17. Special Consideration

Dwight Look College of Engineering
Department of Engineering Technology and Industrial Distribution
BS in Engineering Technology
Manufacturing and Mechanical Engineering Technology Option
Request for a new standalone degree program
(BS in Manufacturing and Mechanical Engineering Technology)
SPECIAL CONSIDERATION
SPECIAL CONSIDERATION

DWIGHT LOOK COLLEGE OF ENGINEERING
DEPARTMENT OF ENGINEERING TECHNOLOGY AND INDUSTRIAL DISTRIBUTION
BS IN ENGINEERING TECHNOLOGY
MANUFACTURING AND MECHANICAL ENGINEERING TECHNOLOGY OPTION
REQUEST FOR A NEW STANDALONE DEGREE PROGRAM
(BS IN MANUFACTURING AND MECHANICAL ENGINEERING TECHNOLOGY)
MEMORANDUM

Date: August 15, 2014

To: Dr. Tim Scott
Undergraduate Curriculum Committee

Through: Dr. Valerie Taylor
Senior Associate Dean for Academic Affairs
Dwight Look College of Engineering

Dr. Reza Langari
JR Thompson Chair Professor and Department Head
Department of Engineering Technology and Industrial Distribution

From: Dr. Michael D. Johnson
Associate Professor and Program Coordinator
Manufacturing and Mechanical Engineering Technology Program
Department of Engineering Technology and Industrial Distribution

Subject: Degree Program Change Request for the B.S. in Engineering Technology - Manufacturing and Mechanical Engineering Technology Option

Attached, please find the forms necessary to request a change in the degree awarded to students in the B.S. in Engineering Technology – Manufacturing and Mechanical Engineering Technology Option. This is an existing program at Texas A&M University. The Department of Engineering Technology and Industrial Distribution formally requests that the degree awarded be changed from a Bachelor of Science in Engineering Technology with a Manufacturing and Mechanical Engineering Technology option to a Bachelor of Science in Manufacturing and Mechanical Engineering Technology. This change is for the degree name only; there will be no change in the program, number of hours required for the degree, or any additional resources required. This request is for implementation effective fall 2015.
Texas A&M University
New Certificate, Bachelors, Masters, or Doctoral Program
Undergraduate • Graduate • Professional
• Proposal Checklist •

Program request type: ☒ Undergraduate ☐ Graduate ☐ First Professional (ex, DVM, JD, MD, etc.)
Requested by the Department or Unit of: Department of Engineering Technology and Industrial Distribution

Program Type, Level, Designation, Title, Description, Hours
Program Type: ☐ Certificate Program ☒ Degree Program
Program Level: ☐ UG Certificate ☐ Grad Certificate ☒ Bachelor ☐ Master ☐ Doctoral ☐ Professional
Degree Designation (i.e., BS, BA, MA, MS, MAg, MEd, PhD, EdD, etc.) BS
Title of proposed program: BS in Manufacturing and Mechanical Engineering Technology
Proposed CIP Code (if known): 15.0613.00

Brief program description (provide a catalog description for undergraduate and graduate certificates):
This request is to change the name of an existing degree program from a Bachelor of Science in Engineering Technology with a Manufacturing and Mechanical Engineering Technology option to a Bachelor of Science in Manufacturing and Mechanical Engineering Technology. This modification will provide students with a degree name that is more aligned with their educational program. It will provide clarity for students and employers, as well as alleviate the need for an "option" in the degree description.

Minimum program semester credit hours (SCH) Certificates - 12 hours* Bachelors - 120 hours Masters - 30 hours
Proposed program hours: ______ 129 ______

*12 hours minimum to appear on transcript

Certificate Programs ☐ Embedded
Students take coursework that will result in a degree and certificate being earned at the same time.
☐ Standalone
Non-degree seeking students take coursework to earn a certificate only (no degrees are awarded).

Off-Campus or Distance Delivery
% of Program a student can take off-campus or through Distance Education Program Start Date SACSCOC Approval** When Provost needs to inform SACSCOC
☐ 25% ______ Notification Only ______
☐ 50% ______ Approval Required 6 months before first day of program
☐ 80% ______ Approval Required 6 months before first day of program
☐ 100% ______ Approval Required 6 months before first day of program

**Notification letter arranged through the Vice Provost for Academic Affairs and sent by TAMU President.

Program Delivery Mode

☒ On-campus Texas A&M University – College Station
☐ Broadcast / TTVN
☐ Specific off-campus location***
☐ Distance Education / Internet ☐ In-State ☐ Out-of-State Start Date ______
☐ Out-of-Country Will this program be offered with another institution? ☐ Yes ☐ No
If yes, contact the Vice Provost for Academic Affairs for additional reporting requirement.

