

A&M System Office of Academic Affairs

**Program Proposal Workshop**

Health Professions Education Building, Rooms 11A & 11B

College Station, Texas

February 2, 2011

1 – 5 p.m.

**AGENDA**

1 p.m. Welcome Dr. Frank B. Ashley

1:15 – 1:45 p.m. Academic Affairs Program Proposal Dr. Ken Poenisch

Overview

* Introductions
* Objectives of Today’s Meeting
* System Contacts
* Overview of Submission Process
* Overview of Item Guidelines

1:45 – 2:45 p.m. Texas Higher Education Coordinating Board Dr. Anya Sebastien

Dr. Van Davis

* THECB Process
* Distance Education

3 – 3:45 p.m. Academic Affairs Website Overview Dr. Irma Harper

* Calendar
* Item Tracking
* Website Resources for Items
* FAQ Web Resource

3:45 – 5 p.m. Agenda Item Review Process Dr. Ken Poenisch

* Documentation Required
* Formatting Criteria
* New Preliminary Proposal for Bachelor’s/Master’s Degrees
* New Bachelor’s/Master’s Checklist
* Costs/Funding Table
* Q &A