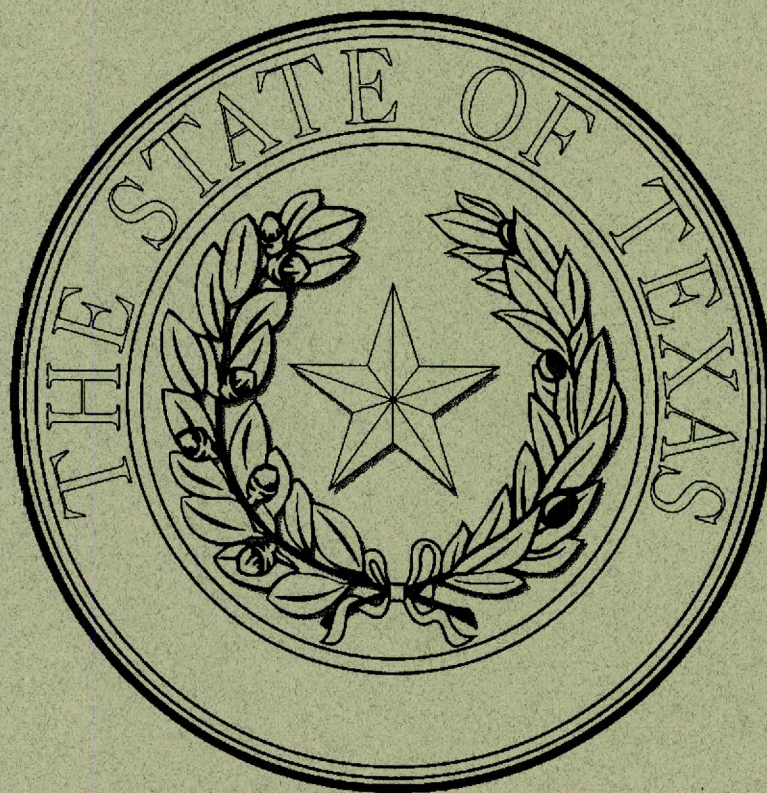
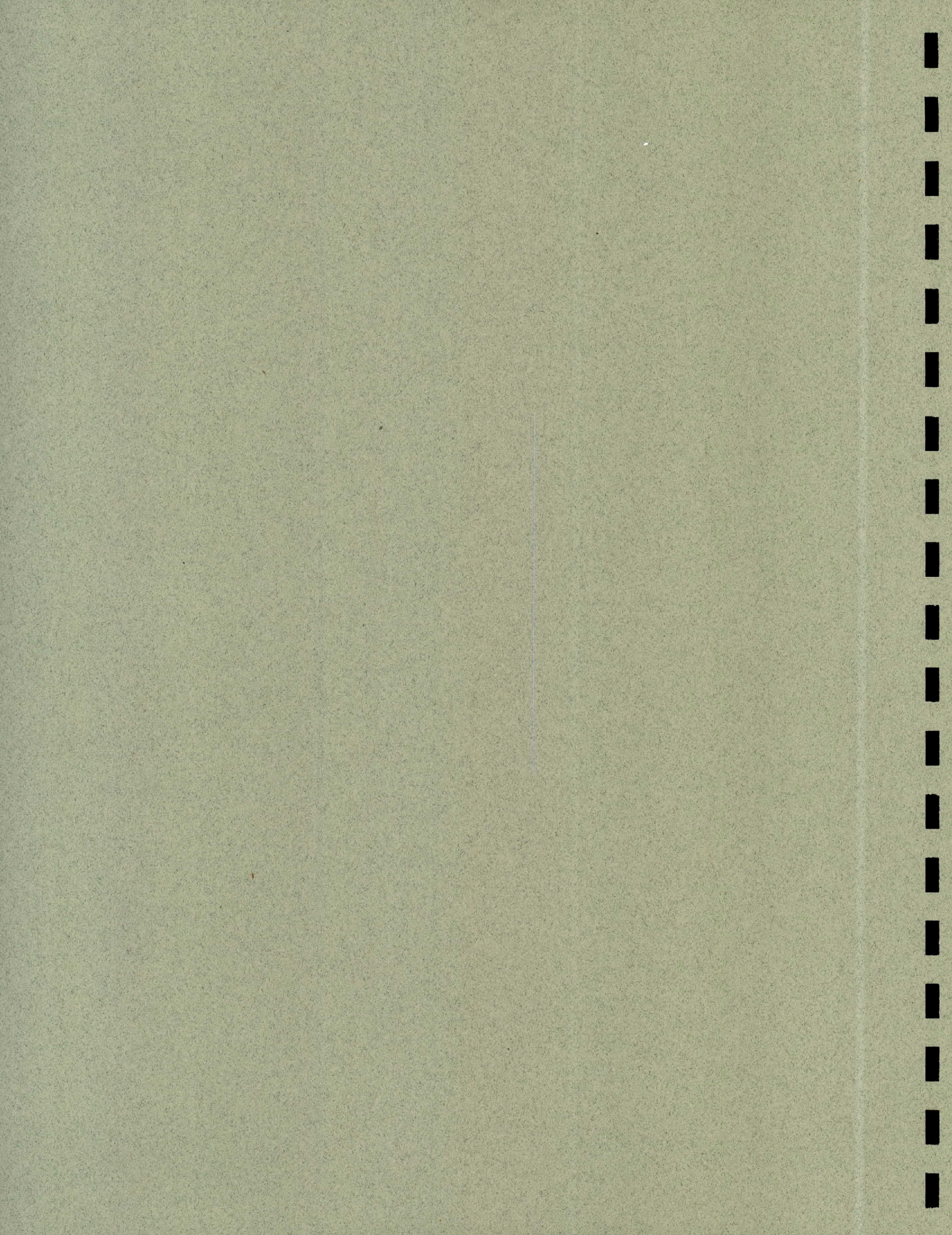
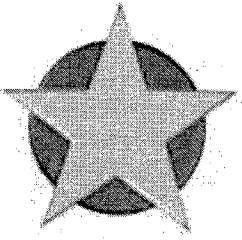