***Is this an approved SACSCOC location? ☐ Yes ☐ No If no, a program prospectus must be sent to SACSCOC. Approved locations as of March 2012: TAMU-Galveston, TAMU-Qatar, University Center-The Woodlands, CityCentre-Houston, Dubai and Saudi Arabia.

Program Funding
Has program funding been finalized at the department or college level? ☒ Yes ☐ No
If no, explain or attach budget: *This is for a degree name change only.
Will new costs for the first five years of the program be under $2 million? ☒ Yes ☐ No
If new costs exceed $2 million, coordinating board approval is required.

Page 1
Revised 04.11.2014
Submitted by (Contact Person):
Michael D. Johnson
Name
Associate Professor and Program Coordinator
Title
mdjohnson@tamu.edu
Email
979-845-4902
Phone

Certification Statement
By signing below, the Dean of the College certifies the proposed program complies with coordinating board standards. If the program is delivered through Distance Education, the Dean of the College certifies that they are following the Principles of Good Practice for Academic Degree and Certificate Programs and Credit Courses Offered Electronically.

Use additional signature lines if program is between three or more departments or colleges.

<table>
<thead>
<tr>
<th>Signature, Department Head or Interdisciplinary Program Chair</th>
<th>Date</th>
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<tbody>
<tr>
<td>Reza Langari</td>
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<th>Typed or Printed Name</th>
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<tr>
<th>Chair, College Review Committee</th>
<th>Date</th>
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<th>Dean of College</th>
<th>Date</th>
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<tr>
<th>Chair, University Curriculum Committee or Graduate Council</th>
<th>Date</th>
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Additional Approvals Required: Faculty Senate and President.
Revision of Program Request Form

Directions: An institution shall use this form to propose the modification of a degree. All sections should be completed unless noted otherwise.

"Modification (Revision) of an authorized degree title requires Coordinating Board approval before it may be publicized. Minor modifications (revisions) which do not alter the content or nature of degree programs may be approved by Coordinating Board staff upon application from an institution."

Information: Contact the System Office of Academic Affairs at 979-458-6072 for more information.

Administrative Information

1. Institution – Texas A&M University – College Station

2. Description – A request to change a Bachelor of Science in Engineering Technology with a Manufacturing and Mechanical Engineering Technology option to a standalone Bachelor of Science in Manufacturing and Mechanical Engineering Technology. This degree is currently in the Department of Engineering Technology and Industrial Distribution.

3. Rational for Modification – This modification will provide students with a degree name that is more aligned with their educational program. It will provide clarity for students and employers, as well as alleviate the need for an "option" in the degree description.

4. Program Inventory – B.S. in Manufacturing and Mechanical Engineering Technology; the program CIP code will remain the same (15.0613.00).

5. Summarize implications for classes, distribution of personnel, availability of facilities, and availability of equipment. – The change in the degree program name will not affect classes, the distribution of personnel, availability of facilities or the availability of equipment.

6. Give information regarding any additional costs or savings. – The change to a standalone degree program will not result in any additional costs or savings.

7. Proposed Implementation Date – Fall 2015.

8. Contact Person – Provide contact information for the person who can answer specific questions about the program revision.

Name: Michael D. Johnson
Title: Associate Professor and Program Coordinator, Manufacturing and Mechanical Engineering Technology Program.

Email: mdjohnson@tamu.edu

Telephone: 979-845-4902

<table>
<thead>
<tr>
<th>Signature Page</th>
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<tbody>
<tr>
<td>I understand that the Coordinating Board will update the program inventory of the institution to reflect the program degree revision, if no objections to the proposed revision is received during the 30-day public comment period.</td>
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<tr>
<th>Chief Executive Officer</th>
<th>Date</th>
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2. **TAMUS Office of Academic Affairs Approval**

*On behalf of the A&M System, I certify that the Office of Academic Affairs has approved the program degree modification.*

<table>
<thead>
<tr>
<th>James R. Hallmark, Ph.D.</th>
<th>Date</th>
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<tbody>
<tr>
<td>Vice Chancellor of Academic Affairs</td>
<td>Date</td>
</tr>
</tbody>
</table>
I. Impact

A. Role and Mission – Describe how the revision would affect the role and mission of the institution.

The proposed change will have no effect on the role and mission of the institution. This modification will provide students with a degree name that is more aligned with their educational program. It will provide clarity for students and employers, as well as alleviate the need for an “option” in the degree description.

