

TWU Micro-Credential Advisory Committee Guidelines

I. Purpose

The TWU Micro-Credential Advisory Committee is established to oversee and assess the issuance of non-credit micro-credentials at Texas Woman's University. The committee is responsible for reviewing and recommending updates to the framework and procedures for micro-credentials, reviewing new micro-credential proposals, avoiding duplication of micro-credentials, and enhancing their precision, uniformity, and significance.

II. Composition

The MAC is chaired by the Vice Provost for Curriculum and Strategic Initiatives and includes representatives from the following university components:

- Curriculum and Strategic Initiatives (1)
- Graduate School (1)
- Student Life (1)
- Career Connections (1)
- Registrar's Office (1)
- Libraries (1)
- Academic Assessment and Accreditation (1)
- Marketing and Communications (1)
- Center for Faculty Success (1)
- Faculty (1 full-time faculty member from each college appointed by the dean for a 2-year term; this also applies to a faculty member serving in an administrative capacity)

III. Responsibilities

1. Revising and Updating Framework and Procedures

- Regularly review and update the framework for micro-credentials to ensure alignment with industry standards and university goals.
- Develop and maintain procedures for the proposal, approval, and issuance of micro-credentials.

2. Reviewing New Proposals

- Assess and approve new micro-credential proposals based on established criteria.
- Ensure proposals meet the required standards and contribute to the strategic goals of TWU.

3. Avoiding Duplication

- Review existing micro-credentials to prevent overlap and duplication.
- Coordinate with different departments to ensure unique and diverse offerings.

4. Enhancing Precision, Uniformity, and Significance

- Ensure all micro-credentials have clear learning outcomes, assessment criteria, and relevance to professional and academic advancement.
- Promote uniformity in the design and issuance of micro-credentials across the university.

IV. Meetings

- The MAC will hold standard meetings on specific dates in October, March, and June.
- The Chair may call special meetings to review proposals or conduct other business.
- All meetings will be held via online video conference.

V. Voting Rules

1. Quorum:

- A quorum shall consist of a simple majority of the committee members.

2. Voting Procedure:

- Each member, including the Chair, has one vote.
- Votes can be cast in person, electronically, or by proxy.
- Decisions are made by a simple majority of those present and voting.
- In the event of a tie, the Chair has the deciding vote.

3. Proposal Review and Approval:

- Proposals for new micro-credentials must be submitted via the online form and received by the Chair at least two weeks before the scheduled meeting.
- The Chair will distribute proposals to all committee members for review.
- The committee members will review the proposals and submit their rubrics electronically.
- Proposals will be discussed during the meeting, and members will vote to approve, approve with modifications, or reject them.

VI. Reporting

- The Chair will prepare an annual report summarizing the committee's activities, decisions, and any updates to the framework and procedures.
- The report will be submitted to the Provost and other relevant university leadership.

VII. Amendments

- These guidelines are part of the two-year pilot and might be amended administratively by the Vice Provost for Curriculum and Strategic Initiatives during this period.

These guidelines ensure that the TWU Micro-Credential Advisory Committee operates efficiently, transparently, and in alignment with the university's strategic goals.

The guidelines are subject to change.

The Chair can approve proposals administratively during the two-year pilot if deemed necessary.