

Program Approval Lunch & Learn

August 22, 2023

- Rollout Communications
- Overview of New Portal and Form Submission
- Next Steps & Rollout Timeline

PowerPoint & recording will be posted
New rules can be found in [TAC Chapter 2](#)

Rule Implementation Communication

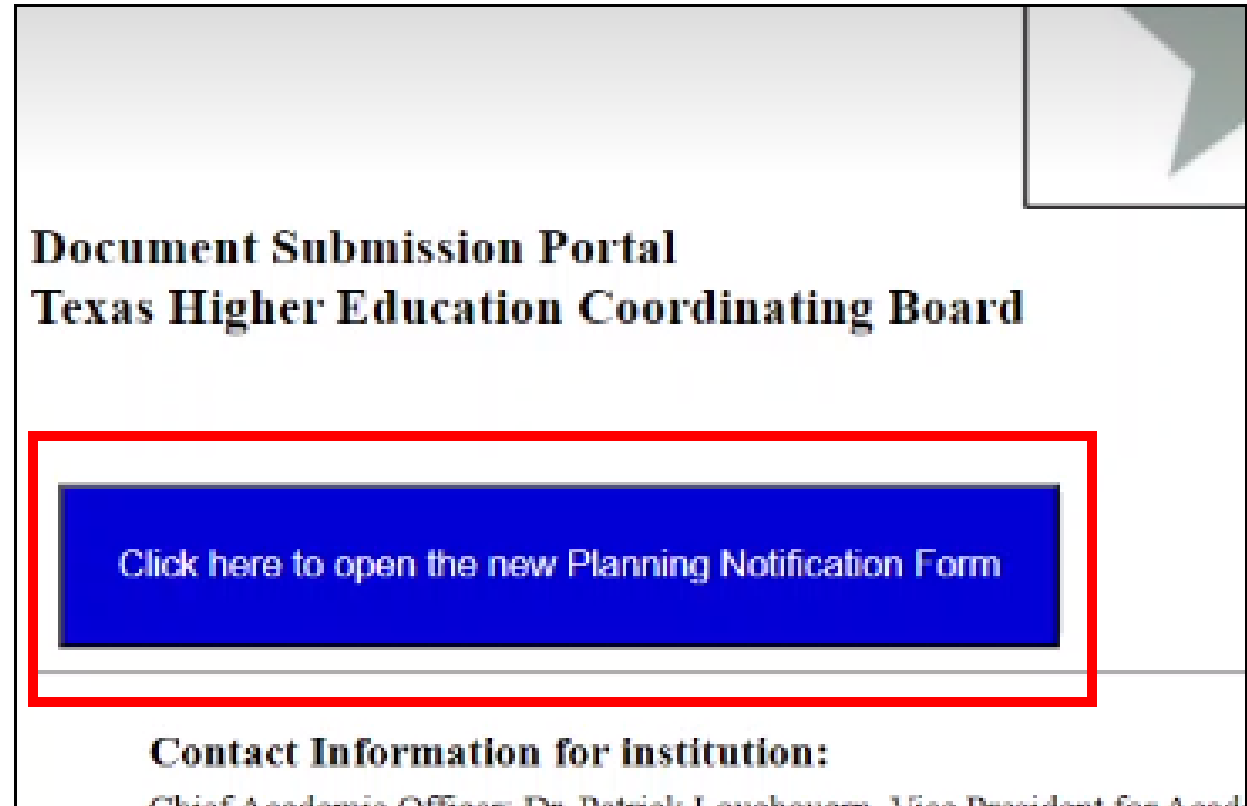
- Instructions on how to access the new forms when they are available in live environment will be sent out to users.
- THECB's [Academic Program Resources](#) webpages will be updated in the next few weeks with revised content aligned with the new rules.
- FAQs and other supporting documentation will be provided.

- [AHA Rule Implementation Website](#)
- [Online form for feedback/questions](#)

Overview of New Form Submission Process

Current Online Form

- Linked to Document Submission Portal after login
- Not a long-term solution for the new online forms.



New Forms Portal

- Log in to CBPass
- If you do not have a CBPass account, we will reach out to you with directions on how to request one.

Note: No action is required right now by users. AHA will contact you when the forms are available for access

CBPass Login

Sign in with your CBPass Account

*Username:

*Password:

Sign In

[Forgot your Username or Password?](#)

don't have an account? [create one now!](#)

New Forms Portal

- Open the “Data Submission Portal”

The screenshot shows the 'CBPass' user interface. At the top, it says 'Welcome Emma (Main Menu) (Logout)'. Below that is a 'MY ACCESS' section with a search bar and a link to request access to another application. There are filters for 'App ID' and 'App Status' (set to 'All'). A table below shows two records: 'Data Submission Portal' (App ID 147) and 'Data Use Agreement' (App ID 140). The 'Data Submission Portal' link is highlighted with a red box.

