

**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 University of Houston System is the responsibility of the Chancellor and his designee, the Senior Vice Chancellor. Except as noted below, all contacts with the Coordinating Board will be made through or by the Senior Vice Chancellor.
- 2.2. In order to respond to requests for information in an accurate and timely way, it may be necessary for university officials to participate in discussions with Coordinating Board staff directly. In such cases, the university Chief Academic Officer is the designated administrator responsible for coordinating such communication and keeping the Senior Vice Chancellor informed.
- 2.3. Direct contact with Coordinating Board staff by university officials shall be governed by the following provisions:
 - a. Regarding new degree proposals, the Senior Vice Chancellor's office should be notified of any direct discussions between 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.
 - b. Regarding requests for input on significant academic policy matters, the Senior Vice Chancellor's office shall coordinate a unified system-wide response, or alternatively where appropriate, instruct the universities to respond directly to the Coordinating Board.

- c. Regarding routine matters such as annual course inventory updates, annual reporting requirements, and other matters not involving policy formulations or program review, the universities shall work directly with the Coordinating Board. The office of the Senior Vice Chancellor should be notified of matters that, in the judgment of university officials, warrant system administration attention.
- d. In instances where meetings are arranged between university officials and Coordinating Board staff to discuss matters covered in section a or b, the office of the Senior Vice Chancellor should in all cases be notified.

3. EXCLUSION

- 3.1. 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: Senior Vice Chancellor
University Chief Academic Officers

Review: Every third year before February 15 starting in 1994

5. APPROVAL

Approved: Alexander Schilt
Chancellor

Date: July 17, 1991

6. INDEXING TERMS

Coordinating Board
New Degree Proposals