

CORRECTIVE ACTION PLAN

[College Name]

This Corrective Action Plan addresses the findings described in the Letter of Findings from the Texas Higher Education Coordinating Board (THECB), dated [Insert Date], which summarized the results of THECB’s compliance review (desk review).

Section	Specific Corrective Action to be Completed	Responsible Person(s)	Target Completion Date	How Completion of Remedy will be Reported and Verified to THECB
EXAMPLE 1.3 Annual Public Notification: Expand dissemination of the annual notice of nondiscrimination to the general public in English and Spanish	Publish the annual notice of nondiscrimination in The Sample Times, in the local Spanish language newspaper, and on the website in English and Spanish prior to the first day of the 2021-2022 school year.	President	August 2021	Will provide a copy of the published notice from both newspapers to THECB.
EXAMPLE 6.2 Career and Technical Education Programs Open to All Students: Eliminate and prevent any steering of students into or away from particular CTE programs on the basis of sex or disability.	Provide training to counselors regarding sex stereotyping, and the prohibition against directing or urging students to enroll in particular career or program or predicting a student’s prospects for success in any career or program based upon the student’s sex or disability. Provide training to counseling staff, as well as other administrators and faculty on the requirements of Title IX related to pregnancy.	President	September 2021	Will send THECB an email confirming that the training(s) has occurred, including the date(s) of the training(s), the agenda(s) for the training(s), and the number of counselors and any other college personnel that attended.

Section	Specific Corrective Action to be Completed	Responsible Person(s)	Target Completion Date	How Completion of Remedy will be Reported and Verified to THECB

 President Signature

 Date

SAMPLE