

*This email message is being sent on behalf of Rex C. Peebles, Assistant Commissioner; Workforce, Academic Affairs & Research; Texas Higher Education Coordinating Board*

TO: Presidents and Chief Instructional Officers of Public Community and Technical Colleges  
Presidents and Chief Academic Officers of Public Universities

FROM: Rex C. Peebles

SUBJECT: Nominations for Learning Outcomes Project

DATE: April 10, 2014

The *Lower-Division Academic Course Guide Manual (ACGM)* is the official list of approved academic courses that may be offered by public community and technical colleges in Texas for state funding. The ACGM utilizes the Texas Common Course Numbering System (TCCNS) for its course numbers. The ACGM and TCCNS are important to universities because each of the university's core curriculum component areas must have at least one course associated with an equivalent ACGM course, equivalent ACGM courses must be identified in university publications and display the appropriate number from the TCCNS, universities' offerings of ACGM/TCCNS course equivalents must be reported to the Coordinating Board, and any ACGM courses taught at a Texas public community or technical college must be accepted in transfer.

Prior to 2010 the ACGM provided only brief course descriptions, but since that time Board staff have been engaged in a project to develop student learning outcomes for individual courses to improve the ACGM and statewide course transfer. The courses currently being considered for development of learning outcomes, updated course descriptions, and review for obsolescence and underutilization are part of the following disciplines: ***Agriculture (AGRI), Biology (BIOL courses for nursing and allied health), Communications (COMM), Education (EDUC courses for the Associate of Arts Teaching) and Early Childhood Education (TECA), Geography (GEOG), and Physical Education/Kinesiology/Health (PHED or KINE)***. I am seeking nominations from institutions for faculty to serve on work groups in these academic areas.

Each institution may nominate up to six individuals: one faculty member for each work group. Public institutions that are members of systems should submit nominations through their system office, and the system office should forward nominations to Board staff. Public institutions that are not affiliated with a system should submit nominations directly to the Coordinating Board. Selection of the faculty work groups from the nominations will be made by the Board staff and community and technical colleges and universities will be equally represented in each group.

Please note that in contrast to many of our advisory committees, the travel costs for work group members will not be borne by institutions. The Workforce, Academic Affairs and Research Division will pay travel costs related to the project. I anticipate the time commitment will consist of group tasks and one to two meetings per work group during the months of May, June, and July 2014.

Institutions should complete the attached nomination form and include biographical information (or one- to two-page vita) for each nominee. Nominee information should be submitted no later than April 21, 2014. Information can be e-mailed to [Rebecca.Leslie@THECB.state.tx.us](mailto:Rebecca.Leslie@THECB.state.tx.us) or faxed to her attention at (512) 427-6168.

I look forward to receiving your nominations and proceeding with this important work.

C: System Offices of Public Universities and CTC Liaison Members

**TEXAS HIGHER EDUCATION  
COORDINATING BOARD**

**Nomination Form for Appointment to an  
ACGM Learning Outcomes Work Group 2014**

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

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

Current Position/Title: \_\_\_\_\_

Discipline: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Number of years teaching/administering courses in this discipline: \_\_\_\_\_

Why are you recommending this person for the committee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event that this nominee is selected for the committee, my institution agrees to allow appropriate time for travel and related duties. By signing, I agree to allow the nominee to attend committee meetings and related activities.

\_\_\_\_\_  
Signature of Institution CEO

\_\_\_\_\_  
Date

Please submit this nomination form and a **curriculum vitae** for the nominee to: **Rebecca Leslie**

**By Email:** Rebecca.Leslie@theccb.state.tx.us

**By Fax:** (512) 427-6168