



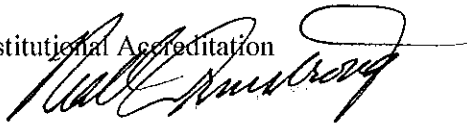
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MEMORANDUM

TO: Deans, Academic Associate Deans, Department Chairs, and Academic Program Directors

FROM: Neal E. Armstrong, Vice Provost for Institutional Accreditation 

RE: HB 2504 Implementation in Fall 2014

DATE: August 18, 2014

With the start of the Fall 2014 semester, we continue to implement HB 2504, passed in the 81st Legislative Session in 2009, which requires that we make available to the public undergraduate course syllabi and the CVs for instructors of record teaching those courses. We do this through the *Access Syllabi and CVs* system. So far our compliance with HB 2504 has been quite good, and it is important that we continue that good record.

While the policies and procedures for implementing HB 2504 are given on the Provost's web site at http://www.utexas.edu/provost/planning/accountability/hb_2504/, below are some points that I ask you to keep in mind.

First, Fall 2014 undergraduate classroom course syllabi and instructor-of-record CVs are to be uploaded to the *Access Syllabi and CVs* system beginning Wednesday, August 27, the first day of classes, and no later than Wednesday, September 3, seven days after the first day of classes. Please check to see that your undergraduate syllabi and CVs have been uploaded.

Second, to continue to improve our process for determining compliance within each field of study in schools/colleges teaching undergraduate classes, we will receive a list of undergraduate classroom courses from the Registrar's Office on the 25th class day (October 1) and share that list with you so we are all working with the same list of courses that need syllabi and CVs. Cindy Cruz (232-3314 or cruz_cc@austin.utexas.edu) in my office will work with you and your staff to resolve any questions on a course-by-course basis. Syllabi must be submitted not only for all undergraduate classroom courses but also for each section of multiple section courses; this change was noted in my June 24, 2011 memorandum.

Third, the policy for Maymester courses and Study Abroad Summer Faculty-led program courses is available at http://www.utexas.edu/provost/planning/accountability/hb_2504/. Maymester course syllabi and instructor-of-record CVs must be submitted with other syllabi and CVs for the Spring semester, which is when the Maymester courses are listed in the Course Schedule. Those

for the Study Abroad Summer Faculty-led program are to be submitted at the start of the Summer session.

Fourth, those using FaSET to submit syllabi and CVs must intentionally submit them to *Access Syllabi and CVs* using that feature of FaSET; otherwise they are not added. If there is any question whether they have been added, check the list of courses for the appropriate field of study in *Access Syllabi and CVs*. Those having any difficulty uploading syllabi and CVs should check with the Uploading Syllabi and CVs PDF on the HB 2504 web site at http://www.utexas.edu/provost/planning/accountability/hb_2504/. If difficulties are still encountered, they should contact Cindy Cruz (see contact information above).

Fifth, we ask once again that graduate course syllabi not be uploaded to *Access Syllabi and CVs* at this time, as this system is for undergraduate courses only. We continue to work with the Registrar's Office to see if we can expand the system to handle graduate courses as well, but we can do that only after the system is providing the undergraduate course information needed to meet HB 2504 requirements.

Sixth, I might note that our compliance with the faculty CV requirement of HB 2504 (i.e., CVs must be available for instructors-of-record) continues to be lower than those for the syllabi. You can help us improve that compliance by monitoring the list(s) of courses in *Access Syllabi and CVs* for those fields of study housed in your department/school/college and ensuring that the instructors-of-record have submitted their CVs and that those CVs are accessible from the list(s) of courses.

Attached you will find the compliance with HB 2504 for Summer 2014 disaggregated by department. Overall 99% of the syllabi for undergraduate courses and 98% of the CVs for instructors-of-record were uploaded to the *Access Syllabi and CVs* database. These are excellent results. We will be reporting these results and those for this coming fall to the Governor and other officials, as required by law, on January 1, 2015.

In AY2014-15 we begin the fourth year of implementing HB 2504, and there are stipulations in the law and the Coordinating Board's rules concerning the length of time that syllabi must be available in *Access Syllabi and CVs* and when instructor-of-record CVs must be updated. As long as the syllabi and CVs uploaded each semester are up to date, we will be in compliance with this stipulation.

Again, thank you for your continued support and help with our staying in compliance with HB 2504.

Attachment

cc: Gregory L. Fenves, Executive Vice President and Provost
Daniel T. Slesnick, Senior Vice Provost for Resource Management
R. Michael Kerker, Associate Vice Provost