

## **E.01.06 Program and Course Offerings Policy**

Responsible Department: Vice Chancellor for Academic Success

Board Adoption: 5-19-09

Last Board Action: 5-19-09

Last Amended: 11-14-16, 12-19-23

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### **Instructional Advisory Committees**

Each college shall establish for various programs Instructional Advisory Committees that represent expertise in the program field. Membership shall include appropriate representation from government, business, education, labor, and other segments of the community at large.

Advisory Committees for occupational/technical programs shall be established as required in the Texas Higher Education Coordinating Board's Technical and Vocational Program Guidelines. Other Advisory Committees shall be established as needed. All Advisory Committees shall:

1. Provide an opportunity for members of the committee to link the community with the college and assist in interpreting the mission and goals of a program to the community at large and the Board.
2. Provide recommendations to the appropriate Dean on the establishment, deletion, and maintenance of program(s).
3. Participate in formulating program plans, developing courses, and evaluating instructional space, facilities, equipment, library materials, and program vitality.
4. Identify trends in technology with a view to formulating plans for implementing these trends in the curriculum.
5. Advise in the development of program curricula through processes that identify competencies in the program field and sequence those competencies into courses.
6. Provide recommendations to the program manager in the identification, recruitment, and selection of guest lecturers, students, and other human resources to keep a program relevant and up to date.
7. Act as a catalyst in recruiting students into the program, identifying practicum and cooperative job sites, developing school-to-work transition programs, and assisting students in obtaining employment or transfer to a four-year college or university.
8. Assist in securing loans or donations of special equipment and encourage participation by business leaders in providing support, work experience, and contacts for faculty and students.
9. Act as public relations group for obtaining support for a program, providing speakers to address relevant support groups, and promoting awareness of the program through various media.
10. Assist in providing scholarships and awards for outstanding students and faculty.

### **Program Reductions**

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The Board recognizes the possibility of program reductions. At least two conditions which might lead to program reduction are noted: discontinuance of a course of study and financial exigency.

There are a number of possible reasons for considering the discontinuance of a program. In a time of scarce resources it might be necessary to phase out one program in order to initiate another; it may be that the costs and benefits have reached a point where continuance no longer makes economic or educational sense; it may be that the institutional mission dictates changes in focus and emphasis; or it may be that programs do not meet the performance measures mandated by Texas Higher Education Coordinating Board.

The Chancellor shall ensure that procedures for discontinuing a course of study are developed and implemented.

#### *Legal Reference - TACC Policy Reference Manual*

ECC(LEGAL) - Instructional Arrangements: Course Load and Schedules

EFA(LEGAL) - Curriculum Design: Instructional Programs and Courses

EFAA(LEGAL) - Instructional Programs and Courses: Academic Courses

EFAB(LEGAL) - Instructional Programs and Courses: Career Technical/Workforce Courses

EFCA(LEGAL) - Special Programs: Students with Disabilities

EFCB(LEGAL) - Special Programs: Adult Basic and Secondary Education

EFCC(LEGAL) - Special Programs: Elementary and Secondary Education

EI(LEGAL) - Testing Programs