



TEXAS TECH UNIVERSITY

Office of the Provost

Office of Planning & Assessment™

- ✦ To ensure compliance with HB 2504, OPA staff work with faculty assisting with login, account setup, and syllabi loading.
 - HB 2504 requires, “Each public institution of higher education, other than a medical and dental unit, shall make available to the public on the institution's Internet website the following information for each undergraduate classroom course offered for credit by the institution: a syllabus [and] curriculum vitae for the instructor(s) of record.” Texas House Bill 2504 was signed into law in May, 2009 with the mandate to commence Fall 2010. This legislation requires that “each institution of higher education ... make available to the public on the institution’s Internet website certain undergraduate course information, and information about available work-study opportunities.” The Office of Planning and Assessment maintains public course access information about undergraduate courses, while Texas Tech’s Financial Aid office maintains information about available work-study opportunities.
 - The THECB rules required this information to be:
 - Accessible from the institution’s Internet website home page by use of not more than three links;
 - Searchable by key words and phrases
 - Accessible without requiring registration or use of a user name, password, or other user identification;
 - Available not later than the seventh day after the first day of classes for the semester during which the course is offered;
 - Updated as soon as practicable after the information changes, at least once for every semester in which the course is offered; and
 - Continue to be available until at least the second anniversary of the date on which the information was initially posted
 - Additionally, an up-to-date curriculum vitae must be available for each instructor of each course for two years after the course is taught.

Read the full bill [here](#).

✦ How does Texas Tech remain compliant with HB 2504? Through the use of DigitalMeasures. Here is some information about DM and HB 2504:

- Texas Tech has used DigitalMeasures (DM) since 2010, and we have used it primarily to track scholarly activity. In addition, we have used DM as a tool for compliance with the State of Texas' law to make course-level student learning outcomes available to the public. We also used DM to produce our SACSCOC faculty roster during our 2015 reaffirmation year, and it worked marvelously. Our DM rollout was long and sometimes rocky, but TTU faculty are now fairly used to recording their scholarly activities in DM. We also conduct annual faculty reviews utilizing DM, although not all of our colleges utilize DM for this process. We are currently working with DM to develop a workflow process that will allow the department chair to electronically sign a faculty review, and then the review is electronically sent to the faculty member for signature. We hope to have this process implemented in Summer 2017.