

Graduate Program Review Instructions

- 1. Run the web application from a browser: https://www1.thecb.state.tx.us/apps/AAR_Graduate_Program_Review/
- 2. Enter your email and password, and click the *Sign In* button.

*	Texas Higher Education Coordinating Board AAR Graduate Program Review
AAR Gradu	ate Program Review Login
Sign in	with your CB ID
E-mail: Password:	THECB Users - Enter your network login username instead of e-mail.
	Sign In Forgot your password?
Need to ge Sign Up!	et a CB ID?
1200 E. Ai	1derson Lane, Austin, TX 78752 - P.O. Box 12788, Austin, TX 78711-2788 - (512) 427-6101 ©2010 THECB

3. Click the Schedule link to view and/or edit your institution's schedule.



4. This page displays a listing of all of your institution's graduate programs. In the program table, under the column *Review Academic Year*, click the *Click to Schedule* link area in order to choose the year in which the program review will be submitted.

			Logged in as: you	remail@myemail.com	Logout Edit Profi
Texas Higher Education Coordinat AAR Gra	ing Board iduate Proք	gram R	eview		
Jome Schedule					
ISA Texas University 24 total graduate programs Current status of this schedule is Incomplete. You may change pro The maximum number of review submissions allowed PER ACADEMI 23 program reviews are currently scheduled for submission among t	ogram review dates by clicki C YEAR is 45 . (20% of total he following ACADEMIC Yea	ng in the "Review A number of program rs:	Academic Year" colu ms).	umn. Maximum per acade and	emic year
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Texas Higher Education Coordinating Board AAR Graduate Program Review
Home Schedule
ISA Texas University
Selected Program is MATHEMATICS Masters 2701010000
Enter the academic year in which this program review will be submitted. Entering the month is NOT required at this time (the default submit date will be August 31 of the Academic Year).
Valid entry dates for this review cycle are September 2012 to August 2019. (The first academic year currently available for this program review is 2013). 2013 • August • Set the date and save it SAVE Review Date for this program RETURN without saving

Note: at this time, institutions are required to select only the year of review—you need not choose a month unless you wish to be more specific. Choose the appropriate year and click the *SAVE Review Date for this program* button to save your work.

Continue this procedure until every program has been given a review date. Please note that you may not be able to select some years for certain programs, because the system will not allow an institution to designate more than 20% of its program reviews to occur in a single year.

Once all programs have been given review dates, check your work for accuracy before clicking the *SUBMIT ALL DATES* button. Once the *SUBMIT ALL DATES* button is selected, you will be unable to make any changes or corrections, and your schedule will be sent directly to CB staff.

			Logged in as: you	remail@myemail.com Lo	ogout Edit Prof		
Texas Higher Education Coordinating	Board uate Prog	gram R	eview				
Tome Schedule							
SA Texas University 24 total graduate programs Current status of this schedule is Incomplete. You may change program	1 review dates by clicki	ng in the "Review.	Academic Year" colu	ımn.			
The maximum number of review submissions allowed PER ACADEMIC YEAR is 45. (20% of total number of programs). 224 program reviews are currently scheduled for submission among the following ACADEMIC Years: 2013: 25 2014: 35 2015: 40 2016: 23 2017: 34 2018: 40 2019: 27							
Review Due Dates have been entered for all programs. If all date SUBMIT ALL DATES	es are correct and fir	nal, click below t	to submit them to	THECB for approval.			
ilter listing: ALL programs Sort listing: F Redisplay Listing 24 programs match filter criteria	Program Name	Ŧ					
Program Name	Award Type	Program CIP	Review Due Date	Review Academic Year			
ACCOUNTING	Masters	5203010000	August 2013	2013			
ACCOUNTING	Doctorate	5203010000	September 2013	2014			
ACCOUNTING-PROFESSIONAL PROGRAM	Masters	5203010002	October 2013	2014			
ADVERTISING Masters 0909030015 November 2013 2014							
ADVERTISING	Doctorate	0909030015	December 2013	2014			
AEROSPACE ENGINEERING	Masters	1402010001	August 2013	2013			

