Texas Higher Education
COORDINATING BOARD

Program Approval Lunch & Learn

July 31, 2023

- New Processes Overview

- Update on New Forms

- Q & A

PowerPoint & recording will be posted
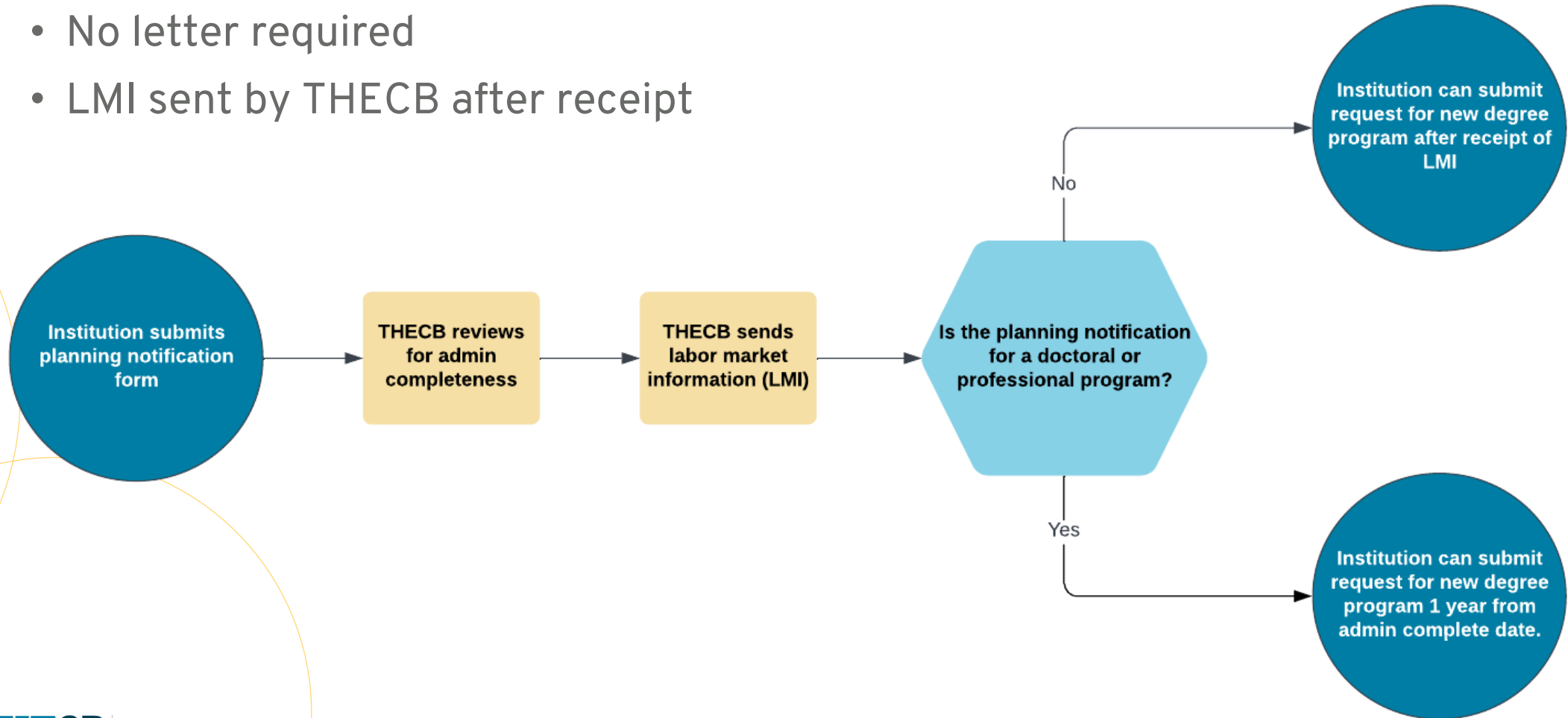
New rules can be found in TAC Chapter 2

