

**2028 SACSCOC Curriculum Design and Educational Policies and Practice Working
Group – Working Session
August 19, 2026, 2:00 – 3:00 pm
Microsoft Teams**

Attendees: Chandramallika Basak, Michael Biewer, Mark Cooper, Lev Gelb, Raúl Hinojosa, Jr., Poonam Kumar, Sarah Moore, Melissa Ray, Joshua Summers, Eric Van Leeuwen, Mary Jo Venetis, Angela Franklin

Absent: Juan González, Mary Beth Goodrich, Ingrid London, Jennifer McDowell, William (Bill) Nichols, Melanie Spence, Mark Thouin, Vy Trang, Shilyh Warren

Meeting Notes

- **Technical Access and Troubleshooting for Course Migration Tools:** Dr Eric Van Leeuwen, Dr. Chandramallika Basak, and Dr. Mary Jo Venetis discussed technical issues related to accessing the course migration tool, with Dr. Venetis providing troubleshooting steps and offering to escalate unresolved issues to Muhammad McIntee.
- **Document Uploads and Evidence Collection for Accreditation:** Dr. Lev Gelb, Dr. Basak, Eric Van Leeuwen, Dr. Raúl Hinojosa, and Dr. Venetis discussed the process of uploading documents such as agendas and meeting minutes to the Box folder as evidence for accreditation, clarifying what materials are needed and how to present them.
- **Approval Processes for Online and Off-Campus Programs:** Dr. Poonam Kumar, Dr. Mark Cooper, Dr. Melissa Ray, Eric Van Leeuwen, Dr. Hinojosa, and Dr. Venetis reviewed the approval workflow for offering existing programs online or off-campus, detailing the steps from school-level committees to university governance and external regulatory bodies.
- **Centralization and Communication of Program Offerings:** Dr. Ray, Eric Van Leeuwen, Dr. Venetis, Dr. Cooper, and Dr. Hinojosa discussed the current lack of a centralized public listing for online and off-campus programs, plans to develop such a resource, and mechanisms to ensure alignment between school and university-level information.
- **Policy Revisions and Accreditation Narrative Development:** Dr. Gelb, Dr. Hinojosa, Dr. Venetis, and Eric Van Leeuwen discussed how ongoing policy revisions and new workflows should be documented for the accreditation narrative, including how to address both past practices and planned changes.
- **Program Review, Low Enrollment, and Closure Procedures:** Dr. Gelb, Dr. Venetis, Dr. Hinojosa, and Eric Van Leeuwen discussed how program reviews, low enrollment thresholds, and program closures are handled, including the interplay between THECB requirements and SACSCOC expectations.
- **Working Sessions and Next Steps for Accreditation Documentation:** Eric Van Leeuwen and Dr. Hinojosa discussed the importance of collaborative working sessions to address accreditation principles, encouraging participants to schedule focused meetings and review processes for continuous improvement.

Follow-up tasks:

- **Course Migration Access Issues:** Resolve Dr. Chandramallika Basak's error by logging into Coursebook first, trying Chrome browser, and if issues persist, notify Muhammad McIntee for technical support. (Chandramallika Basak, Mary Jo Venetis)
- **Documentation for Core Curriculum Approval:** Combine the agenda, updated course list, and approved meeting minutes into a single PDF and upload it to the Box folder to document core curriculum approval. (Chandramallika Basak)
- **Off-Campus Program Policy Documentation:** Post the link to the procedure documents and visual workflow chart for off-campus program approvals in the Teams chat for reference. (Eric Van Leeuwen or Mary Jo Venetis)
- **Centralized Online and Off-Campus Program Listing:** Coordinate with web services to create a centralized location on the UT Dallas website listing all online and off-campus degree programs and certificates, including modalities. (Mary Jo Venetis)
- **Committee Policy Evidence Collection:** Share relevant committee charges and policy documents (Council for Undergraduate Education, Council for Graduate Education, Committee on Educational Policy) in the Teams chat to support approval workflows evidence. (Raul Hinojosa)
- **Working Sessions for Principle 9.1:** Schedule dedicated working sessions for team members assigned to Principle 9.1 to collaboratively answer questions and gather documentation. (Eric Van Leeuwen)