



EXECUTIVE VICE PRESIDENT AND PROVOST
THE UNIVERSITY OF TEXAS AT AUSTIN

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MEMORANDUM

TO: Deans, Department Chairs, Academic Program Directors

FROM: Neal E. Armstrong, Vice Provost for Faculty Affairs and SACS-COC Accreditation Liaison

RE: Legislative HB2504 Implementation

DATE: June 22, 2010

A handwritten signature in black ink, appearing to read "Neal E. Armstrong".

I am following up on my memorandum of April 30, 2010 concerning the University's response to and implementation of HB2504. My purpose is to provide more specific information about the content and form of the faculty curriculum vitae (CV) and course syllabi that are to be made available in response to this legislation and to rules promulgated by the Texas Higher Education Coordinating Board.

Please recall that this legislation requires that we make syllabi for all undergraduate classroom courses available to students and the general public via our main web page. As syllabi are retrieved, the CVs for the instructor(s) of record are to be linked to them as are end-of-semester student evaluations of the instructor(s) and departmental budget information. Institutions must begin compliance no later than August 15, 2010 which means that we must have a syllabus/CV/evaluation database and retrieval system in place and populated with syllabi, CVs, evaluations, and budget information starting August 15. The content of the syllabi and CVs is specified in the Board rules, and it is that content and the format of the syllabi and CVs needed for the centrally developed database and retrieval system that are addressed herein.

Please note that the course syllabi are required ONLY for undergraduate classes (please note below which courses included and excluded), and faculty curriculum vitae are required ONLY for faculty teaching these undergraduate courses.

We ask for your assistance in seeing that the syllabi and CVs contain the required elements and that they are made available later this summer according to the schedule below.

Curriculum Vita: CVs are to be prepared and submitted for the Instructor(s) of Record for undergraduate classroom course defined as the primary instructor or co-instructors of a course who are responsible for the course content and the assignment of final grades. This includes tenured and tenure-track faculty, lecturers, adjuncts, and graduate assistants (who are not working under the supervision of an instructor of record). It does not include guest lecturers or others who may be brought in to teach less than fifty percent of the class sessions.

The Board intends the CV to contain a summary of the faculty member's career and qualifications, including at a minimum:

- (a) all institutions of higher education attended with degree(s) earned;
- (b) all previous teaching positions including the names of the institutions, the position, beginning and ending dates; and
- (c) a list of significant professional publications relevant to the academic positions held including full citations (in whatever format/style is appropriate for the instructor's discipline) for significant professional publications such as books, chapters, refereed articles, juried performances, works of art, and other scholarly work the faculty judge relevant to the academic positions they held (note: "citation" refers to the publication source of each entry, not a citation index).

The CV may also include professional contact information such as telephone number, work address, and institutional email address. Vitae are not required to include personal information such as home address or personal telephone number. Attached is an example CV provided by Lawrence D. Abraham, Professor, Kinesiology and Health Education.

Faculty may create a CV especially for the purpose of responding to HB2504 or use an existing CV as long as it contains the required information. For AY2011-12 and beyond, the CVs will be created from the new Digital Measures Insight database.

Once the CV has been created in MS Word or some other word processor, it must be converted to a searchable Adobe PDF file, given the faculty member's name and school/college initials (last name, first name, middle initial without commas, periods or spaces followed by the initials of the school/college and the semester and year), and saved. For the example CV attached, the PDF file would be saved with the name "AbrahamLawrenceDCOE092010.PDF". The PDF should NOT be created from a scanned image or fax as these are not searchable forms of PDF documents. These PDF CVs will be posted to the respective class via the Registrar's Office Class Manager System or Information Management and Analysis' FaSET System no later than the seventh day after the first day of classes.

Course Syllabus: For purposes of meeting HB2504 requirements, each undergraduate classroom course syllabus is to contain the information described in Vice Provost Gretchen Ritter's May 10, 2010 email distributed to all instructional faculty (a copy is attached). The Coordinating Board rules define undergraduate classroom courses to:

- include any lower- or upper-division credit course offered to five or more students;
- include on-campus, off-campus, distance education, and dual-credit courses (including those taught on high school campuses);
- exclude courses with highly variable subject content that are tailored specifically to individual students, such as Independent Study and Directed Reading Courses; and
- exclude laboratory, practicum, or discussion sections that are intrinsic and required parts of larger lecture courses and are directly supervised by the same instructor(s) of record for those large courses.

For undergraduate classroom courses that are included, each course syllabus must contain:

- (a) the course number and title;
- (b) the instructor's name and office location (note: office location is optional for the public version);
- (c) the names and office locations (note: office location is optional for the public version) of any teaching assistants;
- (d) an overview of the class including prerequisites, subject matter of each lecture or discussion, and academic/learning goals for the course and how they will be assessed;
- (e) grading policy including whether attendance is used in determining the course grade;

- (f) a brief descriptive overview of all major course requirements and assignments along with the dates of exams and assignments that count for 20 percent or more of the class grade;
- (g) a list of required and recommended materials such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate identified by author, title, and publisher;
- (h) final exam date and time (when available);
- (i) the class web site, if any; and
- (j) a notice for students with disabilities (see Gretchen Ritter's May 10 email attached).

