

Proposals for New Degree Programs and Characteristics of Doctoral Programs



Texas Higher Education
Coordinating Board

*Universities and Health-Related Institutions
Summer Seminar
July 18, 2018*

A proposal for a new program involves several steps and initially must make its way through an institution's internal process

Quick Overview:

Starts as an idea

Faculty/Leadership forwards

Internally evaluated

Institutional commitment

Draft proposal

Sent to System

Additional evaluation

Board of Regents approval

Sent to Coordinating Board

Staff review

Desk review (if needed)

Site Visit (if needed)

Consideration at CAWS

Consideration at Board meeting



It is the Coordinating Board's responsibility to make the process of submitting and reviewing a proposal reasonable, by providing clear instructions, timelines, and expectations.

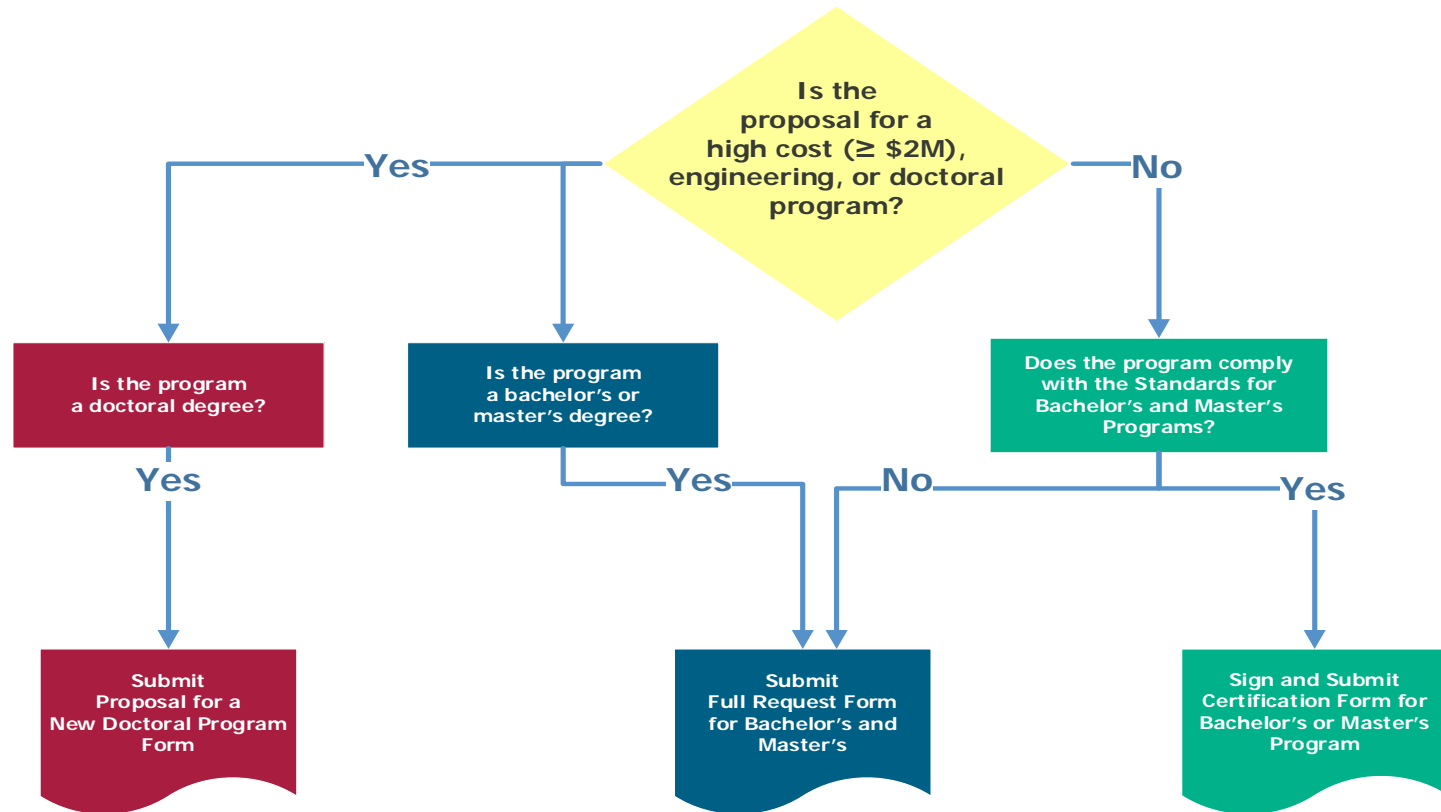


Planning a Proposal for a New Program

Planning a Proposal for a New Program

Submit Planning Notification Letter using the online portal; if the proposal is for a “professional degree” (TEC 61.306), the institution must submit planning notification one year prior to submitting the proposal.

