

ACADEMIC NEWS & NOTES

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Dates to Know

Registration/Drop/Withdrawal:

October 20, Thursday:

- Last Day to Add/Register for 2nd 8 Week Classes
- Last Day to Drop/WD with No Grade for 2nd 8 Week Classes

October 28, Friday:

- ORR All Staff Retreat - Staff Out of Office

November 7, Monday:

- Last day to drop/withdraw from classes with "W" grade—No Petition for Exception

November 14 — December 4, Monday—Sunday:

- Priority Registration for Spring 2017

Please encourage your students to complete the It's on Blue Training before Priority Registration

It's Time to Order Textbooks!

Orders for Spring 2017 textbooks were due October 15. If you have not submitted your order yet, please do so ASAP. On-time orders help make textbooks more affordable for our students because:

- ◆ The bookstore can buy back more textbooks from Fall because they know definitively what will be needed for Spring.
- ◆ Our bookstore can gather more books from the national used book market for both used purchased books and used rental books.

Additionally, we have a Federal Title IV requirement that students can see their required textbooks and the associated costs at the time of registration and registration begins in the middle of November. Please check the University Handbook for policy related to textbook orders ([310.1.12](#)).

[Faculty Enlight](#) can be used to submit your book orders. Please be sure to let your department chair know that your order is in and that it complies with the Handbook policy on textbooks. You can also find a list of guaranteed rentals on the [faculty resource website](#).

FAD—Faculty Activity Data

It's a good time to add your syllabi to this semester's courses, upload course evals to last spring and summer courses, and add any recent updates to your intellectual contributions section. There are a number of new reports that will allow programs and the university to run reports to make accreditation reporting easier for everyone.

Yuja—Lecture Capture

Beginning in the Spring 2016 semester OIT collaborated with several Faculty members to evaluate Tegrity Lecture Capture to determine if it is the tool best suited to the needs of ISU. At the end of our evaluation, we concluded that Yuja Active Learning Platform would serve better due to its ease-of-use and expanded feature list. This semester, Fall 2016, the migration process from Tegrity to Yuja will begin. Faculty who plan to continue using the old recordings from Tegrity will need to submit a request for the file transfer onto Yuja. The migration should be complete in December 2016, with Tegrity no longer available in the Spring 2017 courses. For more information, including a link to the migration form and Yuja training, please visit the OIT website: <http://www2.indstate.edu/oit/>.

Make Required Texts and Materials Affordable

Ordering textbooks on-time is one important way to make course materials more affordable for students. But there are many other ways as well that make materials not only affordable, but free. Please consider the options given below as you determine what you will do for students that makes sense for learning and student cost. If you decide to not use a purchased text, please make sure the bookstore IS notified so that students have the appropriate notification that no text is required for purchase.

One option is to use your Blackboard site to post materials that students can read electronically or download and print with their free prints each semester. If you hold the copyright to materials OR have created materials for class, put them in Blackboard instead of in a course pack that students must purchase. Each semester, we see course packs that students are required to purchase that contain the syllabus, course handouts, copies of PowerPoint slides, etc. There is no reason to put these costs onto the students. Below are more ideas and tips of using articles from a library database such that copyright is followed and student access is assured:

- Copyright, Fair Use, and BB: In general, if you have a document (like a single article from a journal, or a single chapter from a book) and would like to make a copy available to your students, you can upload a pdf of the document to Blackboard. However, if you continue to use this document over and over again for many semesters without obtaining permission from the copyright holder, it could be a factor AGAINST fair use, because it potentially could impact the potential market for that item. Refer to the Fair Use Checklist (<https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html>) from Columbia, to compare factors for and against Fair Use. There's also an infographic that summarizes the four factors of fair use here (<http://fairuseweek.org/resources/>) - scroll all the way to the bottom. The thing to remember is that just because you aren't making any money off of it, that doesn't mean it's fair use. This is a complicated and nuanced issue!
- Using Library Materials, ease of accessibility: The library subscribes to many ebooks and journals with full text online that are available for students to access for free. In order to link to these materials in Blackboard, it helps to find the correct link to the item you want the students to use. This process differs for each database, but in general you need to look for "permalink" or "link" in the item record, and never just copy the URL off the address bar in the browser. An informal guide to doing this for EBSCO can be found on the [faculty resource website](#). You can find Proquest links generally in the "Details" section. But again, each product is a little different.
- OERs are available for most entry-level courses. The Minnesota Open Textbook Library (<https://open.umn.edu/opentextbooks/>) has a large collection of open textbooks, some of which have also been reviewed. This semester, COMM 101 is using an open textbook (you can look at the HTML version here: <http://kell.indstate.edu/public-comm-intro/>) that is a combination of two different open textbooks, and some materials created in-house. Physics 105 is also using an open text this semester from OpenStax College (<https://openstax.org/details/books/college-physics>) along with an online homework component from Sapling, which is about \$35 (compared to the around \$100-\$125 range that Pearson charges for access to their MyLab products. McGraw-Hill has similar online homework products that are about the same price. Depending on the course, you may be able to find an open textbook that completely suits your needs and can use as is (like PHYS 105), or be able to craft one that better suits your needs (like COMM 101).

We discourage faculty from working with publishers to create a custom-authored texts that will be used only for ISU students. Many academic publishing firms now have a self-publishing branch which will agree to publish a textbook for a faculty if the faculty guarantee X number of purchases for his/her course at the home institution. Often the faculty member retains the copyright. The book is compiled, bound, printed and sold to bookstores and faculty receive a royalty. These are not books that are sold to other institutions and used in courses across the country, these are essentially very expensive course packs for our students. Please consider other alternatives for your students.