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New Processes Overview

Approval Levels

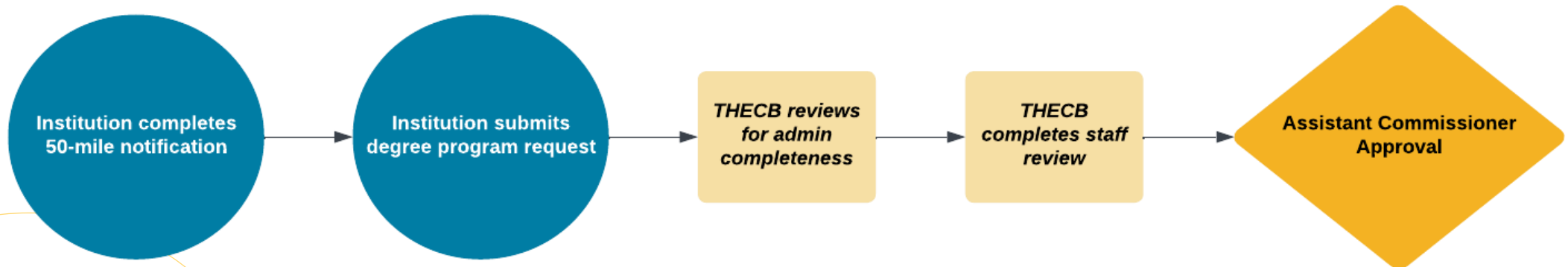| Request Type	Approval Level	Effective Date
Embedded Associate	Assistant Commissioner	Currently Effective
Digital modality requests/changes (all levels)	Notification Only	Currently Effective
Planning Notification	Notification Only	Currently Effective
New Acad Assoc, Bach, Master's less than 50% new content	Assistant Commissioner	September 1, 2023
New Acad Assoc, Bach, Master's 50% or more new content	Commissioner	September 1, 2023
Doctoral & Professional	Board	September 1, 2023
New degree programs equal to a level change for institution	Board	September 1, 2023
Substantive changes to doctoral, professional or programs approved by the Board after September 1, 2023	Board	September 1, 2023
Other substantive and non-substantive changes	Assistant Commissioner	September 1, 2023
Program Closure	Notification Only	Currently Effective
New Academic Certificate (any SCH or level)	Notification Only	September 1, 2023

Planning Notification

- Notable changes
  - No letter required
  - LMI sent by THECB after receipt

Institution submits planning notification form

THECB reviews for admin completeness

THECB sends labor market information (LMI)

Is the planning notification for a doctoral or professional program?

No → Institution can submit request for new degree program after receipt of LMI

Yes → Institution can submit request for new degree program 1 year from admin complete date.
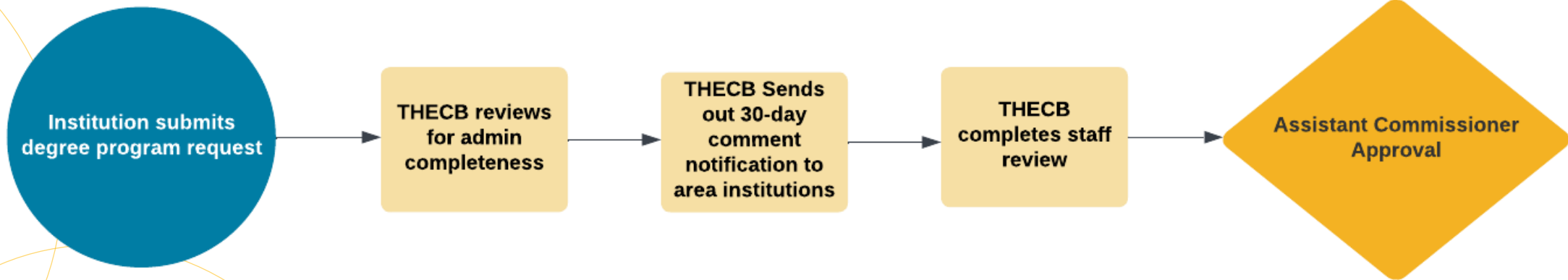
Applied Associate & Workforce Certificates

- No notable changes to process – no rule changes affecting these requests
- Form has been revised and added to other online forms