- 5. If you need to request a variance in your schedule, such that more than 20% of your programs would be reviewed in a given year, please send your request to Dr. James Goeman at: <u>James.Goeman@thecb.state.tx.us</u>. Include the level, name, CIP code, and desired year of review for each program for which you want to request a variance, along with a succinct explanation of the compelling reason for the variance. You will still need to enter dates for all of your programs into the scheduling system and click the *SUBMIT ALL DATES* button in order to send the schedule to THECB staff, and then, based on your request, Dr. Goeman or his staff can make those adjustments for you in the system.
- 6. If you have any questions about the system, or any problems with it, please contact Dr. Goeman at the email address above

Uploading Documents

NOTE:

- 1. Only pdf documents may be uploaded. The system will reject any other file type.
- 2. You must submit 3 separate documents:
 - Internal Program Review Document
 - Independent Program Review Document
 - Response Document

Please do not combine the documents as they are reviewed separately. The system will not consider the submission process complete until 3 separate documents have been uploaded.

To upload documents, you must be on the Review page.

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			A A
Home	Schedule	Review	

1. You can navigate to the "Review" page by clicking on the "Review" link located on the toolbar.

Texas Higher Education Coordinating Board		victorreyna178@hotmail.com University of Texas at Austin Skip navigation Due to inactivity your session will logout in 15 minutes.		
AAR Graduate Program Review				
			A	
Home Schedule Review				
The University of Texas at Austin 23 programs are presently available for review submission. To begin the docu 20 program reviews have been previously submitted by your institution. Filter listing: All Programs to Date Sort listing: Review D Redisplay Listing 23 programs match filter criteria	ument submittal pro-	cess, click in the "Re	view Documents" column.	
Program Name	Program CIP	Award Type	Review Due Date	Review Documents
IBERIAN AND LATIN AMERICAN LANGUAGES AND CULTURES	16090800	Masters	December 2013	Click to Review
IBERIAN AND LATIN AMERICAN LANGUAGES AND CULTURES	16090800	Doctorate	December 2013	Click to Review

2. To upload support documents for a program, click the "Click to Review" link in the Review Documents column for the appropriate program.

Texas Higher Education Coordinating Board	victorreyna178@hotmail.com Univ Due to inactivity your session will logo	ersity of Texas at Austin <u>Skip navigation</u> <u>Edit Profile</u> <u>Sign Out</u> ut in 19 minutes.
AAR Graduate Program Review		
Home Schedule Review		
The University of Texas at Austin Selected Program is IBERIAN AND LATIN AMERICAN LA Enter the review documents required for this program review t	ANGUAGES AND CULT URES Masters 16090800 to be submitted.	
Upload Internal Program Review Document:	Browse	Save Internal Document
Upload Independent Program Review Document:	Browse	Save Independent Document
Upload Response Document:	Browse	Save Response Document
RETURN to Review List		

- 3. Click the "Browse" command button for the appropriate document type:
 - a) Internal Program Review Document
 - b) Independent Program Review Document
 - c.) Response Document

File	Edit View Favorites Tools Help					
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	📕 July 2011 Agenda - Contents_files					

4. Select the appropriate document.

Choose File to Upload		THE OWNER.	ENT	Luckt	×
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File name: Internal Review				✓ All Files (*.*) Open	▼ Cancel

5. Click the "Open" command button.

NOTE: This is the process for Window's based computers. This process may be slightly different on a Mac operating system.

AAR Graduate Program Review		
Home Schedule Review		
The University of Texas at Austin		
Selected Program is IBERIAN AND LATTN AMERICAN La Enter the review documents required for this program review to	to be submitted	
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Upload Internal Program Review Document:	C:\Users\reynavt\Projects\Graduate Program Review\Intel	Save Internal Document
Upload Independent Program Review Document:	Browse	Save Independent Document
Upload Response Document:	Browse	Save Response Document
RETURN to Review List		

- 6. Click the appropriate "Save" command button:
 - a) Save Internal Document
 - b) Save Independent Document
 - c.) Save Response Document.