

Program Approval Lunch & Learn

October 10, 2023

- Update on form development & new portal access
- Overview of new web resources
- Next steps

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

Update on Form Development & New Portal

Form Launch

- Time sensitive requests can be submitted using the [word document versions of the new forms](#) through the current [Document Submission Portal](#) until the online forms are available.
- For questions related to submission, please contact emma.gelsinger@highered.texas.gov

Form Launch

- Phase 1:
 - Planning Notification (available now in current document submission portal)
 - Workforce Certificates
 - Associate Degrees
 - Bachelor's & Master's
- Phase 2:
 - Degree Program Changes
 - (2B) Doctoral & Professional
 - (2C) Academic Certificate Notification

Note: AHA will send out a notification when forms are available.

Accessing New Forms Portal

- Portal will be accessed through CBPass
 - If you will be submitting proposals and have not yet created a CBPass account, please create one and send an email to emma.gelsinger@highered.texas.gov letting us know that it has been created.

CBPass Login

Sign in with your CBPass Account

*Username:

*Password:

[Forgot your Username or Password?](#)

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

New Forms Portal

- Once the forms are launched, you should have a Data Submission Portal link in your CBPass account which is where you will access the forms.

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 Status:

All

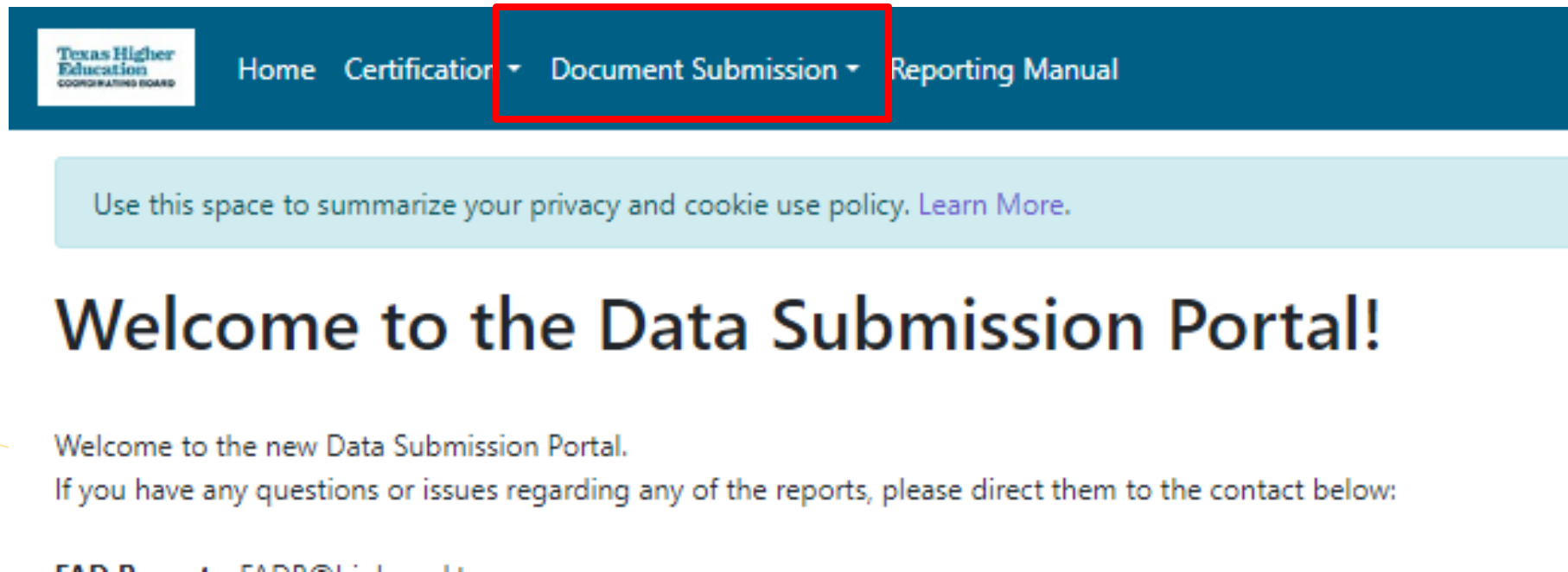
App N
Access :

Record Count= 2

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

New Forms Portal

- Data Submission Portal landing page



New Forms Portal

- Select which form to submit

Texas Higher Education
COORDINATING BOARD

Home Certification Document Submission Reporting Manual

Hello Emma (L)

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

Note: Forms currently showing on the portal are not live. AHA will notify users when available.

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Planning Notification - Institution Submission

Institution Planning Notification

ID

S4E7KMZT

Request Type

Planning Notification

Institution*

Proposed CIP Code*

You DO NOT need to enter the decimal ".*"

CIP Code Name

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](#)

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Public Community & Technical College New Degree & Certificate Request

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](#)

Updated Resources

Updated Web Resources

- 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 has been updated
- FAQs have been updated on the [AHA Rule Implementation Website](#)
- Program Development
 - Notification of Planning
 - 30-Day Comment Period Changes
 - New Degree Program & Certificate Proposals
- 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.

Updated Web Resources

- [Program Development](#)
 - Notification of Planning
 - 30-Day Comment Period Changes
 - New Degree Program & Certificate Proposals
 - Forms
 - Approval & Process Flowcharts
- [Degree Program Changes](#)
 - Form
 - Factors to Consider: Degree Program Change or New Degree Program
 - CIP Code Change Guidance

Upcoming Lunch & Learns

- November Webinar
 - Overview of Distance Education Rule changes
- Other upcoming (Dates TBD)
 - Academic Certificate Notification
 - Embedded Associate Overview & Institutional Approaches

Questions?