



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

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March 17, 2009

Dr. Paul Matney
Acting President
Amarillo College
P. O. Box 447
Amarillo, TX 79178

Dear Dr. Matney:

Thank you for your letter of February 2, 2009, notifying the Commission of changes in two certificate programs in Interior Design:

Interior Design Certificate – Basic (Level I)

Several courses will be dropped and 3 new ones added effective August 31, 2009. As a result, the program will drop to 26 credit hours instead of 27.

Interior Design Certificate – Advanced Technical Skills

Effective August 31, 2009, 4 courses will be dropped from the curriculum and 6 courses added, resulting in an increase from 25-26 credit hours to 29 credit hours total.

Neither of these changes is a substantive change; in the future such changes need not be reported.

Your letter of January 8, 2009, conveyed the information that the THECB approved the application to offer the AAS degree and certificate in Renewable Energy on November 20, 2008. We will add this information to your file.

I am sorry to learn of Dr. Jones' illness and medical leave, and wish him the very best.

Best regards,

Belle S. Wheelan, Ph.D.
President
Commission on Colleges

BSW/SLA:jdw

cc: Dr. Marsal P. Stoll

A. Need for Program Revisions

Once an AAS degree or certificate is approved and has been placed on the college's technical program inventory, changing it *may* require a formal program revision. Applications for revision of certificate and degree programs must be submitted electronically through the WECM website at <http://www.thecb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/inventory/>. If the change would significantly alter the program outcomes, the institution must submit an application for a new program (see Chapter Five).

NOTE: A revision will not be approved if it causes an associate degree to exceed 72 SCH or causes any of the requested awards to exceed the maximum lengths described in Chapter Three.

1. Changes That Require a Program Revision

A program revision is required for the following changes in a program (as defined in Chapter 3):

- a. To change the name of an AAS/AAA degree or certificate.
- b. To request a change in the CIP code of a degree or certificate to a different CIP code in the same program.
- c. To add a new Semester Credit Hour (SCH) or Continuing Education (CE) certificate to an existing degree or certificate program.
- d. To add an Advanced Technical Certificate to an existing program (see Chapter Three for details).
- e. To revise the curriculum of an award in any of the following ways:
 - (1) Any new Special Topics or Local Need courses are added to the curriculum (refer to Chapter Four for guidelines on using Local Need and Special Topics courses).
 - (2) The total number of credit hours in the award is increased or decreased by more than six SCH from the number of SCH on the college's approved program inventory or by 100 contact hours in CE.
 - (3) The length of the award is increased or decreased by one semester or more.
 - (4) The certificate status changes from Level 1 (TSI-waived) to Level 2 (TSI-liable) or from Level 2 to Level 1.
 - (5) Any academic courses are replaced by WECM courses or any WECM courses are replaced by academic courses.

- f. To deactivate an award.
- g. To reactivate an award (within three years of deactivation).
- h. To close an award.

2. Changes That Do Not Require a Program Revision

Provided that none of the above changes are requested, a program revision is NOT required:

- a. To increase or decrease the number of credit hours in a Semester Credit Hour (SCH) award by six SCH or fewer, provided that the total number of SCH still falls within the allowable range for that type of award OR to increase or decrease the number of Continuing Education Units (CEU) in a Continuing Education award by 100 contact hours or fewer, provided that the total number of contact hours still falls within the allowable range for a CE award (360 – 780). NOTE: If the change would be more than six SCH from the number currently on the program inventory (or 100 contact hours for continuing education), a revision is required.
- b. To substitute WECM courses for other WECM courses (except if Local Need or Special Topics courses are being added or removed).
- c. To substitute ACGM courses for other ACGM courses (provided SACS general education requirements are still met).
- d. To convert to a Tech-Prep program (providing no other changes which would require a program revision are made to the post-secondary curriculum).

It should be noted that even in cases when a program revision is not required, colleges are encouraged to electronically submit program updates at any time prior to the requested implementation date in order to keep their online curriculum outlines current.

3. Changes That Require a New Program Application

A New Program Application is required under the following circumstances:

- a. To add a new AAS degree.
- b. To add a new degree or certificate (credit or continuing education) in a program area that is not currently on the college's inventory.
- c. To reactivate an award three years or more after it has been deactivated.
- d. To make any changes that significantly alter the program outcomes.