Graduate Faculty Resources

FAQ’s

Any changes/actions to TBR approved programs require either Board approval through the 30 day review process, Board Quarterly TBR meeting or notification to the TBR Vice Chancellor of Academic Affairs.

QUESTIONS:

1. What must be presented to TBR for the 30 day review process and **required approval** by the Board?

TBR forms are located on the TBR website:

<https://www.tbr.edu/academics/academic-program-and-campus-site-approvals>

NOTE 1: “Please respond to each question. If the question is not applicable, please use “NA” and include a brief explanation of why the question is not applicable to the proposed action. The form will expand to allow space as needed and must be submitted to the TBR Vice Chancellor for Academic Affairs or Vice Chancellor of Community Colleges as appropriate an **MSWord document (as well as a PDF of the signed cover page)**.

NOTE 2: “Cover Page: A cover page is required for ALL proposals, and serves to document support for the proposed actions through the institution’s established approval process and from the president.” (Also found on TBR website.)

* 1. **Proposal to Establish New Academic Programs.** This is a 3-part process: 1) Letter of notification, **Letter of Application**, and 3) **Implementation Portfolio**. This is for a new program, 24 credit hours certificate or collaborative (both on ground and online programs). **See Forms for Letter of Application and Implementation Portfolio.**
  2. **Revision/Change for the Revision of Existing Programs, Policies, and the Establishment of New Academic Units and Minors including Certificate programs of less than 24 credit hours. See form Actions Subject to the 30 Day Review Process or Signature of the Vice Chancellor**
     1. Change of degree designation for an existing academic program or concentration per written recommendation of a disciplinary accreditation body or to more accurately represent the title to the workplace.
     2. Change of degree designation for an existing academic program or concentration when the change involves a significant curriculum shift in redefining the program’s purpose.
     3. Change/Add degree designation of existing programs
     4. Consolidate an existing academic program
     5. Consolidate existing academic programs regardless of degree designation for Performance Funding purposes only
     6. Conversion of an existing ground program to a fully on-line program (Indicate with or without maintaining the existing ground program)
     7. Curriculum modifications which increase or decrease total hours required for a degree.
     8. Substantive Curriculum Revision (i.e., 9 or more graduate credit hours or 50% or more certificate) in an existing academic program (**since last substantive change approved by TBR**); Provide a side-by-side comparison of the existing and proposed curriculum. You must list the SCH or number of hours impacted by the revision since last TBR action.
     9. Establish a certificate less than 24 graduate credit hours.
     10. Establish a new concentration or minor.
     11. Establish a new academic unit (specify department, division, college, school, campus, sponsored center not seeking Center of Excellence/Emphasis status through the THEC, centers within existing academic units, institutes, bureaus, campus, etc. Requires organizational chart
     12. Establish a free standing degree program from an existing concentration with a steady enrollment and graduation rate for a period of at least three years may request to be recognized as a freestanding degree if the establishment of the concentration as a degree does not compromise the remaining degree and does not require new faculty resources.
     13. Establish a free standing degree program from an existing concentration **for more accurate Representation of title to the workplace**. (See TBR policy 2:01:01:00 II (m) for performance funding implications.)
     14. Establish a new academic unit or reorganization resulting in a net gain of an academic unit (i.e., department, on-campus center, institute, bureau, division, school, or college). This action also requires approval by the THEC Executive Director.
     15. Establish an articulation agreement between institutions
     16. Establish an Off-Campus Site/Off Campus Center. In keeping with the THEC Policies, the THEC Off-Campus Site /Center Approval Forms must be submitted for review. No announcements may be made regarding opening new site or center until the THEC approval is granted per THEC Policy 1.0.60B
     17. Extend an existing **degree** program to be delivered 100% at an off-campus location. (Extension to 100% off-campus delivery requires additional action if the location of delivery is to be converted from a “site” to a “center.”)
     18. Inactivation of an existing program or concentration (If a program is not reactivated within a period of three years, the program will automatically be terminated and removed from the Academic Inventory by December of that year.)
     19. Reactivation of a program that was placed on inactivation within the past 3 years Date of inactivation: \_\_\_\_\_ Date of proposed reactivation: \_\_\_\_\_\_\_
     20. Termination with or without phase-out of an existing program or

Concentration

* + 1. Policy Revision: Admission/Progression/Graduation (institutional or program specific) **(Attach the current and proposed policy as a side-by-side comparison)**
    2. Other changes not listed.

