Follow-up information from JUNE meeting of the CHAIRS COUNCIL:

1. **Carol of Lights:** reminder to review the proposed schedule for Carol of Lights (shared with both the May and June Chairs Council Agendas). Please advise faculty members that, if they have scheduling concerns or needs because they have classes affected by the building closures, they should first contact your department's scheduler. If the issue cannot be resolved, then they should inform you and you should reach out to Vice Provosts Genevieve Durham DeCesaro and Mitzi Lauderdale.

2. **THECB Updates:**
   a. Please see pages 3-33 of this document for updates shared by Vice Provost Darryl James.
   b. Many chairs, directors, and area coordinators raised questions about the potential need to submit large numbers of courses through Curriculog given some recent THECB updates and clarifications. Please follow the currently available Qs&As below:
      - If your unit has a degree program approved to be offered online, do you have to go through and submit each course in that program to be available online, too?
         o No. If a program has been approved to be offered with an online modality, all the major courses (i.e., courses offered by that unit) are approved to be offered online.

      - If your unit has courses that are taught F2F in fall and spring terms but taught online in summer terms, do you have to submit a request through Curriculog for those courses to be taught online?
         o Yes, but please do not take any action immediately. We are working to determine how we can reduce any burden to academic units and will provide updates before 8/1. Please hold until then.

      - If your unit has courses that were taught F2F before the pandemic and then taught online during the pandemic and are now back to F2F, but there's a chance that they *could* be taught online again at some point, do you have to submit a request through Curriculog to offer those courses online?
         o Yes, but please do not take any action immediately. We are working to determine how we can reduce any burden to academic units and will provide updates before 8/1. Please hold until then.

      - If your unit has a degree program that is *not* approved to be offered online but you know that a student, by taking a certain combination of courses, could end up completing the whole thing online, what should you do?
         o Answer pending. We are waiting on some clarifications from THECB concerning intersections of THECB and SACSCOC rules.

      - If your unit has an undergrad degree program and all of the courses are offered F2F but you know that students take their entire core curriculum online and could choose an online minor, do you have to submit an application for the degree program to be online?
         o Answer pending. We are waiting on some clarifications from THECB concerning intersections of THECB and SACSCOC rules.

      Vice Provost Darryl James will provide Chairs Council members with a current list of all degree and certificate programs approved by the THECB to be offered online. We will continue to update this group with responses to questions raised. If you have questions that are not listed above, please send them directly to Vice Provost James.

3. **Reminders:**
   a. New Faculty Orientations: please see page 34 of this document.
   b. Summer Leadership Meeting: 6/26, 3:00-5:00 p.m., Humanities Building O1. If you do not see this invitation on your calendar, contact Luciana Cavazos. The summary presentation will be shared via the calendar invite prior to the meeting. Follow up documents will be shared after the meeting.

4. **Announcements:**
   a. Chairs Council meetings resume in August. Calendars will be updated this month and incoming chairs, directors, and area coordinators will be included.
   b. Tentative topic list for CDAC Professional Development Series for the Fall 2023 term:
      i. August: Onboarding for new and newish CDACs
      ii. September: Budget Basics
      iii. October: Cognos (Fundamentals and Advanced options)
      iv. November: Student Success Hub
   c. Interested in participating in the Chair Mentoring Program in 2023-2024? Please contact DrAngela Lumpkin or Dr. Stephanie Jones.

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 1, Subchapter O, §1.188 and §1.190

Learning Technology Advisory Committee (LTAC)

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Chapter 1, Subchapter O Summary of Changes

- Changes to TAC Chapter 1, Subchapter O clarify how LTAC responsibilities will shift to align with the new Chapter 2, Subchapter J:
  - §1.190(1) removes the responsibility of LTAC to analyze duplication of distance education programs in the state;
  - §1.190(2) amends LTAC's scope for development of policy recommendations to the Board, including the development of affordable learning materials such as open educational resources, and the review and update of the Principles of Good Practice for Distance Education (PGP);
  - §1.190(3) adds the review and provision of recommendations on Institutional Plans for Distance Education (IPDE) to the responsibilities of LTAC, while removing review of distance education doctoral programs.

- Effective date May 18, 2023

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TAC, Title 19, Part 1, Chapter 2, Subchapter J, §§2.200-2.207, Subchapter A, §2.9

Approval of distance education for public institutions

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Chapter 2, Subchapter J Summary of Changes

- [TAC Chapter 2, Subchapter J](#) amends definitions of distance education courses and programs and revises the approval process for public institutions seeking to offer distance education

- Effective date December 1, 2023

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Chapter 2, Subchapter J Definitions of Distance Education Courses

Former Definitions

- Distance Education Course—A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same place. Two categories of distance education courses were defined:
  - (A) Fully Distance Education Course—A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.
  - (B) Hybrid/Blended Course—A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place.