Recommended materials include notices about academic dishonesty and accommodations for religious holidays; more information is available in the Ritter email.

Additionally, instructors need to provide a copy of their syllabus for each undergraduate organized course (or section thereof) they teach to their home department or office (and any cross-listing departments or centers) by the first day of classes. These syllabi should be provided in electronic format as a searchable Adobe PDF file format or in a format requested by the departmental office if that office is converting the syllabi to PDF format. (A searchable PDF file can be created from a word processing package such as MS Word - the PDF should NOT be created from a scanned image or fax). These PDF syllabi will be posted to the respective class via the Registrar's Office Class Manager System or Information Management and Analysis' FaSET System by the seventh class day. Note that if multiple sections of a course use an identical syllabus with identical assignments and readings, only one syllabus need be posted for the course. However, CVs are needed for each instructor(s) of record of each undergraduate classroom course.

For now, please name each course syllabus PDF file using the convention used by the Registrar's Office, that is:

Course Abbr + Course Nbr + CCYY + Unique Number

where

Course Abbr = course abbreviation (e.g., BIO)

Course Nbr = course number (e.g., 311C)

CCYY = four digit year (e.g., 2010),

S = 2, 6, or 9 where 2 = spring, 6 = summer, and 9 = fall, and

Unique Number = the unique number assigned to the course for the given year and semester or to the first section of a series of sections using the identical syllabus.

For example, the filename for the section of BIO311C Introductory Biology I taught in fall 2010 MWF 8am – 9am would be "BIO311C2010948335.PDF". As with the CV file name, no spaces should be included.

Each department will need to use this or a similar naming convention to track each syllabus and assure that all undergraduate course syllabi that should be prepared in fact have been prepared and submitted to the syllabus database system. There is a biannual reporting requirement to the governor and others that we are in compliance with this part of HB2504, and such information will be used as part of that report. The first report is due no later than January 1, 2011.

For additional suggested templates and guidance on writing an effective syllabus, please refer instructors to materials available on the DIIA website at www.utexas.edu/academic/diia/teaching/.

Deadlines: As noted in my April 30, 2010 memorandum, the CV and syllabus database system will be in place and functioning by August 15, 2010 as required by law. The first CVs and course syllabi will be uploaded soon thereafter according to the following schedule:

- Faculty CVs are to be uploaded to the database system starting no later than Monday, August 23, 2010 and must be uploaded no later than seven days after the first day of classes (i.e., August 25) or September 1. It would be helpful if they could be made available for uploading earlier in August, and you will be notified when uploading can begin.
- Course syllabi must be submitted to the departmental office or dean's office (in non-departmentalized schools/colleges) by the first day of class, August 25, per Vice Provost Ritter's email. They must be uploaded to the syllabus database system no later than seven days after the first day of classes or September 1.

Updating: An up-to-date CV must be available for each instructor of each course for two years after the course is taught. (After AY2010-11, this requirement will be accomplished through the Digital Measures Insight system.) Course syllabi must be updated as soon as practicable after the information changes, at least once each semester the course is offered. Finally, we are required to make the CVs, course syllabi, and budget information available on our course syllabus website until at least the second anniversary of the date we initially posted the information, so the syllabus database system is being designed to accommodate that requirement.

Please let me know if you have any questions about the CVs, course syllabi, or any other aspect of this new requirement (232-3305 or neal_armstrong@mail.utexas.edu). We greatly appreciate your assistance with this matter.

Attachments

Example faculty CV

Vice Provost Gretchen Ritter's email of May 10, 2010 regarding course syllabi

cc: Steven W. Leslie, Executive Vice President and Provost

HB2504 CURRICULUM VITAE EXAMPLE

CURRICULUM VITAE

Lawrence D. Abraham
Professor, Kinesiology & Health Education

A.B., Oberlin College
B.S., Kansas State Teachers College
Ed.D., Teachers College, Columbia University

Assistant Professor, The University of Texas at Austin, 1975-1982
Associate Professor, The University of Texas at Austin, 1982-2003
Professor, The University of Texas at Austin, 2003-Present
Visiting Adjunct Associate Professor, University of Massachusetts, Amherst, 1987-1988

