



TEXAS TECH UNIVERSITY
Office of Planning & Assessment

July 23, 2021

Special Report on HB2504 Compliance

House Bill 2504 Special Report

Pursuant to House Bill 2504, faculty at Texas Tech University are required to provide information upon their hiring and subsequent credentialing to teach courses. Each academic year, administration at TTU work behind-the-scenes and with faculty to remain compliant. The primary requirements for HB2504 are to provide the following information:

- 1) Syllabi for each undergraduate, for-credit course
- 2) Instructor CV that lists post-secondary education, teaching experience, and significant professional publications

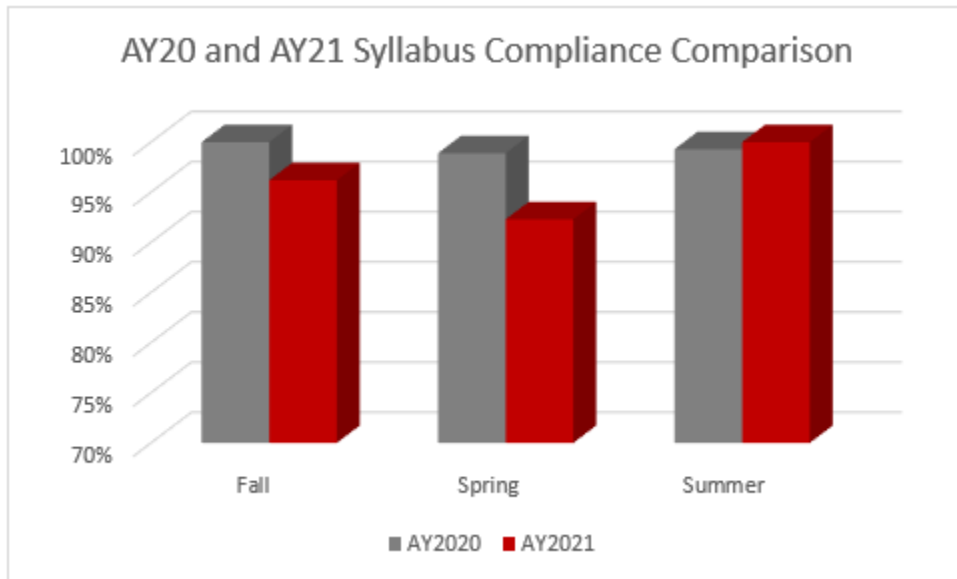
Each year OPA reaches out to new faculty via email and at New Faculty Orientation to communicate these requirements. As a part of this procedure, OPA communicates relevant HB2504 and Digital Measures changes to Chairs and Deans before the start of term and coordinates with faculty via blanket emails and direct communication where possible.

House Bill 2504 Syllabus Report

During the Academic Year 2021, long terms saw a dip in syllabus compliance overall. While the requirements for HB2504 have not changed, campus lockdowns during Spring 2020 changed course structures, teaching methodology, and delivery methods, but TTU also went through changes regarding our own course creations. For example, sections D50 and above could be reported as a no-credit lab but not necessarily. We believe that any issues because of structural changes during 2020 have been addressed in the DM system, but some outlying issues remain.

Faculty and instructor turnover also appears to have affected compliance rates. Reports during AY2021 were initially lower, especially compliance reports on or before the start day of classes, and at times course schedules were still being implemented or changed, even on the 7th class

day deadline. Syllabi compliance for GPTI or new instructors is typically lower as faculty are learning TTU procedures.

