

Process 4: Undergraduate degree program changes

Approval required

Texas Higher Education Coordinating Board. Some degree program changes do not require THECB approval, but the THECB must always be notified before the semester in which the change takes effect.

Description

Undergraduate degree program changes are changes to a college's degrees or degree program inventory that must be reported to or approved by the Texas Higher Education Coordinating Board (THECB). These are some examples:

- Adding a degree or degree program
- Dropping a degree or degree program
- Changing the name of a degree or degree program

Process

a. Department

Each department, center, or academic program follows its own process, within any guidelines the college has established, and sends the proposed change forward by the deadline the college has established. The process and the paperwork involved in requesting a change vary among the colleges; those planning a change should consult their dean before proceeding.

b. College

The faculty of the college considers the change via the process established by the college. Some colleges require approval of a curriculum committee instead of or in addition to approval by the faculty. If the faculty, the committee if required, and the dean approve the change, the dean sends forward the following documents:

Faculty Council proposal

- The Faculty Council (FC) proposal consists of an impact statement and undergraduate catalog copy marked up in legislative style. A template for the impact statement is published online by the Office of the General Faculty/Faculty Council (OGF). If the proposal affects different sections of the catalog, the college should provide representative catalog text but need not show every change.
- The college dean sends the proposal to the Office of the General Faculty and Faculty Council.
[Dean sends an e-mail message to Sue Greninger, with proposal attached. Copy: Jenny Morgan.]
- For inclusion in the 2008–2010 Undergraduate Catalog, the proposal must be sent to OGF by September 20, 2007.

THECB paperwork

- To add a degree program:
 - The dean prepares the New Program Request Form for Bachelor and Master's Degrees. The form is available for download at <http://www.thecb.state.tx.us/AAR/UndergraduateEd/>. As the University's liaison with the THECB, the Office of Information Management and Analysis (IMA) can answer questions about the form.
 - The dean sends the completed paper form to the provost.
[Dean sends form to Terri Givens with cover letter. This should be done as soon as possible after Faculty Council approval of the associated FC proposal (step f), so that the FC proposal and the THECB form can go forward together. The dean's letter should identify the FC proposal by its document number.]
- To drop or rename a degree program: No additional action by the college is required.
- To add, drop, or rename a degree: No additional action by the college is required.¹

Catalog copy

- Official Publications sends instructions for preparation of catalog copy to the deans in the fall of even-numbered years. The copy is due back to Official Publications by November 1 of the following year.
- Copy for the 2008–2010 Undergraduate Catalog is due to Official Publications by November 1, 2007.

c. Office of the General Faculty/Faculty Council (OGF)

The OGF staff [Jenny Morgan]

- assesses the proposal for thoroughness and clarity and requests corrections or more information from the college if necessary;
- prepares the proposal for CUDPR;
- sends the proposal electronically to all CUDPR members [with copies to the college dean and college staff members who worked on the proposal];
- if the proposal affects the core curriculum or curriculum reform, sends it by e-mail to all UGSAC members.

d. Committee on Undergraduate Degree Program Review (CUDPR)

- CUDPR considers “issues of the educational quality of degrees and also looks at possible implications of degree changes on course demand and graduation rates, impact on other programs (e.g., service courses), and other such issues.”²
- CUDPR also considers whether the impact statement adequately describes the change. If it doesn’t, CUDPR clarifies the impact statement or returns it to the dean for clarification.
- CUDPR has representatives of each college/school, the Office of the Dean of Undergraduate Studies, and the Offices of the Registrar, Admissions, Information Management and Analysis, the Provost, and the General Faculty and Faculty Council. These representatives are expected to consider whether the proposal affects the areas they represent in addition to the general issues above.
- Normally, CUDPR meets to consider proposals. The representative of each college explains the college’s proposals and answers questions; additional college representatives may attend for this purpose.
- CUDPR may approve the proposal as submitted; approve it with changes; disapprove it; or return it to the dean for possible revision.
 - If CUDPR approves the proposal as submitted and there are no core/curricular reform implications, the chair reports approval to OGF.
[By their attendance at the CUDPR meetings, the following individuals will know whether or not a given proposal has been approved or disapproved: Terri Givens, Sue Greninger, Jenny Morgan, and Laura Kobler; in addition, the outcome will be included in the minutes of the meeting.]
 - If CUDPR approves and there are core/curricular reform implications (identified by the college or by CUDPR), CUDPR refers the proposal to UGSAC.
[Normally, Paul Woodruff will be at the CUDPR meeting and will be aware of the referral; if he isn’t present, Terri Givens will report CUDPR’s approval and referral to him by e-mail.]
 - If CUDPR disapproves the proposal, the chair informs OGF of the disapproval and the reasons for it.
[By their attendance at the CUDPR meetings, the following individuals will know whether or not a given proposal has been approved or disapproved: Terri Givens, Sue Greninger, Jenny Morgan, and Laura Kobler; in addition, the outcome will be included in the minutes of the meeting.]
 - If CUDPR approves the proposal with minor changes, the chair reports the changes and the fact of approval to OGF. (“Minor changes” are changes that the college’s representative can approve without consulting the college.)
[By their attendance at the CUDPR meetings, the following individuals will know that changes have been made: Terri Givens, Sue Greninger, Jenny Morgan, and Laura Kobler ; in addition, the changes will be included in the minutes of the meeting.]
 - If CUDPR wishes to suggest nonminor changes to the college, the chair returns the proposal to the dean for reconsideration.
[By their attendance at the CUDPR meetings, Terri Givens, Sue Greninger, Jenny Morgan, Laura Kobler, and the college representatives will know that nonminor changes have been recommended and that the proposal is being returned for revision(s). However, if the respective college representative is not in attendance, then Terri Givens e-mails the dean; she explains CUDPR’s concerns; she may describe suggested changes or attached a copy of the proposal with suggested changes. Copies: Jenny Morgan, Laura Kobler; in addition, the suggested changes will be included in the minutes of the meeting.]

