




April 3, 2014

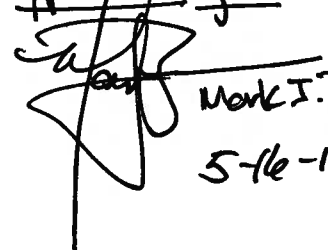
MEMORANDUM

TO: Pam R. Matthews, Ph.D.
Associate Provost
Texas A&M University

THROUGH: Brett P. Giroir, M.D. 
Executive Vice President and CEO
Texas A&M Health Science Center

FROM: Vernon L. Tesh, Ph.D. 
Vice President for Academic Affairs

SUBJECT: Closure of the Masters in Public Health in Health Policy and Management Program in McAllen

Approved By CG:

Mark J. Zoran, Chair
5-16-14

The School of Public Health (SPH) requests closure of the off-campus Master of Public Health (MPH) in Health Policy and Management program in McAllen, effective September 1, 2014. This program is a face-to-face distance education extension of the MPH in Health Policy and Management based at the main campus in College Station. Because the school will continue to offer the program in College Station, there is no change to the Texas Higher Education Coordinating Board's (THECB) program inventory.

The school's request for closure of this program is based on the Department of Health Policy and Management's determination that a focus on programs within driving distance will better allow it to use and grow its core faculty.

Attached you will find the following documents for transmittal of the request:

- A draft cover letter from TAMU to TAMUS;
- THECB Certification Form for Program Changes, Closure of the SPH MPH in Health Policy and Management Program in McAllen;
- A draft cover letter from TAMUS to the THECB.

In addition, please find attached a draft letter from TAMU to SACSCOC for submission of the teach-out plan.

Dr. Pam Matthews
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With your review and approval, please forward the materials for the THECB to the Texas A&M Provost for Academic Affairs, and submit the teach-out plan to SACSCOC.

Attachments

**Certification Form for Program Revisions
Texas Higher Education Coordinating Board**

Directions: An institution shall use this form to request an administrative change that meets all criteria for automatic approval in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44: (a) The administrative change has institutional and board of regents approval, (b) the institution certifies that adequate funds are available to cover the costs of the administrative change, (c) new costs during the first five years would not exceed \$2 million, and (d) the administrative change meets all other criteria in Section 5.47 of Board Rules (relating to Criteria for Administrative Change Requests).

If an administrative change does not meet the criteria above, an institution must submit a request using the *Administrative Change Request Form*.

An institution may also use this form to report the creation or change to a unit that does not administer a certificate or degree program (e.g., a research center) to update the Program Inventory.

Information: Contact the Division of Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information

1. **Institution:** Texas A&M University
2. **Description of Administrative Change:** Discontinue the off-campus Master of Public Health (MPH) in Health Policy and Management Program in McAllen. This program is a face-to-face distance education extension of the MPH in Health Policy and Management based at the home campus in College Station. This change will close the off-campus offering of the degree in McAllen only.
3. **Program Inventory** – There is no change to the Program Inventory; the MPH in Health Policy and Management degree will continue to be offered at the main campus in College Station.
4. **Implementation Date:** September 1, 2014
5. **Contact Person:** Provide contact information for the person who can answer specific questions about the program.
 - Name: Dr. Antonio Rene
 - Title: Associate Dean for Academic Affairs
 - E-mail: aarene@srph.tamhsc.edu
 - Phone: 979-458-2239

Signature Page

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Coordinating Board Rules, Chapter 5, Subchapter C, Section 5.44:

- (a) The administrative change has institutional approval.
- (b) The institution certifies that adequate funds are available to cover the costs of the administrative change.
- (c) New costs during the first five years would not exceed \$2 million.
- (d) The administrative change meets all other criteria in Section 5.47 of Board Rules (relating to Criteria for Administrative Change Requests):
 - (1) The administrative overhead of universities and health-related institutions should be kept low to insure that most of the funds appropriated for higher education go toward the costs of instruction.
 - (2) The administrative costs of new academic units, particularly colleges and schools, should not be so high as to detract from the quality of the programs the administrative unit contains.

I understand that the Coordinating Board will update the program inventory of the institution to reflect the administrative change if no objections to the proposed administrative change are received during the 30-day public comment period.



Chief Executive Officer

04/04/14

Date

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 administrative unit.

James R. Hallmark, Ph.D.

Date

**Teach-out Plan
Texas A&M University
Health Science Center School of Rural Public Health
Master of Public Health in Health Policy and Management
Off-campus Face-to-face Distance Education Program in McAllen, Texas**

1. Date of closure (date when new students will no longer be admitted)

As of August 2013, the school was no longer admitting students for the Health Policy and Management MPH program in McAllen.

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.

Dr. Rebecca Wells, Head of the Department of Health Policy and Management, visited with McAllen students, faculty, and staff in April, 2013 to let them know that the program would not be admitting new students and to explain why the department was making this transition.

3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption

The Department of Health Policy and Management developed an individual degree plan for each student, which each student reviewed and signed in the spring of 2013. By academic year 2014-15, there will only be five students in this program in McAllen, none of whom will need to take their remaining one to two classes on site.

4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.

We do not anticipate the teach-out plan creating any additional expenses for students.

5. Signed copies of teach-out agreements with other institutions, if any

N/A

6. How faculty and staff will be redeployed or helped to find new employment

The discontinuation of the program implies the loss of one faculty position. Dr. Wells informed that professor in March 2013 of this implication. In spring of 2014 the professor received a letter informing that the position would not be renewed for academic year 2014-15.

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

N/A. The institution and the McAllen campus will remain open.