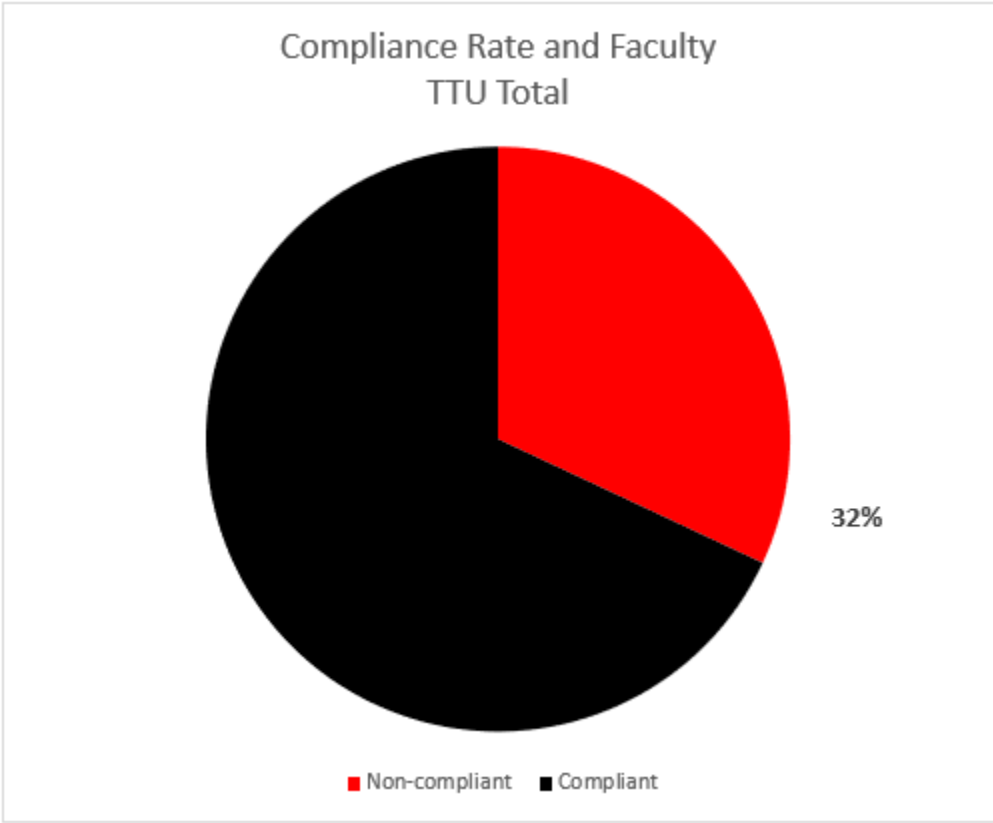
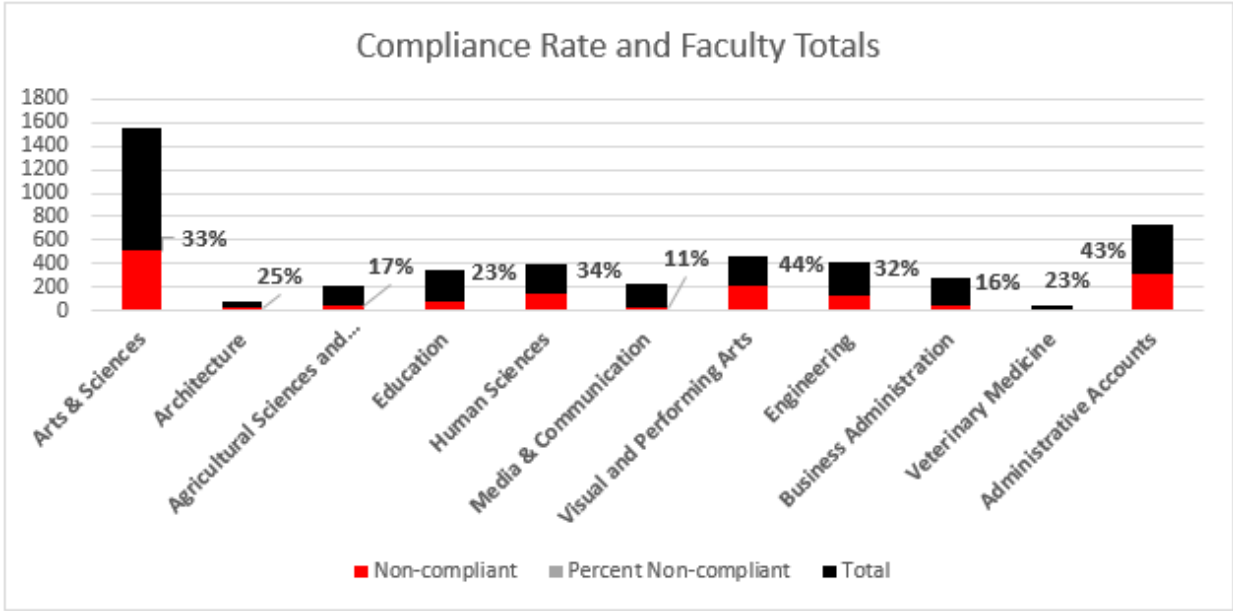


