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GRADUATE STUDIES

**MEMORANDUM**

TO: Dr. Mark Zoran  
Chair, Graduate Council  
Texas A&M University Division of Student Affairs

*Approved by G.S.  
Mark  
12-15-15*

THROUGH: Dr. N.K. Anand  
Executive Associate Dean  
Dwight Look College of Engineering

*N-K. Anand*

11/17/15

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

*Valerie E Taylor*

THROUGH: Dr. Prasad Enjeti (GOC dean)  
Associate Dean for Academic Affairs  
Dwight Look College of Engineering

*V E Taylor for*

FROM: Dr. Reza Langari  
J.R. Thompson Department Head Chair

*R Langari*

FROM: Dr. Jorge Leon  
Associate Department Head for Graduate Programs

*Jorge Leon*

DATE: November 9, 2015

SUBJECT: Distance Education Master of Engineering in Technical Management

The Master of Engineering in Technical Management is in the approval process as a new degree program to be offered by distance education modalities. We would like to offer the new degree via distance education beginning Fall 2017. Please see the attached approval and online delivery proposal forms for additional information.

Please contact me if you have any questions at [jleon@tamu.edu](mailto:jleon@tamu.edu) or 979-845-4993.

Thank you.

## Texas Higher Education Coordinating Board

### Certification Form for Electronically Delivered and Off-Campus Education Programs April 2014

Directions: For all new programs that are to be delivered electronic-to-individuals (i.e., online), electronic-to-groups, or off-campus face-to-face, a signed pdf of this form must accompany email notification of the new program to Dr. Andrew B. Lofters ([andrew.lofters@thehb.state.tx.us](mailto:andrew.lofters@thehb.state.tx.us)). (Institutions offering distance education programs **for the first time** – i.e. have never offered a distance education program, such as newly created institutions -- must complete and submit an *Institutional Plan for Distance Education*).

Please fill out the Administrative Information below and then sign and date on page 4.

#### Administrative Information

1. Institution: Texas A&M University
2. Program Name – Master of Engineering (ME) in Technical Management
3. Program CIP Code: 14.0101.00
4. Program Delivery – Distance Education/Online
5. Proposed Implementation Date – Fall 2017
6. Contact Person – Provide contact information for the person who can answer specific questions about the program.

Name: V. Jorge Leon

Title: Associate Department Head for Graduate Programs

E-mail: [jleon@tamu.edu](mailto:jleon@tamu.edu)

Phone: 979.845.4993

## **CURRICULUM AND INSTRUCTION**

- Each program or course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.
- A degree or certificate program or course offered electronically is coherent and complete.
- The program or course provides for appropriate interaction between faculty and students and among students.
- Qualified faculty provide appropriate oversight of the program or course that is offered electronically.
- Academic standards for all programs or courses offered electronically will be the same as those for programs or courses delivered by other means at the institution where the program or course originates.
- Student learning in programs or courses delivered electronically should be comparable to student learning in programs offered at the campus where the programs or courses originate.

## **INSTITUTIONAL CONTEXT AND COMMITMENT**

### Role and Mission

- The program or course is consistent with the institution's role and mission.
- Review and approval processes ensure the appropriateness of the technology being used to meet the objectives of the program or course.

### Students and Student Services

- Program or course announcements and electronic catalog entries provide appropriate information.
- Students shall be provided with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technological competence and skills, technical equipment requirements, availability of academic support services and financial aid resources, and costs and payment policies.
- Enrolled students have reasonable and adequate access to the range of student services and student rights appropriate to support their learning.
- The institution has admission/acceptance criteria in place to assess the extent to which a

student has the background, knowledge and technical skills required to undertake the program or course.

- Advertising, recruiting, and admissions materials clearly and accurately represent the program or course and the services available.

#### Faculty Support

- The program or course provides faculty support services specifically related to teaching via an electronic system.
- The institution assures appropriate training for faculty who teach via the use of technology.
- The institution provides adequate equipment, software, and communications access to faculty to support interaction with students, institutions, and other faculty.

#### Resources for Learning

- The institution ensures that appropriate learning resources are available to students.
- The institution evaluates the adequacy of, and the cost to students for, access to learning resources and documents the use of electronic resources.

#### Commitment to Support

- Policies for faculty evaluation include appropriate recognition of teaching and scholarly activities related to programs or courses offered electronically.
- The institution demonstrates a commitment to ongoing support, both financial and technical, and to continuation of the program or course for a period of time reasonable and sufficient for students to complete the course or program.

