

# **Higher Education Regional Council (HERC) Representative Orientation**

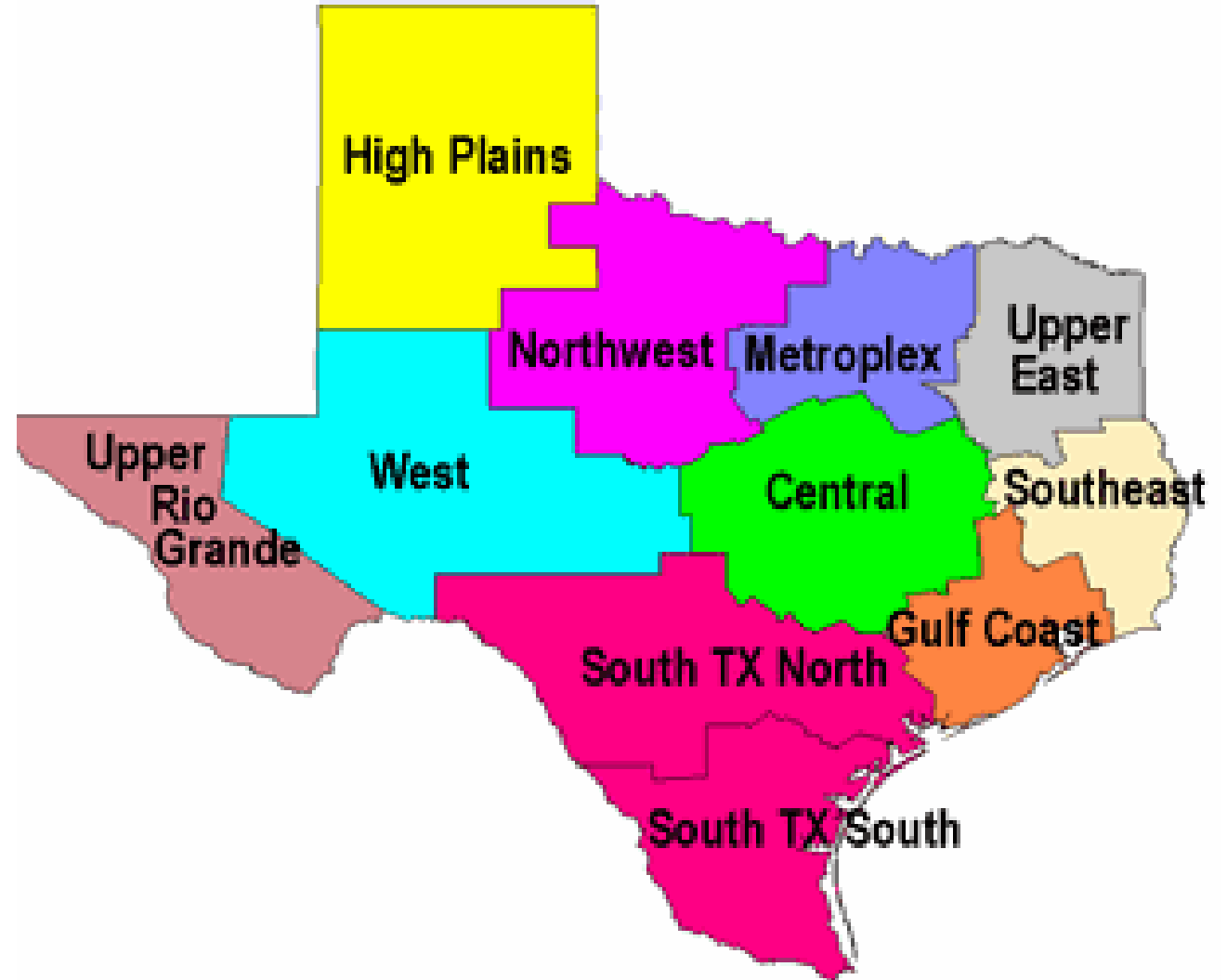
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# Higher Education Regional Councils

Higher Education Regional Councils have oversight over many, but not all, off-campus lower-division courses and programs offered by community colleges, universities, health-related institutions, public technical colleges, and Lamar State Colleges in Texas.

# Higher Education Regional Councils

There are ten Higher Education Regional Councils in Texas that consist of the universities, community colleges, technical colleges, and Lamar State Colleges within that region.



# Higher Education Regional Councils

- The membership of each Regional Council is comprised of presidents or designated representatives of each participating public and independent institution within the region.
- A Council Chair is elected by the members.
- The term of service for the Council Chair is also determined by the members.
- Regional Councils are expected to meet annually each spring to perform their designated duties.
- Any business that arises during other times of the year may be conducted electronically at the discretion of the Council Chair.
- It is the responsibility of the Chair to inform members of the region of the date, time, and location of the spring council meeting.

# Responsibilities of HERC

- Reviewing the proposed off-campus, lower-division course and program offerings of each member public institution as presented in their Off-Campus Instruction Plans.
- Resolving any disputes associated with the proposed off-campus, lower-division course offerings, excluding dual credit.
- Studying cooperatively the various methods of providing lower-division, off-campus instruction, and promoting the use of those methods which support quality and promise the most effective and efficient use of state resources.

# Off-Campus Instruction Plan

An Off-Campus Instruction Plan must be submitted to the Regional Council by each public institution of higher education that is planning to offer off-campus, lower-division courses, clinicals, and/or programs in that region.

