



TEXAS A&M UNIVERSITY-TEXARKANA

NEW ACADEMIC CERTIFICATES

GUIDELINES

Purpose of Certificate Programs

Certificate programs enable Texas A&M University-Texarkana (A&M-Texarkana) the ability to provide students with focused instruction in specialized areas. They may be offered at the undergraduate, post-baccalaureate, graduate, and post-graduate level, and are typically comprised of courses that already exist in a program's curriculum. The purpose of a certificate may be to augment a student's skillset, meet the needs of community professionals, or provide a pathway to licensure. Given that certificate programs are accessible to both degree-seeking and non-degree seeking students, they may serve as a recruiting tool for degree programs.

What Constitutes a Certificate Program?

Certificate programs typically include between 9 – 36 semester credit hours (SCH) that can be a stand-alone credential. As such, certificate programs have a focused curriculum with specific learning outcomes and a specific target audience in mind. While not required, certificate programs are usually built on the resources (i.e., Faculty Member, facilities) currently in place at A&M-Texarkana.

What Levels of Approval are Required for New Certificate Programs?

All new certificate programs require approval at the institutional level. The Texas Higher Education Coordinating Board (THECB) also requires notification of all new certificates regardless of SCH number. Notification and/or approval of new certificates by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) depends upon the percentage of new content associated with the certificate. Certificates that are comprised of less than 25% new content do not require SACSCOC notification/approval. Notification is required for certificates that include 25% - 49% new content. Certificates that include 50% or more new content require SACSCOC approval.

What Constitutes New Content?

New content, as defined by SACSCOC is content "...not currently offered by the institution at the new program's [or certificate's] instructional level." As such, new content includes any new coursework at that degree level that does not currently exist at the university.

How is Percent of New Content Calculated?

Divide the total number of new SCH by the total number of SCH of the degree program within which the certificate is to be housed. For example, suppose psychology, a 120 SCH degree program, wants to create a 9 SCH undergraduate certificate in Research Literacy that consists of two existing courses in their curriculum (Statistical Methods in Psychology; Experimental Psychology) and one new course (Qualitative Methodology). The certificate's percentage of new content is $3 \text{ SCH} / 120 \text{ SCH} = 2.5\%$.

What does it Mean for a Certificate to be "Stackable" or "Embedded?"

Both stackable and embedded certificates include a coherent group of courses required to fulfill the credential. The difference between the two lies in the way with which the student fulfills them. Stackable credentials, also referred to as stand-alone credentials, are those that provide a foundation toward the next credential. For example, a non-degree seeking student may choose to earn a Research Literacy credential and later use those hours to fulfill the requirements for a B.S. degree in Psychology. An embedded credential is one that is part of an existing program. For example, a student in the B.S. Psychology program may also earn a Research Literacy certificate as part of their coursework associated with the B.S. Psychology degree.

I Want to Develop a Certificate Program. How Do I Begin?

The first step in developing a new certificate program is to submit a TeamDynamix Ticket to Institutional Effectiveness and Research (IERP). IERP will then set up a meeting with the program Faculty Member and Assistant Provost to go over the New Certificate Proposal Form and discuss the process. When all internal approvals are obtained, the Faculty Member will submit the proposal and approval artifacts to IERP who will route for signatures.

STEP 1: New Academic Certificate Notification (7 days). *This step encompasses the process for notifying the Office of Institutional, Effectiveness, Research, and Planning (IERP) and launching the TAMUT internal approval/recommendation process.*

