

Chapter Six

Program Revisions

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A. Need for Program Revisions

This information applies to public community and technical colleges only.

Once an AAS degree or certificate is approved and has been placed on the college's technical program inventory, changing it *may* require a formal program revision. Applications for revision of certificate and degree programs must be submitted electronically through the *WECM* website at <http://www.thecb.state.tx.us/ctc/ip/wecm2000/main.htm>. If the revision would significantly alter the program outcomes, the institution must submit an application for a new program (see Chapter Five).

NOTE: A revision will not be approved if it causes an associate degree to exceed 72 SCH or causes any of the requested awards to exceed the maximum lengths described in Chapter Three.

1. Changes That Trigger a Program Revision

A program revision is required:

- a. To change the name of an AAS/AAA degree or certificate
- b. To request a change in the CIP code of a degree or certificate
- c. To add a new Semester Credit Hour or Continuing Education certificate to an existing degree or certificate program
- d. To revise the curriculum of an award in any of the following ways
 - (1) Any new Special Topics or Local Need courses are added to the curriculum (refer to Chapter Four for guidelines on using Local Need and Special Topics courses)
 - (2) The total number of credit hours in the award is increased or decreased by more than 6 SCH from the number of SCH *on the college's approved program inventory*
 - (3) The length of the award is increased or decreased by one semester or more
 - (4) The certificate status changes from Level 1 (TSI-waived) to Level 2 (TSI-liable) or from Level 2 to Level 1; and/or
 - (5) Any academic courses are replaced by *WECM* courses or any *WECM* courses are replaced by academic courses.
- e. To deactivate an award
- f. To reactivate an award (within 3 years of sunset review or deactivation)
- g. To close an award

2. Changes That Do Not Require a Program Revision

Provided that none of the above changes are requested, a program revision is NOT required:

- a. To increase or decrease the number of credit hours in an award by 6 SCH or fewer, provided that the total number of SCH still falls within the allowable range for that type of award. NOTE: If the change would be more than 6 SCH from the number currently on the program inventory, a revision is required.
- b. To substitute *WECM* courses for other *WECM* courses (except if Local Need or Special Topics courses are involved).
- c. To substitute *ACGM* courses for other *ACGM* courses (provided SACS general education requirements are still met).
- d. To convert to a Tech-Prep program (providing no other changes are made to the curriculum). However, a notification must be submitted in order to update the program inventory with the Tech-Prep conversion. See *GIPWE*, Part II for complete instructions.

3. Changes That Require a New Program Application

A New Program Application is required under the following circumstances:

- a. To add a new AAS degree.
- b. To add a new certificate (credit or continuing education) in a program area that is not currently on the college's inventory.
- c. To reactivate an award 3 years or more after it has been deactivated.
- d. To add an advanced technical certificate to a program.
- e. To make any changes that significantly alter the program outcomes

4. Application Deadlines

Applications for revisions must be submitted to the Coordinating Board staff according to the following schedule:

DATES FOR PROGRAM REVISIONS	
To request a revision for a semester-length program to be effective:	Submit a program revision by:
Fall semester (September 1)	March 1
Spring semester (January 1)	October 1
Summer semester (June 1)	March 1

Applications received after the deadline will be handled as time allows. Institutions should be aware that the staff may not be able to review late applications in time for the requested implementation date.

B. Electronic Submission of Program Revisions

In the interest of efficiency, revision applications must be submitted electronically. Information about this process is available on the CB website at <http://www.thecb.state.tx.us/ctc/ip/Revisions/login4.cfm> or through the *WECM* website at <http://www.thecb.state.tx.us/ctc/ip/wecm2000/main.htm> under “Electronic Submissions.”

C. Components of Program Revision Applications

This section outlines the requirements for revision of applied associate degrees and technical certificates. A printout of the electronic revision form is provided at the end of this chapter. However, please note that improvement of the Electronic Submissions Process is an ongoing process and that the format of the electronic forms is subject to change. Refer to the THECB website for the most current version of these forms.

The following information will be required to complete the application.

- a. **The Institution’s six-digit FICE code and authorized password:** A valid password is required to gain access to the electronic submission system. The password is assigned to the college’s technical dean or vice president of instruction and may be requested by contacting Duane.Hiller@thecb.state.tx.us or Jeff.Hampton@thecb.state.tx.us.
- b. **Action to be taken:** Select the appropriate action. (see Section D of this chapter for further explanation). Options include:
 - Add an award
 - Revise an award
 - Reactivate an award
 - Deactivate an award
 - Close an award
 - View and/or Edit a revision currently saved “In Progress”
- c. **Program CIP Code and Award CIP Code:** Please refer to the program inventory via QUIN (QUery INventory) at the following address for accurate CIP code assignments: <telnet://theinfo.thecb.state.tx.us>. To access the inventory, type “QUIN” in all capital letters at the **Hello** prompt and then follow the on-line instructions.
- d. **Correctional Facility:** Revisions to programs offered at correctional facilities should be submitted as separate electronic submissions. (Such programs cannot be Tech-Prep.)
- e. **Effective Date:** Select the effective date for the revision from the list of choices offered. See Section A, Subsection 4 of this chapter for submission deadlines.

