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**COMPLETE PROCESS FOR ESTABLISHING A NEW TRACK,**

**CONCENTRATION, OR MINOR**

***This document describes the process for obtaining university approval for a new minor, concentration, or track.***

**STEP 1: Obtain internal approval (2 months).** *This step encompasses the Texas A&M University-Texarkana (TAMUT) planning notification and approvals process.*

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible Party | Item Details | Item Status |
| 1. **Create iSite Ticket** | Faculty | * Submits an iSite ticket at <https://isite.tamut.edu/portal>. In the portal, select: * Institutional Effectiveness and Research * New Minor, Concentration, or Track |  |
| 1. **Set meeting** | IER | * IER responds to the iSite ticket within 7 days and schedules a meeting with the faculty member to discuss the new degree/certificate proposal process. *Program accreditation considerations should be discussed at this meeting.* |  |
| 1. **Complete the Form** | Faculty | * Completes the TAMUT New Track, Concentration, Minor Form. |  |
| 1. **Obtain TAMUT approvals** | Faculty | * Collects meeting minutes that document approval at each level.   *Approval signatures on the form are NOT required during this step; they will be obtained via DocuSign in step 1f.* |  |
| 1. **Submit the Form to IER** | Faculty | * Emails the TAMUT New Track, Concentration, Minor Form and meeting minutes that document approvals to IER. |  |
| 1. **Route Documents** | IER | * Combines TAMUT New Track, Concentration, Minor Form and meeting minutes into a DocuSign and routes for signatures; other offices (i.e., Assistant Provost, Coordinator of Community College Pathways and Articulation, Registrar) are cc’d on the DocuSign as necessary. * Saves the completed form to the Degree Program Historical files in the Institutional Effectiveness and Research Drive. |  |

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6

4

1

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7

**NEW TRACK, CONCENTRATION, MINOR**

**TRACK, CONCENTRATION, OR MINOR PROGRAM DETAILS**

Existing Degree Program(s) eligible to seek the track, concentration, or minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Implementation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please consider your planning timeframe (see example on page 6), legislative sessions, and program accreditation requirements.*

**Brief Description of Degree Program** *(no more than 100 words)*

State/National/Organization Licensure? Yes No Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Catalog Description**

**Program Learning Outcomes** *(*[*Texas A&M University System EmpowerU*](https://empoweru.tamus.edu/)*)*

**Marketable Skills** *Please list program marketable skills.*

***Strategic Plan*** *List all relevant elements from approved department and college/school strategic plan. Briefly explain how the proposed program meets the elements of the strategic plans.*

**Demand/Justification** *Please describe how this program will bring a unique set of students to our campus. You may add letters from community college partners for support if applicable.*

**Areas of Distinction** *Provide evidence and describe how the proposed program is unique or distinct relative to internal and external existing/peer programs. Please discuss Academic Content and Specific Program Costs (not covered by traditional tuition and fees).*

**Target Student Population** *(check all that apply)*

Started college, no degree

Displaced workers in need of upskill/reskill

Recent graduates

Specific educational/professional backgrounds *(list/describe below)*

Specific populations *(list/describe below)*

Other *(list/describe below)*

**CURRICULUM PLAN**

Table 3: Required Courses, Prescribed Electives, Elective Disciplines, and Other Course Requirements

*For new courses, please include a sheet with course numbering sequence, title, and description.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Prefix and Number | Course Title | Course SCH | Course Modality | Course Part of Term | Course Category |
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**Program Faculty** *List the existing faculty for the program including the name, department, credential information, and the expected percentage of time assigned to the program. Add an asterisk (\*) before the name of the individual who will have direct administrative responsibilities for the proposed program.*

Table 4: Existing Faculty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Department | Highest Degree Awarded & Year | Highest Degree Awarding Institution | Expected % Time in Degree Program |
| *[e.g. Jane Doe]* | *[English]* | *[PhD in Comparative Literature, 1998]* | *[University of California Berkeley]* | *[75%]* |
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Table 5: Expected Faculty New Hires

*List any anticipated new faculty hires within 5 years of implementation. Include the expected date of hire, credentials required, and expected percentage time dedicated to the program.*

|  |  |  |  |
| --- | --- | --- | --- |
| Anticipated Date of Hire | Required Degree | Hiring Rank (e.g. Associate Professor) | Expected% Time |
|  |  |  |  |
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**SIGNATURES**

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Department Chair Date College Curriculum Committee Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean Date Faculty Senate Curriculum Committee Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Senate President Date Associate Provost Date

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Senior Vice President for Academic Affairs & Provost Date

*CC: Institutional Effectiveness and Research, Assistant Provost, and Coordinator of Community College Pathways and Articulation*