

*Sent on behalf of MacGregor Stephenson, Assistant Commissioner,  
Division of Academic Affairs and Research, Texas Higher Education Coordinating Board*

## **MEMORANDUM**

TO: Presidents, Chancellors, and Chief Academic/Instructional Officers of Texas Public Institutions of Higher Education  
FROM: MacGregor M. Stephenson  
RE: Core Curriculum Report Schedule  
DATE: November 24, 2009

On February 23, 2009, you received a memo informing you of changes to Coordinating Board Rules regarding the periodic core curriculum reports that must be submitted to the Coordinating Board. Those rules changed the reporting period and the procedure and schedule for reporting. Each institution was asked to provide information about its Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) accreditation reaffirmation schedule.

A schedule of dates for institutional reaffirmation of accreditation by SACS-COC can be found at the Coordinating Board website [Core Curriculum Reporting](#). Please review your institution's information for correctness. As institutions undergo the reaffirmation process, the schedule will be updated to reflect the upcoming reaffirmation date for your institution. Recent reaffirmation dates between 2004 and 2008 are not included in the listing.

Based on the date of your institution's most recent and/or upcoming reaffirmation date, and taking into account the deadline for the submission of certification of compliance documentation, core curriculum reports should be submitted to the Coordinating Board on the following schedule:

- Institutions completing the reaffirmation process between October 2004 and October 2011 should submit their report no later than May 1, 2010.
- Institutions anticipating submission of certification of compliance documents between October 2011 and October 2012 should submit their report no later than April 1, 2011.
- Institutions anticipating submission of their certification of compliance documents after October 2012 should submit their report no later than the date two years prior to the due date for their certification of compliance documents.

An institutional core curriculum report should include the materials compiled for SACS-COC regarding the Comprehensive Standard 3.5.1 ("The institution identifies college-level general education competencies and the extent to which graduates have attained them"). Additionally the report should include materials developed in response to Coordinating Board Rules §4.30 Criteria for Evaluation of Core Curricula.

Reports will be filed electronically through the same web portal that now receives degree and certificate change requests. Access to the Web Portal <https://www1.thecb.state.tx.us/apps/proposals/> for two-year institutions will be added in the next month. If you have any problem or have any questions regarding the submission or schedule please contact Dr. James Goeman ([James.Goeman@thecb.state.tx.us](mailto:James.Goeman@thecb.state.tx.us)) at 512-427-6249, or Dr. Catherine Parsonneault ([Catherine.Parsonneault@thecb.state.tx.us](mailto:Catherine.Parsonneault@thecb.state.tx.us)) at 512-427-6214.