Quick Guide
Annual Progress Report for New Doctoral Program to Texas Higher Education Coordinating Board

Introduction

The system was designed to quickly move electronic progress reports up and down an institution's structure and finally to THECB. This passworded system revolves around the institution's chief academic officer (CAO) who specifies the program director who will work on the report and the dean who will review it. The report is forwarded to THECB after the CAO's final review.

Chief Academic Officers

1. The CAO receives the first e-mail notice about four weeks prior to the progress report due date. The program name, start date, and progress report due date are in this message as well as a password for the CAO. The website address is: https://www1.thecb.state.tx.us/apps/DocProgs/. Questions about the progress report should be sent to James.Goeman@thecb.state.tx.us (512.427.6249). Technical questions about this system should be sent to Dale.Cherry@thecb.state.tx.us (512.427.6136) or Emma.Schoen@thecb.state.tx.us (512.427.6453).

2. Logging onto the system will take you to the main menu. Check the contact information and make changes if needed.

You can also change the password from the main menu (click *Change Password* button).

3. The *Full List of Annual Progress Reports* link on the main menu directs you to a list of "Reports to be Filed" and "Archive" reports.

4. Add the name and email of the program director that will write the report, and then click the *Distribute Code* button to e-mail the code to the director.

5. Add the name and email of the dean who will review the report, and then click the *Distribute Code* button to e-mail the code to the dean.

6. When the report has the status of *Sent to CAO* give it a final review and then click the *Forward to THECB* button.

Program Directors

1. To edit or view the report, follow the link that was sent to you by your CAO or use the report code to login here: https://www1.thecb.state.tx.us/apps/docprogs/

2. Fill in the information as completely as you can. Save your work often while in progress.

3. All fields in the Annual Doctoral Reports are required fields. Please supply information for each field. Interdisciplinary programs must provide data that covers all program faculty, and joint/collaborative programs must provide data that covers all participating institutions.

4. When complete, forward the report to your dean by clicking the *Forward to Dean* button.

Deans

1. To view the report, follow the link that was sent to you by your CAO or use the report code to login here: https://www1.thecb.state.tx.us/apps/docprogs/

2. Review the information in the report. To send it back to the program director, click the *Return to Program Director* button. To send the report forward to your CAO, click the *Forward to CAO* button.

Status Changes

Status changes are e-mailed when they occur. The breakdown of status changes follows:

Status	Control
New	Program Director
In Progress	Program Director
Returned to PD	Program Director
Sent to Dean	Dean
Returned to Dean	Dean
Sent to CAO	CAO
Returned to CAO	CAO
Sent to THECB	THECB
Reviewed	THECB

Definitions

Faculty Publications and Other Accomplishments--Number of discipline-related refereed papers/ publications, juried creative/performance accomplishments, book chapters, notices of discoveries filed/patents issued, and books per year **per core faculty member.**

Number of Full-Time Students - For the year reported, the number of students registered for at least nine credit hours in a given semester. Added in April 2012. Programs do not have to backfill previous years.

Percentage of Full-Time Students Financially Supported - For the year reported, the number of full-time students with at least $1,000 of annual support divided by the number of full-time students.

Average Stipend for Full-Time Students - For those receiving financial support, the average monetary institutional support provided per full-time graduate student from assistantships, scholarships, stipends, grants, and fellowships, not including tuition or benefits.

Number of Part-Time Students - For the year reported, the number of students registered for under nine credit hours in a given semester. Added in April 2012. Programs do not have to backfill previous years.

Percentage of Part-Time Students Financially Supported - For the year reported, the number of part-time students with at least $1000 of annual support divided by the number of part-time students.

Average Stipend for Part-Time Students - For those receiving financial support, the average monetary institutional support provided per part-time graduate student from assistantships, scholarships, stipends, grants, and fellowships, not including tuition or benefits.