Texas Skill Standards Board



Briefing Materials
May 5, 2015
State Insurance Building
1100 San Jacinto Boulevard
Suite 1.100
Austin, Texas 78701





TEXAS SKILL STANDARDS BOARD

April 28, 2015

Dear TSSB Member:

Enclosed you will find the May 5, 2015, Texas Skill Standards Board (TSSB) meeting briefing book, which includes the full agenda. In addition to approval of the minutes of October 14, 2014, you will consider one action item:

- Approval of Digital Game and Simulation Programmer skill standards

You also will receive briefings on staff progress in achieving the TSSB's annual objectives, and on the plans for the future of the skill standards system. Finally, you will have an opportunity to make farewell remarks.

Each briefing and action item on the agenda is summarized in a memorandum in this notebook. At the meeting, TSSB staff or a guest speaker will present or introduce each item. The skill standards are available for viewing on the TSSB website prior to your consideration at the meeting. Please use the following address to access the electronic copy: http://www.tssb.org/TSSB_Meeting_Review_Materials. The document is in PDF format. You will need Adobe Reader software to view it. If you are unable to view the document, please let me know as soon as possible and a printed copy will be made available in the room prior to the meeting.

The meeting will convene at 10:30 a.m. at the TSSB/Texas Workforce Investment Council office at 1100 San Jacinto Boulevard, Austin, Texas, 78701. The office is located in the State Insurance Building, Suite 1.100. You may park in the Capitol Visitor's Parking Garage at 12th and San Jacinto, which is catty corner to the building. You will enter the building through the main entrance, which is halfway down San Jacinto Boulevard and up the stairs. Once inside, you will receive a visitor's badge and be escorted down to the meeting. I look forward to seeing you on May 5.

Sincerely,

Anne M. Dorsey
Program Administrator

WAYNE OSWALD,
CHAIR

BRUCE AUMACK

CARLOS CHACÓN

JOSEPH GROCI

ANDY ELLARD

TERRI FLOW

EDWARD FOSTER, JR.

MIRIA GANIOUS, JR.

FORD KEATING

ERMA PALMER

LINDA STEGALL





TEXAS SKILL STANDARDS BOARD MEETING

**State Insurance Building
1100 San Jacinto Boulevard
Suite 1.100
Austin, Texas 78701**

May 5, 2015

AGENDA

10:30 a.m.

The following items may not necessarily be considered in the order they appear.

- | | | |
|-------|---|---------|
| I. | Call to Order
Announcements
Public Comment
Approval of Minutes | Page 1 |
| II. | Skill Standards Recognition Consideration: Digital Game and Simulation Programmer (Action) | Page 5 |
| III. | Fiscal Year 2015 Perkins Skill Standards-Based Curriculum Development Projects (Briefing) | Page 9 |
| IV. | Program Recognition Renewal Update (Briefing) | Page 17 |
| V. | Fiscal Year 2015 Work Plan Progress Report (Briefing) | Page 45 |
| VI. | Legislative Update and Skill Standards System Future (Briefing and Discussion) | Page 51 |
| VII. | Office of the Governor (Presentation) | |
| VIII. | Concluding Remarks | |
| IX. | Other Business | |
| X. | Adjourn | |





MINUTES
Texas Skill Standards Board Meeting
Austin, Texas
October 14, 2014

Members Present

Wayne Oswald (Chair); Bruce Aumack; Carlos Chacón; Joe Croci; Andy Ellard; Terri Flow; Edward Foster Jr., PhD; Iria Ganious Jr.; Ford Keating; Erma Palmer; and Linda Stegall, EdD.

