

11.10.99.C0.02 Development of Certificate Programs



Approved: September 8, 2017
Next Scheduled Review: September 8, 2022

Procedure Statement

Development of a new certificate program may be implemented at Texas A&M University-Corpus Christi following approval by the appropriate university advisory groups. In some cases, certificates will also require the approval and/or acknowledgment of President's Cabinet, the Texas A&M University System (TAMUS), the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the Department of Education.

Reason for Procedure

The procedure outlines the development and approval process for creating certificate programs, as well as, the responsibilities of involved parties.

Procedures and Responsibilities

1. GENERAL

A certificate is considered new when it currently does not exist at the university.

2. DEVELOPMENT OF NEW CERTIFICATE PROGRAMS

2.1. Before beginning proposals for new certificate programs, support for the development of the program must be secured from the department chair, college dean, and Office of the Provost.

2.2. After receiving approval to develop the proposal, the developers of the certificate will follow the routing process as outlined in section 4 of this procedure.

2.3. System Policy *11.10, Academic Program Requests* explains the system's guiding principles for academic program requests. Further information on criteria, standards, and processes for approval can be found on the TAMUS website under the Office of Academic Affairs.

- 2.4. Requests for new certificate programs will be developed according to the rules of the THECB. The THECB provides information on the requirements on its website under the Academic Quality and Workforce Division. Certificate programs can be developed as part of the normal catalog process, but external approval for implementation the next fall cannot be guaranteed.
- 2.5. For the purpose of officially recording the successfully completed certificate, the certificate must meet the minimum credit hour thresholds as established by Department of Education. The Office of the University Registrar shall record the certificate into the student's academic record after the college has certified the successful completion of the certificate. Certificates will be recorded at the end of the term the certificate is completed.

3. RESPONSIBILITIES IN THE CURRICULUM REVIEW PROCESS

- 3.1. The faculty originators are responsible for:
 - 3.1.1. Obtaining initial support from the department chair, college dean, and the Office of the Provost.
 - 3.1.2. Presenting the supported idea to the department faculty for a vote.
- 3.2. Department chairs are responsible for:
 - 3.2.1. Ensuring that proposals are properly prepared and all necessary forms are completed, including attachments (e.g., syllabi, letters of support or votes from affected departments or committees).
 - 3.2.2. Ensuring that all information being entered into the university catalog database is correct.
 - 3.2.3. Alerting other department chairs if the curriculum will involve their departments. Supporting documentation from the affected departments must be included in the proposal.
 - 3.2.4. Monitoring the proposed certificate for quality and compliance with the standards of the university, TAMUS, THECB, and SACSCOC.
 - 3.2.5. Documenting the departmental faculty vote.
 - 3.2.6. Routing the complete proposal to the college curriculum committee.
- 3.3. The college curriculum committees, whose makeup is defined by the college, are responsible for:
 - 3.3.1. Reviewing the materials for quality, integrity, academic rigor, and purpose.

- 3.3.2. Considering if the changes support the university's mission.
 - 3.3.3. Checking for potential duplication between disciplines within the college.
 - 3.3.4. Reaching out to the faculty originators and the department chairs should anything need clarification.
 - 3.3.5. Routing recommendations to the respective college dean.
- 3.4 College deans and their designated staff are responsible for:
- 3.4.1 Ensuring that the faculty on curriculum committees are knowledgeable about the process and the standards for certificates.
 - 3.4.2 Working with the departments and programs to ensure that any changes requested by the majority of the college curriculum committee are addressed.
 - 3.4.3 Holding a vote of the college faculty if required by the college's faculty handbook.
 - 3.4.4 Assuming responsibility for the completeness of materials, copy editing, and compliance with THECB policies.
 - 3.4.5 Routing to the Division of Academic Affairs.
- 3.5. The designated staff in the Division of Academic Affairs are responsible for:
- 3.5.1. Preparing materials for the University Curriculum Committee.
- 3.6. The University Curriculum Committee (UCC) will be chaired by the chair of the Faculty Senate's Academic Affairs Committee, and the membership will include all members of the Faculty Senate's Academic Affairs Committee and up to two (2) additional voting members of both the Undergraduate Council and Graduate Council, for a total of no more than four (4) voting members from undergrad/grad council. Advisory (non-voting) members include one associate/assistant dean from each college, an associate vice president from Academic Affairs, the SACSCOC liaison, the coordinator for Academic Policy & Institutional Effectiveness, and one representative from each of the following offices: Distance Education and Learning Technologies, Admissions, Financial Aid, Registrar, and Planning & Institutional Research. Half of the voting members constitute a quorum. The UCC is responsible for:
- 3.6.1. Reviewing the materials for quality, integrity, academic rigor, and purpose.

