For information, contact Institutional
Effectiveness: (915) 831-6740

EFA-5	**Compliance with House Bill 2504, Passed by the 81st Texas Legislature in 2009**	**APPROVED**: December 8, 2011 **REVISED**: Year of last review: 2021 **AUTHORIZING BOARD POLICY**: EFA

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education
Designated contact: Vice President of Instruction and Workforce Education

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OBJECTIVE: To describe El Paso Community College's processes that were developed in order to comply with the requirements put forth by the 81st Texas Legislature, House Bill 2504.

PROCEDURE:

I. GENERAL

   A. Purpose

   In response to the Texas Higher Education Coordinating Board (THECB) directions for compliance with the 81st Legislature HB 2504, public institutions of higher education were mandated to develop a mechanism for making information available to students and the public to include: faculty* profile, course syllabi, student evaluation of faculty, departmental budget, work study employment opportunities and cost of attendance. El Paso Community College (EPCC) has developed a website, accessible within three clicks, which addresses the requirements of this legislation.

   B. Definitions

   House Bill 2504 – Legislation requiring Texas public institutions of higher education to make available on the Internet the following: cost of attendance, work-study employment opportunities, student evaluations of faculty, and faculty information including course syllabi.

   Faculty Profile – Individual faculty information: title, name, rank, publications, post-secondary education, post-secondary teaching experience.

   Syllabus Part I – Instructor's Course Requirements – The Instructor's Course Requirements part of the syllabus will be a detailed description of each instructor's specific course requirements, such as assignments, grading criteria, text(s) and materials, classroom policies and procedures and course calendar. (See College Procedure EFA-2 *Official Course Syllabus*, Section I. A)

   Syllabus Part II – The Official Course Description – The "Official Course Description" section of the syllabus will be developed by the entire discipline and will include the course description from the current College Catalog, identification of specific course objectives, and evaluation criteria which will be applied College-wide. (See College Procedure EFA-2 *Official Course Syllabus*, Section II. A)

   THECB's Net Calculator – Provides students and families with estimates of financial aid opportunities including grants, loans, work studies, and scholarships.

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* Note: The word "faculty" denotes instructors, counselors and librarians.

II.   PROCESS

    A.   Composition of the Web Site – The EPCC HB 2504 website is hosted by the EPCC public web pages (www.epcc.edu). Logins, passwords, or registration are not required in order to access this information. Public access to the site is available under "Catalogs & Schedules." Interested parties are able to access this information by term, course, and faculty name. All of the required information in this database will be maintained for the required period of two years.

    B.   The timeline for posting the faculty profile and syllabi on the website is 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.

    C.   Components of the website (available to students and other interested parties).

        1.   Faculty Profile
        2.   Departmental Budget
        3.   Course Syllabi (Parts I and II)
        4.   Student Evaluations of Faculty
        5.   Work-Study Employment Opportunity
        6.   Cost of Attendance

    D.   Evaluations Timeline – Every credit course will be evaluated by students every semester within the last one-third of the course.

    E.   State Reporting Requirements – A compliance letter will be sent to the State Legislature every odd numbered year from the Vice President of Instruction and Workforce Education.