Task	Responsible Party	Item Details	Item Status
a. Create TeamDynamix Ticket	Faculty Member	<ul style="list-style-type: none"> ❖ Submit a TeamDynamix ticket at portal.tamut.edu. In the portal, select: <ul style="list-style-type: none"> ➤ Institutional Effectiveness, Research, and Planning ➤ New Certificate 	
b. Set meeting	IERP	<ul style="list-style-type: none"> ❖ Responds to the TeamDynamix ticket within 7 days and schedules a meeting with the Faculty Member to discuss the new academic certificate proposal process. <i>Program accreditation considerations should be discussed at this meeting.</i> 	
c. Complete the Form	Faculty Member	<ul style="list-style-type: none"> ❖ Complete the TAMUT New Academic Certificate Form. 	
d. Obtain TAMUT approvals	Faculty Member	<ul style="list-style-type: none"> ❖ Proposes the new academic certificate to all internal levels: program or division, college curriculum committee, college/school, Faculty Senate Curriculum Committee, and Faculty Senate. ❖ Collects meeting minutes that document approval at each level. <i>Approval signatures on the form are <u>NOT</u> required during this step; they will be obtained via DocuSign in step 1f.</i> 	
e. Submit the Form to IERP	Faculty Member	<ul style="list-style-type: none"> ❖ Submits the TAMUT New Academic Certificate Form and meeting minutes that document approvals to IERP in TeamDynamix. 	
f. Route Documents	IERP	<ul style="list-style-type: none"> ❖ Routes TAMUT New Academic Certificate Form and meeting minutes into DocuSign for signatures; other offices (i.e., Assistant Provost, Coordinator of Community College Pathways and Articulation, Registrar) are cc'd on the DocuSign as necessary. ❖ Saves the completed form to the Certificate Historical files in the Institutional Effectiveness and Research Drive. 	

STEP 2: TAMUT Approval/Recommendation* (2 months). *This step encompasses the process for completing the new academic certificate notification form. *Please refer to the TAMUT New Academic Certificate Form that was completed in Step 1, as it mirrors the THECB New Academic Certificate Form.*

Task	Responsible Party	Item Details	Item Status
a. Complete the Forms	Faculty Member	<ul style="list-style-type: none"> ❖ Completes the THECB Academic Certificate Notification Form linked on The System website. <i>Please contact IERP/Assistant Provost to ensure the forms referenced above are accurate and current.</i> 	
b. Submit the Forms to IERP	Faculty Member	<ul style="list-style-type: none"> ❖ Submits the completed documents to IERP and the Assistant Provost with all supporting artifacts to ensure timely processing. 	
c. IERP submits the Forms to TAMUS	IERP	<ul style="list-style-type: none"> ❖ Submits the completed documents to The System. 	

STEP 3: THECB Approval (4 months). *This step encompasses the THECB notification process. Please plan for a total of 2 months for approval of this step.*

Task	Responsible Party	Item Details	Item Status
a. Send the Form	The System	❖ Forwards the THECB New Academic Certificate Notification Form to the THECB.	
b. Receive Notice	THECB	❖ Sends notification to TAMUT President and Provost.	
c. Save Notice	IERP	❖ Saves the THECB Notification in the Certificate Historical files in the Institutional Effectiveness and Research Drive.	

STEP 4: TAMUT Campus Notification (2 months). *This step encompasses the process for notifying all campus constituents.*

Task	Responsible Party	Item Details	Item Status
a. Email Campus Constituents	IERP and Assistant Provost	<ul style="list-style-type: none"> ❖ Email the following campus members regarding the new certificate: Registrar's Office, Admissions Office, Financial Aid, Veteran Services, Enrollment Services, College Dean, Department Chair, Coordinator of Community College Pathways and Articulation, International Studies, Graduate Studies, Associate Provost, Provost, President's Office, Marketing, and Communication ❖ Attach The THECB Notification with Information Sheet and Course Sequence/Degree Plan from The THECB New Academic Certificate Notification Form. 	
b. Create Banner Code	Registrar's Office	❖ Uses the CIP Code, Certificate Name on The THECB Notification and Information Sheet to create the new certificate code in Banner and forwards the necessary Banner coding to the Admissions Office.	
c. Add to Application	Admissions Office	❖ Adds the Banner coding to the new certificate code to the two applications for admission portals as a certificate option.	
d. Scribe in DegreeWorks	Associate Registrar	❖ Uses the Course Sequence/Degree Plan to create the new academic certificate program or new certificate program in DegreeWorks.	
e. Create Catalog Entry	Faculty Member	❖ Creates the appropriate section of the catalog when the Registrar's Office opens it for updates for the next academic year.	
f. Add to Webpages	Faculty Member	❖ Meets with the University Advancement Office to add the new certificate to the appropriate website pages.	
g. Update Certificates	IERP	❖ Meets with the University Advancement Office to update the certificate listing on the website.	
h. Create Marketing	University Advancement	❖ Meets with the Faculty Member, College Dean, and Associate Vice President of Enrollment and Student Engagement to create marketing materials and/or press releases regarding the new certificate.	