B. Program Support and Development

1. Describe how the revision would affect existing degree programs and plans for new degree programs.

   The proposed change will not affect existing degree programs or plans for new degree programs. The previous other Engineering Technology option, “Electronics Engineering Technology”, is no longer being offered and has changed to a Bachelor of Science in Electronic Systems Engineering Technology degree. This proposed change will provide a more uniform convention among degree programs offered in the Department of Engineering Technology and Industrial Distribution.

2. Indicate how many students and faculty there would be in the proposed administrative unit, by level and by degree program.

   There will be no change to the existing faculty (currently 11 full time faculty members). Between 350 and 400 students will be eligible to graduate with the new degree name if implemented in fall 2015 (depending on enrollment).

3. Describe how the proposed administrative unit would compare to existing administrative units at the same level (e.g., department, college, school, etc.) in terms of cost and number of students and faculty supported.

   The proposed change does not entail the creation of a new program; it is merely the renaming of the degree for an existing program to a standalone degree.

C. Accreditation – Explain how the change would affect accreditation or re-accreditation.

   It is anticipated that the proposed degree name change will not affect current accreditation procedures. The Manufacturing and Mechanical Engineering Technology is currently accredited through the Engineering Technology Accreditation Commission (ETAC) of ABET. This will still be the case after the degree name change.

D. Resources – Describe how the change would affect resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years.
The proposed degree name change will not affect the resources (e.g., number of employees, salaries of key administrators and faculty, the course inventory, facilities, and equipment) for the next five years.

II. Costs and Funding

Five-year Costs and Funding Sources – Use this table to show five-year costs and sources of funding for the change. (New five-year costs that equal or exceed $2 million must be approved by the Coordinating Board at one of its quarterly meetings.)

<table>
<thead>
<tr>
<th>Five-Year Costs</th>
<th>Five-Year Funding</th>
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</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$0</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>$0</td>
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<tr>
<td>Library, Supplies, and Materials</td>
<td>$0</td>
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<tr>
<td>Other</td>
<td>$0</td>
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<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$0</strong></td>
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<tr>
<td>Reallocated Funds</td>
<td>$0</td>
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<tr>
<td>Anticipated New Formula Funding</td>
<td>$0</td>
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<tr>
<td>Special Item Funding</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Funding</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

1. Report costs for new administrative positions and new support staff. For new faculty, prorate individual salaries as a percentage of the time assigned to administer the new academic unit and any new programs under that unit. If existing faculty and support staff will be reassigned to administer the academic unit, include personnel costs necessary to maintain existing administrative efforts and existing programs. (e.g., costs of adjuncts to cover courses previously taught by faculty who would now administer a new academic unit.)

2. Report other administrative costs here (e.g., new accreditation costs, travel directly related to administrative unit.)

3. If existing funding would be used to support the new administrative unit, indicate the funding sources and how the reallocation of funds would affect existing administrative units and programs.

4. Not generally applicable to administrative change requests. Show formula funding for students new to the institution in tables of costs and funding for new degree programs.

5. Report other sources of funding such as debt service, gifts, in-hand grants, and likely future grants that would directly support the new administrative unit.

Signature Page

1. Adequacy of Funding – The chief executive officer shall sign the following statement:

   I certify that the institution has adequate funds to complete the administrative change and to support any new or reorganized academic unit(s). Furthermore, the change will not reduce the effectiveness or quality of existing programs, departments, schools, or colleges.

   ____________________________
   Chief Executive Officer
   ____________________________
   Date

3. System Office of Academic Affairs Approval

   On behalf of the A&M System, I certify that the Office of Academic Affairs has approved the administrative unit.

   ____________________________
   Frank B. Ashley III
   Vice Chancellor of Academic Affairs
   ____________________________
   Date
Teach-out Plan

B.S. Engineering Technology, Manufacturing and Mechanical Engineering Technology option
Dwight Look College of Engineering
Texas A&M University

Adapted from the Southern Association of Colleges and Schools Commission on Colleges Substantive Change for Accredited Institutions of the Commission of Colleges.