- 3.6.2. Evaluating proposals to ensure that they support the university's mission.
- 3.6.3. Avoiding unnecessary duplication of certificates and conflicts of interest with other existing certificates.
- 3.6.4. Ensuring that the proposals meet the quality standards set forth by the university, TAMUS, THECB, and SACSCOC.
- 3.6.5. Routing recommendations to the Faculty Senate.
- 3.6.6. Holding meetings twice per long semester in different months.
- 3.7. The Faculty Senate is responsible for:
 - 3.7.1. Reviewing recommendations by the UCC.
 - 3.7.2. Considering the viability of the proposals, including faculty workload.
 - 3.7.3. Voting on the proposal
 - 3.7.4. Routing Faculty Senate actions to the Division of Academic Affairs.

4. INTERNAL REVIEW OF NEW CERTIFICATE PROGRAMS

- 4.1. The originator secures the support of the department chair, dean, and Office of the Provost.
- 4.2. The appropriate forms must be completed in the approved university catalog database. Requested syllabi should include the course number, the name of the course, a course description, students learning outcomes, major assignments, required readings, grading criteria, and a course schedule.
- 4.3. According to the SACSOC Resource Manual, curriculum approval will begin at the department or program level and be controlled by the faculty. Therefore, the certificate proposal must be reviewed and voted on by departmental faculty first and then forwarded to the college's curriculum committee for consideration. It is encouraged to note the college's curriculum committee's meeting schedule to prevent possible delays.
- 4.4. The dean's office will work with the originator and the department chair to ensure that any changes requested by the majority of the college committee are made in the approved university catalog database. If the department faculty disagree with the changes requested, an explanation of the disagreement must be noted and forwarded with the proposal. If the college's faculty handbook calls for it, an all-college faculty vote must be taken before the dean's recommendation is forwarded.

- 4.5. Materials will be forwarded to the UCC. Prior to the committees' meeting(s), members shall share proposals with their constituencies in order to solicit feedback to bring to the committee meetings. An agenda must be sent to the dean's office at least five (5) business days prior to the meeting. In order to facilitate the necessary discussion, meetings will be conducted in a medium to encourage synchronous interactions (e.g., face-to-face, WebEx, conference call). Anyone in the university community is welcome to attend UCC meetings but will need to be recognized by the chair for speaking privileges.
- 4.6. A representative from the Division of Academic Affairs will contact originators and department chairs regarding any changes recommended by the UCC. If there is a difference of opinion regarding changes, then the Division of Academic Affairs will facilitate conversations to collaboratively find solutions. The President has the authority to make a final decision.
- 4.7. Members of the Faculty Senate's Academic Affairs Committee will present their recommendations regarding new certificates to the Faculty Senate. Voting will generally take place at either the meeting of the initial presentation or the following month's meeting. Recommendations will be routed to the Division of Academic Affairs.
- 4.8. The staff in Academic Affairs will help determine if the proposal needs to go before President's Cabinet and out for external review. They will also assist with any necessary notification to SACSCOC. All certificates that meet the qualifications for a substantive change require a prospectus be submitted to SACSCOC. Information on substantive changes can be found in University Procedure *11.10.99.C0.05, Substantive Change* and from the university's SACSCOC liaison. The SACSCOC liaison will submit the prospectus to SACSCOC and all other notifications.
 - 4.8.1. Certificate proposals that meet the following criteria must be reviewed by President's Cabinet, TAMUS, and THECB:
 - 4.8.1.1. Upper-level undergraduate certificates of 21-36 hours.
 - 4.8.1.2. Graduate-level and professional certificates of 16-29 hours.
 - 4.8.2. Certificate programs that meet the following criteria and want to be considered for federal financial aid must be reviewed by President's Cabinet, TAMUS, THECB, and the Department of Education.
 - 4.8.2.1. Undergraduate certificates of 16 semester credit hours that meet for a total of at least 15 weeks.
 - 4.8.2.2. Graduate certificate of 8 semester credit hours that meet for a total of at least 10 weeks.

5. EXTERNAL REVIEW OF QUALIFIED NEW CERTIFICATE PROGRAMS

- 5.1. Following President's Cabinet approval, the President's Office may submit proposal requests to TAMUS, in accordance with the process specified in System Regulation *11.10, Academic Program Requests*.
- 5.2. The Office of the Provost will forward evidence of notification of the governing bodies to the Department of Education.
- 5.3. Once notice has been received by the Department of Education, certificate programs will be considered officially approved, and appropriate campus departments (Registrar, Veterans Affairs, etc.) will be notified.
- 5.4. New certificate programs must not be advertised until the Provost or their designee informs the department that final approval is expected by a proposed date. Students cannot be recruited or promised enrollment in certificate programs until final approval is given and the university receives notice.

Related Statutes, Policies or Requirements

System Policy [*11.10, Academic Program Requests*](#)

University Procedure [*11.10.99.C0.01, Development of Academic Degree Programs*](#)

University Procedure [*11.10.99.C0.03, Development of Courses and Catalog Revisions*](#)

University Procedure [*11.10.99.C0.04, Distance Education Programs*](#)

University Procedure [*11.10.99.C0.05, Substantive Change*](#)

Contact Office

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs
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