Institution completes 50-mile notification → Institution submits degree program request → THECB reviews for admin completeness → THECB completes staff review → Assistant Commissioner Approval
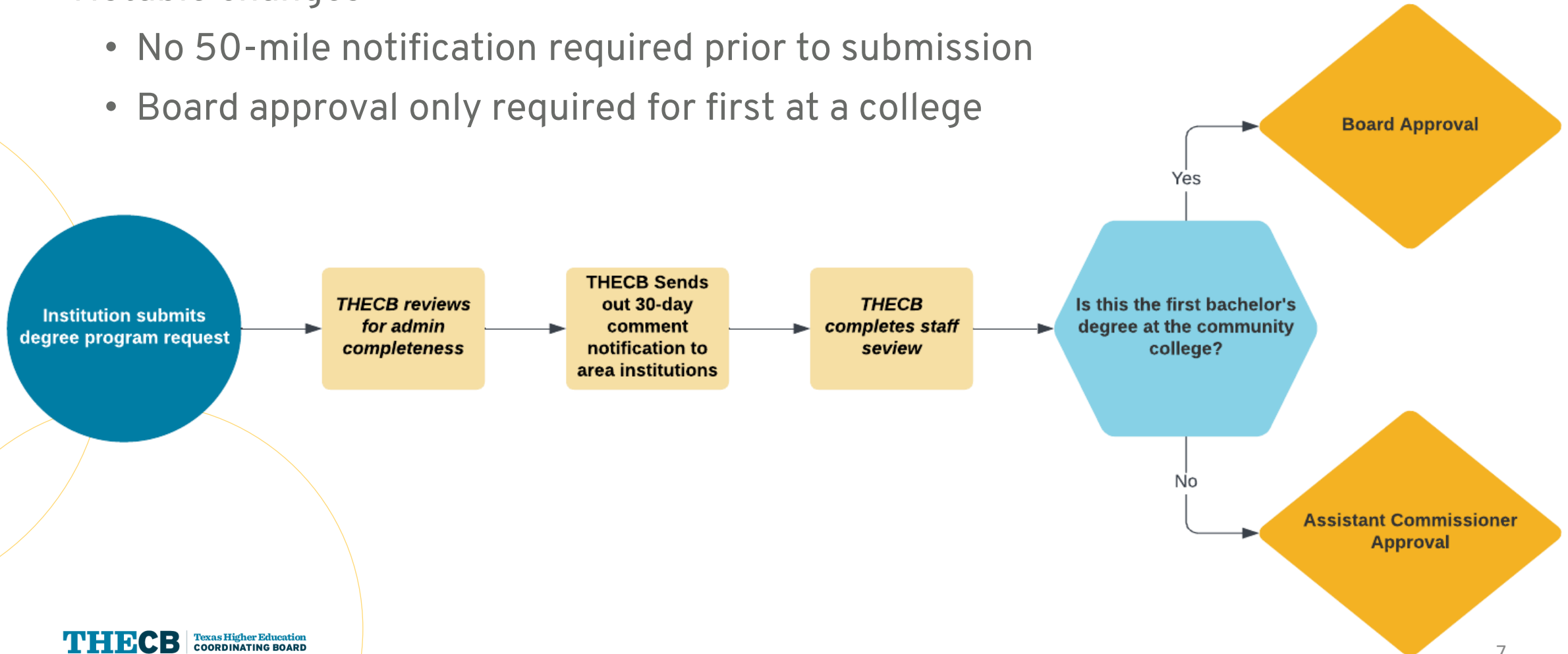
Academic Associate

- Notable changes
    - No 50-mile notification required prior to submission
- Multidisciplinary associate degrees are exempt from planning notification requirement per statute

Institution submits degree program request → THECB reviews for admin completeness → THECB Sends out 30-day comment notification to area institutions → THECB completes staff review → Assistant Commissioner Approval
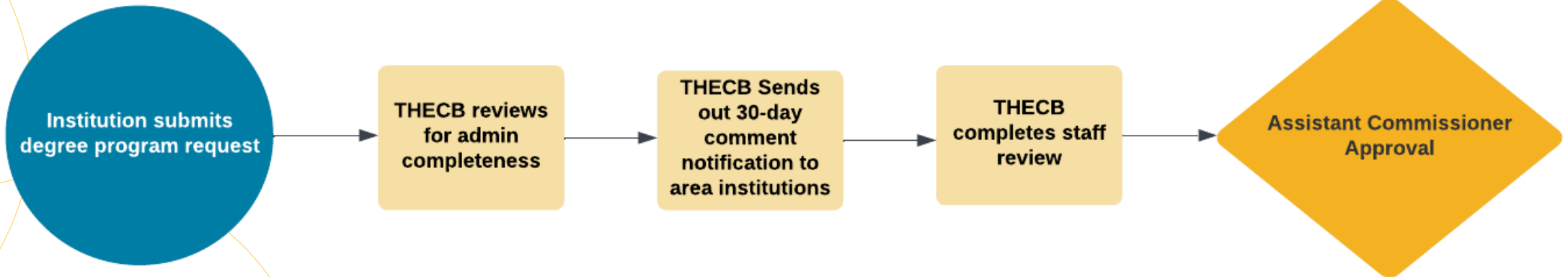
Bachelor's degree at a community college