Members Absent

None

Call to Order/Welcome

Chair Wayne Oswald called the meeting of the Texas Skill Standards Board (TSSB) to order at 10:30 a.m. and welcomed members and guests.

Public Comment

No public comment.

Announcements

Chair Oswald explained that the Sunset Advisory Commission is reviewing the Texas Workforce Investment Council this year to evaluate if, and to what extent, the Council is performing its statutory responsibilities. Statute directs the Council to staff the TSSB, so the TSSB is also being discussed between Council staff and Sunset staff. He then recognized three staff members of the commission who were observing the meeting and asked them to introduce themselves. Faye Rencher, project manager, introduced herself and her colleagues.

The Chair then asked members to please silence their cell phones and put them away for the duration of the meeting. He also suggested that all board members move their microphones closer and speak into them so that members could be heard by everyone in the audience.

Chair Oswald announced that the awards ceremony for fiscal year 2014 TSSB-recognized programs was held at the Texas Community College Instructional Leaders conference in Austin on October 8, 2014. Chair Oswald invited comment from Terri Flow, who presented the TSSB awards this year. Ms. Flow reported that attending the awards ceremony enabled her to see firsthand what a difference the work of the Board makes.

Approval of Minutes (Action)

Chair Oswald called for a motion to approve the October 15, 2013 minutes. Dr. Edward Foster Jr. so moved. Mr. Joe Croci seconded the motion. Chair Oswald called for discussion. Hearing none, Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Fiscal Year 2014 TSSB Annual Report (Action)

Ms. Anne Dorsey presented for approval the draft fiscal year (FY) 2014 TSSB annual report, covering the period from September 1, 2013, through August 31, 2014. Ms. Dorsey provided an overview of the content and format of the report. She noted that under Skill Attainment: Certification and Credentialing, the chart of credential seal usage would be updated to include FY 2014 data as soon as they are collected. After answering questions, Ms. Dorsey recommended that members approve the content, giving the Chair authority to approve the final formatted copy for publication.

Chair Oswald called for a motion to approve the content of the fiscal year 2014 TSSB annual report draft as written, with authority delegated to the Chair to approve the final formatted copy for publication. Mr. Bruce Aumack so moved. Mr. Carlos Chacón seconded the motion. Chair Oswald called for discussion. Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Fiscal Year 2014 Perkins Skill Standards-Based Curriculum Development Projects (Briefing)

Ms. Dorsey reported that Del Mar College was approved by the Texas Higher Education Coordinating Board (THECB) to administer another round of competition for the Perkins projects, addressing the TSSB's first legislative mandate that directs skill standards to guide curriculum development, training, assessment, and certification of workforce skills. All three types of Perkins projects are deliverables-based, rather than cost-reimbursement grants. Four of the five applications submitted were approved. One application did not meet the criteria for a Type 2 project. El Centro College and Texas State Technical College Waco were approved to pursue Type 1 projects to integrate the customer service and sales and machinist level 1 skill standards into the Fashion Marketing and Mechanical Engineering Technology Associate of Applied Science (AAS) programs, respectively. Lamar State College-Port Arthur and Midland College were approved to pursue Type 3 projects which include replicating the TSSB-recognized program curricula for their Process Technology and Network Systems Management AAS degrees.

Program Recognition Endorsement: Fashion Marketing Associate of Applied Science Degree at El Centro College (Action)

Ms. Dorsey presented for approval endorsement of the Chair's recognition of El Centro College's Fashion Marketing AAS program. She provided contextual information and briefed members on the staff evaluation of the college's program recognition application. She pointed out that the college's industry advisory committee chair approved the application and that the checklist showed that all requirements were completed by the college. The college also completed all Perkins project deliverables and received the associated grant funding.

Chair Oswald called for a motion to endorse the Chair's recognition of El Centro College's Fashion Marketing AAS. Mr. Ford Keating so moved. Mr. Croci seconded the motion. Chair Oswald called for discussion. Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Program Recognition Endorsement: Process Technology Associate of Applied Science Degree at Lamar State College-Port Arthur (Action)

Ms. Dorsey presented for approval endorsement of the Chair's recognition of Lamar State College-Port Arthur's Process Technology AAS degree. She provided contextual information and briefed members on the staff evaluation of the college's program recognition application. She pointed out that the college's industry advisory committee chair approved the application and that the college completed all deliverables, including replicating the technical core curriculum of TSSB-recognized process technology programs, and thus received the grant funding.