Notify all public institutions within a 50-mile radius of the location of the proposed program and resolve all concerns raised in a 30-day comment period.



Prepared by AQW staff, June 5, 2017

Type of proposed program determines the form to be completed and submitted

- Certification Form
www.thecb.state.tx.us/certificationform
- Full Request Form (Bachelors and Masters)
<http://www.thecb.state.tx.us/fullrequestform>
- Doctoral Program Form
<http://www.thecb.state.tx.us/doctorsalprogramproposalform>

Institutions proposing a new degree or certificate program are required to notify area institutions

- Notify other public institutions of higher education within a 50-mile radius of the proposed location of the new program through a letter or email to the chief academic officers of the area institutions.
- Notification must be completed 30 days prior to submitting the proposal to the Coordinating Board.
- If the proposing institution receives any objections, the institution must resolve those objections prior to submitting a proposal to the Coordinating Board.
- If the institution cannot resolve the objections, then it may ask the Assistant Commissioner of the Academic Quality and Workforce Division to mediate the dispute.
- Once all objections have been resolved, the institution may submit the proposal to the Board, along with documentation showing that notification was given to nearby public institutions and that the objections, if any, were resolved.

Streamlined Approval process for many proposed bachelor's and master's programs; requires an institution to certify:

- The proposed program has institutional and governing board approval.
- The institution certifies compliance with the *Standards for New Bachelor's and Master's Programs*.
- The institution certifies that adequate funds are available to cover the costs of the new program.
- New costs during the first five years of the program would not exceed \$2 million.
- The proposed program is a non-engineering program.
- The proposed program would be offered by a university or health-related institution.

The Standards for New Bachelor's and Master's Degree Programs ensure that institutions establish programs based on:

- **Need:** Job Market, Student Demand, and Enrollment Projections
- **Quality:** Degree Requirements, including core curriculum, number of hours in a major, number of hours in a degree program, initial teaching certificate, transfer issues, marketable skills, faculty, library resources, facilities and equipment, and accreditation
- **Costs and Funding:** Proposed program is estimated to cost less than \$2 million and will not generate formula funding for the first two years
- **Program Review:** Regularly scheduled to assess the quality and effectiveness of the degree program

Resources for proposal development accessible online

Coordinating Board

- Institutional Program Inventory
www.thecb.state.tx.us/apps/programinventory
- Degree Program Search
www.thecb.state.tx.us/apps/programinventory
- Classification of Instructional Programs (CIP)
www.txhighereddata.org/Interactive/CIP/ (Texas)
<https://nces.ed.gov/ipeds/cipcode/> (National)
- Accountability System
www.txhigheredaccountability.org/acctpublic/

External Resources

- National Center for Education Statistics, Integrated Post-Secondary Education Data System (IPEDS)
<https://nces.ed.gov/>
- National Science Foundation, WebCASPAR: Integrated Science and Engineering Resources Data System
<https://ncesdata.nsf.gov/webcaspar/>

Resources for proposal development accessible online

Workforce Need – National, State, and Regional

- Bureau of Labor Statistics
www.bls.gov
- Texas Workforce Commission
www.twc.state.tx.us
- Department of State Health Services, Health Professions Fact Sheets
<http://www.dshs.texas.gov/chs/hprc/health.shtm>
- Texas Health Professions Regulatory Boards
www.hpc.texas.gov/agencies/ (Health Professions)

Other Resources (Not Free)

- Burning Glass
www.burning-glass.com
- Emsi
www.economicmodeling.com

Thinking about a new degree program -- consider

Review existing institutional offerings and resources

- How many existing faculty are in place with appropriate expertise in the proposed program?
- How much support within the school/department is available for the proposed program?
- Is there existing space available to accommodate the proposed program?

