

March 21, 2014

**MEMORANDUM**

To: Presidents and Chief Instructional Officers of Public Community and Technical Colleges  
Chancellors, Presidents, and Chief Academic Officers of Public Universities  
Presidents and Chief Academic Officers of Independent Colleges and Universities of Texas

From: Rex C. Peebles

Subject: Nominations for Certification Advisory Council

We seek the nomination of one individual from your institution to serve on the Certification Advisory Council (CAC). There are currently vacancies on the council for representatives from two private colleges or universities and one public university or public community, technical, or state college.

The CAC serves to provide the Coordinating Board with advice and recommendation(s) regarding standards and procedures to be used in carrying out the provisions of Texas Education Code, Chapter 61, Subchapter G, Regulation of Private Postsecondary Educational Institutions, primarily including standards and procedures related to certification of private postsecondary educational institutions that are nonexempt; assists the Commissioner in the examination of individual applications for Certificates of Authority; and performs other duties related to certification that the Board finds to be appropriate.

Recent CAC activities have included recommendations to renew a Certificate of Authority for Baptist Hospitals of Southeast Texas – School of Radiologic Technology and to issue a Certificate of Authority for Southwest School of Art. The CAC has also been consulted on a pending application to recognize another national accrediting agency.

Successful candidates for membership on the advisory council are asked to make a two-year service commitment. The advisory council meets quarterly, unless there are no pending applications or other certification duties to perform. Please note that the Coordinating Board does not have resources to fund travel or other expenses that might be incurred in connection with service on this council.

Each institution may nominate one candidate for service on the council. We seek faculty members or administrators with expertise in higher education pertaining to institutions meeting certification standards and procedures. Experience as site evaluators or on accreditation teams is helpful. Institutional officials should use the attached form to provide us with the person's name, professional title and/or faculty rank, along with a brief summary of the reasons the nominee is particularly well-suited for service on the Certification Advisory Council. Curricula vitae or résumés should be included for review by staff and the Coordinating Board members.

We hope that the opportunity to participate in ensuring the quality of education at nonexempt, private postsecondary educational institutions will prompt you to nominate the best-suited and talented people from your institution and provide for their expenses.

Please email your nominations using the attached form **no later than April 4, 2014** to Cathie A. Maeyaert, Special Projects Director, at [cathie.maeyaert@theccb.state.tx.us](mailto:cathie.maeyaert@theccb.state.tx.us). We thank you for your institution's support of this important work.

C: CTC Liaison Members

**TEXAS HIGHER EDUCATION COORDINATING BOARD**

**Nomination Form for Appointment to the Certification Advisory Council**

Name of Institution: \_\_\_\_\_

Nominee Name: \_\_\_\_\_

Nominee Gender and Race/Ethnicity: \_\_\_\_\_

Current Position/Title: (include rank and discipline):  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of years teaching/administering higher education: \_\_\_\_\_

Why are you recommending this person for the council? (Required attachment: curriculum vitae or résumé)

Nominee has been informed of nomination and agrees to serve if selected (required):  YES

**In the event that this nominee is selected to serve on the council, my institution agrees to provide appropriate time and travel support for attendance at scheduled Certification Advisory Council meetings.**

\_\_\_\_\_  
Signature of Institution Chief Academic/Instruction Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Institution CEO/President

\_\_\_\_\_  
Date