



TEXAS A&M UNIVERSITY-TEXARKANA

NEW DEGREE PROGRAMS

DIRECTIONS

STEP 1: New Degree Program Notification* (7 Days). *This step encompasses the Texas A&M University-Texarkana (TAMUT) planning notification and approvals process.*

Task	Responsible Party	Item Details	Item Status
a. Create TeamDynamix Ticket	Faculty Member	<ul style="list-style-type: none"> ❖ Submits an TeamDynamix ticket at portal.tamut.edu. In the portal, select: <ul style="list-style-type: none"> ➢ Institutional Effectiveness, Research, and Planning ➢ New Program 	
b. Set meeting	IERP	<ul style="list-style-type: none"> ❖ IERP responds to the TeamDynamix ticket within 7 days and schedules a meeting with the Faculty Member to discuss the new degree proposal process. <i>Program accreditation considerations should be discussed at this meeting.</i> 	
c. Complete the Form	Faculty Member	<ul style="list-style-type: none"> ❖ Completes the TAMUT New Degree Program Form. 	
d. Obtain TAMUT approvals	Faculty Member	<ul style="list-style-type: none"> ❖ Proposes the new academic certificate to all internal levels: program or division, college curriculum committee, college/school, Faculty Member Senate Curriculum Committee, and Faculty Member Senate. ❖ Collects meeting minutes that document approval at each level. <i>Approval signatures on the form are <u>NOT</u> required during this step; they will be obtained via DocuSign in step 1f.</i> 	
e. Submit the Form to IERP	Faculty Member	<ul style="list-style-type: none"> ❖ Submits the TAMUT New Degree Program Form and meeting minutes that document approvals to IERP in TeamDynamix. 	
f. Route Documents	IERP	<ul style="list-style-type: none"> ❖ Routes TAMUT New Degree Program Form and meeting minutes into DocuSign 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 Certificate Historical files in the Institutional Effectiveness and Research Drive. 	

Texas Administrative Code 2.143 requires that we notify the System and THECB of new doctoral and professional programs **1-year prior to proposal submission.*

STEP 2: TAMUT Approval/Recommendation* (2 months). *This step encompasses the process for completing the new degree program proposal form.*

**Please refer to the TAMUT Planning Notification Form that was completed in Step 1, as it mirrors the THECB Public University and Health-Related Institution Degree Proposals Form.*

Please note the following:

Bachelor's Degrees

- Complete the modality and subsequent questions on page 2 and 3.
- If you are embedding an associate degree, complete page 4.

- If you have 50% or more new content, a complete proposal is required beginning on page 7 and provide required attachments. Per the THECB, approval process may last 60-90 days.
- If you have less than 50% new content, complete page 5 and provide required attachments. Per the THECB, approval process may last 30-60 days.

Master's Degrees

- Complete the modality and subsequent questions on page 2 and 3.
- If you have 50% or more new content, a complete proposal is required beginning on page 7 and provide required attachments.
- If you have less than 50% new content, complete page 5 and provide required attachments.

Doctoral or Professional Degree

- Complete all pages.
- Per the THECB, approval process can last 6-9 months.

Task	Responsible Party	Item Details	Item Status
a. Complete the Forms	Faculty Member	<ul style="list-style-type: none"> ❖ Completes the THECB Public University and Health-Related Institution Degree Proposals Form linked on the THECB website and email IERP for the THECB Budget and Enrollment Spreadsheet with guidelines. Do not use the one linked on the THECB website. <p><i>Please contact IERP/Assistant Provost to ensure the forms referenced above are accurate and current.</i></p>	
b. Submit the Forms to IERP	Faculty Member	<ul style="list-style-type: none"> ❖ Submits the completed documents to IERP and the Assistant Provost with all supporting artifacts 1 month prior to the Degree Programs Due Date on the Texas A&M University System Academic Affairs Agent Item Submission Schedule to ensure timely processing. 	

STEP 3: TAMUS BOR Approval* (5 months). This step encompasses the Texas A&M University System Board of Regents (BOR) approval process.

Task	Responsible Party	Item Details	Item Status
a. Notify Chief of Staff	IERP	<ul style="list-style-type: none"> ❖ Sends new program documentation to the Chief of Staff. 	
b. Complete Order	Chief of Staff	<ul style="list-style-type: none"> ❖ Completes the Briefing and Minute Order Form. 	
c. Complete Outline and Submit	IERP	<ul style="list-style-type: none"> ❖ Completes the Program Review Outline and submits to the Chief of Staff. 	
d. Submit Forms	Chief of Staff	<ul style="list-style-type: none"> ❖ Submits the THECB Public University and Health-Related Institution Degree Proposals Form, the Briefing Minute Order, and the Program Review Outline to The Board. 	
e. Receive Notice	The Board	<ul style="list-style-type: none"> ❖ Sends notice of approval to the TAMUT President and Provost. 	
f. Save Notice	IERP	<ul style="list-style-type: none"> ❖ Saves The Board approval and The THECB Public University and Health-Related Institution Degree Proposals Form in the Historical files on the Institutional Effectiveness, Research, and Planning Drive. 	

