

Amarillo College Report of Activities and Plan for Implementation House Bill 2504

In compliance with House Bill 2504, Amarillo College submits the following report of activities for implementation and plan for posting student evaluation results online in the future.

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 Requirements:

Online syllabi must satisfy the standards adopted by the institution.

Syllabi must provide a brief description of each major course requirement, including each major assignment and examination, required/recommended reading, and a general description of the subject matter of each lecture or discussion.

H.B. 2504 – Section 51.974

AC Online Syllabus Implementation and Maintenance

Amarillo College has had syllabi online in a uniform format since 2001. As a part of the required tasks for compliance, the format and procedures have been reviewed and updated.

Prior to the beginning of each semester, faculty will routinely update syllabi as directed by the Vice President of Academic Affairs. Updates will include all course syllabi being offered during the semester including those being taught by full-time, adjuncts, and dual credit faculty.

Procedures/Strategies

The Online Syllabus Manager for Amarillo College has two components: A Student View and a Faculty/Staff Web Application. The student view is accessible from the Amarillo College homepage <http://www.actx.edu> under the Students menu. This menu is a dropdown menu within the Prospective and Current Students submenus, followed by an Academic submenu listing page (one click). Listed there is Course Syllabi (two clicks). Syllabi are listed by department, then by catalog year, then by course. Each department has sorting headers allowing the student to sort by course. The syllabi for

specific courses have headers which allow students to sort by Instructor, Semester, and Class Type. Each syllabus can be sent as an e-mail or converted to a word document with a single click.

Public access to this information is available at the following web location:

<http://www.actx.edu/syllabus/departmentslist.php>

The Faculty/Staff Application requires the use of Faculty/Staff member's ACNetID and password. Faculty can only create or edit syllabi belonging to them. Staff assistants and department chairs have the ability to create or edit any syllabus in their department and assign them to any instructor in the department. Incomplete syllabi can be saved for publishing at a later date by making the syllabus hidden.

Curriculum Vitae Requirements:

Curriculum vitae made public on the institution's Internet website for each regular instructor must list the instructor's postsecondary education, teaching experience, and significant professional publications.

Curriculum vitae made public on the institution's Internet website may not include personal information, including the instructor's home address or home telephone number.

H.B. 2504 – Section 51.974

AC Curriculum Vitae Implementation and Maintenance

Amarillo College has maintained vitae for faculty routinely as a part of the process for meeting requirements of SACS. The Faculty Roster database includes information as identified by H.B. 2504. The information for public access has been extracted from the SACS database information and will be available on a continuing basis in the future. Additional fields have been added for information not previously included in this SACS database to include teaching experience and significant professional publications.

Full-time faculty will receive annual notices to update vitae information. The request will originate in the office of the Vice President of Academic Affairs and will be directed to the institution's academic deans. Academic deans will forward the request to their respective division and department chairs who will deliver the request to faculty supervised. Information will be completed and submitted through the organizational structure and will be input by an individual as assigned by the Vice President of Academic Affairs.

Adjunct faculty records will be reviewed each semester by department chairs to accommodate new hires and/or additions as needed. This charge will originate from the office of the Vice President of Academic Affairs.

Dual credit faculty will follow similar guidelines. The office of the Associate Dean of Instruction will be responsible for communications, directives, and deadlines for dual credit instructors-of-record. Dual credit faculty curriculum vitae will be reviewed and updated each semester as needed.

The link for the Course Syllabi menu is utilized to access the Curriculum Vitae for faculty. Information may be searched by department, catalog year, course, and faculty name. Curriculum vitae are hyperlinked by the name of the official instructor of record for each course.

Public access to this information is available at the following web location:

<http://www.actx.edu/syllabus/departmentslist.php>

Departmental Budget Report (if available):

If available, a departmental budget report from the most recent semester or other academic term during which the institution offered the course.

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AC Departmental Budget Report

Individual departmental budget reports are unavailable at this time and will not be posted on the website.

Additional Requirements for Syllabus, Curriculum Vitae, Departmental Budget Reports:

The information required must be accessible from the institution's Internet website home page by use of not more than three links; searchable by keywords and phrases; and accessible to the public without requiring registration or use of a user name, a password, or another user identification.

The institution shall make the information required 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.

The institution shall continue to make the information available on the institution's Internet website until at least the second anniversary of the date on which the institution initially posted the information.

