

# Database for HB 2504 Compliance

## Instructions for Naming Documents for Submission

### Requirements & Naming Conventions for syllabi and CVs

#### ***Requirements and Deadlines***

It is very important that these file type and naming conventions be followed or the database **will not** allow the file to be uploaded. Files not in keyword searchable PDF format must be recreated and files not matching the naming conventions will need to be renamed prior to loading. This redundancy in work greatly reduces the efficiency of the process and delays the completion of the database.

For questions, or assistance with files, naming, or general issues, contact Debbie Linares at extension 2846 or by email at [deborah.linares2@tamucc.edu](mailto:deborah.linares2@tamucc.edu).

#### **Deadlines for Submission**

Semester	Deadline	What to Submit
Fall (including any half-semester courses)	August 1 <sup>st</sup>	All Instructor CVs and All Syllabi
Spring	December 15 <sup>th</sup>	New Instructor CVs and All Syllabi
Maymester and Summer I	April 1 <sup>st</sup>	New Instructor CVs and All Syllabi
Summer II	June 1 <sup>st</sup>	New Instructor CVs and All Syllabi

#### ***Submission of Materials***

All materials submitted may be submitted via the shared folder on the I:drive. Access to this folder is restricted only to those assigned to collect and provide syllabi for loading. If the college has had personnel changes and needs to have people added or removed from the folder, contact Debbie Linares to make folder access changes.

#### **Requirements and Naming Conventions for Syllabi**

##### ***General Information***

Syllabi will be submitted for every semester and mini-mester. In order to meet all legal deadlines we will have annual deadlines for each semester or mini-mester. The deadlines allow enough time to post everything prior to state mandated deadlines. These dates may vary only slightly in order to account for changes to the academic calendar or to ensure that deadlines do

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not occur on weekends and the colleges will be notified at the beginning of each academic year if there will be any changes for the academic year.

### ***File Type Requirements***

Because HB 2504 requires that all posted documents be keyword searchable, we are requiring that all syllabi be submitted in keyword searchable PDF. Keyword searchable PDFs are created by converting a document to PDF from a text file (Word or similar text file), rather than scanning the document and creating image files. By converting documents to keyword searchable PDFs we will also assure that they will not be easily editable by third parties.

### ***Naming Conventions and Examples***

The naming convention for syllabi is as follows:

The naming format we are following provides essential information to identify the course the syllabus is for, including the course prefix and number and the section number. The database will only allow files conforming to this format to be uploaded, so following this simple naming format will save a great deal of time and effort renaming files and assist us in ensuring a more efficient and accurate loading of all documents.

When submitting PDF files, the file name must include the course prefix followed by a dash followed by the course number followed by an underscore and the three digit section number. The file name must exactly conform to the following format:

Course prefix-course number\_course section.pdf\*

For example the proper file name for Biology 1401 section 001 would be:

**BIOL-1401\_001.pdf**

\*Please note that there is an UNDERSCORE and NOT a space in the file name

## **Requirements and Naming Conventions for CVs**

### ***General Information***

CVs will only be submitted once per year, in the fall semester, unless there are mid-year hires, at which time, new faculty member CVs should be submitted along with new syllabi for the courses the new faculty members will teach. Credentialing for new faculty hires during mid year will also need to be completed prior to their first class session.

### ***File Type Requirements***

## **Database for HB 2504 Compliance Instructions for Naming Documents for Submission**

Because HB 2504 requires that all posted documents be keyword searchable, we require that all CVs be submitted in keyword searchable PDF. Keyword searchable PDFs are created by converting a document to PDF from a text file (Word or similar text file), rather than scanning the document and creating image files. By converting documents to keyword searchable PDFs we will also assure that they are not easily editable by third parties. Initially the office of the Associate Vice President for Academic Affairs will create CVs from information in Digital Measures (DM). If an instructor's CV is unavailable or does not contain the elements required by HB 2504 and accrediting bodies, a request will be sent to the Dean's office to either complete the data entry in DM or to forward a copy of the instructor's CV as a PDF document.

### ***Naming Conventions and Examples***

If the Dean's office must submit CVs, it must send them correctly named as described below. The naming format we follow provides essential information including the faculty member's first and last name and the year of the CV. The database will only allow files conforming to this format to be uploaded, so following this simple naming format will save a great deal of time and effort renaming files and assist us in ensuring a more efficient and accurate loading of all documents.

When submitting PDF files, the file name must include the faculty member's first name followed by an underscore followed by the last name and two digit year. The file name must exactly conform to the following format:

**Firstname\_Lastname18.pdf \***

For example the file name for faculty member Jane Smith's 2018 CV would be:

**Jane\_Smith18.pdf**

**\*Please note that there is an UNDERSCORE and NOT a space in the file name**