

# 2021 Compliance Report

As required through the passage of House Bill 2504 and subsequent rules by the Texas Higher Education Coordinating Board, Temple College submits the following report to document compliance with all provisions of the legislation and rules related to “Public Access to Course Information.”

## Overview

The institution’s HB 2054 Web site is located at <https://templejc.edu/hb2504> and is accessible by one link from the institution’s home page. The Web site provides useful information and demonstrates the institution’s commitment to accountability, transparency and open communication with students, parents, legislators, the public, and all stakeholders. On this site, users easily find:

- For each undergraduate classroom course offered for credit by the institution
  - a course syllabus
  - a curriculum vita for the instructor of record
  - summarized end-of-course student evaluations of the instructor
  - for each academic department under which the course is offered, a departmental budget report
- For work-study employment opportunities, a link to current job openings

## Online Syllabus Requirement

Instructors of record are responsible for developing course syllabi. The college requires consistent elements in each syllabus, which mirrors the legislatively mandated information, including a brief description of each major course requirement, including each major assignment and examination, learning objectives, required/recommended reading, and a general description of the subject matter of each lecture or discussion.

Syllabi are created using software created by Watermark. This software generates a pdf and a URL for each syllabus. Faculty are responsible for creating course syllabi by the seventh-class day in a given semester. Public access is available at <https://templejc.edu/hb-2504/curricula-vitae-syllabi> by clicking on the syllabus link for the course. The course syllabus for each undergraduate classroom course is posted each semester by the seventh-class day of the term.

## Curriculum Vitae Requirement

Temple College maintains curriculum vitae for all faculty members. The college requires a consistent format for faculty vitae, which includes legislatively mandated information on the institutions of higher education attended and degrees earned, all previous teaching positions, and significant professional publications relevant to academic positions held. A database of faculty vitae is linked to the college’s HB 2504 Web site. Faculty members with undergraduate classroom courses receive annual notices to update vitae information. Vitae for newly hired instructors teaching undergraduate classroom courses are added at the beginning of each

semester. Public access is available at <https://templejc.edu/hb-2504/curricula-vitae-syllabi> by clicking on the instructor's name. The curriculum vita of each instructor of record for an undergraduate classroom course is posted each semester by the seventh-class day of the term.

## Departmental Budget Report Requirement

Individual departmental budget reports are posted on the college's HB 2504 Web site. This page will be updated at the beginning of each academic year and is published online at <https://www.templejc.edu/hb2504/annual-budgets/>.

In addition, this page also links to the college's annual operating budget reports.

## Work-Study Employment Opportunities

Temple College publishes and continuously updates an online list of work-study employment opportunities on the following Web page: <https://templejc.edu/hb-2504/work-study>.

In addition, this page can also be accessed from the college's Financial Aid web page at <https://www.templejc.edu/admissions/financial-aid/>.

## End-of-Course Evaluations Requirement

In addition to the evaluation measures already in place in departments and programs, Temple College created a new end-of-course student evaluation system for all undergraduate classroom courses in fall 2020. The system uses software provided by Watermark to electronically gather and compile course evaluations. Students are sent a link to their course evaluation two weeks before each class ends.

Summary results of the course evaluations are made publicly available on Temple College's HB 2504 Web site at [https://www.templejc.edu/hb2504/course\\_evaluations](https://www.templejc.edu/hb2504/course_evaluations). The evaluations are easily searchable and accessible by instructor name and course number/title.

## Web Site Requirements

Temple College's HB 2504 Web site has the following characteristics and features:

- accessible from the institution's Internet website home page by use of not more than three links;
- searchable by keywords and phrases;
- accessible to the public without requiring registration or use of a user name, a password, or another user identification;
- available not later than the seventh day after the first day of classes for the semester or other academic term during which the course is offered; and
- updated as soon as practicable after the information changes, at least once for every semester in which the course is offered.
- Retains information through the second anniversary of the date on which the institution initially posted the information.

## Responsible Administrator

Dr. Susan Guzman-Trevino, Vice President of Academic Affairs (VPAA), is the institution's administrator responsible for implementing provisions of HB 2504. The VPAA is responsible for continuing oversight of the reporting system, ensuring participation and support, and submitting a compliance report not later than January 1 of each odd-numbered year. Information on deadlines, plans for modifications, and other updates originate from the VPAA and are communicated to division directors, department chairs and faculty.

Inquiries regarding Temple College's HB 2504 Web site and compliance plans may be sent to [susan.guzmantrevino@templejc.edu](mailto:susan.guzmantrevino@templejc.edu).