STEP 4: THECB Approval (7 months). *This step encompasses the THECB approval process. Please plan for a total of 4 months for approval of this step.*

Task	Responsible Party	Item Details	Item Status
a. Send the Form	The System	❖ Forwards the THECB Public University and Health-Related Institution Degree Proposals Form to the THECB.	
b. Receive Notice	THECB	❖ Sends notice of approval to TAMUT President and Provost.	
c. Save Notice	IERP	❖ Saves the THECB approval in the Degree Program Historical files in the Institutional Effectiveness, Research, and Planning Drive.	

STEP 5: SACSCOC Approval (4 months). *This step encompasses the SACSCOC approval process. A new degree program serves as a substantive change with SACSCOC which requires approval from the Executive Council of the SACSCOC Board of Trustees. To implement a new degree in the Fall, your due date is January 1. To implement a new degree in the Spring, your due date is July 1.*

Task	Responsible Party	Item Details	Item Status
a. Create the Form	IERP	❖ Begins creating the SACSCOC Prospectus and Substantive Change Form after the THECB Public University and Health-Related Institution Degree Proposals Form is submitted to The Board and The System by the Chief of Staff.	
b. Upload the Form	Institutional Accreditation Liaison (IAL)	❖ Uploads the SACSCOC Prospectus and Substantive Change Form to the Institutional Portal.	
c. Receive Notice	Institutional Accreditation Liaison (IAL)	❖ Saves notice of receipt of Prospectus and Substantive Change Form to the Institutional Effectiveness, Research, and Planning Drive.	
d. Provide Language	IERP	❖ Notifies Office of Admissions, Registrar’s Office, Office of Recruitment, Office of Marketing, and Office of Communication to begin advertising the degree as “pending SACSCOC approval”. Official wording provided by IERP. ❖ The degree code can be created. However, <i>please note that we CANNOT admit students or enroll students until approval is received from SACSCOC.</i>	
e. Receive Notice	SASCOC	❖ Sends notice of approval to TAMUT IAL, President and Provost.	
f. Save Notice	IERP	❖ Save the SACSCOC approval in the Degree Program Historical files in the Institutional Effectiveness, Research, and Planning Drive.	

STEP 6: TAMUT Campus Notification (3 months). *This step encompasses the process for notifying all campus constituents.*

Task	Responsible Party	Item Details	Item Status
a. Email Campus Constituents	IERP	<ul style="list-style-type: none"> ❖ Email the following campus members regarding the new degree program: Registrar’s Office, Admissions Office, Recruitment Office, Financial Aid, Veteran Services, Enrollment Services, College Dean, Department Chair, Coordinator of Community College Pathways and Articulation, International Studies, Graduate Studies, Associate Provost, Provost, President’s Office, Marketing, and Communication. ❖ Attach The THECB approval notice with Information Sheet and Course Sequence/Degree Plan from The THECB Public University and Health-Related Institution Degree Proposals Form. 	
b. Create Banner Code	Registrar’s Office	<ul style="list-style-type: none"> ❖ Uses the CIP Code, Degree Designation, and Major Name on The THECB Approval Notice and Information Sheet to create the new degree program code or new certificate program code in Banner and forwards the necessary Banner coding to the Admissions Office. 	
c. Add to Application	Admissions Office	<ul style="list-style-type: none"> ❖ Adds the Banner coding to the new degree program code or new certificate program code to the two applications for admission portals as an authorized degree or certificate option. 	
d. Scribe in DegreeWorks	Associate Registrar	<ul style="list-style-type: none"> ❖ Uses the Course Sequence/Degree Plan to create the new degree program or new certificate program in DegreeWorks. 	
e. Create Catalog Overview	Faculty Member	<ul style="list-style-type: none"> ❖ Creates the overview section of the catalog when the Registrar’s Office opens it for updates for the next academic year. 	
f. Add to Webpages	Faculty Member	<ul style="list-style-type: none"> ❖ Meets with the University Advancement Office to add the new degree program or new certificate program to the appropriate website pages. 	
g. Update Authorized Degrees	IERP	<ul style="list-style-type: none"> ❖ Meets with the University Advancement Office to update the authorized degree and certificate program listing on the website. 	
h. Create Marketing	University Advancement	<ul style="list-style-type: none"> ❖ Meets with the Faculty Member, College Dean, and Associate Vice President of Enrollment and Student Engagement to create marketing materials and/or press releases regarding the new degree program or new certificate program. 	