Despite these challenges, TTU kept a high compliance percentage and even reached 100% for Summer II. We have also been in communication with department chairs regarding updating faculty rosters while simultaneously reporting missing syllabi. This method seems to have worked, as we have been able to reduce non-compliance rates and zero-in on 100% compliance for syllabi.

House Bill 2504 Education Compliance Report

Section 2 of HB2504 lists requirements for instructors including post-secondary education, teaching experience, and significant professional publications. TTU must report on these requirements as required by the State of Texas, but we must also report on external accreditations. At times these credential requirements are at odds. The Office of the Provost is currently working to provide clear communications regarding these credentials.

The below report indicates THECB credentials requirements, which for our purposes focused on whether post-secondary education is listed regardless of transcript receipt. Digital Measures automatically fulfills TTU teaching records, so the supplemental screen in Digital Measures for Academic and Professional Positions could not strictly be used to determine compliance or non-compliance. Therefore, the below reports show ALL instructors of record by college with total instructors compared to instructors missing post-secondary education data in Digital Measures. The primary metrics in the chart show the total instructors who pulled for a given college contrasted to the total missing post-secondary education information.



Notes about the data:

1) Digital Measures indiscriminately pulls faculty with multiple appointments. An example could be someone with an administrative appointment in the Graduate School and a teaching appointment in the College of Business. Some individuals may have appeared more than once

for colleges, but this would only negative affect rates for those non-compliant and should be rectified immediately.

2) In running these reports, we found many GPTIs or TAs who were incorrectly imported into DM. OPA is rectifying these reports as soon as possible, but, especially in colleges with large numbers of departments, uncategorized student instructors made up a large number of non-compliant records.

OPA will be deactivating or recategorizing students in these categories as we receive updated rosters from department chairs and deans where appropriate. OPA is continuing to schedule meetings with department chairs to go over faculty rosters and update active accounts in DM.

Upcoming Digital Measures Procedures

OPA will be at New Faculty Orientation ready to speak with faculty and provide a handout showing the basics of HB2504 and Digital Measures. During that time, we can also take information for those who can have Digital Measures records from previous institutions forwarded to TTU to help faculty hit the ground running at Tech.

Upcoming Annual Faculty Reporting season is right around the corner! Department Chairs and Deans who would like to review and revise their current AFR templates should reach out to Kenny Shatley to discuss features and options in the DM reporting structure. DM changes can take time, especially during busy times in academic reporting. The sooner we can make these changes, the better!

OPA holds Digital Measures trainings every semester, including during the summer, with the next round of trainings scheduled to take place at the beginning of September. Often, we will hold open sessions for faculty to come by who may have a specific question or issue. We will also be holding specific training sessions and workshops to be announced.

Troubleshooting needs? OPA utilizes the Footprints troubleshooting system. This will provide us relevant information for identifying users in the system and quickly solving any issues with the benefit of tracking repeat problems and trends.