Review existing programs at other institutions

- Are existing programs at capacity?
- Are existing programs turning away qualified students?
- Is there student demand?
- Is there workforce demand?
- Are employers in the region searching graduates of such a program?

Resources for proposal development – interactive tool

Institution's Inventory of Degree Programs

This tool allows a user to search by institutional name to obtain a full list of its degree programs by either the institution's administrative structure (a hierarchy often designated by colleges, departments, schools, etc.) or CIP Code (a national classification system for describing and ordering degree programs).

Please note that the **Order By** option for choosing CIP Code or Institution administrative structure does not apply to **For Profit Colleges & Universities Authorized by Certificate** or **Other Institutions Authorized by Certificate**.

Institution Type:

- ☐ Community Colleges
- ☐ State Colleges
- ☐ Technical Colleges
- ☐ Public Universities
- ☐ Health Related Institutions
- ☐ Independent Colleges and Universities of Texas (ICUT)
- ☐ For Profit Colleges & Universities Authorized by Certificate
- ☐ Other Institutions Authorized by Certificate

Institution: ▼

Format: ☒ PDF ☐ Excel

Order by:

- ☐ CIP code
- ☒ Institutional administrative structure
(Universities, State Colleges, Community Colleges, Technical Colleges & Health-related Institutions only.)

(May take a few minutes)

Resources for proposal development – interactive tool

Degree Program Search

This tool allows a user to search by one field or a combination of fields to find a degree program(s) offered at one or more public community, technical, or state college, public university, health-related institution, Independent/Private(ICUT) Institution, For Profit Colleges & Universities Authorized by Certificate, or Other Institutions Authorized by Certificate.

[Texas CIP Codes](#): CIP codes are used to identify degree and certificate programs, courses, and declared majors on the reports and inventories of the Texas Higher Education Coordinating Board.

Institution Type:

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- ☐ Public Universities
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- ☐ For Profit Colleges & Universities Authorized by Certificate
- ☐ Other Institutions Authorized by Certificate

Institution:

Degree Level:

CIP Code:

Enter 2-digit stem codes to retrieve the broadest possible results.

Program Name:

Enter key words or truncated words to retrieve the broadest possible results.

Accreditor:

Only applies to Institution Types "For Profit Colleges & Universities Authorized by Certificate" and "Other Institutions Authorized by Certificate."

Output: ☒ HTML ☐ Excel ☐ PDF

Thinking about a new degree program -- consider

Program Development

- Where is the proposed program going to be offered?
- Is it a face-to-face program offered on an institution's main campus or is it a distance education program?
- Would the program rely on current students to populate the new program?
- Would the program provide paid internships?

Curriculum Development

- What courses are required for the new program?
- Would the program utilize competency based methods, including credit for prior knowledge?
- Would the program promote an efficient time to degree?
- Would the program use open resources?
- What marketable skills will students be able to identify upon completion?

Doctoral Proposals – References and Links

Institutions proposing new doctoral or professional programs

Should refer to:

[Chapter 5, Rule 5.46](#) provides information about the requirements for a new doctoral program, including:

- design of the proposed program
- freedom of inquiry and expression
- programs at the master's and bachelor's level
- need for program
- faculty resources
- critical mass of students
- on-campus residency expectations
- adequate financial assistance
- external learning experiences
- support staff
- physical facilities
- library
- costs and funding
- program evaluation standards
- strategic plan, and
- first doctoral program

Doctoral Proposals – Updated Form, includes updated guidelines



Texas Higher Education Coordinating Board Texas Public Universities and Health-Related Institutions

Proposal for a New Doctoral Program



Directions: Texas public universities and health-related institutions complete this form to propose a new doctoral degree program. This form requires signatures of (1) the Chief Executive Officer, certifying adequacy of funding for the new program; (2) the Chief Executive Officer, acknowledging agreement to reimburse expert external reviewers' costs; (3) the Chief Financial Officer, certifying the accuracy of funding estimates for the new program; (4) a member of the Board of Regents (or designee), certifying Board of Regents approval for Coordinating Board consideration; or, if applicable, (5) a member of the Board of Regents (or designee), certifying that criteria have been met for Commissioner consideration. Institution officials should also refer to [Texas Administrative Code \(TAC\), Title 19, Chapter 5, Subchapter C, Section 5.46, Criteria for New Doctoral Programs](#).

