BOARD *of* REGENTS
STATE OF LOUISIANA

Act 125 Textbook Adoption Data Reporting Requirements

July 16, 2021

Introduction

[Act 125](#) was signed into law on June 6, 2019. This law establishes reporting requirements for campus textbook adoption data from public postsecondary education institutions beginning in Fall of 2020.

Statement of Purpose

This data will be used to report on the affordability of postsecondary education inclusive of course textbooks and other educational resources as well as to aid postsecondary institutional decision making as it pertains to library collection development in support of affordable learning.

Requirements

Publish the course schedule and any required textbooks which have been reported to the institution on their website prior to opening course registration, but no later than thirty days prior to the beginning of each academic term.

Provide this information to LOUIS: The Louisiana Library Network, individual campus libraries, and other entities or programs as might be specified by the Board of Regents.

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General Reporting Information

- Each record of the textbook data file contains information for only one unique textbook. No information for any other textbook should be included in the record.
- For each reporting period, the Institution Code, Academic Date, and Reporting Cycle fields must contain identical values on every record of the data file.
- Textbook data will be collected at three intervals during the year:
  - Fall/Winter: reporting Cycle 1 will be due July 26 or at least thirty days prior to the beginning of each academic term
  - Spring: reporting Cycle 2 will be due December 4 or at least thirty days prior to the beginning of each academic term
  - Final/Summer: reporting Cycle 3 will be due April 24 or at least thirty days prior to the beginning of each academic term
- The file submission specifications have been identified in File Specifications section of this documentation. The preferred reporting method is DropBox. Chief Academic Officers will receive a DropBox link via email every reporting cycle.

Record Description

Data Element Name	Data Format
System/Institution Name	Alphanumeric; see Appendix 1
Academic Date	Numeric YYYYT
Term Part	Alphanumeric
Reporting Cycle	Value: 1, 2, or 3
Course Abbreviation	Alphanumeric
Course Number	Alphanumeric
Section Number	Alphanumeric
Course Name	Alphanumeric
Course Instructor	Alphanumeric (Last, First (optional))
Course Seats	Numeric
Book Title	Alphanumeric
Book Edition	Numeric
ISBN No	Numeric (13 digit)
Book Author	Alphanumeric (Last, First (optional))
Format	Alphanumeric
Publisher	Alphanumeric
New Book Price	Numeric (do not include "$" symbol)

Green = Administrative

Blue = Course

Orange = Book

File Specifications

- Excel – an Excel template, textbook-data-template.xlsx, is available on the [Regents website](#) that includes brief instructions for each data element as well as drop-down lists of values for some elements. Submitters may save their data in the template and submit the xlsx file.
- CSV – Alternatively, data may be submitted as a CSV file. To upload data formatted using the Comma-Separated Value (CSV) format, a comma symbol (,) must be between the data elements of every record in the file being uploaded. **Note that if you save the Excel template as a CSV, only the active sheet will be saved.** Ensure that the sheet with your data is displaying when you save the file so that you don't lose your data.

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Data Element Dictionary:

Administrative Data

System/Institution Name: Text string representing the institution's name. Use Appendix 1 or
https://www.regents.la.gov/assets/docs/Data_and_Publications/BORInstitutionCodes.pdf.

Academic Date: This data element will span five positions of the record. The first four positions will be the **beginning year** of the academic/fiscal year; that is, if the academic year is 2001-2002, code **2001**. The fifth position will indicate the academic term as specified below. This field cannot be blank.

Term	Code
Summer Semester/Quarter	1
Fall Semester/Quarter	2
Winter Quarter	3
Spring Semester/Quarter	4
Other	5
Summer Intersession	6
Fall Intersession	7
Winter Intersession	8
Spring Intersession	9

For example:

- For Fall Semester/Quarter of Academic Year 2001-2002, code as **20012**.
- For Spring Semester/Quarter Academic Year 2001-2002, code as **20014**.

NOTE: The Summer semester/quarter is considered as the beginning of the academic year. Summer Intersession is defined as the period of time between the regular Summer and regular Fall terms. Fall Intersession is defined as the period of time between the regular Fall and regular Spring terms. Winter Intersession is defined as the period of time between the regular Winter Quarter and the regular Spring Quarter. Spring Intersession is defined as the period of time between the regular Spring term and the regular Summer term.

Term Part: A one-character code to allow the designation of multiple teaching modules within a regular term but are not a full term in length. **This field can be blank for full semester/quarter terms**; otherwise, if modules exist, code each part using numbers and/or letters

It is up to each school to create their own abbreviation, but this should match what is input in the SSPS system. For example, mini terms could be coded as A, B, C, D, E, and full term left blank.

Reporting Cycle:

- 1: Fall Semester/Quarter, Fall Intersession, due July 26 or at least thirty days prior to the beginning of the academic term
- 2: Winter Quarter, Winter Intersession, Spring Semester/Quarter, Spring Intersession, due December 4 or at least thirty days prior to the beginning of the academic term
- 3: Summer Semester and Summer Intersession, due April 24 or at least thirty days prior to the beginning of the academic term

Course Data

Course Abbreviation: The standard official institutionally-assigned abbreviation or other identification that serves to uniquely identify a course. For example, English would probably be coded as ENGL and Electrical Engineering as EE.

