Off Campus (Face-to-Face) Notification Process

Notification process depends on the type of teaching site being proposed

**MITC:** Multi-Institution Teaching Center (MITC) — provides an option for colleges and universities to expand educational opportunities to off-site venues with other higher education partners. The Texas Higher Education Coordinating Board (THECB) defines these centers as a higher education center administered under a formal agreement between two or more public higher education institutions. A MITC may involve one or more private or public institutions. It has minimal administration with locally provided facilities.

**MITC Approval:** required approval from MITC administrative council. Supportive documentation must be sent to THECB and A&M System Distance Education contacts (see below).

**Higher Education Teaching Site:** An off-campus teaching location that promotes access in an area not served by other public universities. Teaching sites offer a very limited array of courses and/or programs and do not entail a permanent commitment for continued service. Teaching sites may not own facilities, nor are they eligible for state support to acquire or build facilities. Teaching sites do not require Board approval or recognition.

**Higher Education Teaching Site:** requestor must send email notification to area institutions within a 50 mile radius of proposed site. Email notification must be sent at least 60 business days prior to offering and must be copied to the THECB and A&M System Distance Education contacts (see below).

**THECB Distance Education Contacts:**
Dr. Andrew Lofters
Texas Higher Education Coordinating Board
Andrew.lofters@thecb.state.tx.us

**TAMUS Distance Education Contacts:**
Dr. Irma Harper
Assistant Vice Chancellor
The Texas A&M University System
iharper@tamus.edu