Note: An institution must submit Planning Notification prior to submitting a proposal for a new doctoral program. An institution is considered by the Board to be planning for a new doctoral program if it takes any action that leads to the preparation of a proposal for a new program. This includes hiring personnel, including consultants and planning deans, leasing and/or purchasing real estate, building facilities, and/or developing curriculum. Planning Notification must be submitted at least one year prior to submission of a proposal to offer the degree, if the proposed program leads to the award of a professional degree, as defined by [Texas Education Code 61.306](#). Institutions submit Planning Notification through the online submission portal, as a letter to the Assistant Commissioner of the Academic Division of Academic Quality and Workforce.

Contact: Division of Academic Quality and Workforce, 512-427-6200.

Administrative Information

1. Institution Name and Coordinating Board Accountability Group:

2. Proposed Program:

Show how the proposed program would appear on the institution's Program Inventory (e.g., Doctor of Philosophy in Electrical Engineering).

3. Proposed CIP Code:

List of CIP Codes may be accessed online at www.txhighereddata.org/Interactive/CIP/. Include justification if the proposed program name is not included in the Texas Classification of Instructional Programs.

Division of Academic Quality and Workforce
Updated 2.1.18

Doctoral Proposals – Pay close attention to the following required items:

Describe policies for transfer of credit, course credit by examination, credit for professional experience, placing out of courses, and any accelerated advancement to candidacy.


Identify any alternative learning strategies, such as competency-based education, that may increase efficiency in student progress in the curriculum. If no such policies are in place to improve student progression through a program, provide an explanation.

Describe how the proposed program will align with the state's *60x30TX plan*, specifically identify the marketable skills the students will attain through the proposed program. Explain how students will be informed of the marketable skills included in the proposed program.

Submit proposals through the online portal

← → <https://www1.thecb.state.tx.us/apps/proposals/> C8Net THECB - Division of Academic... THECB > AAR Admin Chan... X

File Edit View Favorites Tools Help



Texas Higher Education Coordinating Board

Document Submission Portal
Texas Higher Education Coordinating Board

Institution Login:

Universities/
Health-Related Institutions:

Community, State, and Technical Colleges:

Password: [Password Help](#)

[Texas Higher Education Coordinating Board](#) [Proposal Tracking Page](#) [Report Errors](#) [Instructions](#)

100%

Proposal Tracking System

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Proposal Tracking System

Here you can find the status of current program and administrative requests as well as information on actions taken by the Coordinating Board regarding past requests. Updates on Table of Programs preliminary authority requests currently under consideration will also be kept here.

Program and Administrative Proposal Tracking

New Proposals:

[Proposals Made Available for Public Comment for 30 days](#)

Pending Proposals:

[Proposals for Which Coordinating Board Action Has Not Yet Been Taken](#)

[Search for a particular proposal](#)

Initiate New Requests

[Degree Program and Administrative Change Request System](#)

More Information

[Institutions' Mission Statements](#)

[Notification of Planning](#)

Texas general academic and health-related institutions are authorized to offer approved programs as reflected in their Program Inventory. An institution must submit Planning Notification prior to submitting a new program request for the following:

- Doctoral programs in any discipline
- Engineering programs at any level (including multidisciplinary and interdisciplinary engineering programs)
- Programs with new costs likely to exceed \$2 million during the first five years

An institution is considered by the Board to be planning for a new degree program if it takes any action that leads to the preparation of a proposal for a new program. This includes hiring personnel, including consultants and planning deans, leasing and/or purchasing real estate, building facilities, and/or developing curriculum.

