



Institutional Handbook of Operating Procedures (IHOP)

Section:	Section 12 – Academics – Education and Student Related		First Release Date: 01/23/2012	
Policy Name:	12.7 Approval and Review of Degree Programs			
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Scope:	This policy applies to all UTHSCT faculty and administrators who support degree granting programs offered by UTHSCT.
Purpose:	To define the process by which new degree programs are created, approved and reviewed

DEFINITION(S):

- A. *Degree Program* – a program offered for academic credit toward an earned degree.
- B. *Chief Executive Officer* – the President of UTHSCT
- C. *Board of Regents* – the governing body of The University of Texas System (“UTS”)
- D. *Board of Regents Designee* – individual authorized to sign for the Board of Regents of UTS
- E. *Texas Higher Education Coordinating Board (“THECB”)* - an advisory board with a commissioner and staff whose primary purpose is to provide leadership and coordination for the Texas higher education system, which meets four times a year
- F. *THECB Preliminary Authority* – THECB requires institutions to obtain preliminary authority to offer a new Engineering Degree (all levels) or to offer a PhD degree program from a Health-Related Institution. An application for Preliminary Authority Requests is found on the THECB web site.
- G. *THECB Program Approval* – The appropriate program-level approval application will be submitted to THECB via UTS.
- H. *Texas Administrative Code Criteria for New Baccalaureate and Master’s Degree Programs Chapter 5, Subchapter C, Rule 5.45* –criteria for THECB approval of new baccalaureate and master’s degree programs.
- I. *Texas Administrative Code Criteria for New Doctoral Programs, Chapter 5, Subchapter C, Rule 5.46* –criteria for THECB approval of new doctoral programs.
- J. *Core Faculty* - A core faculty member is one who is designated as the instructor of record for one or more courses in the proposed program, whose workload reflects teaching as part of his/her academic responsibilities, and who has a terminal degree in the discipline or a related field.
- K. *Support faculty* - A support faculty member is a 1) tenured/tenure-track or non-tenure track faculty from related disciplines, 2) adjunct faculty, and 3) a graduate teaching assistant or assistant instructor who serves as the instructor of record for a course (only if he or she meets minimum SACS requirements). The program shall have a sufficient number of support faculty to teach the scope of the discipline, consistent with similar programs in the state and nation.

POLICY:

SECTION 1: Application for Approval by UTHSCT

- 1.1 An instructional unit must use the UTHSCT Application for Approval of a New Degree Program (Attachment A) to request authority to offer a new degree program.



- 1.2 The Application for Approval of a New Degree Program must be signed by the appropriate Dean or VP and submitted to the Office of Academic Administration no less than six (6) months prior to the desired start-up date of the new program.

SECTION 2: Application for Approval by The University of Texas Board of Regents

- 2.1 The application for new degree program must adhere to BOR rule 40311.

SECTION 3: Application for Approval by The Texas Higher Education Coordinating Board

- 3.1 The application for new degree program must follow THECB guidelines for New Degree Programs.
- 3.2 The application must also adhere to Texas Administrative Code Chapter 5, Subchapter C, Rule 5.45.

SECTION 4: Annual Review of Previously Approved Degree Programs

- 4.1 Each previously approved degree program will submit an annual report (Attachment B) to the Office of Academic Administration no later than January 31.

Reference(s):

[Texas Administrative Code Title 19, Part I, Chapter 5, Subchapter C, Rule 5.45](#)

[UT Board of Regents' Rule 40311](#)

[THECB Guidelines for New Degree Programs](#)



**Attachment A:
UTHSCT New Program Request Form for Bachelor and Master's Degrees**

Directions: Use this form to propose a new degree program.
Information: Contact the Division of Academic Administration at 903-877-7480 for more information.

Administrative Information

1. Institution:

2. Program Level and Name – Show how the program would appear on the Coordinating Board's program inventory (*e.g., Bachelor of Business Administration degree with a major in Accounting*):

3. Proposed CIP Code:

4. Brief Program Description – Describe the program and the educational objectives:

5. Administrative Unit – Identify where the program would fit within the organizational structure of the university (*e.g., The Department of Electrical Engineering within the College of Engineering*):

6. Proposed Implementation Date – Report the first semester and year that students would enter the program:

7. Contact Person – Provide contact information for the person who can answer specific questions about the program:

Name:

Title:

E-mail:

Phone:



Program Information

I. Institutional Mission

- A. Support of Institutional Mission – Describe how delivery of the proposed degree program will support the mission of the institution.

