

## MEMORANDUM

November 14, 2011

**TO:** Chief Academic Officers of Universities and Health-Related Institutions and Graduate Deans

**FROM:** Kevin Lemoine, Deputy Assistant Commissioner, Academic Affairs and Research Division

**RE:** Submission of Schedules for the Periodic Review of Graduate Programs

### Background Information:

At their April 27, 2011 meeting, the Coordinating Board adopted revisions to Section 5.52 of Board rules. This revised section adds new criteria and procedures for the review of existing graduate programs. The rules create a seven-year cycle during which all master's and doctoral programs must be reviewed. The link to Section 5.52 is:

<http://info.sos.state.tx.us/pls/pub/>.

On June 16, 2011, a memorandum was sent informing institutions of the change in rules and the necessity of submitting by December 1, 2011, a schedule of review to the Assistant Commissioner of Academic Affairs and Research. This schedule must list the review date for every master's and doctoral program on the institution's inventory during the next seven years, 2012 through 2018.

We now wish to inform institutions that they will be submitting their schedules of review electronically through custom made web pages. Coordinating Board staff are preparing an online system that will record and track the graduate review schedule of each institution. This system should be ready for use by Friday, November 18. We will assign a login ID and password to each institution, using the "CB ID" system. If you already have a CB ID and password, then you will be able to use those to log into this system. After logging onto the system, the institutional representative will be able to access a page that lists each graduate program on the institution's inventory. Using drop-down menus, the institutional representative should choose the year during which the results of the review will be submitted. The system will also allow institutions to select the month of the review submission, but please note that we are not asking for such specificity at this time. Only the year (not the month) of the review submission need be selected. Please remember that up to 20% of an institution's graduate programs may be reviewed and submitted in any single year. Exceptions to this guideline must be requested in writing, with an explanation of the reasons for the request.

Once all program review submission dates have been specified, the institutional representative can hit "submit" and send the full schedule to CB staff.

If you have any questions regarding these procedures, need to request a CB ID, or need to request an exception to the 20% limit, please contact Dr. James Goeman at [James.Goeman@thecb.state.tx.us](mailto:James.Goeman@thecb.state.tx.us) or at 512-427-6249.