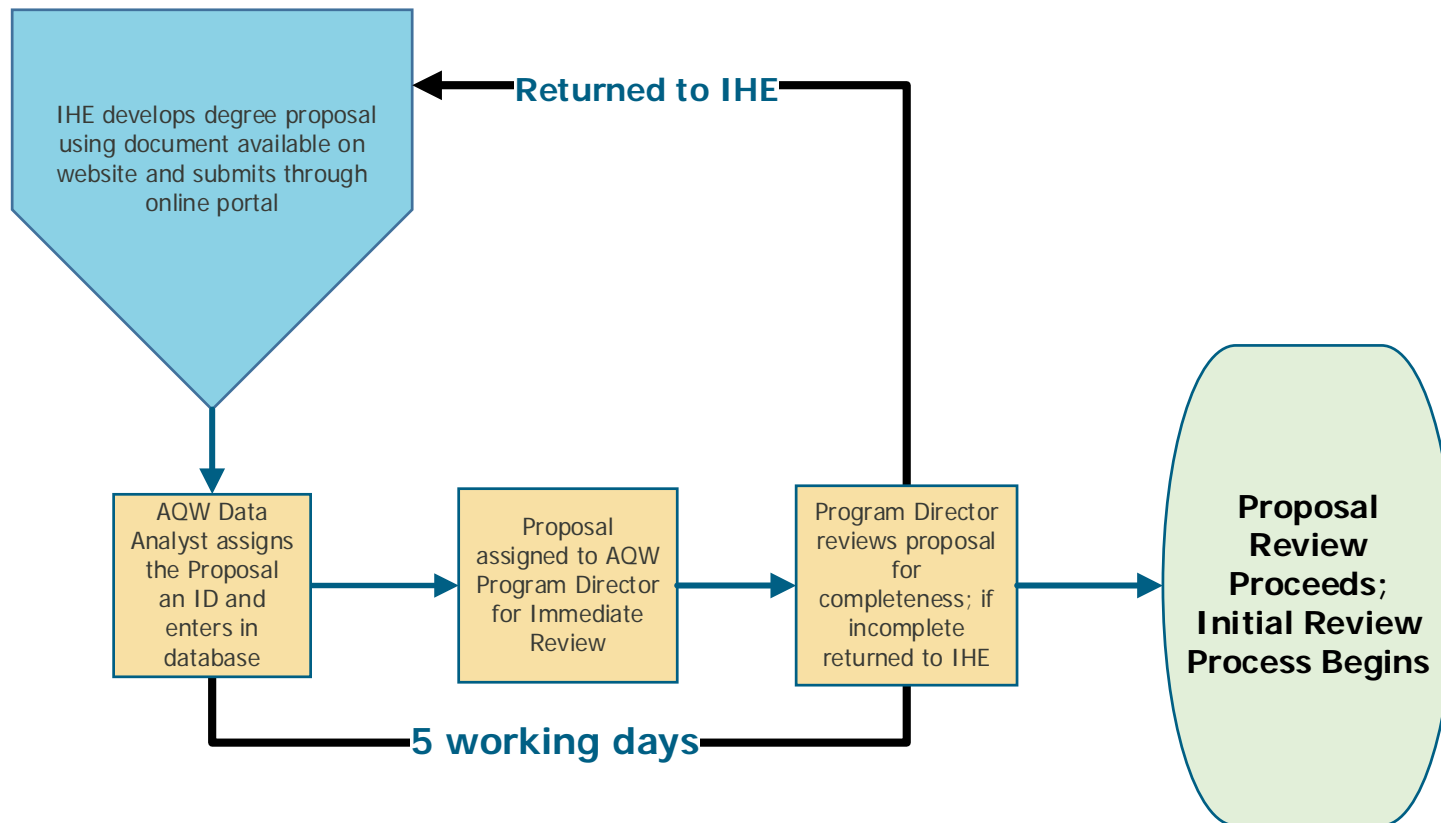
Planning notification must be submitted at least one year prior to submission of a proposal to offer the degree if the proposed program leads to the award of a "professional degree," as defined by Texas Education Code 61.306, including Doctor of Medicine (M.D.), Doctor of Osteopathy (D.O.), Doctor of Dental Surgery (D.D.S.), Doctor of Veterinary Medicine (D.V.M.), Juris Doctor (J.D.), and Bachelor of Laws (LL.B.).

Institutions submit Planning Notification through the online submission portal as a letter to the Assistant Commissioner of the Academic Quality and Workforce Division. The letter should include the title, degree designation, CIP code of the program, the anticipated date of submission of the proposal, and a brief description of the program.