CBPass
Welcome Emma (Main Menu) (Logout)

MY ACCESS
Search for and view your current applications or request access to additional applications.

[Click to Request Access to another application](#)

filters

App ID: App N
App Status: All App Access:

Record Count= 2

App ID	Application Name	
147	Data Submission Portal	mic sha sta Tor Ra Clif Tar De kur Do Pav Kis Cyt
140	Data Use Agreement	mic

New Forms Portal

- Data Submission Portal landing page

Texas Higher Education
COORDINATING BOARD

Home Certification **Document Submission** Reporting Manual

Use this space to summarize your privacy and cookie use policy. [Learn More.](#)

Welcome to the Data Submission Portal!

Welcome to the new Data Submission Portal.
If you have any questions or issues regarding any of the reports, please direct them to the contact below:

FAD B • FAD B • FAD B

New Forms Portal

- Select which form to submit

Use this space to summarize your privacy and cookie use policy. [Learn More.](#)

Accept

Submit Document

Name	Description	Url
Public Community & Technical College (CTC) New Degree & Certificate Request Form	Applied Associate or Workforce Certificate, Academic Associate, Bachelor's Degree at a Community College	Fill Form
Public University & Health Related Institution New Degree Request Form	Embedded Associate, New Bachelor's or Master's Less than 50% New Content, New Bachelor's or Master's 50% or More New Content	Fill Form
Planning Notification	Notice of Intent to Plan a New Degree Program	Fill Form

Texas Higher Education COORDINATING BOARD Planning Notification - Institution Submission

Institution Planning Notification

ID: S4E7KMZT Request Type: Planning Notification

Institution*

Proposed CIP Code* CIP Code Name

You DO NOT need to enter the decimal ""

Degree Level* Proposed Degree Designation (e.g. M.A.)*

Proposed Degree Program Title (e.g. Psychology)*

Select a title using the drop down menu or type in a unique degree title

Anticipated Date of Full Proposal Submission*

New Forms Portal

- Select which form to submit

Use this space to summarize your privacy and cookie use policy. [Learn More.](#)

Accept

Submit Document

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Degree Level* Proposed Degree Designation (e.g. M.A.)*

Proposed Degree Program Title (e.g. Psychology)* Select a title using the drop down menu or type in a unique degree title. Anticipated Date of Full Proposal Submission*

New Forms Portal

- Confirmations of submission

Thank you!

Your Public Community & Technical College New Degree & Certificate Request Form has been submitted.

Proposal ID #: 3CM3DHNS
Institution: Amarillo College
Request Type: Bachelor at Community College
Degree Program: BAS in Agricultural Economics

[Download](#) [Print](#) [Email](#)

Texas Higher Education Public Community & Technical College New Degree & Certificate Request
COORDINATING BOARD

Start Here

This form should be used by community and technical colleges to submit proposals for workforce certificates, academic and applied associate degrees, and bachelor's degrees. The tabs above can be used to navigate through the required fields, attachments, and contact information for the form.

Automated emails received about the status of this form, including any approval letters, will be from

TXHigherEducationCoordinatingBoard@thehb.state.tx.us
To: Gelsinger, Emma
Cc: Gelsinger, Emma
Tue 8/22/2023 10:38 AM

Public Community & Technic...
224 KB

ALERT: This message was sent from outside of THECB.

Greetings,

Your institution's submission for the **Public Community & Technical College New Degree & Certificate Request Form** has been received. Please see the following for reference to your submittal.

Proposal ID #: 3CM3DHNS
Institution: Amarillo College
Request Type: Bachelor at Community College
Degree Program: BAS in Agricultural Economics

Please contact aha@highered.texas.gov if you have any questions or believe you have received this email in error.

[Reply](#) [Reply all](#) [Forward](#)

New Forms Portal

- Access to the new portal will remain limited to those who currently submit new program and administrative/change forms on behalf of the institution.
- System-level staff will have CBPass accounts and be able to submit on behalf of any institution in the system, if applicable.
- AHA will distribute a list of current users for each institution and provide the opportunity to make updates.

Next Steps & Rollout Timeline

New Forms Rollout

- Early September:
 - Community and Technical College Form: Applied Associate, Workforce Certificate, Academic Associate, Bachelor's at a Community College
 - University & HRI Form: New Bachelor's & Masters Less Than 50% New Content and 50% or More New Content, Embedded Associate
- Mid to Late September
 - New Doctoral or Professional Form
 - Degree Program and Administrative Unit Changes

New Forms Rollout

- October/November:
 - Certificate Notification Form
 - “Other” Form
- December
 - Institutional Plan for Distance Education renewal/approval form
 - More information will be made available in the fall about this process

Upcoming Lunch & Learns

- September 26th
 - Review of new web resources & FAQs
 - Open Q&A for new forms and processes
 - [Register](#)
- Other upcoming (Dates TBD)
 - Embedded Associate Overview & Institutional Approaches (October/November)
 - Others TBD!

Questions?