the selection process of textbooks, or any materials from which the employee might personally gain, will completely withdraw from such processes by not participating in any discussion or by not voting on any recommendations related thereto. Employees may not participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, laboratory manuals, or other educationally related items."	Yes. Our policy states, "Textbooks will be adopted for a minimum of three years. Exceptions to this policy will be granted only with the dean's approval."	Yes. The Employee Handbook, on page 6-6, states, Employees may not accept or solicit any gift, favor, service, or benefit that the employee should reasonably know is offered with the intent to influence their decisions or actions. Likewise, employees may not solicit, accept, or agree to accept any unauthorized gift, favor, service or other benefits from having exercised the powers and responsibilities of their official university position."	No policy is in effect at this time.	We use an industry standard margin of profit that is used by college bookstores across the United States. Any and all profits are used to support scholarships and student programming—other exempt auxiliary funded enterprises.	We do discourage this practice, not only with faculty, but also with our publisher representatives, who often "push" the bundled concept.	Yes, unless the customized text is required to meet the course learning outcomes.

TEXTBOOK POLICY SURVEY

Institution	Does Institution have policy regarding adoption of textbooks or other required course materials?	What is that policy?	Does policy include the following guidelines?										
			Requirement for requesting faculty to affirm that a book or other materials are necessary for a particular class?	Provide for a process in material selection that considers the expense to the student, including verification that lower-priced materials are inferior?	Deadline by which required items are to be posted on the institution's webpage for each course including the International Standard Book Number (ISBN). Does this deadline provide sufficient lead time for a student to compare prices from various vendors?	Prohibition of instructors receiving royalties for texts they have written when they are in a position to choose or influence the choice of texts for classes?	Encouragement to limit required use of new editions when previous editions do not differ in a substantive way?	Prohibit instructors from accepting financial incentives from textbook publishers for requiring students to purchase such publisher's version of a specific textbook?	What is your policy regarding royalty payments that accrue to the benefit of a department, college, or program at your institution?	What is your policy on limiting institutional bookstore profits or on the use of the profits?	Do you discourage the use of bundled packages unless there is verification that each item in the bundled package will be used in the designated course and the separate items can be resold to become "used" merchandise?	Do you discourage the use of customized printed texts that are not marketable to other institutions' students?	
UALR) Univ. of AR Little Rock	Yes	Under University policy, instructors are not permitted to sell books or other instructional materials to students. When students are required to purchase books or other instructional materials in any academic program, the instructor of record must arrange for sale of the required articles through the campus bookstore or other approved outlets.	No	No	The deadlines for ordering books each semester are scheduled through the campus Barnes & Noble College Bookstore. Instructors are strongly encouraged to submit those orders as early as possible in order to hold down prices. Students can view the required textbooks for courses online at http://ualr.bksstore.com/ and either purchase those books directly from Barnes & Noble, or purchase the books from any other vendor they choose.	No	No	UA Board Of Trustees and UALR policies regarding conflict of interest apply in this situation just as they do in other university employee activities.	Royalty payments that benefit a department, college, or program at UALR are deposited into that unit's maintenance account to supplement funds available for faculty research, professional development, equipment and travel. The Department submits an invoice to the Barnes & Noble Bookstore, and staff will verify it to the amount that was ordered. B&N staff submits a form for payment to the B&N corporate office and a check is sent to the University.	UALR has a contractual/partnership relationship with Barnes & Noble College Bookstores, Inc. as the result of an open competitive bid process. The university's Request for Proposals (RFP) established profit margin limits on books and supplies. All negotiated profit from the operation of the bookstore is returned to the Donaghey Student Center to support its auxiliary operations budget.	Bundled packing is permitted if all material can be reused for the next term and if B&N has return privileges for any over stock.	Customized printed texts for UALR are discouraged.	
UAMS) Univ. of AR Fayetteville	UAMS does not have a policy regarding adoption of textbooks and related materials.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
UAM) Univ. of AR Monticello	Each semester, UAM adheres to the following guidelines and procedures relating to the adoption of textbooks or other required course materials.	Adoption forms are generated by our textbook management system <i>Course Works</i> . UAM faculty follows the steps listed below: a. Reviews the previous semester's text listed on the adoption form to determine if the same text is needed for the particular course. The faculty member may consult with the academic unit head or other faculty in the review process. The faculty member shall consider the textbook's ability to present current relevant data along with the material being required by other faculty members teaching similar courses. Different or additional texts may require a justification for approval. Changes to add an additional text must include the author, title, and ISBN number. Needed corrections or changes are made on the adoption form. b. Indicates the expected enrollment for the course on the form. c. Indicates if the text is required or optional. The UAM Bookstore <i>Course Works</i> generated shelf tag indicates what is optional and what is required by students purchasing texts and course materials. d. Faculty member provides a signature request on the adoption form. e. Academic unit head each reviews the faculty member adoption form individually and collectively. Textbooks used by other faculty, volume of course material, frequency of textbook changes, and textbook and course material justifications are factors considered when reviewing adoption forms. Academic unit head approves or rejects the faculty member's adoption form. f. The Unit/Department makes copies for their records and sends the reviewed/signed original forms back to the UAM Bookstore by the due date with his/her signature approval on the adoption form. g. The textbook adoption information is needed by the due dates for the student book buy-back program at the end of the semester(s) and for the timely receipt of regular textbook(s) orders.	Yes, see process explained in number two (2).	Orders are made as a result of the professional judgment of faculty member and academic unit head.	Items are posted on UAM's Bookstore webpage upon substantial receipt of the approved textbook adoption forms. UAM's Bookstore webpage provides the name of the text, author, and edition.	Governed by UA Board Policy and State Conflict of Interest rules.	Orders are made as a result of the professional judgment of faculty member and academic unit head.	Governed by UA Board Policy and State Conflict of Interest rules.	The University does not make royalty payments to campus units or programs.	The University operates and manages the UAM Bookstore and does not allocate costs such as occupancy charges (rent), insurance, utilities, and other direct and indirect charges. Any excess receipts over direct disbursements are used to cover the above noted expenses and may be allotted to other auxiliary units.	Orders are made as a result of the professional judgment of faculty member and academic unit head.	We do not discourage the use of customized printed texts. The University is currently reviewing the concept of customized printed texts.	

