

## **Executive Summary: Policy 606 *Adoption of Course Materials and Textbooks***

<b>Date:</b>	January 23, 2020
<b>Sponsor:</b>	Wayne Vaught
<b>Stewards:</b>	Anne Arendt, Kathren Brown
<b>Policy Process:</b>	Regular
<b>Policy Action:</b>	<b>Revision</b>

### **Issues/Concerns (including fiscal, legal, and compliance impact):**

UVU Internal Audit has recommended some changes to this policy. A review of the policy revealed confusion surrounding the definition of key terms and the scope and applicability of the policy. The policy should undergo revision to provide clarity and streamline processes within the policy.

### **Suggested Changes:**

- 1) Clarify or remove “out-of-pocket costs” as recoverable expenses from textbook royalties and create a process for calculating and verifying royalties attributable to UVU students;
- 2) Reword section 5.2.3 for readability and clarify when instructors cannot profit on self-authored textbook sales;
- 3) Delete references to forms that do not exist, such as the *Copyright Compliance Non-Conflict of Interest Assurance Form*;
- 4) Narrow the scope of the prohibition on “direct sales” of course materials to only include self-dealing scenarios, and to allow referrals to third-party vendors when in the best interest of students; and
- 5) Clarify where to designate royalties or compensation in section 5.2.3. Suggest something similar to: “They may, however, designate such royalties or compensation into an institutional scholarship fund in consultation with the university Compliance Officer.”

**Requested Approval from President’s Council:** Stage 1

**Proposed Drafting Committee:** Kathren Brown, Nizhone Meza, Jeremy Knee, [Faculty Senate Representative], [Audit Representative], [Bookstore Representative]

**Target Date for Stage 1 Draft to Enter Stage 2:** [Click here to enter a date.](#)

**Target Date for Board of Trustees Review:** [Click here to enter a date.](#)



**Projected Timeline:** [Leave blank. To be filled in by the Policy Office.]