- Notable changes
  - No 50-mile notification required prior to submission
  - Board approval only required for first at a college

Flowchart:

Institution submits degree program request → **THECB reviews for admin completeness** → **THECB Sends out 30-day comment notification to area institutions** → **THECB completes staff seview** → **Is this the first bachelor's degree at the community college?**

- Yes → **Board Approval**
- No → **Assistant Commissioner Approval**

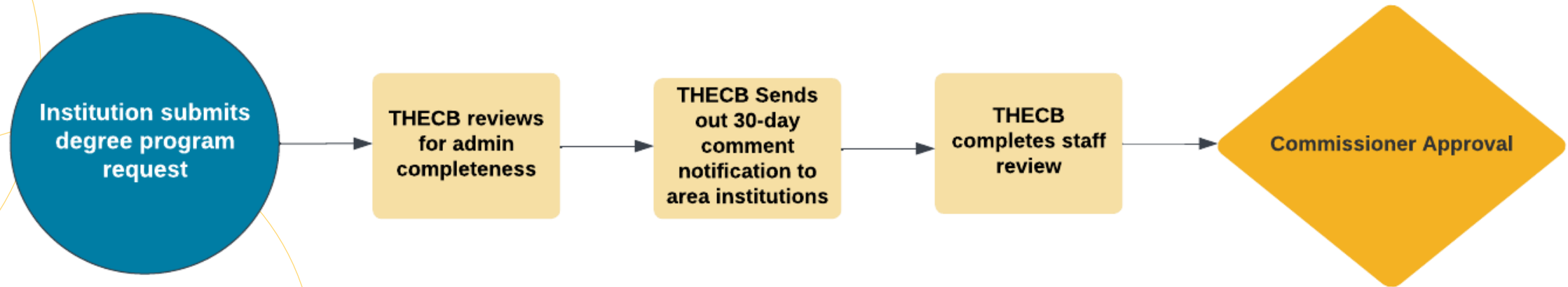# Bachelor's and master's less than 50% new content

- Notable changes
  - No 50-mile notification required prior to submission
  - Alignment with SACSCOC new content threshold to determine how much information needs to be submitted

Institution submits degree program request → THECB reviews for admin completeness → THECB Sends out 30-day comment notification to area institutions → THECB completes staff review → Assistant Commissioner Approval
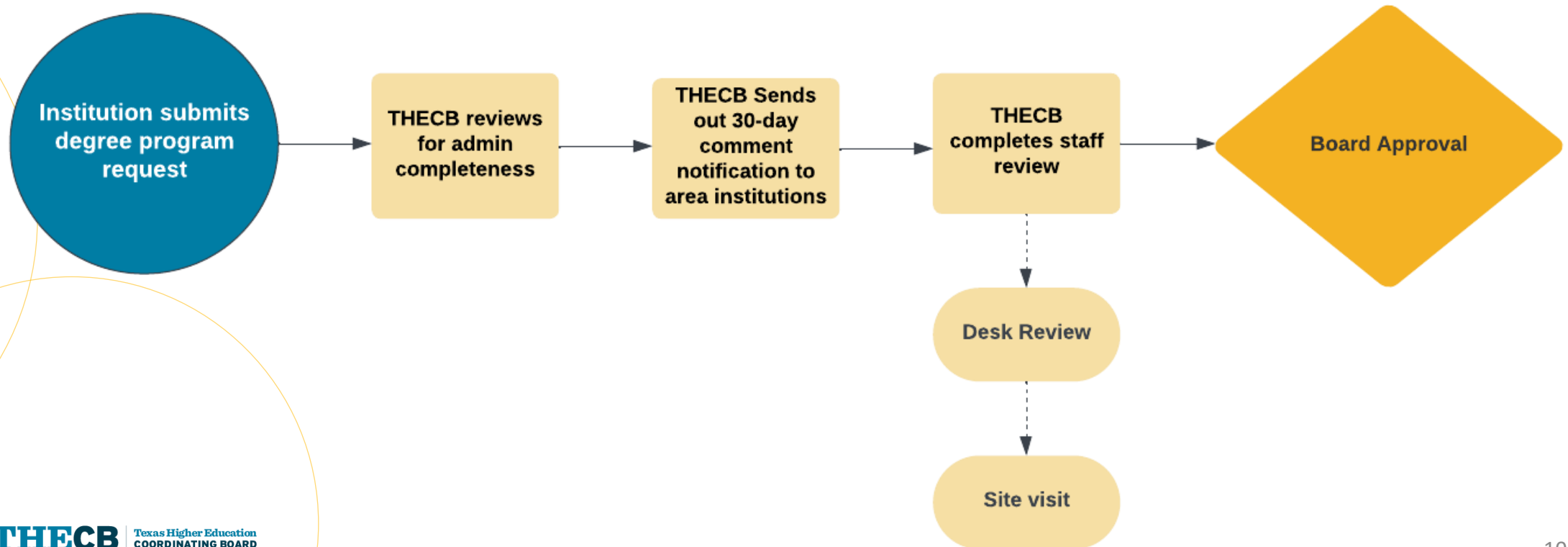
Bachelor's and master's 50% or more new content

