



**MEMORANDUM 2014 #4**  
**From: Office of the Chair**

**September 8, 2014**

**New Provostial Guidelines on Digital Learning Materials**

Dear UTSC Psychology Faculty and Instructors,

Attached you will find the new Provostial Guidelines on Digital Learning Materials.

To summarize (please see attachment for full details), you are now allowed to require students to purchase access codes for online materials that will comprise a portion of their grade in the course, as long as:

1. Students are able to purchase the access codes alone (i.e., they are not bundled with a textbook).
2. The cost to the student is no more than \$60 per half credit course.
3. Whenever possible, students are made aware of the use of the materials, and cost, at the time of registration in the course.

You are also now allowed to require students to purchase clickers (or other response systems) for assessment purposes. The cost is NOT included in the \$60 threshold mentioned above.

To meet requirement 3 above, I'm going to suggest that we maintain a list of courses that require the purchase of access to Digital Learning Resources and/or clickers on our Departmental website. Please forward this information to Liz. I'll also suggest that it's best practice to announce the information in the first class of the term, and even better, send out an announcement before the first class through BlackBoard.

# University of Toronto Provostial Guidelines on the Use of Digital Learning Materials

September 2014

## Introduction

The University of Toronto recognizes that the creation of new learning materials and methodologies is an important part of pedagogical practice and can contribute to the enhancement of teaching and learning. The use of Digital Learning Materials has increased in recent years as an alternative to physical textbooks and Digital Learning Materials have evolved to include assessment tools – both for self-assessment and to contribute to a course mark. While the benefits of Digital Learning Materials are known, the University also recognizes that these resources may come with additional costs that may be onerous for some students.

The Ministry of Training, Colleges and Universities, up until December 2013, had prohibited the charging of compulsory ancillary fees for digital learning materials. This position was articulated by the University most recently in a memo from the Vice-Provost, Students ([PDAD&C Memo 2012-13 #12](#)) which stated:

*All of the costs associated with students' participation in a course are expected to be funded through tuition revenue and the University's provincial operating grant. Students must be able to complete all aspects of a course without a mandatory surcharge (and students cannot be penalized for not choosing to pay a surcharge). Specifically, it is not permitted to require students to make any of the following purchases in order to complete an assignment, fulfill a participation requirement or take a test:*

- 1. Physical items such as "clickers"*
- 2. Access to online resources*
- 3. Online software applications*

In December 2013, the Ministry of Training, Colleges and Universities revised the 2013-14 to 2016-17 *Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities*.

Section 6.B.3: *Exemptions from Protocols*, lists non-tuition-related ancillary fees that are exempt from inclusion in the "Protocol"<sup>1</sup>. Changes to this section include provisions for clickers and a clause regarding fees for digital learning materials.

***Fees for learning materials and clothing retained by the student, or materials used in the production of items that become the property of the student – these fees include materials such as dental kits, clickers, art supplies, lab coats and manuals.***

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<sup>1</sup> At the University of Toronto the "Protocol" refers to the [Memorandum of Agreement](#) between The University of Toronto and student governments regarding the increase or introduction of compulsory non-tuition related fees.

***Fees for digital learning materials that are the property of the student and which can include test/assessment tools.***

- *The Ministry considers the payment of tuition as supporting the cost of instruction and assessment. Where a course or program relies substantially on assessments that are included with a learning resource, such as an online textbook, the Ministry expects universities to have a policy with respect to their students' interests in these situations. Such a policy could include a rebate to students of a portion of their textbook fees where bundled assessments represent a substantial portion of a student's mark for a course.*
- *The Ministry acknowledges the contribution that these resources can make to the quality of teaching and learning, including support for adaptive learning and formative assessment. Universities should be proactive in monitoring conditions attached to the use of learning resources by faculty and students, to ensure that these are consistent with institutional academic policies and values.*

While the Ministry asks that universities set a threshold at what they consider a “substantial portion of a student’s mark”, the University of Toronto recognizes that for some students, even a very small percentage may be seen as a significant portion of the total grade. Additionally, the use of digital learning resources for assessment purposes may vary significantly from course to course.

## **Guidelines**

As required, the University has responded in a timely manner to the new Ministry framework with this set of guidelines for 2014-15. Further data from the divisions needs to be collected and may inform changes to what has been provisionally established here. These guidelines will therefore be reviewed each year by the Office of the Vice-Provost, Students & First-Entry Divisions and the Planning and Budget Office.

### ***Digital Learning Resources***

The principles outlined below take into consideration the financial implications of learning materials, the importance to many students of every component of assessment towards a final grade, and the variety of usage of such resources across the University. Instructors can require students to purchase digital learning resources for assessment purposes ***provided that the following conditions are fulfilled:***

1. If students are required to purchase physical textbooks bundled with software, codes to access on-line resources, or other digital components for assessment purposes, **students must have the option to purchase the digital components separately.** Students shall not be required to purchase e-textbooks to obtain the assessment component of the materials.

