

Public Access to Course Information Web Site (House Bill 2504)

This information will be posted on the Provost Web page.

On October 29, 2009, the Texas Higher Education Coordinating Board adopted Chapter 4, Subchapter N, sections 4.225-4.229 concerning Public Access to Course Information required by House Bill 2504, 81st Texas Legislature. HB 2504 specifies that institutions of higher education should make the certain course information regarding available on the institution's website.

1. For each undergraduate classroom course offered for credit, the institution must provide a syllabus, a curriculum vitae for the instructor, and a departmental operation budget.
2. This information must be accessible from the institution's website home page by use of not more than three links; searchable by keywords and phrases; and accessible to the public without requiring registration or use of a user name, password, or other user identification.
3. The institution is required to make this information available no later than the seventh day after the first day of classes for the semester.
4. The institution is required to update the information as soon as practicable after the information changes.
5. The institution must designate an administrator to be responsible for ensuring the implementation of this requirement.
6. The institution must submit a written report regarding the institution's compliance with this section to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding officer of each legislative standing committee with primary jurisdiction no later than January 1 of odd-numbered years.
7. The institution must conduct end-of-course student evaluations of faculty and develop a plan to make evaluations available on the institution's website. The original HB 2504 specified only a plan to make course evaluations publically available on the website at a later date.
8. The institution must maintain an online list of work-study employment opportunities, sorted by department as appropriate, and available to students on the institution's campus. Work-study applies only to resident undergraduate students, and does not include teaching assistantships or similar positions for graduate students.

The following information addresses this institution's compliance with HB 2504.

Course Syllabus

Course syllabi for all courses are available on the University schedule of courses:
<http://www.tamut.edu/admissions/Enrollment-Services/Registrar/CurrentSchedule.html>

The course syllabus must state

- Each major course requirement, including major assignments and examinations;

- The measureable learning outcomes for the course;
- A general description of the subject matter of each lecture or discussion; and
- Lists of required or recommended readings.

The template for course syllabi is available here: <http://tamut.edu/Academics/Faculty-Forms.html>

Curriculum Vitae

Curricula vitae for all courses are available on the University schedule of courses: <http://www.tamut.edu/admissions/Enrollment-Services/Registrar/CurrentSchedule.html>

The curriculum vitae must include

- All institutions of higher education attended, with degrees earned;
- All previous higher education teaching positions, including the names of the institution; and
- A list of significant professional publications relevant to the academic positions held, including full citation data for each entry (a complete list of publications is not required).

The curriculum vitae may include

- Instructor's professional contact information, such as office telephone number, work address, and institutional email address.

The curriculum vitae should not include

- Personal information about the instructor such as home address or personal

Academic Department Budget Reports

Academic Department Budget Reports are available here: <https://www.tamut.edu/About/administration/Budget-and-Planning/index.html>

Work-Study Employment Opportunities

Work-Study Employment Opportunities are available here: <http://www.tamut.edu/Admissions/Enrollment-Services/Financial-Aid/Types-Of-Aid/WorkStudy.html>

End-of-Course Student Evaluations

Instructions for completed end-of-course student evaluations for each undergraduate classroom course are available here: <http://tamut.edu/About/Administration/Institutional-Data-Management/Course%20and%20Instructor%20Evaluations.html>.