- Notable changes
  - No 50-mile notification required prior to submission
  - Alignment with SACSCOC new content threshold to determine how much information needs to be submitted
  - Elevated to new approval level (Commissioner)

Institution submits degree program request → THECB reviews for admin completeness → THECB Sends out 30-day comment notification to area institutions → THECB completes staff review → Commissioner Approval
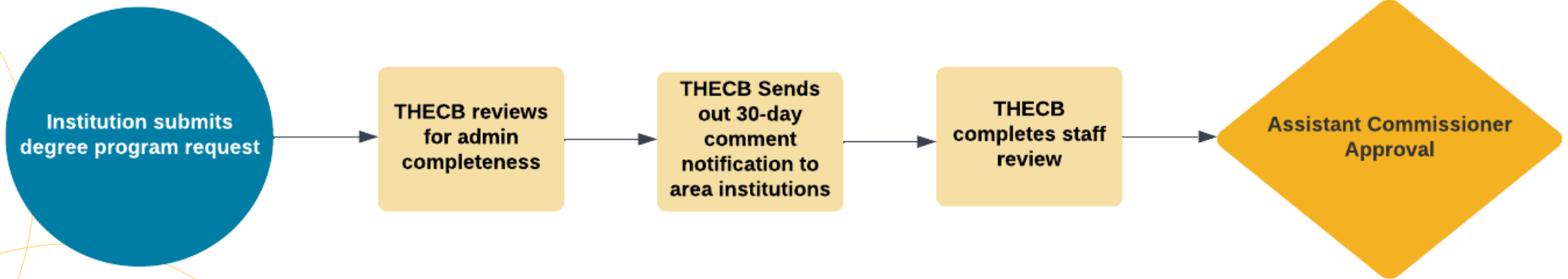
Doctoral & Professional

- Notable changes
  - No 50-mile notification required prior to submission
  - 1-year waiting period after planning notification admin complete date for doctoral degrees