Chair Oswald called for a motion to endorse the Chair's recognition of Lamar State College-Port Arthur's Process Technology AAS degree. Mr. Iria Ganious Jr. so moved. Dr. Linda Stegall seconded the motion. Chair Oswald called for discussion. Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Program Recognition Endorsement: Network Systems Administration Associate of Applied Science Degree at Midland College (Action)

Ms. Dorsey presented for approval endorsement of the Chair's recognition of Midland College's Network Systems Administration AAS degree. She provided contextual information and briefed members on the staff evaluation of the college's program recognition application. She pointed out that the college's

industry advisory committee chair approved the application and that the college completed all deliverables, including replicating the technical core curriculum of the TSSB-recognized program at Del Mar College, and thus received the grant funding.

Chair Oswald called for a motion to endorse the Chair's recognition of Midland College's Network Systems Administration AAS degree. Mr. Croci so moved. Mr. Chacón seconded the motion. Chair Oswald called for discussion. Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Program Recognition Endorsement: Mechanical Engineering Technology Associate of Applied Science Degree at Texas State Technical College Waco (Action)

Ms. Dorsey presented for approval endorsement of the Chair's recognition of Texas State Technical College (TSTC) Waco's Mechanical Engineering Technology AAS degree. She provided contextual information and briefed members on the staff evaluation of the college's program recognition application. She pointed out that the college's industry advisory committee chair approved the application and that the college completed all deliverables, including integrating the machinist level 1 skill standards into the curriculum, and thus received the grant funding.

Chair Oswald called for a motion to endorse the Chair's recognition of TSTC Waco's Mechanical Engineering Technology AAS degree. Dr. Foster so moved. Dr. Stegall seconded the motion. Chair Oswald called for discussion. Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Chair Oswald then acknowledged Ms. Sandra Pulliam, the Perkins coordinator at TSTC Waco, who helped the faculty to complete the deliverables for its Perkins project grant, which included integrating the skill standards into the curriculum and applying for TSSB program recognition. The Chair invited her to comment about the college's experience with skill standards integration and the program recognition application process and the Perkins project grant process.

Ms. Pulliam read a message from Jose Rodriguez, department chair, Mechanical Engineering Technology, TSTC Waco. Mr. Rodriguez stressed the value of having the skill standards integrated into the curriculum.

Program Recognition Renewal Update (Briefing)

Ms. Dorsey reported that the TSSB recognition of 20 programs was due to expire at the end of calendar year 2013. Thirteen of those programs at eight colleges applied for initial renewal, and seven programs at six colleges were eligible for subsequent renewal. Of the latter renewals, one college chose not to renew two programs. A total of 18 programs renewed their recognition in 2013.

At the end of calendar year 2014, TSSB recognition of 13 programs at 11 colleges is due to expire. At this time, all of the colleges have indicated their intention to renew. Eight of the programs will be applying for initial renewal and five are eligible for subsequent renewal.

Fiscal Year 2014 TSSB Work Plan Progress Report (Briefing)

Ms. Dorsey updated members on the achievement of the objectives and strategies of the FY 2014 TSSB work plan. She stated that the FY 2014 work plan addressed the TSSB's legislative mandates from September 1, 2013, through August 31, 2014. She reported that the plan included 10 major objectives and 18 strategies under three functional areas: 1) Skill Standards Development, 2) Awareness and Usage, and 3) Skill Attainment: Certification and Credentialing. Ms. Dorsey provided a summary of the TSSB's progress and completion of its key activities during FY 2014.

Consideration of Fiscal Year 2015 TSSB Work Plan (Action)

Ms. Dorsey presented for approval the FY 2015 TSSB work plan. She said that the proposed work plan would guide the activities and efforts of the TSSB and staff from September 1, 2014, through August 31, 2015. Ms. Dorsey stated that the plan consists of the same 10 major objectives and 18 strategies and actions approved in the FY 2014 work plan. The strategies and actions focus on ongoing processes and core functions under the three functional areas. She reviewed with members the strategies for FY 2015.

Chair Oswald called for a motion to approve the proposed FY 2015 TSSB work plan. Mr. Chacón so moved. Mr. Aumack seconded the motion. Chair Oswald called for discussion. Chair Oswald called for a vote on the motion. The motion passed by voice vote.

Programs of Study and the 60 Semester Credit Hour Rule (Action)

Ms. Dorsey reported that a guest speaker had been invited to speak about programs of study and the 60 semester credit hour rule, initiatives now required by the Texas Legislature and the THECB. She stated that both initiatives could affect the technical core curriculum of TSSB-recognized programs, as community and technical colleges eliminate courses to meet the rule by fall 2015 and some colleges adopt programs of study with specified courses.

Ms. Dorsey then introduced guest speaker, Dr. Garry Tomerlin, deputy assistant commissioner of community and technical colleges at the THECB to give members more information about these initiatives.