New Definitions

- Distance Education Course--A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are in separate physical locations. The definition of distance education course does not include courses with 50 percent or less instruction when the student(s) and instructor(s) are in separate physical locations. Two categories of distance education courses are defined:
  - (A) 100-Percent Online Course--A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.
  - (B) Hybrid Course--A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.

Chapter 2, Subchapter J
Definitions of Distance Education Programs

Former Definitions

- Distance Education Degree or Certificate Program—A program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through distance education programs.

New Definitions

- Distance Education Degree or Certificate Program--A program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through distance education courses. The definition of a Distance Education Degree or Certificate Program does not include programs in which 50 percent or less of the required credit hours are offered through distance education. Two categories of distance education programs are defined:

    - (A) 100-Percent Online Program--A degree program in which students complete 100 percent of the credit hours required for the program through 100-Percent Online Courses. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a program from this category.

    - (B) Hybrid Program--A degree program in which students complete 50 percent or more and less than 100 percent of the credit hours required for the program through Distance Education Courses.

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Chapter 2, Subchapter J Summary of Changes

Former Process for Distance Education Approval

- Submit IPDE prior to offering any distance education courses or programs for the first time;

- Adhere to criteria outlined in Principles of Good Practice;

- Program levels below doctorate/professional require notification to THECB (with prior IPDE approval);

- Doctorate/professional degrees reviewed by LTAC prior to approval by THECB staff (for existing programs) or Board (for new programs).

New Process for Distance Education Approval

- Submit IPDE prior to offering any distance education courses or programs for the first time;

- Submit renewal IPDE no later than one year after receiving final disposition of the institution's comprehensive renewal of accreditation report from their institutional or no later than ten years after the approval of their last IPDE to the Coordinating Board;

- Adhere to criteria outlined in Principles of Good Practice;

- IPDE is reviewed by THECB staff and LTAC, approved by Commissioner

- Once IPDE is approved, institutions must notify THECB of any new programs offered via distance education.

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Chapter 2, Subchapter A, §2.9 Summary of Changes

- Amendments to [TAC Title 19, Part 1, Chapter 2, Subchapter A, §2.9](#), concerning revisions and modifications to an approved program, clarify how institutions report changes in a program's modality of delivery, specifically stating that institutions should notify the Coordinating Board of intent to offer a program through the distance education modality.

- Effective date May 18, 2023

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Contact digitallearning@highered.texas.gov with questions

Program Approval Lunch & Learn

May 16, 2023

- General Information
- Planning Notification
- Program Approval Key Changes
- Q & A

PowerPoint & recording will be posted for 3 weeks

New rules can be found in TAC Chapter 2

General Information

Rule Implementation Communication

- Online form for questions/feedback: [Form link](#)

- [Webpage for ongoing updates](#)

- Future Lunch & Learns (dates TBD)

- Regular email communications be sent directly to CAOs & proposal/request submitters

- Presentations/discussions at existing system or institutional meetings

- Development of FAQs and documentation

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Degree & Cert. Requests Impacted by Rule Revisions

- Planning Notification

- Academic Associate

- Embedded Associate (new)

- Bachelor's & Master's

- Doctoral & Professional

- Academic Certificates

- Program Changes (for above degrees)

- Program Review (no immediate changes)

- Requests NOT impacted:
  - Applied Associate
  - Workforce Education Certificates
  - Self-Supporting
  - Off-campus

  Future rule revisions will address these areas.

New Forms

- Online forms with attachments (where applicable)
  - ≥50% new content, doctoral/professional, new bachelor's at a community college content will mostly be attachments

- Institutional CAO & board/regent approval can be done directly in the online form.
  - Program changes and planning notification will only require certification that CAO has approved.

- Feedback on 3 new forms will be collected ASAP
  - Single PDF with link to online feedback form

If you are interested in reviewing and providing feedback, please send your name and email to emma.gelsinger@highered.texas.gov

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Planning Notification

Planning Notification Changes
Effective June 1, 2023

Degrees Requiring Planning Notification

- Academic associate degrees*
- Bachelor's & master's degrees
- Doctoral & professional degrees *(must be submitted one year prior to submission of full degree program proposal)*

If a planning notification has already been submitted for a doctoral program prior to June 1st and the full proposal will be submitted after June 1st you do not need to wait the full year.

