Procedures for review of Tables of Programs and Mission Statements

For those institutions scheduled for review during a particular quarter, Coordinating Board staff contact the Systems and institutions one year in advance to provide information about the review and link to the currently approved Tables of Programs and Mission Statements:

- Table of Programs link: http://www.thecb.state.tx.us/aar/top/
- Mission Statements link: http://www.thecb.state.tx.us/AAR/missions.cfm

Mission Statement

If an institution considers making changes to the Mission Statement, an electronic copy of the revised statement should be submitted to Coordinating Board staff with strikethroughs to indicate deletions and underlining to indicate additions.

Example: Bluebonnet University is a regional comprehensive coeducational institution of higher learning offering programs in the liberal arts, sciences, and fine arts, and education.

If no changes are needed to either the Table of Programs or Mission Statement, the institution should respond to that effect.

Procedure for review of low-producing degree programs

1. At the time the Coordinating Board contacts an institution about the four-year review, staff will send the institution a list of low-producing degree programs.

2. For each program identified as "low-producing", the institution must do one of the following:
   - Phase out the program or consolidate it with another program or other programs.
   - Request retaining the program. For consideration of retaining a program, provide the following information:
     - Provide justification for continuing the program. Justification should incorporate issues of need, quality, and/or cost.
     - Provide an action plan for the low-producing degree program. The action plan should include a detailed strategy for increasing enrollment, graduation output, and graduation rates. In accordance with the institution's Uniform Recruitment and Retention Strategy, the action plan should include specific strategies to recruit, retain, and graduate students from underrepresented groups for the program.
     - Provide the following data on the program for the last two years:
       - Number of faculty members
       - Average faculty teaching load
       - Number of declared majors
       - Number of students per class by faculty member

The Board's standards for degree productivity consider the most recent three academic years. Programs are classified as low-producing based on the following criteria:

- baccalaureate programs with fewer than nine graduates over the three-year period
- master's/specialist programs with fewer than six graduates; and
- doctoral programs with fewer than three graduates.

Preliminary Authority Requests as part of the regular review cycle

Institutions are asked to review their Mission Statements and Tables of Programs every four years. Following Board action on July 30, 2009, preliminary authority requests from universities and health-related institutions need only be submitted for

1. doctoral programs in any discipline and
2. engineering (CIP code 14) programs at any level, i.e., bachelor's, master's, and doctoral.
Community and technical colleges authorized by the Legislature to offer baccalaureate programs must submit preliminary authority requests for such programs.

An institution must gain approval from its governing board for any proposed changes to the Mission Statement or Table of Programs before sending them to the Coordinating Board for review. Any requested changes to the Table of Programs must be submitted using the Format for Preliminary Authority Requests.