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AC Compliance with Additional Requirements for Syllabus, Curriculum Vitae

Amarillo College syllabus and curriculum vitae meet the requirements stated in H.B. 2504 as stated above. Routine procedures have been identified by the Vice President of Academic Affairs and the Information Technology Services Division to assure that information is available not later than the seventh day after the first day of classes for the semester and to continue to make information available

on the website until at least the second anniversary of the date on which the institution initially posted the information.

Section 51.974 - Standards for Compliance (Syllabus and Curriculum Vitae Online Information and Plan to Make Evaluations Available Online):

The institution shall update the information required as soon as practicable after the information changes.

The governing body of the institution shall designate an Administrator to be responsible for ensuring implementation. The administrator may assign duties under this section to one or more administrative employees.

Not later than January 1 of each odd-numbered year, each institution of higher education shall submit a written report regarding the institution's compliance with this section to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education.

Institutions of higher education included in this section shall conduct end-of-course student evaluations of faculty and develop a plan to make evaluations available on the institution's website.

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AC Procedures for Compliance

As previously stated, syllabi will be updated each semester as required; faculty curriculum vitae will be updated annually or as changes are identified.

Implementation and maintenance procedures for H.B. 2504 are the responsibility of the Vice President for Academic Affairs. Directives for review and modifications, as applicable, will originate from the VP's office and be delivered to faculty through the academic organizational reporting structure.

Written reports will be assigned and submitted from the Vice President of Academic Affairs not later than January 1 of each odd-numbered year with the first reporting date deadline of January 1, 2011. The report will be verified, approved, and submitted to the governor, the lieutenant governor, the speaker of the house of representatives, and the presiding officer of each legislative standing committee with primary jurisdiction over higher education as required by H.B. 2504.

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

As a part of compliance with requirements by the Higher Education Coordinating Board, Amarillo College is submitting the following tentative plan for conducting end-of-course student evaluations of faculty and making the results available on the institution's website. The plan will be proposed to and vetted by AC faculty during the 2010 fall semester. Modifications and changes will be made as recommended by the majority of faculty participating.

- Communication with Faculty. Plans for posting student evaluation results online will be shared with faculty at the opening meeting for faculty to be conducted on Wednesday, August 18, 2010. Faculty representatives from the task force for H.B. 2504 will host and facilitate additional sessions throughout the day to increase communication and faculty awareness and support necessary for compliance.
- Conducting End-of-Course Student Evaluations Each Semester. Procedures providing students the opportunity to evaluate every course each semester will be implemented by the institution during the 2010 fall semester. To facilitate this process, all students will be requested to complete the evaluation instrument online in the future. Evaluations will be electronically distributed and will include all instructors-of-record for each class offered (full-time, adjuncts, and dual credit faculty).
- Student Participation in Evaluation Process. Faculty will be responsible for encouraging students and working with them to obtain a maximum number of students completing the online student evaluation instrument as possible.

Throughout the semester, faculty task teams will be created and charged with the responsibility of identifying methods for creating maximum participation by students in every traditional, online, hybrid, enhanced online, and dual credit class.

- Validation of Student Evaluation Instrument. The current instrument being used by Amarillo College for student evaluations for faculty will be electronically distributed throughout the 2010 fall semester. The existing instrument was recently developed and approved by the Faculty Evaluation Committee and Faculty Senate and remains to be validated for common understanding and interpretation.

After data has been collected during the first semester, statistical tests of reliability will be conducted. After assessment, the instrument will be revised as needed for future electronic distributions.

- Evaluation Data to Be Reported Online. Faculty task team members have identified specific questions from the existing instrument to be electronically reported. Evaluation Data/Questions selected for posting were identified to specifically reflect faculty instructional performance and student learning outcomes.

- Evaluation Data/Questions to be electronically posted include the following:
 - The instructor reviewed the syllabus at the beginning of the semester and/or clearly stated course expectations and learning outcomes.
 - The instructor is accessible. Methods of contact are communicated including email, telephone number, office number, office hours, etc.
 - Instructor feedback to students is ongoing throughout the course.
 - Instructor gives clear instructions for activities and/or assignments
 - Instructor communicates with students using forums that are adequate for the learning environment: email, bulletin board, telephone, etc.
 - Instructor provides instructions and/or links to access resources relevant for the course. (Examples: Student orientation, library services, or other relevant course material.)

