MEMORANDUM

To: Academic Deans, Department Heads, and Faculty

From: James Palmer
Provost & Senior Vice President for Academic Affairs

Date: August 1, 2023

Re: Minimum Online Presence Expectations

This memo affirms the commitment for faculty to complete minimal online requirements as mechanisms to ensure students have access to basic information and support through Blackboad. All Texas A&M University – Kingsville courses are mandated to use Blackboard to increase student success across all academic areas. The following is a list of minimal online requirements:

- Faculty Information
  - Contact Information (Email and Phone)
  - Office Hours
  - Office Location
- Textbook Information (Required and Supplemental)
- University Formatted Course Syllabus
- University Formatted CV for HB2504 Compliance

The use of the gradebook function in Blackboard is highly encouraged to support student success. The Center for Academic Technology will provide any needed Blackboard training. Faculty can contact the team at the following to schedule an appointment:
https://www.tamuk.edu/academictechnology/meettheteam/index.html

Department chairs are tasked with monitoring and ensuring that all faculty members, including adjuncts, are supporting the learning environment of students through these minimal Blackboard presence requirements.

xc: Robert Vela, President
Michael Houf, Faculty Senate