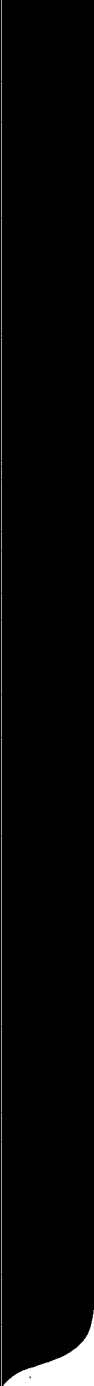
Other Business

Chair Oswald led members in choosing the meeting dates for 2014. Members approved the following dates: Tuesday, May 5, 2015, and Tuesday, October 13, 2015.

Chair Oswald reminded members of the importance of keeping staff informed when any of their contact information changes, and asked members to send any changes to staff as soon as possible. He then invited members to join him and the TSSB staff for lunch at Café Serranos after the meeting adjourns.

Adjourn

Chair Oswald requested a motion to adjourn. Mr. Ganius so moved. Mr. Aumack seconded the motion. The motion passed and the meeting was adjourned at 12:25 p.m.



**TSSB ACTION ITEM
MEMORANDUM**

REF: AMD.tssb.II.050515

TO TSSB Members

SUBJECT Skill Standards Recognition Consideration: Digital Game and Simulation Programmer

Introduction

The Texas Skill Standards Board (TSSB) will consider for recognition the Digital Game and Simulation Programmer skill standards.

Background

This item pertains to the TSSB's mandate to convene industry groups to develop skill standards and to consider recognition of the skill standards. These skill standards were developed as part of a Perkins type 2 skill standards-based curriculum development project, in which community and technical colleges complete specific deliverables to earn \$20,000 from federal Perkins state leadership funds provided by the Texas Higher Education Coordinating Board. The deliverables include developing and achieving TSSB recognition of skill standards and meeting the requirements for program recognition. The fiscal year 2015 Perkins project recipient, Houston Community College, facilitated the skill standards development process.

Attachments

1. Letter from Industry Technical Advisory Committee (ITAC) Chair Steve Tucker, Team Manager, AmRisc, LP, and Co-Owner/Developer, Sharkbyte, LLC, requesting TSSB recognition of the Digital Game and Simulation Programmer skill standards on behalf of the ITAC
2. Application Cover Page for TSSB Skill Standards Recognition

Discussion

Digital game and simulation programmers write computer programs to develop games or simulations. This occupation is the complement to the multimedia artists that create animations for video game production, as described in the Electronic Game Content Production skill standards that are recognized by the TSSB.

As an emerging occupation, digital game and simulation programmer is not yet classified separately under the U.S. Bureau of Labor Statistics. However, according to the Entertainment Software Association, the video gaming industry added \$764.9 million to the Texas economy and grew by a real annual rate of approximately 16 percent from 2009 to 2012, more than five times the growth of the state's overall economy. Texas ranked second in video game personnel in 2012, with close to 18,000 direct and indirect employees, and average compensation of \$101,349—higher than the national average. Gamasutra, the video game association, has surveyed salaries in the industry since 2005. The results of the 2013 survey indicated that the average salary of a game programmer is \$93,251 annually. The least experienced programmers, with less than three years of experience, make an average annual salary of \$70,637. The most experienced programmers, with more than six years of experience, make an average annual salary of over \$124,000.

And these salaries do not include the bonuses, royalties, stock options, profit sharing, etc., that game programmers might receive as additional compensation.

In accordance with TSSB policy, Houston Community College hired an independent job analyst to facilitate the development of the skill standards. As the first action of the project, a job analysis was conducted for the digital game and simulation programmer occupation with the participation of a diverse panel of subject matter experts (SME). A DACUM process, which meets the job analysis methodology criteria in the TSSB's *Guidelines for the Development, Recognition, and Usage of Skill Standards (Guidelines)*, was used to generate the work- and worker-oriented information. The job analyst then performed the other steps required to develop the skill standards: 1) synthesize and aggregate the data into the skill standards elements; 2) validate the work-oriented information with a representative sample of SMEs across the industry in Texas; and 3) format the standards for final publication. The ITAC endorsed the final product, which is presented for recognition on behalf of the ITAC by its chair.

The Digital Game and Simulation Programmer skill standards contain five critical work functions. Those functions include: 1) develop computer games or simulations; 2) develop human/computer interactions for games or simulations; 3) implement network connectivity for games or simulations; 4) verify system quality for games or simulations; and 5) develop documentation for games or simulations.

Staff has reviewed the Digital Game and Simulation Programmer skill standards and verified that they meet the recognition criteria and documentation requirements as established in the *Guidelines*.

Recommendation

It is recommended that TSSB members recognize the Digital Game and Simulation Programmer skill standards.



