

MEMORADUM

To: Chief Instructional Officers of Community and Technical Colleges
Chief Academic Officers of Public Universities

From: MacGregor M. Stephenson

Date: December 14, 2012

Subject: Reminder to submit compliance report for Internet Access to Course Information

The 82nd Texas Legislature passed House Bill 2504 to create Texas Education Code 51.974, "Internet Access to Course Information." The law requires public institutions of higher education (other than medical or dental units) to submit a written report describing the institution's compliance with the statute by January 1 of each odd-numbered year. There is no format or length requirement specified for the report, and the Coordinating Board is not providing a template or model.

Copies of the report are to be sent directly 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. It is not necessary to provide a copy of the report to the Coordinating Board.

Coordinating Board rules Chapter 4, Subchapter N, Section 4.228 state that compliance with TEC 51.974 includes the following:

- The availability of a current syllabus, curriculum vitae for the instructor(s) of record, and (if available) a departmental operating budget for each undergraduate classroom course offered for credit by your institution,
- Access to this information by no more than three clearly marked links from your institution's home page,
- The search capacity by keywords and phrases,
- Compliance with the deadlines of course information availability within seven days of a course being offered, updates at least once for every semester in which the course is offered, and the availability of information for at least two years after it is posted, and
- Plans, if any, to post course evaluations on the web.

Please refer to the full text of the Coordinating Board rules [at this website](#) in order to see the full requirements of the statute and definitions of terms. The Coordinating Board's Frequently Asked Questions page for TEC 51.974 may be accessed online at www.theccb.state.tx.us/hb2504/faq.

In addition to the report, TEC 51.974 also requires each institution to designate an administrator to be responsible for implementing Internet Access to Course Information. In order for us to refer students to the right person if they call the Coordinating Board with complaints or suggestions, please send the name and contact information of your compliance officer to Allen Michie at allen.michie@theccb.state.tx.us or call (512) 427-6518.

C: CTC Liaisons