Course Number: The standard official institutionally-assigned number or other identification that serves to uniquely identify a course and is usually related to the academic level of the course. The course abbreviation and course number should match the course identification scheme as suggested in the institution catalog.

Section Number: The official institution number or other identifier(s) that serve to uniquely identify the section of a course.

- Must not be blank. This element, when combined with Course Abbreviation and Course Number, defines a unique key for each course offered at a particular institution for a particular academic year and term.

Course Name: The name of the course as it appears in the institution's course schedule.

- Leave one space blank between words in course name.

Course Instructor: The last name of the faculty member assigned to instruct the course session; optional first name after a comma (example: Smith, John). Use semicolons to separate multiple instructor names.

Course Seats: Maximum potential enrollment, or the number of total seats for the class.

Book Title: Text string representing the title of the textbook.

Book Edition: Not a required attribute, and only applies if the item has an edition number.

ISBN No: Consists of a 13 digit number. Each ISBN number is unique to an instance, or format, of the book; for example, an eBook version and a hardcover version of the same text will each have unique ISBN numbers.

Book Author: The last name of the book author; optional first name after a comma (example: Smith, John). Use semicolons to separate multiple author names.

Format: Format of the book. Could include Print, eBook, or Other.

Publisher: The name of the book publisher.

New Book Price: Price, in USD, of a new copy of the book from the bookstore. Use format DD.CC where DD = dollars and CC = cents. ***DO NOT INCLUDE THE "$" SYMBOL.***

Appendix I: Institution Names

Board of Regents System/Institution Name	Current Status*
Board of Regents	
Louisiana Universities Marine Consortium	
Louisiana Office of Student Financial Assistance	
University of Louisiana System Office	
Grambling State University	
Louisiana Tech University	
McNeese State University	
Nicholls State University	
University of Louisiana at Monroe	
Northwestern State University	
Southeastern Louisiana University	
University of Louisiana at Lafayette	
Louisiana State University System Office	Inactive
LSU at Alexandria	
LSU and A&M College	
LSU at Eunice	
LSU in Shreveport	
LSU Health Sciences Center - New Orleans	
LSU Health Sciences Center - Shreveport	
University of New Orleans	
LSU Agricultural Center	
LSU Paul M. Hebert Law Center	Inactive
LSU School of Veterinary Medicine	Inactive
Pennington Biomedical Research Center	
LSU E.A. Conway Hospital	Inactive
LSU Huey P. Long Hospital	Inactive
Southern University System Office	
Southern University and A&M College	
Southern University in New Orleans	
Southern University in Shreveport	
Southern University Law Center	
Southern Agriculture Extension Center	
Louisiana Community & Technical College System (LCTCS)	
Baton Rouge Community College	
Bossier Parish Community College	
Delgado Community College	
Elaine P. Nunez Community College	
River Parishes Community College	
South Louisiana Community College	
Louisiana Delta Community College	
Louisiana Technical College (LTC)	Inactive
SLCC - Acadian Campus	

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CLTCC - Alexandria Campus	
RPCC - Ascension Campus	
CLTCC - Ward H. Nash - Avoyelles Campus	
LDCC - Bastrop Campus	
BRCC - Baton Rouge Campus	
SLCC - Charles B. Coreil Campus	
LDCC - Delta Ouachita Campus	
SLCC - Evangeline Campus	
NTCC - Florida Parishes Campus	
BRCC - Folkes Campus	
SLCC - Gulf Area Campus	
NTCC- Hammond Campus	
CLTCC - Huey P. Long Campus	
DCC - Jefferson Campus	Inactive
BRCC - Jumonville Memorial Campus	
L.E. Fletcher Technical Community College	
SLCC - Lafayette Campus	
SCLTC - Lafourche Campus	
CLTCC - Lamar Salter Campus	
NWLTC - Mansfield Campus	
SOWELA - Morgan Smith Campus	Inactive
NWLTC - Natchitoches Campus	
LDCC - North Central Campus	
LDCC - Northeast Louisiana Branch Campus	
NWLTC - Northwest Louisiana Campus	
CLTCC - Oakdale Campus	
SCLTC- Reserve Campus	
LDCC - Ruston Campus	
NWLTC - Sabine Valley Campus	
CLTCC - Shelby Jackson Campus	
NWLTC - Shreveport Bossier Campus	
LTC - Sidney Collier	Inactive
LTC - Slidell	Inactive
Sowela Technical Community College	
NTCC - Sullivan Main Campus	
SLCC - T. H. Harris Campus	
LDCC - Tallulah Campus	
SLCC - Teche Area Campus	
DCC - West Jefferson Campus	Inactive
BRCC - Westside Campus	
SCLTC - Young Memorial Campus	
Capital Area Technical College	Inactive
South Central Louisiana Technical College	

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Acadiana Technical College	Inactive
Central Louisiana Technical Community College	
Northwest Louisiana Technical College	
Northeast Louisiana Technical College	Inactive
Northshore Technical Community College	
* Status Inactive - no data submitted	

Private Institution Name

Centenary College
Dillard University
Franciscan Missionaries of Our Lady University
Louisiana Christian University
Loyola University New Orleans
Loyola University New Orleans College of Law
New Orleans Baptist Theological Seminary
St. Joseph Seminary College
Tulane University
Tulane University Law School
University of Holy Cross
Xavier University of Louisiana
Notre Dame Seminary Graduate School of Theology

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