### **EVALUATION AND ASSESSMENT**

- The institution evaluates the program's or course's educational effectiveness, including assessments of student learning outcomes, student retention, and student and faculty satisfaction.
- At the completion of the program or course, the institution provides for assessment and documentation of student achievement in each course.

On behalf of Texas A&M University (Institution), I assert that the preceding Coordinating Board criteria have been met for all courses associated with this program that will be delivered electronically and off-campus face-to-face.

\_\_\_\_\_  
Chief Academic Officer or President

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

THECB 4/2014

**DISTANCE EDUCATION**  
**ELECTRONIC TO INDIVIDUALS (ONLINE DELIVERY) APPROVAL FORM**

Submitted by:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Texas A&M University     | <input type="checkbox"/> Texas A&M University–Texarkana     |
| <input type="checkbox"/> Texas A&M University–Central Texas  | <input type="checkbox"/> Texas A&M International University |
| <input type="checkbox"/> Texas A&M University–Commerce       | <input type="checkbox"/> Prairie View A&M University        |
| <input type="checkbox"/> Texas A&M University–Corpus Christi | <input type="checkbox"/> Tarleton State University          |
| <input type="checkbox"/> Texas A&M University–Kingsville     | <input type="checkbox"/> West Texas A&M University          |
| <input type="checkbox"/> Texas A&M University–San Antonio    | <input type="checkbox"/> Texas A&M Health Science Center    |

Distance Education: Electronic to Individuals (online Delivery) Authorization Request

**Please list the proposed degree and CIP code:**

Degree: Master of Engineering in Technical Management

CIP Code: 14.0101.00

**When is the effective date of the proposed program?**

Effective Date: Fall 2017

**\*\*Please note:** This proposed program cannot be advertised as an online delivered degree program until the A&M System Office of Academic Affairs has approved it and the Texas Higher Education Coordinating Board has been notified.

Summary of Proposal (Include Background Information and Rationale for the change.)

The Master of Engineering Technical Management (METM) is a distance-learning professional graduate program for early career technical professionals. This rigorous program is applied, focused, and relevant to manufacturing, energy, process and related industrial channels. The program is designed to develop early engineering and technical professionals to become the future leaders in technical management positions. The program's curriculum, carefully crafted in consultation with industrial leaders, provides a unique blend of industry-critical skills in managing people, projects and profitability.

METM is a 21 month, lock-step, part-time program, developed with a focus on technical professionals and designed for distance learning delivery. With students enrolled in cohorts, innovative and immersive learning experiences, such as a yearly residency week, and capstone projects, the program provides students and faculty a rich and high-contact, virtual learning-community.

## Financial Implications:

TAMU has sufficient resources to initiate and maintain quality distance learning programs. Traditional funding sources and student fees ensure the excellence of electronically based courses and programs. Students who are enrolled in online courses within the college of engineering are charged distance education differential tuition of \$540.00 per semester credit hour, which allows for the delivery of the course and ensures the quality of distance and distributed education programs of the University. In addition to the distance education differential tuition, there are traditional services that are a part of the university's operations that contribute to the effective delivery of distance education. A list of all student fee and explanations can be found at <http://sbs.tamu.edu/>.

## University: Request for Authorization

I recommend adoption of the following program:

**"Having complied with all of the requirements of the Texas Higher Education Coordinating Board, Texas A&M University is hereby authorized to offer the Masters of Engineering in Mechanical Engineering program by distance education, electronic to individuals (online delivery) effective Spring 2015.**

**The Texas A&M University System Office of Academic Affairs finds that the program offering aforementioned is within the role and scope and capacity of the institution and will benefit students.**

**Texas A&M University certifies that the proposed distance delivery of the aforementioned program meets the criteria under Texas Administrative Code Chapter 4 Subchapter P regarding quality of the curriculum and courses; delivery of instruction; evaluation, training, supervision, and support of faculty; financial resources; and admission of the support services for students. The program is within the role and mission of the institution and in the Table of Program. The institution will comply with the standards and criteria of the Commission on Colleges of the Southern Association of Colleges and Schools and will adhere to criteria outlined in the *Principles of Good Practice for Degree and Certificate Programs and Courses Offered Through Distance Education.*"**

**Approval –University:**

\_\_\_\_\_  
Karan L. Watson  
Provost and Executive Vice President for Academic Affairs

\_\_\_\_\_  
Date

## Authorization: System

**Approval – Texas A&M University System:**

\_\_\_\_\_  
James R. Hallmark, Ph.D.  
Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date