This email is sent on behalf of MacGregor M. Stephenson, Assistant Commissioner; Academic Affairs and Research Division; Texas Higher Education Coordinating Board

February 6, 2012

MEMORANDUM

To: Chairs, Higher Education Regional Councils
Presidents of Public Community and Technical Colleges, Universities, and Two-Year State Colleges

From: MacGregor M. Stephenson

Subject: Spring 2012 Higher Education Regional Council Meetings

Every spring, the Higher Education Regional Councils (HERCs) hold annual meetings to consider the Off-Campus Instruction Plans for lower-division courses and programs. These meetings may be held face-to-face or virtually. Coordinating Board staff may be available to attend meetings upon request.

The following are links to rules and procedure documents detailing the role of the HERCs and the responsibility of Texas public institutions of higher education:

- Coordinating Board Rules pertaining to off-campus instruction can be found in Chapter 4, Subchapter Q, Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institution): http://www.thecb.state.tx.us/index.cfm?objectid=3BBA5600-AB9B-55C7-1A1C6ED6B09A1FD7

- Detailed information regarding the role of the HERCS and the notification procedures for off-campus, lower-division courses and programs can be found in the document titled "Approval of Distance Education and Off-Campus Courses and Programs", as well as in the Course Approval Process Chart and Program Approval Process Chart, located here: http://www.thecb.state.tx.us/index.cfm?objectid=B996EAAE-9356-09BD-80C46308898CBB45

During the HERC meeting, each public institution member is required to report on and provide a copy of its annual Off-Campus Instruction Plan (Plan) for approval by the HERC (not to be confused with the Institutional Report for Distance Education and Off-Campus Instruction). Each independent institution has the option of providing a Plan, but is not required to do so. This Plan is a listing of all the lower-division courses and programs that each public institution of higher education plans to offer off campus face-to-face or electronic to groups (i.e., interactive videoconferencing) for the 2012-2013 academic year. Please note, these Plans do not need to include listings of courses and programs that are delivered electronically to individuals.

Please notify the Coordinating Board using the contact listed below of the date, modality, and location of the Spring 2012 HERC meeting.

In addition, each HERC chair is responsible for forwarding the following information to the Coordinating Board by **April 30, 2012:**

- Approved Off-Campus Instruction Plans from ALL public institution members of the HERC
- Meeting minutes that include the following:
    - Approvals or disapprovals with detailed discussion notes
    - Special decisions or variances that were decided upon by the members during the meeting
    - Notification to the Coordinating Board staff of any outstanding disputes or issues that could not be resolved at the meeting
    - Name and contact information of the newly elected chair of the HERC

Please use the **Document Submission Portal** (https://www1.thecb.state.tx.us/apps/proposals/) to submit the information listed above.

Each institution has already been issued a username and password for the Document Submission Portal. For assistance, please contact Cindy Valdez at cindy.valdez@thecb.state.tx.us or 512-427-6431.

For questions regarding the role of the HERCs and off-campus course and program approval policies, please contact Dr. Kevin Lemoine at kevin.lemoine@thecb.state.tx.us or 512-427-6226.