THE UNIVERSITY OF TEXAS
PERMIAN BASIN

TEC 51.974 COMPLIANCE AUDIT

Fiscal Year 2027

September 30, 2026

Office of Internal Audit and Advisory Services
4901 E. University Boulevard
Odessa, Texas 79762

TEC 51.974 Compliance Audit
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SUMMARY

BACKGROUND AND OBJECTIVE

Texas Education Code (TEC) § 51.974 requires public institutions of higher education to make course syllabi publicly available on the institution's website. Published syllabi must:

- Meet standards established by the University;
- Include a brief description of each major course requirement, including significant assignments and examinations;
- List required and recommended readings; and
- Provide a general description of the subject matter covered in each lecture or discussion.

Additionally, syllabi must be searchable using keywords and phrases.

CONCLUSION

While UTPB has implemented a software solution to publish course syllabi, and ad-hoc compliance monitoring is in place, opportunities exist to strengthen operational processes to support full compliance with TEC § 51.974.

To facilitate compliance with TEC § 51.974, UTPB implemented Simple Syllabus, a centralized, template-driven platform that enables faculty to create, customize, and publish course syllabi. The platform supports UTPB's compliance efforts by:

- Promoting consistency through standardized syllabus templates that incorporate required content;
- Reducing manual effort through integrations that automatically populate certain course and faculty information; and
- Supporting institutional oversight through reporting capabilities that allow monitoring of syllabus publication and completion.

UTPB has incurred approximately $29,529 in licensing costs for Simple Syllabus. The Information Technology Services (ITS) department administers the platform, while designated approvers in each college are responsible for reviewing and approving syllabi prepared within the platform. Academic Affairs monitors institutional compliance with TEC § 51.974 using ad hoc reports generated from the platform.

The objective of the audit was to assess UTPB's compliance with TEC § 51.974 regarding course information. The scope included fiscal years 2024 through 2026.

OBSERVATIONS

1 Low	Operational Processes Could Be Strengthened to Support Full Compliance with TEC § 51.974 Requirements.

Management developed an action plan to address the observation and anticipates implementation by April 1, 2027.

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CONTROLS IN PLACE

Compliance Monitoring

Academic Affairs monitors institutional compliance through ad hoc reporting and follow-up to identify and address potential compliance gaps.



Simple Syllabus Platform

A centralized platform is utilized to support compliance with TEC § 51.974 by standardizing syllabus development and facilitating public posting of course information.



College-Level Review

Designated approvers within each college review syllabi prior to publication to help ensure required information is complete and accurately presented.

Faculty Training

Faculty are provided training and guidance to support consistent application of syllabus requirements.



Low

Observation 1: Operational Processes Could Be Strengthened to Support Full Compliance with TEC § 51.974 Requirements.

In review of UTPB's operational practices, the following opportunities were noted to improve compliance:

- **Formally Designate Responsibility for Monitoring Compliance with TEC § 51.974** – An administrator has not been formally designated to monitor compliance with requirements mandated by TEC § 51.974. TEC §51.974(e) requires the designation of an administrator with responsibility for implementing the mandated provisions. The absence of centralized accountability may hinder the long-term sustainability of compliance efforts as personnel and organizational responsibilities evolve.

- **Ensure Submission of Required Compliance Reports and Publication of Required Information for Faculty** - Compliance reports required by TEC § 51.974 were not submitted in 2019, 2021, 2023, and 2025. TEC § 51.974(f) requires institutions of higher education to submit a compliance report regarding compliance with the statute during each odd-numbered year. Additionally, under current processes, a repository of faculty curriculum vitae (CV) is maintained offline by Academic Affairs. No formal process is in place to allow publication of faculty CVs online, as required by TEC § 51.974(c). Management indicated that personnel turnover and organizational changes contributed to the failure to meet reporting requirements. Without documented procedures and clearly defined responsibilities the institution remains vulnerable to compliance lapses during personnel transitions.

- **Ensure Consistent Compliance with Course Syllabi Requirements** – Audit testing identified opportunities to strengthen compliance with TEC § 51.974 requirements related to syllabus publication, content, and retention. A review of the undergraduate course population was performed to assess whether course syllabi were publicly available as required. Of the 5,445 courses reviewed, a syllabus could not be located for 1,156 courses (21%). The results by fiscal year are summarized in the table below.

	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026	Total
Courses Tested	1,897	1,814	1,734	5,445
Courses Without a Published Syllabus	472	453	231	1,156
Exception Rate	24.8%	24.9%	13%	

Lastly, two separate samples of undergraduate courses from fiscal years 2024 through 2026 were reviewed to assess compliance with syllabus content requirements and the required public retention period. Audit testing identified instances where syllabus publication, content, and retention practices were not consistently aligned with the requirements.

Action Plan:

The following actions are planned:

- The Provost has designated the Senior Institutional Effectiveness Administrator and the Associate Provost as the individuals formally responsible for monitoring institutional compliance with TEC § 51.974.
- Academic Affairs will implement procedures to ensure required compliance-related information is consistently published and maintained. In addition, the respective College Dean will be designated as responsible for ensuring that faculty curriculum vitae (CVs) are published and updated on the University's public website in alignment with the TEC § 51.974 CV requirements.
- Procedures have been enhanced to provide Deans the ability to monitor the compliance status of courses within their respective colleges. Deans will be responsible for addressing identified compliance deficiencies related to publishing course syllabi and ensuring corrective actions are taken.
- Department Chairs/Program Coordinators will also perform a compliance review prior to the start of each academic term to monitor and review adherence to course syllabi content requirements.
- The Simple Syllabus template will be updated by ITS-Senior Learning Technology Analyst to incorporate the missing required information and strengthen compliance with TEC § 51.974 requirements.

Target Implementation Date: April 1, 2027

Responsible Party: Senior Institutional Effectiveness Administrator and Associate Provost

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METHODOLOGY

This audit was conducted in accordance with the Institute of Internal Auditors' *Global Internal Audit Standards* and generally accepted government auditing standards (GAGAS). Those standards require that we plan and perform the engagement to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. The UTPB Office of Internal Audit meets the independence requirements set forth in GAGAS.

Scope & Procedures: The scope included activity between September 1, 2023 and August 31, 2026. Audit procedures were conducted between July 2026 and September 2026. We will follow up on action plans in this report to determine their implementation status. Any request for extension to the implementation dates for observations rated Priority or High requires approval from applicable executive officers. This process will help enhance accountability and ensure that timely action is taken to address the observations.

Observation Ratings

Priority	An issue or condition that, if not addressed timely, has a high probability to directly impact achievement of a strategic or important operational objective of UT Permian Basin or UT System as a whole.
High	An issue considered to have a medium to high probability of significant adverse effects to UT Permian Basin as a whole or at the college/department/unit level.
Medium	An issue considered to have a low to medium probability of adverse effects to UT Permian Basin either as a whole or at the college/ department/unit level.
Low	An issue considered to have minimal probability of adverse effects to UT Permian Basin either as a whole or at the college/department/ unit level.

Criteria:

- Texas Education Code Title 3 Subtitle A Chapter 51 Subchapter A Section 51.974

Report Distribution:

To: Dr. Raj Dakshinamurthy, Provost and Senior Vice President for Academic Affairs
Bradley Shook, Sr. V.P. of Technology and Operations, Chief Information Officer (CIO)/Chief Operations Officer

cc: Dr. Sandra K. Woodley, President
UT Permian Basin Internal Audit Committee
External State of Texas Agencies (State Auditor, Legislative Budget Board, Governor's Office)