Agenda Item No.

AGENDA ITEM BRIEFING

**Submitted by:** XXXXXXXXXXXXXXXX, President

 Institution’s Name

**Subject:** Approval of Administrative Change Request to XXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX and Authorization to Submit the Request the Texas Higher Education Coordinating Board

#### Proposed Board Action:

#### Approve (Institution’s name) administrative change request to XXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX, and authorize submission of this request to the Texas Higher Education Coordinating Board.

**Background Information:**

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**A&M System Funding or Other Financial Implications:**

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Agenda Item No.

**MEMBER NAME, BOLDED, ALL CAPS CENTERED**

Name of Office Submitting Item

Date of Submission

(one space)

# Members, Board of Regents

The Texas A&M University System

(one space)

Subject: Approval of Administrative ChangeRequest to XXXXXXXXX XXXXXXXXXXXXXXXX, and Authorization to Submit the Request to the Texas Higher Education Coordinating Board

I recommend adoption of the following minute order:

 **“The Board of Regents of The Texas A&M University System approves the administrative request change to XXXXXXXXXXXXXXXXXX at (Institution name) .**

The Board also authorizes submission of (Institution name) administrative change request to the Texas Higher Education Coordinating Board and hereby certifies that all applicable criteria of the Coordinating Board have been met.”

Respectfully submitted,

(CEO’s SIGNATURE)

 CEO’s Name

 Title

**Approval Recommended: Approved for Legal Sufficiency:**

John Sharp Ray Bonilla

Chancellor General Counsel

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Billy Hamilton

Executive Vice Chancellor and

Chief Financial Officer

James R. Hallmark, Ph.D.

Vice Chancellor for Academic Affairs