**\*** Program Curriculum Committees and Department level Curriculum Committees should keep documentation of all CARFs and Program Changes which have been approved. This history will provide information as to the date of the last *substantive change* to know whether later program changes are substantive or non-substantive.

1. What requires TSU approval with **only notification** to TBR?
   1. **Changing the name of Name/Title of an Academic Program, Academic Unit, and minors or certificates in a TSU-TBR process. Use the form titled “Actions Subject to the 30 Day Review Process or Signature of the Vice Chancellor.**
   2. **Revision of admission, progression, and/or graduation policy** (both institution and program specific); (usually requires only notification)
      1. Progression and/or graduation policies include change of required courses, establishing a thesis or non-thesis option (if changes are less than 9 graduate credit hours since last substantive change approval by TBR).
2. What requires only TSU approval without notification to TBR or THEC?
   1. CARF (Course Action Review Form)
3. How do I add/create a course? (link)

Together with the program curriculum committee and program coordinator and/or department chair, determine what a needed course might be (needed for accreditation or to add a broader or more specific dimension to the program).

* + 1. Determine course name and number;
    2. Number of course credit hours;
    3. Course description for catalog;
    4. Determine pre- or co-requisites;
    5. Required or elective;
    6. Develop tentative syllabus.
  1. Complete the CARF based on above.
     1. Describe the **rationale for change** (why is it important to add this course to the curriculum regardless of whether it is required or an elective).
     2. Be prepared to justify the course in terms of student need and how it relates to other courses in the program.
        1. What is the projected enrollment in the course.
        2. If a similar course is already offered in another unit, justify why this new course is needed.
     3. Will the course add hours or substitute hours in the curriculum?
     4. Will it be dual listed?
     5. List programs in which this new course will be used to meet requirements.
     6. Provide a list of faculty who may teach the course AND their qualifications.
     7. Will the course contribute to a certification?
     8. Are there projected new costs associated with the course?
     9. A Course Outline (syllabus) must be included.
     10. Signatures of the designated individuals are required.

1. How do I modify a course? (link)

Together with your program curriculum committee and program coordinator and/or department chair, determine what modifications are needed for an existing course.

Complete the CARF. (See information above.)

* 1. If changing only the course number, check the department’s course inventory to determine a course number which has never been used. Explain the reason/s for the change as described in *4a* above.
  2. If changing only the course title, use the CARF. Explain the reason/s for the change as described in *4a* above.
  3. If changing only the course description, use the CARF. The description cannot be a major change from the content which was previously covered by the course. If content is being added or subtracted, this is considered a new course. Explain the reason/s for the change as described in *4a* above.
  4. If changing/adding prerequisite or co-requisite requirements only, complete the CARF using guidelines of *4a* above.
  5. \*\*\*IF making 3 changes (excluding prerequisite/co-requisites) such as course number, title, and course description, the TBR “rule of thumb” is that this would constitute a new course. In this case, a CARF would be required for a new course. See *4a* above.

1. How do I add a program? (link)

See 1a.

1. How do I terminate a program? (link)

Use the form entitled **Actions Subject to the 30 Day Review Process or Signature of the Vice Chancellor.**

* 1. Check “Termination with or without phase-out of an existing program or concentration. of an Existing program or concentration under
     1. Go to #6 on the form to list the phase-out period ending date. (If the phase-out is longer than 1 year for certificate programs or 3 years for any other program, explain why more time is needed).
     2. Faculty and existing students must be notified and program applications suspended/stopped.
  2. You must develop a phase out plan for what happens to existing students, faculty and funding. To determine what the earliest phase out date would be, you will first need to determine:
     1. How many students are currently in that program;
     2. How much more time is needed for each of them to complete their outstanding course work needed for graduation;
     3. Develop a plan for each student to complete the program as quickly as possible;
     4. Notify each student **in writing sent to their current address** as to the date that the program will cease (may email as well);
     5. Set an appointment with each student to go over their individual program of study.

