**Procedures for Establishing a Multi-Institution Teaching Center (MITC), Single Institution Center (SIC), or University System Center (USC)**

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| Directions: An institution shall use this format to provide information to the Coordinating Board (if the Center was established by the Legislature) or to request Coordinating Board approval for a MITC, SIC, or USC. Please ensure that all the specific criteria set in the body of this form are addressed. Information: Contact the Division of Academic and Health Affairs at 512/427-6200 for more information. |

**Administrative Information - Part One**

**Use this part of the form if authority for the** **MITC/SIC/USC was established by the Texas Legislature. Please provide this information within three months of the enabling legislation’s effective date.**

 1. Authorizing Legislation – Please provide the bill number and effective date:

 2. Proposed or legislated name of the MITC/SIC/USC:

 3. Physical location and address, including ZIP code, of the site:

 4. Describe facility arrangements:

 5. Institution or institutions that will offer instruction at the site:

 6. Provide analysis of local need for programs and list programs each participating institution will offer:

 7. Provide information on community college transfer and articulation agreements:

 8. Provide information on access to library resources:

 9. Describe how student services will be delivered:

10. Would the MITC/SIC/USC be interested in possible placement on the Coordinating Board’s Supply/Demand Pathway? Yes [ ]  No [ ]

**Administrative Information - Part Two**

**Coordinating Board rules Chapter 5, Section 5.76(i): The Commissioner shall establish policies concerning how a location receives designation as a specific type of off-campus educational unit and how to expand educational activities.**

**Use this part of the form to submit a proposal to the Coordinating Board for the establishment of a MITC/SIC/USC when there is no legislative authorization. The information provided will be acted on at a regularly scheduled quarterly meeting of the Coordinating Board.**

 1. Proposed name of the MITC/SIC/USC:

 2. Physical location and address, including ZIP code, of the site:

 3. Institution or institutions that will offer instruction at the site:

 4. Describe financial arrangements that will support the Center:

 5. Provide information on the anticipated headcount and full-time student equivalent enrollment for the first five years of operation:

6. Describe facility arrangements:

 7. Outline of the administrative structure, if more than one institution is participating:

 8. Describe the proposed academic oversight of the MITC/SIC/USC:

 9. Provide analysis of local need for programs and list programs each participating institution will offer:

10. Provide information on community college transfer and articulation agreements:

11. Describe how student services will be delivered:

12. Provide information on access to library resources:

13. Would the MITC/SIC/USC be interested in possible placement on the Coordinating Board’s Supply/Demand Pathway? Yes [ ]  No [ ]

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| **Signature Page**1. Adequacy of Funding – The chief executive officer shall sign the following statement:*I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools or colleges*. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chief Executive Officer Date2. Board of Regents Approval – A member of the Board of Regents or designee shall sign the  following statement: *On behalf of the Board of Regents, I certify that the Board of Regents has approved the administrative unit.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Regents (or Designee) Date |