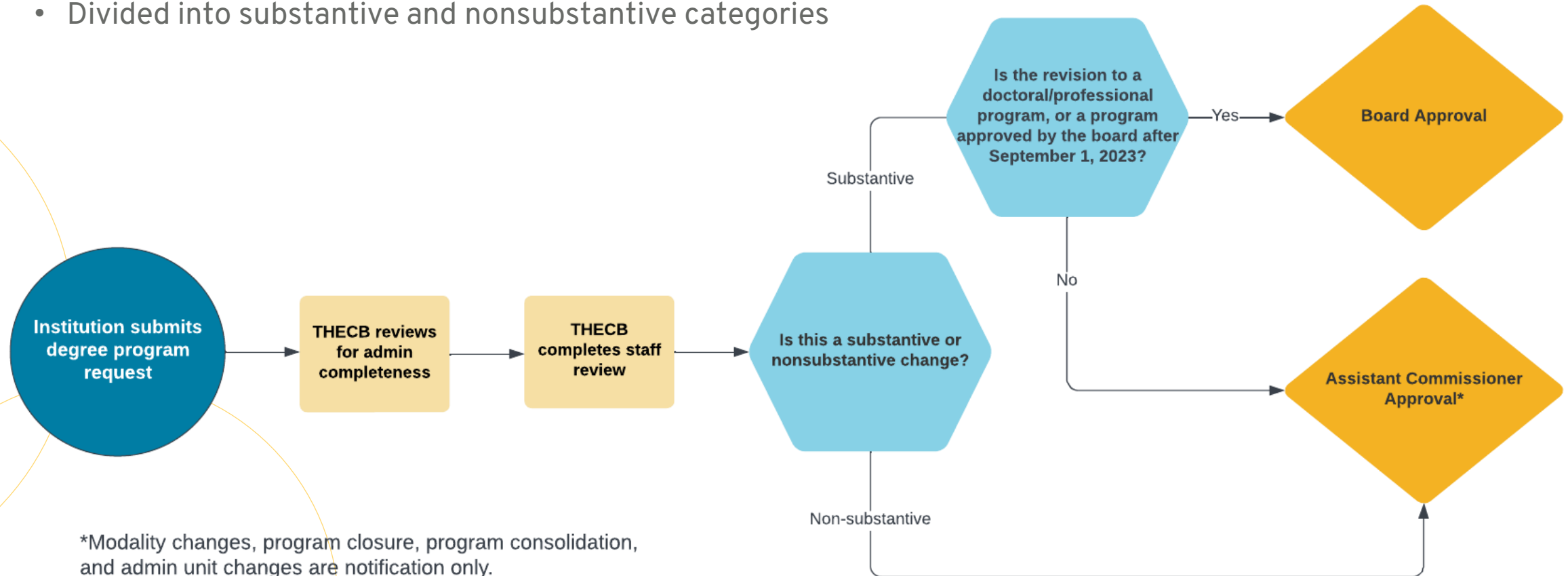Institution submits degree program request → THECB reviews for admin completeness → THECB Sends out 30-day comment notification to area institutions → THECB completes staff review → Board Approval

THECB completes staff review → Desk Review → Site visit

Embedded Associate

- New degree program option
- Exempt from planning notification requirement

Institution submits degree program request → THECB reviews for admin completeness → THECB Sends out 30-day comment notification to area institutions → THECB completes staff review → Assistant Commissioner Approval

Degree Program Changes

- Notable changes
  - Modality changes are now notification only for all degree levels
  - Divided into substantive and nonsubstantive categories

Institution submits degree program request → THECB reviews for admin completeness → THECB completes staff review → Is this a substantive or nonsubstantive change?

Substantive → Is the revision to a doctoral/professional program, or a program approved by the board after September 1, 2023? → Yes → Board Approval

No → Assistant Commissioner Approval*

Non-substantive → Assistant Commissioner Approval*

*Modality changes, program closure, program consolidation, and admin unit changes are notification only.

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Degree Program Changes

Non-Substantive
SCH Change
CIP Code Change
Degree Name or Designation Change
Program Consolidation
Off-Campus Requests
Other non-substantive revisions

