

FAQs for TST Instructors Re MCU Directive on the Costs of Educational Materials

MCU Directive on the Costs of Educational Materials

- **What constitutes an educational material in this context?**
 - The MCU Directive does not provide a definition for what constitutes an educational material other than noting “textbooks and other learning materials”. We would suggest including any textbook or learning material that students would not typically already own. In other words, you would not need to include the cost of paper and pens unless you are asking students to purchase a specific type of paper or pen specifically for the course. You also do not need to include any costs that are already reported and approved as Ancillary fees (e.g., fieldtrip costs).
- **What data source should I use for cost?**
 - We recommend that you ensure you are sourcing the educational material for your courses from a vendor that all students are likely able to access. For example, the U of T Bookstore would be appropriate, or an online vendor that is available to all students. The cost should be for a new version of the item, not a used version, because a used item may not be available for all students. However, you will need to indicate if a used version is acceptable because MCU has requested this information.
 - If you are specifying a digital resource for your course, such as an ebook, then there may be a 4-month rental option available, and you could cite this as the cost.
 - From the directive: “In the event that the cost for the current year is not available at the time the syllabus is prepared, the most recent cost should be included...”
- **What if the cost of the educational material changes?**
 - When posting this information for students, we will include language that indicates all costing information is subject to change. You do not have to monitor or report these changes.
- **If my educational material is available as a rental vs. to purchase which cost should I include?**
 - If the educational material for your course is available as a rental for students, you can include the cost to rent the educational material for the duration of the course in this survey. We would encourage you to share this information with students in your course to ensure they are aware of that option.

- **I use U of T Library’s Syllabus Service to ensure students can access my course learning material at zero cost, how would I respond to the survey?**
 - If the educational material for your course is available through U of T’s Syllabus Service for students, or you are using an Open Educational Resource (OER), you can include the cost for that educational material as zero dollars in this survey. We would encourage you to share this information with students in your course to ensure they are aware of that option.
- **I use the U of T Bookstore to source all of my learning materials, do I still need to complete this survey?**
 - Yes, the U of T Bookstore information is collected for ordering stock for your course. We require you to complete this survey to ensure the University of Toronto is in compliance with the MCU Directive.
- **I already received this request from UofT and I included information for my TST course in my responses to the survey, do I have to complete it again?**
 - Yes, unfortunately, due to the high volume of courses at UofT and the different systems available to us, you will need to submit information on your TST courses through the TST survey. We do apologize for any duplication.
- **I teach a 3000/6000 level course can I just submit it my information once?**
 - Reporting compliance is based on course codes, so you will need to report the costs for both the 3000-level course code AND the 6000- level course. However, you can report up to six courses in the survey, so if the information is the same you can cut and paste your information.
- **I teach my course in more than one delivery modality, e.g. online and in-person, do I need to submit the information for each modality?**
 - No, the information is based on the course code, not the delivery modality. It is assumed that the course learning materials are the same and that any online learning materials for the online delivery option would also be available as an option to those studying in person and vice versa.
- **I co-teach a course with a colleague from my own college or another TST college, do we both need to complete the survey?**
 - No, the survey only needs to be completed once for each course code. Please work with your co-instructor to determine who will complete the survey.

- **Do I have to complete the survey myself, or can I get my TA to do it for me?**
 - You may have your TA complete the survey for you, however, it is the instructor's responsibility to provide them with the information.
 - The person completing the survey must have an active UTORiD in order to have access.
 - Should there be any questions on the information submitted, it will be the instructor that will be contacted.
- **What happens to the information that is included in the survey responses?**
 - There will be a new icon on Quercus course shell that will allow students to find out the required information for their course.
 - The link will take them to a document that lists material costs by course code. The name of the instructor will not be included in the listing.

Also please note that this survey asks you to list **ALL** learning materials that are mandatory **or** optional for your course which may include items other than textbooks.