After submitting Planning Notification, an institution's leadership may be requested to address the Board at a regularly scheduled meeting, to describe how the potential program would contribute to the state's higher education efficiency and effectiveness, while avoiding costly duplication in program offerings, faculties, and physical plants.

<http://www.thecb.state.tx.us/>

Required steps when a proposal for a new program is received



AQW staff review an average of 89 proposals annually and the majority are approved

Fiscal Year	Baccalaureate		Master's		Doctoral		Professional		Total
	Approved	Not Approved	Approved	Not Approved	Approved	Not Approved	Approved	Not Approved	
2008	32	5	33	0	11	18	1	0	100
2009	23	8	24	4	9	9	1	0	78
2010	43	5	40	1	5	7	3	0	104
2011	36	4	37	4	8	13	0	0	102
2012	32	3	32	5	7	4	0	0	83
2013	28	0	23	2	5	1	3	0	62
2014	32	1	43	0	7	1	1	0	85
2015	38	3	37	1	12	2	3	0	96
2016	40	4	31	2	9	1	0	0	87
2017	30	5	44	3	5	4	1	1	93
Total	334	38	344	22	78	60	13	1	890
Average	33	4	34	2	8	6	1	0	89

Characteristics of Doctoral Programs



Texas Higher Education
Coordinating Board

*Universities and Health-Related Institutions
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Texas public universities and health-related institutions with doctoral programs are required to post and maintain their doctoral programs' Characteristics

- Originally developed by Graduate Education Advisory Committee
- Officially established in 2008
- Snapshot of doctoral programs offered
- Provides mechanism for ongoing evaluation and quality improvement
- Reference for general public interested in doctoral education
- Revised in 2017 to add professional programs, beginning in September 2018

Institutions decide program category and report appropriately for their doctoral programs

An institution can decide if a doctoral program fits best into the “research” or “professional” category.

“Professional” doctoral programs traditionally include the Juris Doctor, Doctor of Medicine, Doctor of Osteopathic Medicine, Doctor of Physical Therapy, Doctor of Pharmacy, Doctor of Dental Surgery, Doctor of Dentistry, Doctor of Optometry, Doctor of Veterinary Medicine, and Doctor of Audiology degrees.

Other doctoral programs can be considered “professional” or “research” programs for the purpose of posting these characteristics at the institution’s discretion.

Links to Institutions' Characteristics of Doctoral Programs

<u>Angelo State University</u>	<u>University of Houston</u>
<u>Lamar University</u>	<u>University of Houston-Clear Lake</u>
<u>Prairie View A&M University</u>	<u>University of North Texas</u>
<u>Stephen F. Austin State University</u>	University of North Texas Health Science Center <ul style="list-style-type: none"> • <u>Biomedical Sciences</u> • <u>Public Health</u>
<u>Sam Houston State University</u>	<u>University of Texas at Arlington</u>
<u>Tarleton State University</u>	<u>University of Texas at Austin</u>
<u>Texas A&M International University</u>	<u>University of Texas at Dallas</u>
<u>Texas A&M University</u>	<u>University of Texas at El Paso</u>
<u>Texas A&M University-Commerce</u>	<u>University of Texas Medical Branch</u>
<u>Texas A&M University-Corpus Christi</u>	<u>University of Texas-Rio Grande Valley</u>
<u>Texas A&M University-Galveston</u>	<u>University of Texas at San Antonio</u>
<u>Texas A&M University-Kingsville</u>	<u>University of Texas at Tyler</u>
<u>Texas A&M University Health Science Center</u>	<u>University of Texas Health Science Center-Houston</u>
<u>Texas Southern University</u>	<u>University of Texas Health Science Center-San Antonio</u>
<u>Texas Tech University</u>	<u>University of Texas M.D. Anderson Cancer Center</u>
<u>Texas Tech University Health Sciences Center</u>	<u>University of Texas Southwestern Medical Center</u>
<u>Texas State University</u>	<u>West Texas A&M University</u>
<u>Texas Woman's University</u>	

Inquiries should be directed to AQW@thecb.state.tx.us or James.Goeman@thecb.state.tx.us.

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