d1. Undergraduate Studies Advisory Council (UGSAC)

- UGSAC considers whether the proposal meet the requirements of the 42-hour state-mandated core curriculum; and whether it corresponds to the recommendations of D 5155–5163 and 5189–5190, which revised the additional basic education requirements for all undergraduates. UGSAC then reports approval,

disapproval, or concerns to CUDPR.

[Paul Woodruff writes, physically or electronically, to Terri Givens, conveying UGSAC's disapproval, with reasons; approval; or concerns.]

- Or, the dean of undergraduate studies may approve, disapprove, or raise concerns about the proposal on UGSAC's behalf at the CUDPR meeting described in step d.

d2. CUDPR

- If UGSAC has concerns about the proposal, these are discussed at the next CUDPR meeting. CUDPR may make minor changes to alleviate the concerns. If major changes would be required (ie, changes the associate dean attending the meeting cannot immediately approve), CUDPR returns the proposal to the dean for reconsideration as described in step d.

- If UGSAC approved or disapproved the proposal, CUDPR informs OGL that the proposal is approved; or disapproved, with reasons.

[Terri Givens sends e-mail to Sue Greninger; she attaches a corrected copy of the proposal if the proposal has changed since CUDPR received it. Copies: college dean and staff members, Jenny Morgan, Kristi Fisher/Maryann Ruddock, Laura Kobler.]

e. OGF

- If CUDPR has approved the proposal, OGF [Jenny Morgan]
 - Formats the impact statement as General Faculty legislation; the marked-up catalog copy does not normally become legislation.
 - Classifies the legislation as "exclusive" or "general." Legislation will be classified as exclusive only if it appears to have no impact on students, faculty members, staff members, or administrators outside the proposing college. All other legislation submitted by a college will be classified as general.
 - Posts the legislation on the FC Web site for five business days if it has been classified as exclusive, or for ten business days if general, and notifies FC members of the posting by e-mail.
- Legislation must be posted online no later than February 14, 2008, for inclusion in the 2008–2010 catalog.
- If CUDPR has disapproved the proposal, OGF informs the college of the disapproval and the reasons for it. [Sue Greninger e-mails the dean. Copies: Terri Givens, Jenny Morgan, Laura Kobler]

f. Faculty Council (FC)

- If no protests are received by OGF within 5 or 10 days, the legislation is approved. OGF transmits it to the provost.
[Sue Greninger sends a letter to Steve Leslie with a copy of the legislation. Copies with legislation: Bill Powers, Charles Roeckle, Terri Givens; copies of letter only: college dean, Kristi Fisher/Maryann Ruddock, Laura Kobler.]
- If one or more protests are received, legislation is placed on the agenda for the next FC meeting.
 - If the legislation is approved, OGF transmits it to the provost.
[Sue Greninger sends a letter to Steve Leslie with a copy of the legislation. Copies with legislation: Bill Powers, Charles Roeckle, Terri Givens; copies of letter only: college dean, Kristi Fisher/Maryann Ruddock, Laura Kobler.]
 - If it's disapproved, OGF reports disapproval to the college dean.
[Sue Greninger sends a letter to the college dean. Copies: Terri Givens, Bill Powers, Charles Roeckle, Kristi Fisher/Maryann Ruddock, Laura Kobler.]
- Faculty Council must approve the legislation by March 24, 2008, for inclusion in the 2008–2010 catalog.