1. How do I change the name of a program? (link)

Use the TBR Form **Actions Subject to the 30 Day Review Process or Signature of the Vice Chancellor.** Select “Name change for existing program.” Be sure to answer #8 – Describe the anticipated impact for students, personnel, fiscal resources, and other clientele. This is a TSU change with notification to TBR.

1. How do you change degree requirements? (link)

**Revisions of admission, progression, and/or graduation policy** (both institution and program specific); (Use the form **Actions Subject to the 30 Day Review Process or Signature of the Vice Chancellor**)

Progression and/or graduation policies include change of required courses, establishing a thesis or non-thesis option (if changes are less than 9 graduate credit hours since last substantive change approval by TBR).

1. Changing admission policy – Select Revision Admission/Progression/Graduation Policy on the short form.
   1. Complete Title of Program and Degree - #3 on form indicating no change for after proposed change.
   2. For #4, you will do two things: In the space allotted, provide a rationale for the proposed change. Prepare a side-by-side table with 2 columns. The first column is for Current degree requirements. The second column is for degree requirements after the proposed change. If it helpful to put paragraphs side by side making it easier for the reviewers to see specific changes being made.
   3. For #8, be sure to describe possible/anticipated impact for students, personnel, fiscal resources, and other clientele.

10. When do I need to establish a new course instead of modifying an existing one?

a. When modifying a course, the course description cannot be a major change

from the content which was previously covered by the course. If content is being added or subtracted from the description, this is considered a new course.

1. IF making 3 changes (excluding prerequisite/co-requisites) such as course number, title, and course description, the TBR “rule of thumb” is that this would constitute a new course. In this case, a CARF would be required for a new course.
2. Which changes are ONLY approved by TSU? The following are institute only approvals:
   1. New courses
   2. Modification of existing courses
3. Which changes require TBR notification and approval?

See #1 and #2 of this list.

1. What percentage of a course has to be online to require separate approval? 100%
2. What is the difference between Web Enhanced and Hybrid?
   1. A Web Enhanced class is one that meets just like a traditional class in an assigned classroom with an instructor on a regularly scheduled day, time and location. “Seat time” is still required but components of the course are accessible to the student 24/7 using (in our case) eLearn.
   2. Hybrid classes are taught both in person, in a classroom, and via technology. Face to face teaching time is reduced with online activities that reinforce, complement, and elaborate one another. Typically the time division of face to face meeting with online is 2/3 face or seat time and 1/3 online.
3. When does a course with some face-to-face instruction move from Hybrid to Online?

If a class goes to 100% online with no face to face teaching or “seat time”, it is an online course.

1. What happens if the proposal is not approved by the Graduate Council?
   1. The proposal is sent back to the department or program for revision. Usually the person listed as the contact is notified via email.
   2. Depending on how much revision is needed, the proposal could be tentatively approved pending the requested revisions.
   3. If more time is needed for the revision, once the proposal has been revised, it is resent to the Dean of the Graduate School.
   4. If no further questions arise, no further action by the program and department is required.
2. Which curriculum changes do not require Graduate Council action or approval?

\*\*\*All curriculum changes for graduate courses and programs require Graduate

Council action and approval.

1. When is the best time to submit proposals to the Graduate Council?

The Graduate Council meets the 4th Tuesday of the month except for May through August and December. If there are pressing issues, the Dean of the Graduate School may call an emergency meeting during the summer.

* 1. The Graduate Council Curriculum Committee requires two weeks to review prior to each meeting. Therefore a proposal should reach the Dean by the second week of the month.

1. What is a HEGIS Taxonomy Code and where do I find it? Should we use a Classification of Instructional Programs (CIP) code instead?

The Tennessee Higher Education Commission (THEC) uses the Federal CIP code rather than the HEGIS Taxonomy Code. You can locate the CIP code on the THEC website <http://thec.ppr.tn.gov/APISearch/>

This is particularly helpful if you are considering developing a new program. By searching for a particular major, the search will list every university in Tennessee with that particular major and will display the CIP code. This will help determine how many programs of that major currently exist and will either add to the need for us to develop that program OR show that too many already exist in the State.