DigitalMeasures Information for New Faculty
Fall 2012

DigitalMeasures allows faculty to track academic and professional activities electronically. A current DigitalMeasures account maintains a faculty member's HB 2504 compliance and streamlines reporting processes through customized reports. Digital Measures is cross-compatible with most modern browsers including Internet Explorer, Mozilla Firefox, and Apple Safari.

Texas House Bill 2504 mandates all Instructors of Record of undergraduate courses (not including labs or discussion sessions) must enter your basic CV information into DigitalMeasures and upload your syllabus by the 7th day of classes (September 5, 2012).

Basic Curriculum Vitae information includes (TX HB 2504):

- ✓ All institutions of higher education attended, with the dates and degree(s) earned
- ✓ All previous teaching and administrative positions that relevant to higher education
- ✓ A list of significant professional publications including full citation data for each entry
- ✓ Creative and Artistic Works

Syllabus should include (TX HB 2504, TX SB 1726 & TTU OP 32.06):

- ✓ Brief description of each major course requirements, including each major assignments and exams
- ✓ The learning objectives for the course
- ✓ A general description of the subject matter of each lecture or discussion
- ✓ A lists of any required or recommended readings

Course info will be uploaded from Banner multiple times a week. If your course is not in DigitalMeasures, please contact your department scheduler. Allow 5 days for routine course refresh before contacting the Office of Planning and Assessment.

It is extremely important that you enter your CV information and keep your DigitalMeasures account up to date, in addition to HB 2504, DigitalMeasures is also used for the following:

- ✓ Annual Faculty Reports (required by most, not all colleges)
- ✓ SACs Faculty Roster (Accrediting body for Texas Tech University)
- ✓ Administrative Reports

IMPORTANT LINKS:

DigitalMeasures: http://www.depts.ttu.edu/opa/dmsr.php
Public Access to Course Information: http://www.ttu.edu/courseinfo/

For more information: Contact Elaina Cantrell: email: elaina.cantrell @ttu.edu or phone: 742-1505