1. Date of program closure.
The proposed change is a degree name change: from a B.S. in Engineering Technology with a Manufacturing and Mechanical Engineering Technology option to a B.S. in Manufacturing and Mechanical Engineering Technology. The last proposed date for awarding the existing degree would be spring 2018

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.
All students, faculty, and staff will be emailed an explanation of the change. Posters will also be placed in the building where the majority of classes are offered.

3. An explanation of how students will be helped to complete their programs of study with minimal disruption or additional expense.
Students will be offered the option of being awarded a degree under the existing name or the new degree name until all previous students admitted under the existing name have graduated.

4. Signed copies of teach-out agreements with other institutions, if any.
N/A

5. How faculty and staff will be redeployed or helped to find new employment
The faculty will not be affected in any way.

6. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets
N/A

7. Please provide the following additional information:
a. How many students are currently enrolled in the program?
   360
b. Projected graduation date for the last student(s) in the program?
It is projected that if students would like to graduate with the existing degree name, the last would graduate in May 2018.

NOTE: If students will not be moved to another program, you will need to extend the program closure date in order to continue to award degrees to current students under the existing program.
Texas A&M University – College Station

Program Revision Request for the

Bachelor of Science in Engineering Technology with a Manufacturing and Mechanical Engineering Technology Option in the Department of Engineering Technology and Industrial Distribution

EXECUTIVE SUMMARY

Proposed Program Revision

The Texas A&M University– College Station request permission to:

change the Bachelor of Science in Engineering Technology - Manufacturing and Mechanical Engineering Technology option to a standalone Bachelor of Science in Manufacturing and Mechanical Engineering Technology in the Department of Engineering Technology and Industrial Distribution

Rationale

This modification will provide students with a degree name that is more aligned with their educational program. It will provide clarity for students and employers, as well as alleviate the need for an “option” in the degree description.

Cost Implications

The change in the degree program name will not affect classes, the distribution of personnel, availability of facilities or the availability of equipment. The change in degree program name will not result in any additional costs or savings.

Effective Date

September 1, 2015
Submitted by:  Mark Hussy, President
Texas A&M University – College Station

Subject: Approval of Program Revision Request to revise B.S. in Engineering Technology – Manufacturing and Mechanical Engineering Technology Option in the Department of Engineering Technology and Industrial Distribution and Authorization to Request Approval from the Texas Higher Education Coordinating Board

Proposed Board Action:

Approve Texas A&M University program revision request to revise the B.S. in Engineering Technology – Manufacturing and Mechanical Engineering Technology option to a standalone B.S. in Manufacturing and Mechanical Engineering Technology degree program in the Department of Engineering Technology and Industrial Distribution, and authorize submission of this request to the Texas Higher Education Coordinating Board, and certify that all applicable criteria of the Coordinating Board have been met.

Background Information:

This proposal is to request a change of the Bachelor of Science in Engineering Technology - Manufacturing and Mechanical Engineering Technology option to a standalone Bachelor of Science in Manufacturing and Mechanical Engineering Technology in the Department of Engineering Technology and Industrial Distribution

This modification will provide students with a degree name that is more aligned with their educational program. It will provide clarity for students and employers, as well as alleviate the need for an “option” in the degree description.

A&M System Funding or Other Financial Implications:

The change in the degree program name will not affect classes, the distribution of personnel, availability of facilities or the availability of equipment. The change in degree program name will not result in any additional costs or savings.
Subject: Approval of Program Revision Request to revise the B.S. in Engineering Technology – Manufacturing and Mechanical Engineering Technology Option in the Department of Engineering Technology and Industrial Distribution, and Authorization to Request Approval from the Texas Higher Education Coordinating Board

I recommend adoption of the following minute order:

"The Board of Regents approves the program revision of Texas A&M University – College Station to the B.S. in Engineering Technology – Manufacturing and Mechanical Engineering Technology Option in the Department of Engineering Technology and Industrial Distribution.

The Board also authorizes submission of Texas A&M University – College Station program revision to the Texas Higher Education Coordinating Board for approval 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: 

John Sharp
Chancellor

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

James R. Hallmark, Ph.D.
Vice Chancellor for Academic Affairs
CHANGE IN CURRICULA