

The seal of the Alabama Commission on Higher Education is a circular emblem. It features a central figure of a person, possibly a scholar or a student, seated at a desk and writing. The figure is surrounded by a wreath of laurel branches. Above the figure is a large, stylized letter 'A' that forms part of the circular border of the seal. The entire seal is rendered in a grayscale, stippled style.

Procedures for Alabama Commission
on Higher Education Reporting

Alabama Commission on Higher Education (ACHE) Procedures Troy University ACHE Coordinator Responsibilities

The ACHE Coordinator will serve as the representative/liaison to ACHE for Troy University. Responsibilities for this position will include but not be limited to the following items.

1. The ACHE Coordinator will:
 1. Attend ACHE Commission and other meetings along with appropriate academic personnel and act as the Troy University communication representative.
 2. Ensure that key Troy University personnel know of the dates, times, and locations of meetings of the Commission
 3. Prepare summary reports of the ACHE meetings, highlight key issues from the meeting, and provide the reports to the Associate Vice Chancellor for Institutional Research, Planning, and Effectiveness (IRPE) and other appropriate administrators
 4. Coordinate communication between Troy University and the ACHE to include assisting with development of letters from the Chancellor to the Executive Director and obtaining the Chancellor's signature on official letters to the Commission
 5. Require that a copy of any ACHE correspondence be sent to the ACHE Coordinator for information and record keeping purposes

2. The ACHE Coordinator will represent Troy University on the Higher Education Information Advisory Group (HEIAG)—an advisory committee to the ACHE to oversee statewide databases development and reporting. As the HEIAG representative of Troy University, the ACHE Coordinator will:
 - a. Take issues, concerns, and ideas to the HEIAG on behalf of Troy University
 - b. Ensure that key Troy University personnel are aware of the date, time, and location of meetings and elicit agenda items from Troy University personnel
 - c. Provide a brief report on each HEIAG meeting to the Associate Vice Chancellor for IPRE and other appropriate personnel.
 - d. Ensure coordination between all Troy University IRPE offices and Information Technology in regard to Statewide Student Database and other HEIAG issues
 - e. Ensure coordination with the Provost's Office on matters that impact academic affairs
 - f. Ensure that any follow-up actions are completed and coordinated before being returned to the ACHE staff
 - g. Require that all HEIAG items are coordinated through the ACHE Coordinator (*i.e.* all HEIAG and Student Database items will be copied to the ACHE Coordinator)

3. After appropriate communication with the Provost's Office, the Coordinator will facilitate processing of all communication and requests to the ACHE. The communication and requests may include, but not be limited to, new academic programs, options, and name changes; extensions and alterations of existing programs; role matrix and program inventory modifications; proposals and reports for off-campus instruction; ACHE strategic planning involvement; post-implementation reports; program viability; and any other ACHE items requiring communication. To maintain efficient and timely communication with the Commission, the ACHE Coordinator:

- a. Must be informed of any academic items being prepared for ACHE such as notification of intent to submit a proposal (NISP) and proposals for new programs. The Chair of the Institutional Effectiveness Committee will notify the ACHE Coordinator of items that are being processed via the Routing Slip for New Programs and Program Changes and the Routing Slip for Curriculum Revision, Expansion, or Modification.
- b. Will ensure that all appropriate Troy University staff are notified of the ACHE meetings and deadlines so that any Troy University item to be submitted for discussion, decision, or information on the ACHE Commission meeting agenda will be sent to the ACHE staff at least six weeks in advance of the Commission meeting.
- c. Will require that for any Troy University academic program item on the ACHE agenda, at least one representative from the program who can defend the item will work with the ACHE Coordinator in preparation for the meeting and will attend the Commission meeting and any committee meetings called by the ACHE relative to the academic program item.
- d. Will be included in the routing process to be used for new programs and program changes (Attachment A) and for curriculum revision, expansion, or modification (Attachment B).

Attachment A - TROY UNIVERSITY
Routing Slip New Program or Program Changes

College: _____
Program Proposal/Change: _____

****Department Approval:** _____

1. **Conceptual Approval by System Academic Coordinating Council:**
___ Approved (Initial review) ___ Disapproved Reason:

2. **School/College Curriculum Committee Approval (Signature/Date):** _____

3. **Chair Approval (Signature/Date):** _____
4. **Dean of the College's Approval (Signature/Date):** _____

5. **Institutional Effectiveness Committee Approval (Signature/Date):** _____
(If the Points of Institutional Effectiveness have changed, this committee must review)
Comments: _____

6. **Academic Council or Graduate Council Approval (Initial/Date):** _____
(All curriculum changes are to be approved by the appropriate committee.)
Comments: _____

7. **Chief Academic Officer (Signature/Date):** _____

8. **System Academic Coordinating Council (Initial/ Date):** _____

9. **Campus Vice Chancellor (Signature/Date):** _____

10. **ACHE Action Required:** Yes No

11. **SACS Action Required:** Yes No

12. **Other Accreditation As Required:** _____

13. **Chancellor (Signature/date):** _____

Return approved package to the office of the dean of the discipline.
Send signed copy to the Office of Institutional Effectiveness.

Attachment B - TROY UNIVERSITY SYSTEM
Routing Slip for Curriculum Revision, Expansion, or Modifications

College: _____
Program Proposal/Change: _____

****Department Approval:** _____

1. School/College Curriculum Committee Approval (Signature/Date): _____

2. Chair Approval (Signature/Date): _____

3. Dean of the College's Approval (Signature/Date): _____

4. Conceptual Approval by System Academic Coordinating Council:
___ Approved (Initial review) ___ Disapproved Reason:

5. Institutional Effectiveness Committee Approval (Signature/Date): _____
(If the Points of Institutional Effectiveness have changed, this committee must review)
Comments: _____

6. Academic Council or Graduate Council Approval (Initial/Date): _____
(All curriculum changes are to be approved by the appropriate committee.)
Comments: _____

7. Chief Academic Officer (Signature/Date): _____

8. System Academic Coordinating Council (Initial/ Date): _____

9. Campus Vice Chancellor (Signature/Date): _____

10. ACHE Action Required: Yes No

11. SACS Action Required: Yes No

12. Other Accreditation As Required: _____

13. Chancellor (Signature/date): _____

Return approved package to the office of the Dean of the discipline.
Send signed copy to the Office of Institutional Effectiveness.