March 26, 2015

Mr. Wayne Oswald
Chair, Texas Skill Standards Board
1100 San Jacinto, Suite 1.100
Austin, Texas 78701

Subject: Digital Game and Simulation Programmer Skill Standards Recognition

Dear Mr. Oswald:

The Digital Game and Simulation Programmer Industry Technical Advisory Committee (DGSITAC) is composed of professionals from the gaming and simulation industry and one representative from a four-year institution that offers a digital and game simulation bachelor's degree program. We have overseen the development of the proposed skill standards for Digital Game and Simulation Programmer by subject matter experts representative of the industry statewide. The standards have been developed in accordance with the Texas Skill Standard Board's *Guidelines for the Development, Recognition, and Usage of Skill Standards*, and we endorse them for your consideration.

The members of the DGSITAC view the recognition of these skill standards as a significant step forward in accomplishing our goals to develop gaming and simulation career paths in community and technical colleges to provide graduates who meet our industry's needs. The Texas gaming and simulation industry faces significant competition in today's global market and we believe the recognition of these standards will give us a significant advantage in that competition and help contribute to the Texas economy.

On behalf of the committee, I ask that the Texas Skill Standards Board give full consideration to recognizing the Digital Game and Simulation Programmer skill standards at its May 5, 2015 meeting. We appreciate your time and efforts in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Tucker", with a long horizontal flourish extending to the right.

Steve Tucker

Chair, Digital Game and Simulation Programmer Industry Technical Advisory Committee
Team Manager, AmRisc, LP.
Co-owner/Developer, Sharkbyte, LLC.

**TSSB BRIEFING ITEM
MEMORANDUM**

TO TSSB Members

REF: AMD.tssb.III.050515

SUBJECT Fiscal Year 2015 Perkins Skill Standards-Based Curriculum Development Projects

Introduction

This item will update the Texas Skill Standards Board (TSSB) on the fiscal year (FY) 2015 Perkins skill standards-based curriculum development projects (Perkins projects).

Background

This initiative addresses the TSSB's first legislative mandate that directs skill standards to guide curriculum development, training, assessment and certification of workforce skills. For FY 2015, Del Mar College was approved by the Texas Higher Education Coordinating Board (THECB) to administer another round of competition for the Perkins projects. The Perkins projects were originally agreed to by THECB and TSSB members and staff at a March 2002 meeting to discuss community and technical colleges' awareness and usage of skill standards. The Perkins projects are funded from the THECB's state discretionary leadership grant under the federal Carl D. Perkins Career and Technical Education Act.

Attachments

1. Summary of Project Types at a Glance
2. Project Summary: Fashion Marketing – Wholesale and Manufacturing Sales Representative Certificate (C2) (El Centro College)
3. Project Summary: AAS in Digital Gaming and Simulation for Artists (Houston Community College)
4. Project Summary: Computer Networking and Security Technology (Texas State Technical College Harlingen)
5. Project Summary: AAS in Digital Gaming and Simulation for Programmers (Houston Community College)

Discussion

In September 2014, Del Mar College released the Request for Applications (RFA) for three types of FY 2015 Perkins projects with specific requirements (see attachment 1.) All three project types are deliverables-based, rather than cost-reimbursement, grants. A series of monetary incentives is granted in phases as progress toward completion of the deliverables is demonstrated.

Type 1 projects require colleges to incorporate existing TSSB-recognized skill standards into a workforce education level two certificate or associate of applied science (AAS) program. These projects provide colleges with a \$6,000 grant to integrate skill standards into their programs and complete the requirements for TSSB program recognition.

Type 2 projects require colleges to translate job analysis data, which were identified by industry subject matter experts either within the past three years or as the first action of the project, into skill standards for an emerging occupation. The college must also integrate those standards into the curriculum, and submit both the skill standards and the curriculum to the TSSB for recognition to receive the \$20,000 funding.

Type 3 projects offer \$2,000 to colleges to adopt the curriculum of an existing TSSB-recognized program and complete the program recognition requirements under the TSSB's replication policy. These projects provide an incentive for colleges to replicate skill standards-based curricula and agree on a common technical core of courses.

FY 2015 Applications Received

In response to the RFA, two applications for type 2 projects and three applications for type 1 projects were received. A selection committee appointed by grant administrator Del Mar College approved four of the applications to pursue the project deliverables. The fifth applicant did not meet the criteria for proceeding with the project. Attachments 2 through 4 provide the project summaries from the applications.

