

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.02

AREA: General

SUBJECT: Communications with Coordinating Board

1. PURPOSE

The purpose of this administrative memorandum is to clarify the appropriate lines of communication between the University of Houston System and the Texas Higher Education Coordinating Board on matters related to academic affairs in order to insure the timely and orderly transaction of official business.

2. PROCEDURE

2.1. Official representation, communication and transaction of business between the Coordinating Board and the System is the responsibility of the Chancellor and the Chancellor's designee, the Senior Vice Chancellor for Academic Affairs. Except as noted below, all contacts with the Coordinating Board will be made through or by the Senior Vice Chancellor for Academic Affairs.

2.2. In order to respond to requests for information in an accurate and timely way, it may be necessary for component university officials to participate in discussions with Coordinating Board staff directly. In such cases, the component university chief academic officer is the designated administrator responsible for coordinating such communication and keeping the Senior Vice Chancellor for Academic Affairs informed.

2.3. Direct contact with Coordinating Board staff by component university officials shall be governed by the following provisions:

2.3.1. Regarding new degree proposals, the Senior Vice Chancellor for Academic Affairs should be notified of any direct discussions between component university officials and Coordinating Board staff, and if such discussions result in substantive changes to a proposal, such changes should be officially transmitted to the Coordinating Board by the Senior Vice Chancellor for Academic Affairs.

2.3.2. Regarding requests for input on significant academic policy matters, the Senior Vice Chancellor for Academic Affairs shall coordinate a unified system-wide response, or alternatively where appropriate, instruct the component universities to respond directly to the Coordinating Board.

- 2.3.3. Regarding routine matters such as annual course inventory updates, annual reporting requirements, and other matters not involving policy formulations or program review, the component universities shall work directly with the Coordinating Board. The office of the Senior Vice Chancellor for Academic Affairs should be notified of matters that, in the judgment of component university officials, warrant System administration attention.
- 2.3.4. In instances where meetings are arranged between component university officials and Coordinating Board staff to discuss matters covered in ~~section~~ Sections 2.3.1. or 2.3.2., the office of the Senior Vice Chancellor for Academic Affairs should in all cases be notified.

3. EXCLUSION

This administrative memorandum does not address non-academic functions of the Coordinating Board such as student aid, facilities planning, and formula development activities.

4. REVIEW AND RESPONSIBILITIES

Responsible ~~Parties~~ Party: ~~Assistant Vice Chancellor for Academic Affairs~~ Vice Provost, Academic Programs

Review: Every three years, on or before December 1

5. APPROVAL

Approved: John J. Antel
Senior Vice Chancellor for Academic Affairs and Provost

Renu Khator
Chancellor

Date: May 27, 2010

REVISION LOG

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>07/17/1991</u>	<u>Initial edition</u>
<u>2</u>	<u>05/27/2010</u>	<u>Applied revised SAM template to meet current documentation standards. Added “component university” throughout text. Removed University Chief Academic Officers as responsible parties; added Assistant Vice Chancellor for Academic Affairs. Changed review period from every third years before February 15th starting in 1994 to every three years on or before December 1st. Added Senior Vice Chancellor for Academic Affairs to approval process in Section 5. Removed Section 6, Indexing Terms</u>
<u>3</u>	<u>TBD</u>	<u>Applied revised SAM template and added new Revision Log.</u>