

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

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| Procedure: SB 17 (2024) – President’s Action Plan - Attachment D | |
| Effective Date: July 16, 2024 | Last Revision: |
| References: SB 17 (2024), Internal Audit - Report on Senate Bill 17 Compliance Review of Texas Tech University Health Sciences Center El Paso, July 3, 2024, Project #2024046d | |
| TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhscc.edu/compliance/ | |

| Action Plan - Internal Audit Report on Senate Bill 17 (2024), Review of Texas Tech University Health Sciences Center El Paso July 3, 2024, Project #2024046d | Person Responsible | Date of implementation |
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| Document website and social media guidelines for web editors and social media contacts regarding allowable and unallowable activities and content related to TEC 51.3525 | Andrea Tawney | 1-Sep-24 |
| Biannual review of institutional website and social media posts for unallowable activities and content | Andrea Tawney | 1-Sep-24 |
| Confirm compliance of the above actions/plans with submission of annual report to the president | Andy Conkovich | 1-Aug-24 |
| Review of grant proposals/statements to grantors and statements to accrediting bodies for unallowable content | Debbie Clegg | 1-Aug-24 |
| Provide TEC 51.3525 awareness/training provided at new employee orientation | Jennifer Erickson | 1-Jul-24 |
| Review of job descriptions and job postings for unallowable duties and qualifications | Jennifer Erickson | 1-Jan-24 |
| Training for hiring committees for staff and administration related to allowable and unallowable activities and considerations | Jennifer Erickson | 1-Sep-24 |
| Training for hiring committees for faculty related to allowable and unallowable activities and considerations | Koko Aung | |
| Annual reporting to the President, Chancellor, and Board of Regents to certify compliance prior to the August 31 deadline for certifying to the state legislature and the Texas Higher Education Coordinating Board | Richard Lange | 1-Dec-24 |