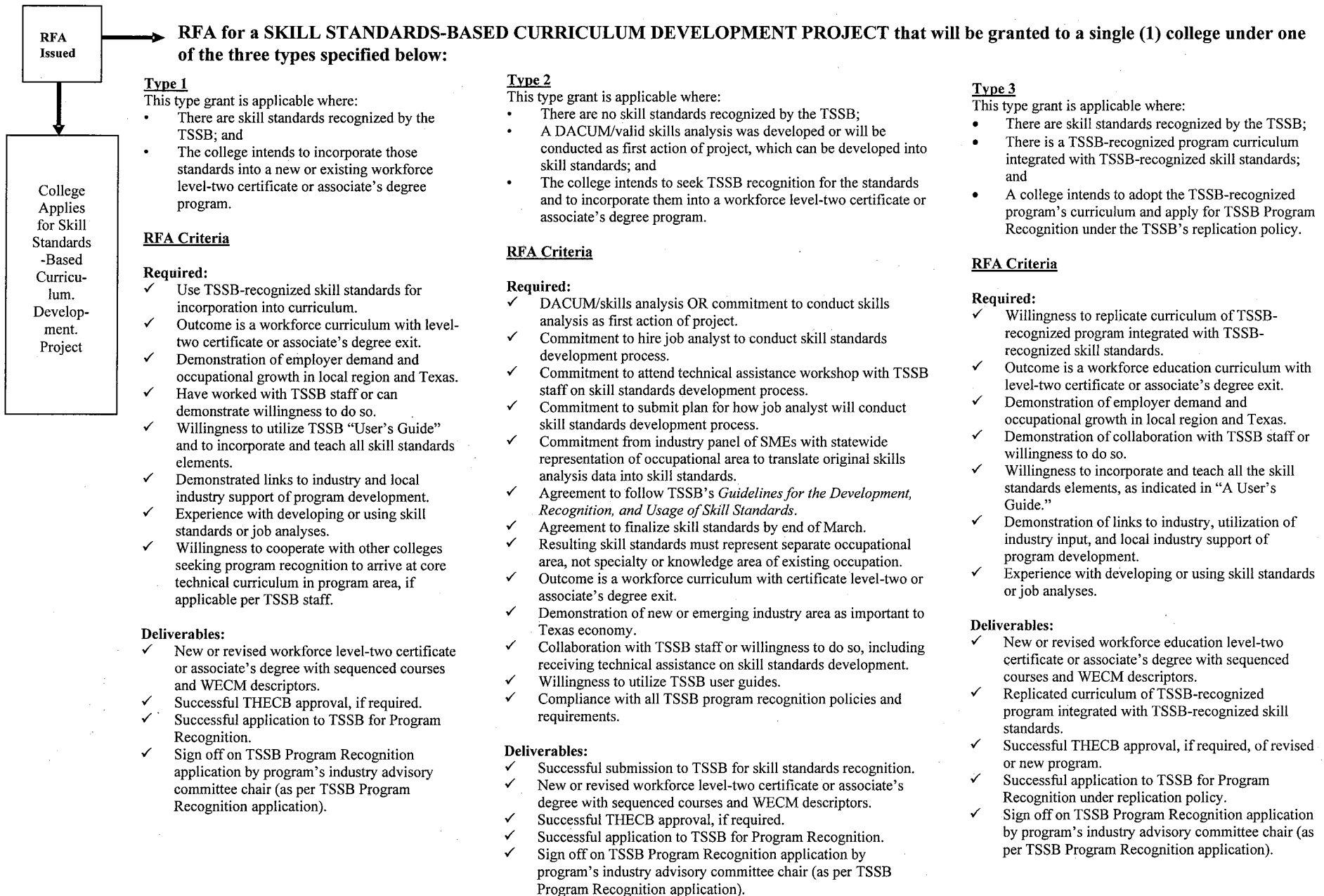
El Centro College, Houston Community College, and Texas State Technical College (TSTC) Harlingen were approved to pursue a type 1 project. El Centro College was approved to integrate the Customer Service and Sales skill standards into its new Wholesale and Manufacturing Sales Representative Level Two Certificate. Houston Community College was approved to integrate the Electronic Game Content Production skill standards into its Digital Gaming and Simulation for Artists AAS program. TSTC Harlingen was approved to integrate the Cybersecurity skill standards into its Computer Networking and Security Technology AAS program. All applicants also were required to complete the requirements for TSSB program recognition.

Houston Community College also was approved to pursue a type 2 project to develop Digital Game and Simulation Programmer skill standards. The college is required to integrate the standards into its AAS program and to complete the requirements for TSSB program recognition (see attachment 5.)

Recommendation

It is recommended that TSSB members note the information contained in this memorandum.

SECTION VI. Summary of Project Types at a Glance



**Skill Standards-Based Curriculum Development Projects
Administered by Del Mar College
Program Year 2015**

Part B – Project Summary

Project Title: Fashion Marketing - Wholesale and Manufacturing Sales Representative Certificate (C2)
Institution: El Centro College

Provide a brief description of the overall approach or methodology of the curriculum (and skill standards, if appropriate) development project and the anticipated length to completion. Include a timeline with key milestones for each phase and anticipated dates to be completed. (Attach additional sheets of paper as needed.)