- Abraham, L., Potegal, M., & Miller, S. Evidence for caudate nucleus involvement in an egocentric spatial task: Return from passive transport. Physiological Psychology, 1983, 11, 11-17.
- Abraham, L.D. & Loeb, G.E. The distal hindlimb musculature of the cat. Patterns of normal use. Experimental Brain Research, 1985, 58, 580-593.
- Etnyre, B.R., Kinugasa, T., & Abraham, L.D. Post-contraction variations in motor pool excitability. Electromyography and Clinical Neurophysiology, 1990, 30, 259-264.
- Coyle, E., Feltner, M., Kautz, S., Hamilton, M., Montain, S, Baylor, A., Abraham, L., Petrek, G.. Physiological and biomechanical determinants of elite cycling endurance performance. Medicine and Science in Sports and Exercise, 1991, 23, 93-107.
- Barr, R.E. & Abraham, L.D. Computer-aided instructional sequence for biomechanics of human movement. International Journal of Applied Engineering Education, 1991, 7, 221-230.
- Layne, C. & Abraham, L. Interactions between automatic postural adjustments and anticipatory postural patterns accompanying voluntary movement. International Journal of Neuroscience, 1991, 61, 241-254.
- Allison, S.C. & Abraham, L.D. Correlation of quantitative measures with the modified Ashworth scale in the assessment of plantar flexor spasticity in patients with traumatic brain injury. Journal of Neurology, 1995, 242, 699-706.
- Gonzalez, R.V., Hutchins, E.L., Barr, R.E. & Abraham, L.D. Development and evaluation of a musculoskeletal model of the elbow joint complex. Journal of Biomechanical Engineering, 1996, 118, 32-40.
- Allison, S.C., Abraham, L.D. & Petersen, C.L. Reliability of the Modified Ashworth Scale in the assessment of plantarflexor muscle spasticity in patients with traumatic brain injury. International Journal of Rehabilitation Research, 1996, 19, 67-78.
- Gonzalez, R.V., Abraham, L.D., Barr, R.E. & Buchanan, T.S. Muscle coordination in one and two degree-of-freedom ballistic movements about the human elbow joint complex. Biological Cybernetics, 1999, 80, 357-367.
- Hwang, I.S., Abraham, L.D. & Chou, S.W. The effect of ankle joint position and effort on quadriceps reflex sensitivity. Clinical Neurophysiology, Section: EMG and Motor Control, 2000, 111, 1175-1183.
- Allison, S.A. & Abraham, L.D. Sensitivity of qualitative and quantitative spasticity measures to clinical treatment with cryotherapy. International Journal of Rehabilitation Research, 2002 24, 15-24.
- Teyhen, D.S., Flynn, T.W., Childs, J.D., Kuklo, T.R., Rosner, M.K., Polly, D.W. & Abraham, L.D. Fluoroscopic video to identify aberrant lumbar motion. Spine, 2007, 32(7): E220-229.

MEMORANDUM

TO: All Instructional Faculty

FROM: Gretchen Ritter, Vice Provost for Undergraduate Education and Faculty Governance

DATE: May 10, 2010

SUBJECT: Requirement to Provide a Course Syllabus by First Meeting Day of All Classes

On June 13, 2007 President Powers approved a section of the Educational Policy Committee Proposal to Improve Course Availability for Undergraduates (D 3835 -3837) requiring that faculty provide students a course syllabus by the first meeting day of all classes. In addition, the state legislature (HB 2504) recently adopted new requirements concerning the need to make course syllabi publicly available on the University's website. In response to these mandates, this memorandum specifies the University's policy on providing and posting course syllabi.

The syllabus must contain the following items:

- The course number and title
- The instructor's name, office location, and office hours*
- If there are teaching assistants for the class, their names, office locations, and office hours*
- An overview of the class, including prerequisites, the subject matter of each lecture or discussion, as well as the academic/learning goals for the course and how they will be assessed
- Grading policy, including whether attendance is used in determining the course grade
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade
- A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate, identified by author, title and publisher.
- Final exam date and time (when available)
- The class web site, if any
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>

* Listing of office hours and location is not required for the publicly available version of the syllabus.

Recommended Materials:

In addition, we recommend that faculty include the following information on their course syllabi:

A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism (Link to University Honor Code: <http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html>)

A notice regarding accommodations for religious holidays. (Sample statement—"By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.")

For additional suggested templates and guidance on writing an effective syllabus, please refer instructors to materials available on the DIIA website: <http://www.utexas.edu/academic/diia/teaching/>

Posting Syllabi:

Additionally, instructors need to provide a copy of their syllabus for each organized course (or section thereof) they teach to their home department or office (and any cross-listing departments or centers) by the first day of class. All class syllabi for undergraduate courses should be provided in electronic form in a PDF file format (created from a word processing package such as MS Word - the PDF should NOT be created from a scanned image or fax). These PDF syllabi will be posted to the respective class via the Registrar's Office Class Manager System or Information Management and Analysis' FaSET System by the seventh class day. Note that if multiple sections of a course use an identical syllabus with identical assignments and readings, only one syllabus shall be posted for the course.

If you have any questions about this policy memorandum, please contact Diana Hernandez, 232-4231.