

Amarillo College January 2011 Report Update on Activities and Plan for Evaluation Postings

In compliance with House Bill 2504, Amarillo College submits the following update of activities on requirements previously implemented and the future plan for posting student evaluation results online.

SECTION 51.974. INTERNET ACCESS TO COURSE INFORMATION

Each institution of higher education, other than a medical and dental unit, as defined by Section 61.003, shall make available to the public on the institution's Internet website for each undergraduate classroom course offered for credit by the institution: Syllabus, Curriculum Vitae for each instructor, Departmental Budgets (if available), and a Plan for Posting Student Evaluation Results.

Online Syllabus and Curriculum Activities

As identified in the last report posted, Amarillo College is currently complying with standards for Section 51.974 - Internet Access to Course Information. Additional activities included the following:

- Syllabus and curriculum vitae information has been created from institutional database information.
- Faculty are reviewing and updating selected fields (not provided by SACS database) for curriculum vitae and syllabi for Spring 2011.
- Extensive support is being extended for completion through traditional training sessions, open labs, individual assistance, and online resources.
- Syllabi and curriculum vitae for each instructor will be reviewed and updated by the first class meeting routinely each semester.

End-of-Course Evaluations of Faculty and Plan for Making Evaluations Available Online

As identified in the previous report posted, Amarillo College has been communicating with faculty and selected representatives (faculty task team) to identify institutional procedures for making evaluation results available online.

The Amarillo College faculty task team members have indentified the following questions for posting:

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| <ul style="list-style-type: none">• Rate the Course: 1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent• Rate the Instructor: 1 = Poor; 2 = Fair; 3 = Good; 4 = Excellent• Faculty Response Comments (Section for Faculty Response) |
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The plan, approved by the Vice President for Academic Affairs and the task team, supports systematic procedures for posting evaluation results to be searched by department, catalog year, course, and faculty name. After implementation, evaluation results will be hyperlinked to the name of the official instructor of record for each course following the semester offered for a two-year period.

Course sections with eight or more responses will be posted each semester. Those with less than eight responses will not be posted. After implementation, public access to this information is available at the following web location: <http://www.actx.edu/syllabus/departmentslist.php>

The faculty task team recommendations have been forwarded to the Amarillo College Faculty Evaluation Committee for consideration, approval, and addition to the instrument for student responses for Spring 2011 and/or as required by H.B. 2504.

Additional Information for Amarillo College Compliance with H.B. 2504

For additional information/details about AC compliance with H.B. 2504, please see the report posted August 2010 at

http://www.actx.edu/collegerelations/files/filecabinet/folder14/After_Committee_Review_House_Bill_2504.pdf