g. Provost (acting on behalf of the president)

Faculty Council proposal

- The provost refers legislation to the vice provost for approval as is, approval with changes, or disapproval.
 - If the vice provost approves the legislation as is, she transmits it to the UT System executive vice chancellor for academic affairs.
[Terri Givens sends a letter to David Prior and attaches the legislation. Copies with legislation: Bill Powers, Charles Roeckle; copies of letter only: college dean, Sue Greninger, Kristi Fisher/Maryann Ruddock, Laura Kobler.]
 - If the vice provost approves the legislation with changes, she transmits a copy showing the changes to the UT System executive vice chancellor for academic affairs.
[Terri Givens sends a letter to David Prior and attaches a corrected copy of the legislation. Copies with legislation: college dean, Bill Powers, Charles Roeckle, Sue Greninger, Kristi Fisher/Maryann Ruddock, Laura Kobler.]
 - If the vice provost disapproves the legislation, she notifies the dean, providing reasons.
[Terri Givens sends a letter to the dean. Copies: Bill Powers, Charles Roeckle, Sue Greninger, Kristi Fisher/Maryann Ruddock, Laura Kobler.]
- If a change is sensitive, the provost may choose to consult the president and the president may choose to consult the chancellor, the regents, or the THECB, even if that person or group isn't part of the normal approval process.
- The vice provost must approve the legislation by April 21, 2008, for inclusion in the 2008–2010 catalog.

THECB paperwork

- To add a degree program: The vice provost transmits the New Degree Program Request Form to the executive vice chancellor for academic affairs along with the Faculty Council legislation.
- To drop or rename a degree program: Separate paperwork is not required. The vice provost's letter will note that the proposal involves a change that must be reported to the THECB for information.
- To add, drop, or rename a degree: Separate paperwork is not required. The vice provost's letter will note that the proposal involves a change that must be reported to the THECB for information.

h. Official Publications

Official Publications edits the catalog copy submitted by the college to ensure that all degree program changes have been submitted to the Faculty Council and that they are approved by the provost by presstime.

While degree program changes may be published in the catalog before THECB approval has been received, they must be approved or acknowledged before implementation.

i. Executive Vice Chancellor for Academic Affairs, UT System (EVCAA)

- To add a degree program: The executive vice chancellor for academic affairs transmits the New Degree Program Request Form to the THECB staff.
[Pedro Reyes (associate evcaa) sends physical form with cover letter to Joe Stafford. Copies: Terri Givens, Bill Powers.]
- To drop or rename a degree program: The executive vice chancellor for academic affairs writes to the THECB staff explaining the change and asking the THECB to update their records.
[Pedro Reyes sends letter to Joe Stafford. Copies: Terri Givens, Bill Powers.]
- To add, drop, or rename a degree: The executive vice chancellor for academic affairs writes to the THECB staff explaining the change and asking the THECB to update their records.
[Pedro Reyes sends letter to Joe Stafford. Copies: Terri Givens, Bill Powers.]

j. THECB

- To add a degree program: A THECB staff member reviews the New Degree Program Request Form. Additional information may be requested. The executive vice chancellor is notified when the request has been approved or disapproved.
[The THECB staff member to whom the request was assigned sends a letter to Pedro Reyes.]
- To drop or rename a degree program: The THECB staff updates the THECB's degree program inventory and notifies the executive vice chancellor that the change has been made.
[The THECB staff member to whom the request was assigned sends a letter to Pedro Reyes.]
- To add, drop, or rename a degree: The THECB staff updates the THECB's degree program inventory and notifies the executive vice chancellor that the change has been made.
[The THECB staff member to whom the request was assigned sends a letter to Pedro Reyes.]

k. EVCAA

The executive vice chancellor for academic affairs transmits the THECB letter to the provost.

[Pedro Reyes forwards letter to Terri Givens.]

l. Provost

The provost notifies the college dean and others on campus of the approval or disapproval.

[Kevin Carney sends copies of Pedro Reyes' letter to the college dean, Bill Powers, Charles Roeckle, Sue Greninger, Kristi Fisher/Maryann Ruddock, Laura Kobler.]

m. OGF

OGF informs the Faculty Council of the approval or disapproval.

[Jenny Morgan updates the FC Web site and includes the action in the next Secretary's Report.]

1. In rare instances, the University must submit a request for authority to offer a degree program before requesting approval for the program itself. In these cases, IMA will assist the college in completing the Preliminary Authority Request required by the THECB.
2. Documents of the General Faculty, D 1188, approved by the Faculty Council March 19, 2001.