

Chapter 9. Program Development in Public/Junior College Districts and Technical Colleges

Subchapter E. Certificate and Associate Degree Programs

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§9.91 Purpose This subchapter provides rules and procedures for the approval and continuation of certificate and associate degree programs in public two-year colleges eligible for state appropriations.

Source Note: *The provisions of this §9.91 adopted to be effective May 25, 2004, 29 TexReg 5068*

§9.92 Authority The Texas Education Code, §§61.003, 61.051(e)(f), 61.0513, 61.053, 61.054, 61.055, 61.061, 61.062(c) - (d), 61.075, 130.001(b)(3) - (4), 130.003(e)(1), (2), (3) and (7) and 135.04, authorize the Coordinating Board to adopt policies, enact regulations, and establish rules for the coordination of postsecondary technical and vocational certificate and associate degree programs eligible for state appropriations.

Source Note: *The provisions of this §9.92 adopted to be effective May 25, 2004, 29 TexReg 5068*

§9.93 Application, Approval, and Revision Procedures for Instructional Programs in Workforce Education (a) In accordance with the Guidelines for Instructional Programs in Workforce Education as approved by the Board, each institution wishing to offer a new certificate or applied associate degree program must have completed the following procedures:

- (1) Completion of the Application for the Approval of a New Technical or Continuing Education Program. Completed application forms and a statement of assurances must be approved by the governing board and the chief executive officer of the institution, and forwarded to the Board's Community and Technical Colleges Division. The statement of assurances must certify that the following criteria have been met:
 - (A) The institution has documented local and/or regional workforce demand for the program.
 - (B) Basic and workforce skills have been integrated into the curriculum.
 - (C) The institution has an enrollment management plan for the program.
 - (D) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions.
 - (E) The program is designed to be consistent with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements.
 - (F) The program would not unnecessarily duplicate existing programs at other institutions.
 - (G) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee.
 - (H) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program.
 - (I) The institution has an improvement plan in place for all workforce programs that do not currently meet Board standards for both graduation and placement.

(J) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program.

(K) Skill standards recognized by the Texas Skill Standards Board, if they exist for this discipline, have been reviewed and considered for inclusion in the curriculum for the program.

(2) Completion of Staff Review Process. The Board staff shall review the application for satisfactory fulfillment of the new program requirements and procedures as outlined in the Board-approved Guidelines for Instructional Programs in Workforce Education. The staff shall confer with the institution when additional information or clarification is needed.

(3) Completion of Formal Program Review. Once the program requirements have been met, the Board staff may schedule the program for formal program review. This review process shall include representatives from the institution, the Board staff, and other appropriate agencies and institutions of higher education.

(4) New Program Approval. The Board delegates to the Commissioner final approval authority for all certificate programs, and for applied associate degree programs that meet Board policies for approval as outlined in the Guidelines for Instructional Programs in Workforce Education. The Commissioner may delegate this final authority to the Assistant Commissioner for Academic Affairs and Research.

(5) Each quarter, the Commissioner shall send a list of the approvals and disapprovals under this section to Board members. A list of the approvals and disapprovals shall also be attached to the minutes of the next appropriate quarterly meeting.

(6) The Commissioner must forward a program to the Board for consideration at an appropriate quarterly meeting if either of the following conditions is met:

(A) The proposed program is the subject of an unresolved grievance or dispute between institutions.

(B) The Commissioner has disapproved of the proposed program and the institution has requested a Board review.

(b) Each institution wishing to revise an existing certificate or applied associate degree program must complete the procedures as outlined in the Board-approved Guidelines for Instructional Programs in Workforce Education.

(c) Administrative Officers. All programs must be under the direction of an administrator having appropriate authority to ensure that quality is maintained and that programs are conducted in compliance with all applicable laws and rules. Administrative officers must possess credentials, work experience, and/or demonstrated competence appropriate to their areas of responsibility as specified by the Southern Association of Colleges and Schools Commission on Colleges.

(d) Faculty and Staff. Faculty and staff must be approved by the postsecondary institution. Each individual must meet the minimum qualifications established by the Board.

(e) Each public two-year college may classify workforce continuing education and other courses as earning semester credit hours or continuing education units (CEUs). Contact hours reported for workforce education courses which result in either credit hours or CEUs shall be eligible for state appropriations. A course or program that meets or exceeds 360 hours in length must be approved as a technical certificate program except by special justification and approval by Board staff. A course or program that meets or exceeds 780 hours in length must result in the award of appropriate semester credit hours and be applicable to a certificate and an applied associate degree program.

Source Note: *The provisions of this §9.93 adopted to be effective May 25, 2004, 29 TexReg 5068; amended to be effective May 12, 2005, 30 TexReg 2663*

§9.94 Action and Order of the Board (a) Board action on the request for approval of a new applied associate degree program in a postsecondary institution that requires Board consideration shall be taken at the next quarterly Board meeting.

(b) A resolution shall be entered in the minutes of the Board and conveyed in writing by the Commissioner to the governing board or the chief executive officer of the postsecondary institution.

Source Note: *The provisions of this §9.94 adopted to be effective May 25, 2004, 29 TexReg 5068*

§9.95 Reporting to the Board (a) Contact hours for courses in approved workforce education certificate and applied associate degree programs from public two-year colleges and other public institutions providing certificate or associate degree programs must be determined and reported in compliance with Board rules and policy as outlined in the Workforce Education Course Manual and state law.

(b) Contact hours for courses in approved academic certificate and associate degree programs at public two-year colleges and other public institutions providing certificate or associate degree programs must be determined and reported in compliance with Board policy as outlined in the Lower-Division Academic Course Guide Manual and state law.

Source Note: *The provisions of this §9.95 adopted to be effective May 25, 2004, 29 TexReg 5068*

§9.96 Disapproval of Programs; Noncompliance No funds appropriated to any public two-year college or other institution providing certificate or associate degree programs shall be expended for any program which has not been approved by the Commissioner or the Assistant Commissioner for Academic Affairs and Research or, when applicable, by the Board.

Source Note: *The provisions of this §9.96 adopted to be effective May 25, 2004, 29 TexReg 5068; amended to be effective May 12, 2005, 30 TexReg 2663*