TEXTBOOK POLICY SURVEY

Institution	Does Institution have policy regarding adoption of textbooks or other required course materials?	What is that policy?	Does policy include the following guidelines?										
			Requirement for requesting faculty to affirm that a book or other materials are necessary for a particular class?	Provide for a process in material selection that considers the expense to the student, including verification that lower-priced materials are inferior?	Deadline by which required items are to be posted on the institution's webpage for each course including the International Standard Book Number (ISBN). Does this deadline provide sufficient lead time for a student to compare prices from various vendors?	Prohibition of instructors receiving royalties for texts they have written when they are in a position to choose or influence the choice of texts for classes?	Encouragement to limit required use of new editions when previous editions do not differ in a substantive way?	Prohibit instructors from accepting financial incentives from textbook publishers for requiring students to purchase such publisher's version of a specific textbook?	What is your policy regarding royalty payments that accrue to the benefit of a department, college, or program at your institution?	What is your policy on limiting institutional bookstore profits or on the use of the profits?	Do you discourage the use of bundled packages unless there is verification that each item in the bundled package will be used in the designated course and the separate items can be resold to become "used" merchandise?	Do you discourage the use of customized printed texts that are not marketable to other institutions' students?	
JAPB) Univ. of AR ine Bluff	Yes.	Textbook selection is within the purview of the academic departments. The policy on textbooks is as follows: Sale of Books. Under University policy, instructors are not permitted to sell books or other instructional materials to students. When students are required to purchase books or other instructional materials in any academic program, the teacher in charge should arrange for the sale of the required articles through the University Bookstore.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	The Bookstore discourages the use of customized printed texts that are not marketable to other institutions' students <u>but</u> this is not a university policy.
JCA) niv. of Cent. R	No response received.												