

## SYSTEM REGULATION

### **03.02.01 Approval Procedure for Modifying Role and Mission Statement and Table of Programs**

*Approved September 29, 1995*

*Revised May 27, 1997*

*Revised June 6, 2000*

*Supplements System Policy 03.02*

#### 1. SYSTEM POLICY

System Policy 03.02 requires that formal role and mission statements and tables of programs, and modifications thereto, be developed by each academic institution with timely participation by the Board or a committee thereof, submitted to the Chancellor and thence to the Board for approval. Such actions also require approval by the Texas Higher Education Coordinating Board (Coordinating Board). Following are guidelines and procedures for the preparation, review, and approval of these items.

#### 2. PREPARATION, REVIEW AND APPROVAL

2.1 General instructions, definitions, criteria and procedures, and the timeline for review of mission statements are included in the Coordinating Board's Rules and Regulations, Ch. 5, Program Development, Subch. Q-Institutional Mission Statements. Refer to Sec. H.1.1 in the System's Academic Program Guidelines, Vol. 1, issued by the Vice Chancellor for Academic and Student Affairs, for these instructions. A copy of the Academic Program Guidelines is available in the administrative offices of all System provosts and deans.

2.2 A request for Board approval of a new or revised role and mission statement and/or table of programs is to be submitted through the Vice Chancellor for Academic and Student Affairs. The agenda item should include the following content and attachments:

- (1) The text of the agenda item should describe the rationale for the proposed action; and the proposed minute order should provide for Board approval of the proposed new or revised role and mission statement and/or table of programs and authorize the president to forward the request to the Coordinating Board for approval.
- (2) Attached to the agenda item should be a version of the existing role and mission statement and/or the existing table of programs, as appropriate, annotated to clearly identify the revisions that are being recommended.

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CONTACT FOR INTERPRETATION: Vice Chancellor for Academic and Student Affairs

HISTORY: Last Version: May 27, 1997

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