- f. **Award Sequence:** Provide the award sequence as it appears on current THECB program inventory. This information is available using QUIN.
- g. **Award type:** Provide award code for each award.
 - AAS Degree (60 - 72 SCH)
 - C1 Certificate level one (15-42 SCH)
 - C2 Certificate level two (43-59 SCH)
 - ESC Enhanced skills certificate (6-15 SCH)
 - ATC Advanced technical certificate (16-50 SCH; see Chapter Three)
 - CE Workforce continuing education program (360-779 contact hours)
- h. **Award title:** Provide the award title as it should appear on the institution's inventory.
- i. **Contact information:** Provide contact information for the authorized institutional official and the contact person for the program
- j. **WECM Special Topics Course Submission.** (See Chapter Four)
- k. **WECM Local Need Course Submission.** (See Chapter Four)
- l. **Proposed Curriculum Outline.** (See Chapter Five)

D. Program Revision Procedures

1. Conversion/Revision to a Tech-Prep Award

Please refer to *GIPWE* Part II for Tech-Prep program information. Converting a program or award to Tech-Prep does not require a program revision.

2. Program Deactivation

a. Notice of Program Deactivation

An institution may deactivate a program by suspending new student enrollment and submitting an electronic application for program deactivation to the Coordinating Board. Institutions should have on file and available for Coordinating Board staff review provisions for teaching out currently enrolled students.

b. Deactivation Time Limit

A program may remain deactivated no longer than three academic years. *A program that is not reactivated by the institution within three years will be closed by the Coordinating Board.*

3. Program Reactivation

To reactivate a deactivated program, the institution must submit an electronic application for program reactivation that includes the proposed curriculum outline. The institution must have on file and available for Coordinating Board staff review a description of how it has corrected or will correct the reason(s) for which the program was deactivated.

NOTE: A program can only be reactivated within three years of being deactivated. If more than three years have lapsed, a new program application is required.

4. Institution-Initiated Closure

A program or award may be closed voluntarily by an institution. If students are currently enrolled in a program that the college wishes to close, the program should be deactivated before being formally closed.

An institution must submit an electronic application for program closure to notify the Coordinating Board staff of its intent to close a program. Institutions should have on file and available for Coordinating Board staff review the reason(s) for closure and provisions for teaching-out currently enrolled students.

Closed programs may only be reopened if they are resubmitted as new programs.

5. Sunset Review

The Coordinating Board staff has discontinued the use of the Sunset Review process for technical programs. Programs previously placed under sunset review will be automatically deactivated three years after the sunset review was initiated unless the college requests that the program be reactivated.

E. Staff Review of Revision Application

Program revisions will be reviewed by the Coordinating Board staff. Revised awards must meet the same general guidelines set for workforce education programs in Chapter Three as well as the standards for New Programs in Chapter Five.

Program revisions must receive Coordinating Board staff approval prior to implementation by the institution. Failure to submit a properly completed application or failure to provide additional information as requested by staff in a timely manner may delay the approval process. Notice of approval will be posted electronically on the *THECB Community and Technical Colleges Electronic Program Status Notification Page* at <http://www.thecb.state.tx.us/ctc/ip/electronic/index.cfm>.

The notification page is updated weekly. Instructions for use are provided on the website.

F. Appeals Procedure

All appeals of Coordinating Board decisions regarding program approval, revision, evaluation, deactivation, and closure should begin by contacting an appropriate member of the Community and Technical Colleges Division staff. If an institution

and CTC staff members are unable to resolve the matter, the institution may request a ruling from the Assistant Commissioner for Community and Technical Colleges. In such cases the institution shall be notified of the Assistant Commissioner's decision within 30 working days of receiving the request. An institution may appeal the Assistant Commissioner's decision to the Commissioner of Higher Education and ultimately to the Coordinating Board under the provisions of Coordinating Board Rules Chapter 1, Section 1.55.

G. Program Revision Form

Program Revision Form

Practice Award?	<input type="radio"/> Yes <input type="radio"/> No	Select "yes" only if you are using this award to practice entering data. Practice awards cannot be submitted to the THECB. Selecting "yes" allows the THECB to occasionally purge these awards from the database.		
Institution		FICE Code		
Sample College		111111		
Program Name	Search by Program CIP	Search by Program CIP Description		
<div style="border: 1px solid black; padding: 2px;"> ACCOUNTING ADMINISTRATIVE & SECRETARIAL SERVICES AEROSPACE, AERONAUTICAL, & ASTRONAUTICAL ENGINEERING AGRICULTURAL & FOOD PRODUCTS PROCESSING OPERATIONS & MGMT AGRICULTURAL BUSINESS & PRODUCTION AGRICULTURAL MECHANIZATION </div>				
Program CIP:	<input type="text"/>	This value is automatically filled in when the Program Name is selected. Do not change it manually. Internet Explorer users, this may take a few seconds.		
Is this program taught at a correction facility?	<input type="radio"/> Yes <input type="radio"/> No	(Please submit correctional programs and campus programs separately)		
Effective Date of Revision	Sept. 1, 2003 <input type="button" value="v"/>			
Status	Revise			
Award Type	AAS <input type="button" value="v"/>	AAS (degree), ATC (Advanced Technical Certificate), C1 (Level 1 Certificate), C2 (Level 2 Certificate), ESC (Enhanced Skills Certificate), CE (Continuing Education Certificate)		
Award Title	<input type="text"/>			
Award CIP Code	<input type="text"/>	Please choose a CIP code.		
Tech-Prep	No <input type="button" value="v"/>			
Date	Time			
02/19/2003	08:04:09 AM			
Enter Telephone and fax numbers in this format: ###-###-####				
Authorized Official Name	Title	Telephone	Fax	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person Name	Title	Telephone	Fax	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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