2. If the total cost of the digital learning resource(s) by which assessments are derived **exceeds \$60 per half-credit** (0.5 full-course equivalent (FCE))<sup>2</sup>, an alternative method of assessment must be offered as an option. The \$60 threshold is for the stand-alone digital assessment tool only (for example the cost to purchase a code to access on-line resources).
3. Wherever possible, students must be made aware of the use of digital learning materials for assessment **upon registration for a course**. If the cost to students for such materials exceeds \$60 per half-credit, then the **alternative methods of assessment must be set out in the first week of class through the syllabus, or on Blackboard or other communication tools used in the particular course. Note that for courses beginning in the Fall 2014 term and Winter 2015 term, instructors shall notify students of these costs within the first two weeks of class through the syllabus, or on Blackboard or other communication tools used in a particular course.**

In addition to fulfilling the conditions described above, instructors are highly encouraged to reach out to the University of Toronto Libraries to discuss alternatives to commercial on-line resources, including open source on-line resources, or resources acquired through consortial purchasing.

Please contact your appropriate Liaison Librarian [resource.library.utoronto.ca/liaison/all.html](http://resource.library.utoronto.ca/liaison/all.html) for more information and assistance.

### ***Clickers or Classroom Response System Devices***

It is now permissible to require students to purchase clickers or other classroom response system devices for assessment purposes. The purchase of clickers is not included in the \$60 threshold. Instructors are encouraged to seek cost-effective measures, such as selecting bundled course packages that include clickers at a reduced price or using the iClicker<sup>3</sup> currently supported at the University.

Created: August 2014  
Revision Dates:

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<sup>2</sup> In the current environment and having reviewed the relevant costs, the cost limit for 2014-2015 is \$60 per half credit and may be pro-rated. This threshold will be reviewed yearly.

<sup>3</sup> iClicker (commonly called "clickers") is the proprietary name for the classroom response system (CRS) supported at UofT.

### **Frequently Asked Questions:**

Q1: What is the University doing to provide cost-effective solutions for digital learning resources?

A1: The University will continue to investigate the use of open-source assessment tools and engage in discussions with publishers to obtain the best options for our students. Additionally, the University will investigate the suitability of reduced cost options for textbooks such as open source and/or commercially available e-textbooks.

Q2: What types of alternative methods of assessment may be provided?

A2: Alternative methods of assessment may include an option for the students to access the learning resource in the classroom/lab, or providing accessible physical copies of similar assessment tools.

Q3: How did the University arrive at the figure of \$60?

A3: The figure was determined after reviewing the range of costs per course for digital learning materials currently available.

Q4: What do “bundled” and “stand-alone digital assessment tool” mean?

A4: “Bundled” learning materials may include a group of products such as a text book with a code to access digital learning materials. The “stand-alone digital assessment tool”, using the example of a text book and code, would refer to the code portion only.

Q5: Why is the threshold cost based on the cost for the stand-alone digital assessment tool?

A5: The University recognizes that a cost-effective method of obtaining learning materials is through the purchase of used textbooks. Therefore a stand-alone version of the digital learning materials must be made available. Basing the threshold on the stand-alone version provides a uniform value across the University.

Q6: What if the cost for the digital component, when bundled, is under the threshold?

A6: The University recognizes that purchasing textbooks with the bundled assessment tool provides a reduction in the overall cost; however, for the reasons outlined in question 5, the threshold is based on the stand-alone cost.

Q7: Does the same threshold apply to both half and full courses?

A7: The threshold is \$60 per half-credit. Full credit (1.0) courses would therefore be permitted a total threshold of \$120. Other credit values are pro-rated, for example a 0.33 credit, would be permitted a total threshold of \$40.

Q8: If more than one digital learning resource is required per course, does the threshold change?

A8: No. The \$60 threshold is currently a total cost for digital learning materials used in assessment per half-credit.

Q9: The Ministry Guidelines suggest a threshold for assessment – i.e. a substantial portion of the grade – when using digital learning materials. Why is the University of Toronto using a dollar figure?

A9: The University is aware that even a small percentage of a mark is of importance to our students. Requiring students to purchase potentially expensive digital learning materials for any assessment value may prove financially onerous.

Q10: Clickers, or classroom response system devices, are used in numerous courses and students may require various models of clickers based on the course. What is being done to minimize this cost to students?

A10: The University is investigating a campus-wide solution - be it a physical clicker, a downloadable app, or a combination thereof.

Q11: How often will these guidelines be revised?

A11: The guidelines will be reviewed in the late spring/early summer each year.