- Instructions for completion of the AC Student Evaluation include the following:

AMARILLO COLLEGE STUDENT EVALUATION

FORM INSTRUCTIONS

1 = Strongly **Disagree** 2 = Disagree 3 = Agree 4 = Strongly **Agree** NA = Not Applicable

--Ensure that you understand the rating system above. Read carefully.

--Rate the instructor by selecting one of the five choices. Choose NA only if:

- 1) you are not sure the answer, or
- 2) the statement is not applicable about the class.

The instructor will not see the evaluation until next semester. Please take this seriously.

Your responses will help improve the teaching and learning at Amarillo College.

Thank you.

- Internal Schedules for Conducting Student Evaluations. In the effort to maximize responses, to secure reliable ratings, and to avoid survey fatigue among students, dates for distribution of the student evaluation instrument will be identified by representatives of the Deans Council for their respective divisions/departments within a specified time period. Dates for distribution will be reported to the office of the Vice President for Academic Affairs by no later than September 30, 2010. A calendar for supporting the evaluation process will be created, distributed, and supported by the Vice President's office.

- Institutional Planning for Creating Website for Posting Student Evaluations for All Faculty. The resource for electronically posting results of student evaluations will be a collaborative effort to include Faculty Senate, Division of Information Technology Services, and the Division of Assessment and Development. The plan for the site and related information will be submitted to the Vice President of Academic Affairs for approval and distribution.

- Institutional Procedures for Distributing Student Evaluations for All Faculty. Academic Deans will be notified by the office of the Vice President of Academic Affairs that student evaluations are due for departments within their areas. Procedures for student participation will be electronically distributed/copied to all faculty being evaluated by their students. Specific instructions will be included. Faculty will be requested to announce the dates for the evaluation process and to encourage student participation.
 - Student Evaluation Data Tabulation and Posting. Responsibilities for tabulation and posting results for student evaluations will be directed by the office of the Vice President for Academic Affairs. Faculty results will be posted following completion of the internal faculty evaluation process. Faculty will be notified at least one week prior to electronic posting of results for public viewing.
 - Results for each class every semester will be posted with the exception of the following:
 - Classes with less than 8 students enrolled
 - Classes with less than a 10 percent response rate on student evaluations
 - Continuous Assessment of the Student Evaluation Tabulations and Postings. Annual review of information/data posted will be a collaborative effort including Faculty Senate, Faculty Evaluation Committee, and Dean’s Council. Recommendations for changes must be submitted to the Vice President of Academic Affairs by no later than April 10 of each calendar year so changes can be made for each academic year. Additional changes will be made as necessary to strengthen the process and results for accurate and valid student evaluation results for faculty.
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SECTION 56.080. ONLINE LIST OF WORK-STUDY EMPLOYMENT OPPORTUNITIES

Online List of Work-Study Employment Opportunities:

Each institution of higher education shall establish and maintain an online list of work-study employment opportunities, sorted by department as appropriate, available to students on the institution's campus; and ensure that the list is easily accessible to the public through a clearly identifiable link that appears in a prominent place on the financial aid page of the institution's Internet website.

H.B. 2504 – Section 50.080

AC Online List of Work-Study Employment Opportunities Implementation and Maintenance.

Amarillo College has been publishing the list of online work-study employment opportunities on the AC website since December 2006. Students and alumni are able to register and use the system using the College Central Network software. Information is updated daily by the Career and Employment Services, Advising Department as new positions open and others have been filled. The information may be found by accessing the following: <http://www.collegecentral.com/amarillocollege/>

SECTION 61.0777. UNIFORM STANDARDS FOR PUBLICATION OF COST OF ATTENDANCE INFORMATION

Uniform Standards for Publication of Cost of Attendance Information:

The board shall prescribe uniform standards intended to ensure that information regarding the cost of attendance at institutions of higher education is readily available to the public in a manner that is consumer-friendly and readily understandable to prospective students and their families.

Board shall prescribe initial standard and requirements no later than January 1, 2010. Institutions of higher education shall comply with the standards and requirements no later than April 1, 2010. This subsection expires January 1, 2011.

H.B. 2504 – Section 61.0777

AC Online Uniform Standards for Publication of Cost of Attendance Information:

Amarillo College met requirements for uniform standards for publication of cost of attendance information on the AC website. The web information may be found by accessing the following: (<http://www.actx.edu/fin/index.php?module=article&id=384>). The web resource is the responsibility of the Financial Aid Office. Information is updated annually as required by the Texas Higher Education Coordinating Board.