*Embedded and Multidisciplinary Studies associate degrees are exempt from the planning notification requirement.
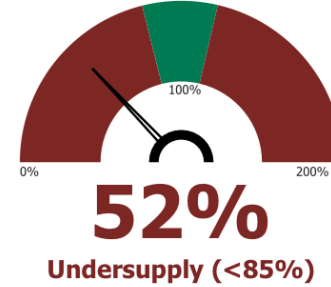
Planning Notification: Form

Effective June 1, 2023

Planning Notification: Labor Market Information

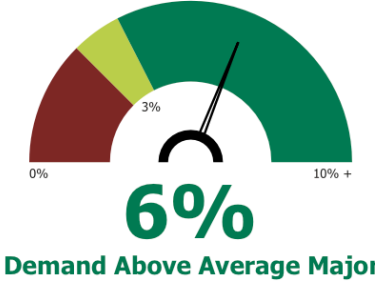## Effective June 1, 2023

Are we supplying enough graduates to meet demand?

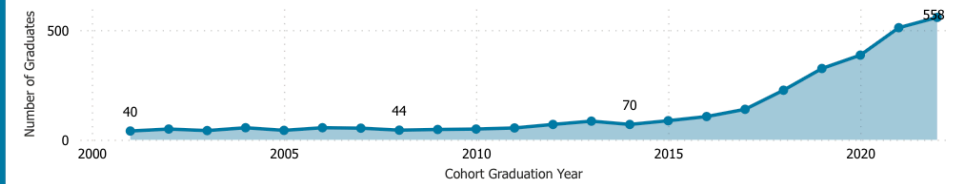**Supply/Demand for Graduates, One Year of Experience**

0%   100%   200% +

52%
Undersupply (<85%)

Open Jobs for Graduates of Selected Major as a Percent of All Majors at Selected Degree Level

0%   3%   10% +

6%
Demand Above Average Major

Graduates in 2022

558

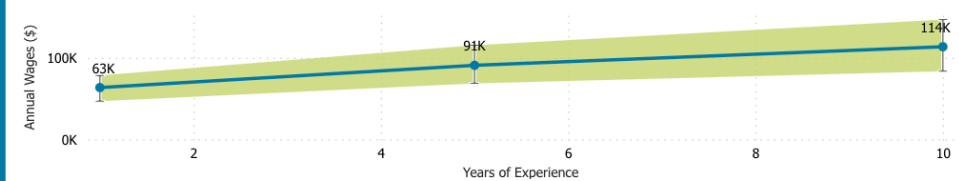### Graduates by Year (2001-2022)

Median Wage of Full-Time Employed Graduates Following Graduation

63K

Median Wages of Graduates 1, 5, and 10 Years Post Graduation

Upper Band = 75th Percentile, Lower Band = 25th Percentile

Number of Occupations Employing Graduates

22

Top Occupations Employing Graduates

Occupation	Percent
Computer and Mathematical Occupations	70%
Management Occupations	5%
Office and Administrative Support Occupations	4%
Sales and Related Occupations	3%
Architecture and Engineering Occupations	3%
Business and Financial Operations Occupations	3%
Arts, Design, Entertainment, Sports, and Media Occupations	3%
Educational Instruction and Library Occupations	2%
Food Preparation and Serving Related Occupations	2%
Life, Physical, and Social Science Occupations	1%
Installation, Maintenance, and Repair Occupations	1%

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Program Approval Key Changes

Approval Levels

Request Type	Approval Level	Effective Date
Embedded Associate	Assistant Commissioner	Currently Effective
Digital modality requests/changes (all levels)	Notification Only	May 18, 2023
Planning Notification	Notification Only	June 1, 2023
New Acad Assoc, Bach, Master's less than 50% new content	Assistant Commissioner	September 1, 2023
New Acad Assoc, Bach, Master's 50% or more new content	Commissioner	September 1, 2023
Doctoral & Professional	Board	September 1, 2023
New degree programs equal to a level change for institution	Board	September 1, 2023
Substantive changes to doctoral, professional or programs approved by the Board after September 1, 2023	Board	September 1, 2023
Other substantive and non-substantive changes	Assistant Commissioner	September 1, 2023
Program Closure	Notification Only	Currently Effective
New Academic Certificate (any SCH or level)	Notification Only	September 1, 2023

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50% Content Threshold
Effective September 1, 2023

- Designed to align with SACSCOC requirements.

- Institution will determine what constitutes 50% or more new content for submission purposes.

- Less than 50% content form will request number of *new* major-specific courses and *new* faculty FTE required.