II. Need

- A. Job Market Need – Provide short- and long-term evidence of the need for graduates in the job market.
- Evidence of emerging markets
 - Advertisements for job openings
 - Employer surveys
 - Professional associations, workforce commissions, and related governmental agencies
 - Preparation for graduate education (if this is a goal of the program)
- B. Student Demand – Provide short- and long-term evidence of demand for the program.
- Evidence of student demand
 - Enrollments in related programs at this or other institutions
 - Rate of rejection of qualified applications at similar programs
 - Student surveys
- C. Enrollment Projections – Use this table to show the estimated cumulative headcount and full-time student equivalent (FTSE) enrollment for the first five years of the program. *(Include majors only and consider attrition and graduation.)*

YEAR	1	2	3	4	5
Headcount					
FTSE					

III. Quality

- A. Degree Requirements – Use this table to show the degree requirements of the program. (*Modify the table as needed; if necessary, replicate the table for more than one option.*)

Category	Semester Credit Hours	Clock Hours
General Education Core Curriculum (<i>bachelor's degree only</i>)		
Required Courses		
Prescribed Electives		
Free Electives		
Other (<i>Specify, e.g., internships, clinical work</i>)	(if not included above)	
TOTAL		

- B. Curriculum – Use these tables to identify the required courses and prescribed electives of the program. Note with an asterisk (*) courses that would be added if the program is approved. (*Add and delete rows as needed. If applicable, replicate the tables for different tracks/options.*)

Prefix and Number	Required Courses	SCH

Prefix and Number	Prescribed Elective Courses	SCH

- C. Faculty – Use these tables to provide information about Core and Support faculty. Add an asterisk (*) before the name of the individual who will have direct administrative responsibilities for the program. *(Add and delete rows as needed.)*

Name of <u>Core</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program
e.g.: Robertson, David Asst. Professor	PhD. in Molecular Genetics Univ. of Texas at Dallas	MG200, MG285 MG824 (Lab Only)	50%
New Faculty in Year __			
New Faculty in Year __			

Name of <u>Support</u> Faculty and Faculty Rank	Highest Degree and Awarding Institution	Courses Assigned in Program	% Time Assigned To Program

- D. Library – Provide the library director’s assessment of library resources necessary for the program. Describe plans to build the library holdings to support the program.
- E. Facilities and Equipment – Describe the availability and adequacy of facilities and equipment to support the program. Describe plans for facility and equipment improvements/additions.
- F. Accreditation – If the discipline has a national accrediting body, describe plans to obtain accreditation or provide a rationale for not pursuing accreditation.

IV. Costs and Funding

- A. Report costs for
 - a. New faculty hires,
 - b. Graduate assistants, and
 - c. Technical support personnel.

For new faculty, prorate individual salaries as a percentage of the time assigned to the program. If existing faculty will contribute to program, include costs necessary to maintain existing programs (e.g., cost of adjunct to cover courses previously taught by faculty who would teach in new program).

- B. Specify other costs (e.g., administrative costs, travel).
- C. Indicate anticipated formula funding for students new to the institution because of the program; formula funding should be included only for years three through five of the program and should reflect enrollment projections for years three through five.
- D. Report other sources of funding here. In-hand grants, “likely” future grants, and designated tuition and fees can be included.

Signature Page

1. Commitment of the Academic Unit – The Vice President or Dean of the Academic Unit shall sign the following statement:

I certify that the requesting division will commit faculty, equipment, physical resources, and financial resources to support the proposed degree program.

Vice President or Dean

Date

2. Adequacy of Funding – The chief executive officer shall sign the following statement:

I certify that UTHSCT has adequate funds to cover the costs of the new program. Furthermore, the new program will not reduce the effectiveness or quality of existing programs at the institution.

Chief Executive Officer

Date



**Attachment B:
Annual Academic Program Review Process**

- A. Departments offering degree programs will submit an annual report to the Office of Academic Administration regarding the quality and effectiveness of the degree program.
- B. The program will be due to the Office of Academic Administration on or before January 31.
- C. The report will include
 - 1. Program outcomes (enrollment changes, graduation rates, alumni survey results, employer survey results, etc.),
 - 2. Student learning outcomes (matrix of student success, by course and semester),
 - 3. Assessment of student learning outcomes (matrix of results of student assessment, by course and semester),
 - 4. Evaluation of assessments (documentation that faculty and administrators have considered assessment outcomes), and
 - 5. Action plans to improve results. Information should also be entered in TracDat by the time of the report.