# Off-Campus Instruction Plan

<b>Institution Name:</b>		<b>Regional Council:</b>	
<b>Contact Person:</b>	<b>Email Address:</b>	<b>Phone:</b>	

Delivery location: Site name and community. <b>Highlight</b> locations added since last report.	Program Area: CIP#/Title	Award(s): (AAS, Cert1, etc.)	Program Type: [DC], [LD], [NC] <sub>1</sub>	Status: [C], [N] <sub>2</sub>	Delivery Type: [F2F], [E2G], [CLN] <sub>3</sub>	Geographically Responsible Institution <sub>4</sub>	Agreement in place/ Agreement type
<b>Programs requiring HERC approval</b>							
Sample location; Sample, TX	47.0603 Autobody/ Collision Repair	AAS	LD	C	F2F	Sample Community College	Yes, collaborative agreement with community college.
<b>Programs requiring HERC notification</b>							
Sample ISD; Sample, TX	Dual Credit Programs	Dual Credit Programs	DC	N	F2F	Sample Community College	Yes, letter of request from ISD

# Off-Campus Instruction Plan

Delivery location: Site name and community. <b>Highlight</b> locations added since last report.	Course Prefix & Number	Course Title	Course Type: [DC], [LD], [NC]1	Course Status: [C], [N]2	Delivery Type: [F2F], [E2G], [CLN]3	Geographically Responsible Institution4	Agreement in place/ Agreement type
<b>Courses requiring HERC approval</b>							
<b>Courses requiring HERC notification</b>							
Sample ISD; Sample, TX	Dual Credit Courses	Dual Credit Courses	DC	N	F2F	Sample Community College	Yes, letter of request from ISD

# Off-Campus Instruction Plan

Community colleges: (in service area, dual credit, and clinical and employer exceptions require notification, out of service area require approval)

- a) lower-division, formula funded credit and non-credit courses (including dual credit and clinicals) that are offered off-campus, face-to-face and/or electronic-to-groups in Texas, both within and outside of their service area;
- b) all lower-division, workforce credit and continuing education courses (including dual credit and clinicals) that are offered off-campus, face-to-face and electronic-to-groups in Texas, both within and/or outside of their service area;
- c) all associate and certificate programs offered off-campus, face-to-face and/or electronic-to-groups in Texas, both within and outside of their service area;

# Off-Campus Instruction Plan

Technical colleges and Lamar two-year institutions:

- a) lower-division, formula funded credit and non-credit courses (including dual credit and clinicals) that are offered off-campus, face-to-face and/or electronic-to-groups in Texas;
- b) associate and certificate programs offered off-campus, face-to-face and/or electronic-to-groups in Texas;

# Off-Campus Instruction Plan

Universities and health-related institutions:

- a) lower-division, formula funded credit courses (including for-credit extension courses, dual credit courses, and clinicals) that are offered off-campus, face-to-face and/or electronic-to-groups in Texas;
- b) lower-division credit courses (including for-credit extension courses, dual credit courses, and clinicals) that are offered on campus as self-supporting courses.

# Exceptions to HERC Review

All off-campus, lower-division courses and programs offered by community colleges, universities, health-related institutions, public technical colleges, and Lamar State Colleges shall be reviewed by the Higher Education Regional Council serving each site proposed to receive instruction, except for the following:

- Off-campus, lower-division courses and programs, including clinicals, offered by a community college within its service area;
- Off-campus, lower-division dual credit courses offered by a community college, university, health-related institution, public technical college, and/or Lamar State College that have been requested by a school district and/or high school; and

# Exceptions to HERC Review

University off-campus and community college out of service area, lower division clinical courses which meet all of the following conditions:

- The student(s) enrolled in the clinical course is(are) already employed by the clinical facility where the course is being taken;
- The clinical facility provides the institution of higher education offering the course with written verification that there will be no reduction in the number of clinical opportunities available for use by area institutions;
- The institution of higher education offering the course shall notify the appropriate Regional Council(s) and provide the Regional Council(s) with the written verification from the clinical facility.

# Exceptions to HERC Review

Off-campus or out of service area credit or noncredit workforce education or lower-division programs offered by a community college, university, health-related institution, public technical college, and/or Lamar State College which meet all of the following conditions:

- An employer provides written documentation to the Regional Council that it solicited an agreement with a public institution of higher education within the uniform service region to offer the workforce education or lower-division program(s) at a site requested by the employer;
- The employer and public institution of higher education initially solicited by the employer provide written documentation to the Regional Council certifying that an agreement that meets the employer's specifications to offer the workforce education or lower-division program(s) at the site requested by the employer was not finalized within six weeks after the employer's initial written solicitation requesting the institution to offer the program;
- An institution of higher education selected by the employer provides written documentation to the Regional Council that it has entered into an agreement with the employer to offer the workforce education or lower-division program(s) at the site requested by the employer.

# HERC Document Submission

Please use the Document Submission Portal (<https://www1.thecb.state.tx.us/apps/proposals/>) to submit the information listed above. Your institution should already have a process and designated staff member responsible for submitting documents into the portal. HERC information must also be submitted to the Texas HERC website at <https://texasher.com/>. To acquire a password to the TexasHERC website, please send an email to [csevans@tstc.edu](mailto:csevans@tstc.edu).

Document submissions are due on July 26, 2024.

# THECB HERC Contact

Questions regarding Higher Education Regional Councils may be directed to Dr. Andrew Lofters at [Andrew.Lofters@highered.texas.gov](mailto:Andrew.Lofters@highered.texas.gov) or by phone at 512-427-6239.



# Texas Higher Education COORDINATING BOARD

Questions?