Degree Program Changes
Effective September 1, 2023

Non-Substantive
SCH Change
CIP Code Change
Degree Name or Designation Change
Program Consolidation
Off-Campus Requests
Other non-substantive revisions

Substantive
Location Change: Closing the program in one location and moving it to a second location.
Funding Model Change: Changing the funding model from self-supported to formula-funded or vice versa.
Other substantive revisions

Discontinuing 50-Mile Notification
Effective September 1, 2023

- No 50-mile notification required prior to submission to THECB.

- After submission, THECB will have a 30-day comment period during the proposal review process and will notify area institutions.

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Distance Education
Effective May 18, 2023 (upon adoption)

- Digital modality requests for all degree programs will be notification only.

  - Institutions should submit through the Document Submission Portal the current [certification form for electronically delivered and off-campus education programs](#) with new degree program requests or for degree program changes.

- Doctoral programs delivered through distance education will no longer need to be reviewed by LTAC prior to approval.

  - Institutions will no longer need to submit the full Distance Education Doctoral Proposal Form for new or changes to doctoral programs related to distance education.

Distance Education
Effective December 1, 2023

- Definitions aligned to current practice
  - 100% and hybrid online courses
  - 100% and hybrid online programs

- More information about these changes will be made available over the summer from AHA and the Division of Digital Learning.

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Distance Education
Effective December 1, 2023

Distance Education--The formal educational process that occurs when students and instructors are in separate physical locations for the majority (more than 50 percent) of instruction.

Distance Education Course--A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are in separate physical locations. The definition of distance education course does not include courses with 50 percent or less instruction when the student(s) and instructor(s) are in separate physical locations. Two categories of distance education courses are defined:

100-Percent Online Course--A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.

Hybrid Course--A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.

Distance Education Degree or Certificate Program--A program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through distance education courses. The definition of a Distance Education Degree or Certificate Program does not include programs in which 50 percent or less of the required credit hours are offered through distance education. Two categories of distance education programs are defined:

100-Percent Online Program--A degree program in which students complete 100 percent of the credit hours required for the program through 100-Percent Online Courses. Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a program from this category.

Hybrid Program--A degree program in which students complete 50 percent or more and less than 100 percent of the credit hours required for the program through Distance Education Courses.

Definitions located in TAC Chapter 2, Subchapter J, Rule 2.202

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IPDE - Updates

- Based on the Principles of Good Practice for Distance Education (PGP)
  - Board-approved standards/criteria for distance education delivered by Texas public institutions
  - mapped to SACSCOC, Council of Regional Accrediting Commissions (C-RAC), Quality Matters, Online Learning Scorecard, SUNY Online Course Quality Review Rubric (OSCQR)

- Aligned with Accrediting Agency Reaffirmation cycle
  - no later than one year after receiving final disposition of the institution's comprehensive renewal of accreditation report from their institutional accreditor or
  - no later than ten years after the approval of their last IPDE to the Coordinating Board

- LTAC is currently reviewing & updating the PGP and IPDE

Academic Certificates
Effective September 1, 2023

- No 50-mile notification or THECB approval required prior to delivery of academic certificates regardless of SCH or level.

- THECB will complete a bulk collection of all academic certificates (with option to provide periodic updates) and institutions will be able to report graduates of all reported certificates
  - Not required to be embedded in a degree program

- Process for this is TBD, and more information will be available in the coming months.

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Program Review
(no immediate changes)

Current Processes

- Progress Reports
- Low Producing Programs
- Graduate Program Reviews

Future Goals

- More utilization of THECB data resources
- More targeted reviews

Questions?

3. 2023 NFO Dates

New Faculty Orientation
Tuesday, August 22, 2023 – Museum of Texas Tech University
Please note that this day is mandatory for all new faculty, including tenure, non-tenure track, full-time instructors, and full-time professors of practice. Any part-time instructors or visiting faculty are welcome to attend. If the faculty member's point of duty is not in Lubbock, a virtual option is available.

Instructor Orientation

Tuesday, September 5, 2023, 12:30 to 2:30 – TLPDC, Room 153

*This orientation is designed for part-time instructors who cannot attend
the session on August 22nd due to late appointments. If the instructor's point of duty
is not in Lubbock, a virtual option is available.*

Instructor Orientation

Wednesday, September 6, 2023, Noon to 2:00 – TLPDC, Room 153
*This orientation is designed for part-time instructors who cannot attend the session on
August 22nd due to late appointments. If the instructor's point of duty is not in Lubbock,
a virtual option is available.*

Fall 2023 New Faculty Information

TEXAS TECH UNIVERSITY
Office of the Provost
Faculty Success