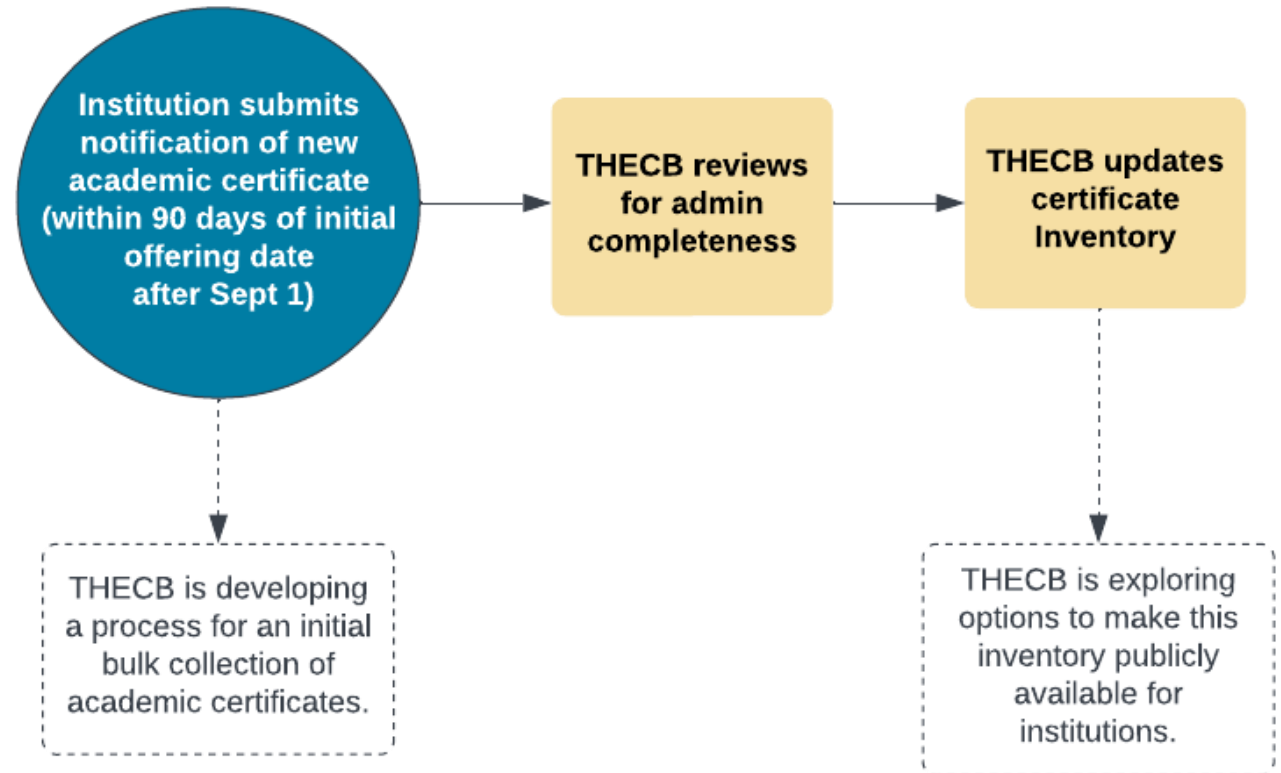| Substantive |
|---|
| Location Change (rare): Closing the program in one location and moving it to a second location. |
| Funding Model Change: Changing the funding model from self-supported to formula-funded or vice versa. |
| Other substantive revisions |

Modality changes, program closures, program consolidations, and admin unit changes are notification only.

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New Academic Certificates

- Notable changes
  - No 50-mile notification required prior to submission
  - No approval required before offering of certificates
  - No SCH or level threshold

Institution submits notification of new academic certificate (within 90 days of initial offering date after Sept 1) → THECB reviews for admin completeness → THECB updates certificate Inventory

THECB is developing a process for an initial bulk collection of academic certificates.

THECB is exploring options to make this inventory publicly available for institutions.

New Forms

- Online forms with attachments (where applicable)
  - Degree programs and changes consolidated in to four forms
  - 50%+ new content, doctoral/professional, new bachelor's at a community college content will mostly be attachments

- No formal letter from institution is required

Public Community & Technical College Form

- Applied associate and workforce certificates

- Academic associate degree

- Bachelor's degree at a community college

Public University & Heath Related Institution 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

Public University & Heath Related Institution Doctoral & Professional Form

Degree Program Changes Form

- Currently designed for public universities & HRIs; we are working to determine if it can also be used for CTCs.

- Requests included in the form:
  - CIP Code Change - *additional fields in new form*
  - SCH Change
  - Degree Title/Designation Change
  - Modality Change/Addition
  - Off-campus Change/Addition (*no rule changes*)
  - Funding Model Change – *additional fields in new form*
  - Admin Unit Change
  - Program Consolidation
  - Program Closure
  - "Other"

Distance Education Changes

- Distance education information for *new* degree programs is integrated into new forms, rather than being a separate document/certification.
  - Separate request types for modality, off-campus, and funding changes.

- Approval via IPDE to offer distance education at the institutional level effective December 1, 2023
  - More information regarding the process for IPDE distance education approvals will be forthcoming.

Next Steps

- Today's slides, (draft) forms and recording will be posted to the rule implementation website

- August 22nd lunch & learn - targeted towards those who will be responsible for submitting new requests/forms through the portal.

- August/September - updating of web content

- September 26th lunch & learn - open meeting to address questions related to forms and form submission

- Certificate form will be available no later than November 1, 2023