The El Centro College Fashion Marketing program, a nationally renowned vocational education curriculum that specializes in the business side of fashion – combining modern business principles with ambition, creativity, and enthusiasm, seeks to create a new level C2 certificate for Wholesale and Manufacturing Sales Representatives that integrate Customer Service and Sales skill standards into the curriculum and subsequently receiving Texas Skill Standards Board (TSSB) Program Recognition, insuring the program is teaching competencies and assessing student outcomes to meet and exceed those skills and knowledge standards established by the Sales & Service Voluntary Partnership, which includes the National Retail Federation Foundation.

El Centro College's approach and methodology to this project includes a deliberate, well-designed process to fully incorporate all seven (7) critical work functions identified in the Customer Service and Sales Skill Standards by creating a new program curriculum that incorporates courses which specifically address these particular topics, as well as emphasize these skills throughout the entire program, as applicable.

El Centro anticipates the process will take approximately nine (9) months, as indicated in the following timeline* which includes key milestones:

- Application Submission: Deadline Friday, October 3, 2014
 - Phase I: Deadline Friday, March 20, 2015
 - Forward summary of the proposed revision to College Curriculum Committee and TechEd representatives by Friday, October 17, 2014
 - Convene Fashion Marketing Advisory Board to discuss this project and gain local employer support for integrating skill standards into curriculum by Tuesday, November 1, 2014
 - Consult with the TSSB to assist with skill standards usage (TBD)
 - Submit a final revision of the revised El Centro College Fashion Marketing Wholesale and Manufacturing Sales Representative Certificate degree plan curriculum to the Dallas County Community College District Technical Curriculum Committee by Friday, December 12, 2014.
 - Phase II: Deadline Friday, May 22, 2015
 - Submit revised application to THECB (TBD)
 - Participate in TSSB-facilitated discussion with other Type 1 project colleges regarding technical core curriculum (TBD)
 - Submit preliminary assignment of skill standards' key activities to courses (TBD)
 - Send Submission of Notification of Intent to Apply for Program Recognition to TSSB staff (TBD)
 - Phase III: Deadline Friday, August 21, 2015
 - Seek approval of revised program award by Friday, July 31, 2015
 - Complete revised syllabi and supporting materials by Friday, July 31, 2015
- (* 2014-2015 Dallas County Community College District Curriculum Revision Process Timeline attached.)

**Skill Standards-Based Curriculum Development Projects
Administered by Del Mar College
Program Year 2015**

Part B – Project Summary

Project Title: AAS in Digital Gaming and Simulation for Artists
Institution: Houston Community College

Provide a brief description of the overall approach or methodology of the curriculum (and skill standards, if appropriate) development project and the anticipated length to completion. Include a timeline with key milestones for each phase and anticipated dates to be completed. (Attach additional sheets of paper as needed.)

At Houston Community College we have a set process in developing, analyzing, evaluating, and reevaluating each of our curriculums. Every program has its own defined Program Student Learning Outcomes (PSLO) and every course has its own Student Learning Outcomes (SLO). And from the SLOs the skills standards are determined for each course. As gaming and simulation does not have its own industry certification, it is our intention to get our program recognized through state and national agencies. Our overall approach will be first to present the TSSB skills standards requirement, along with the degree plans, to our industry Advisory Committee for approval. Next, present the documents to the HCC's internal committees for each of their approval. Then, the curriculum, if modified will be sent to THECB for approval. In the interim the TSSB skill standards' key activities will be assigned to the course, the course matrix developed, and syllabi modified if needed. Also, workshops will be attended when announced by TSSB and consultation/technical assistance will be requested from TSSB staff as needed. Lastly, the TSSB program recognition application, with the necessary attachments, will be submitted for final approval.

Following is our timeline with the key milestones for each phase and the anticipated dates of completion:

Phase I: by Friday, March 20, 2015

- The AAS in Digital Gaming and Simulation for Artist curriculum will be examined by the departmental faculty to see if the programs skill sets match with those listed in the Electronic Game Content Development TSSB Recognized Skill Standards and need be modifications will be made.
- The degree plans, along with the Electronic Game Content Development TSSB Recognized Skill Standards, will be presented to the Digital Gaming and Simulation (DGS) Advisory Committee for their approval.
- Consult and get technical assistance from TSSB staff to make progress in attaining the recognition.
- Present the DGS Advisory Committee approved curriculum to HCC Deans' Council and Board of Trustees for approval.
- Following the Board of Trustees approval the curriculum will be send to THECB for approval.

Phase II: by Friday, May 22, 2015

- Present the DGS Advisory Committee approved curriculum to THECB for approval.
- Participate in the TSSB facilitated workshop(s) on Type I projects
- Assign skill standards' key activities to courses and submit the document to TSSB staff for review and comments.
- Submission of Notification of Intent to Apply for Program Recognition to TSSB staff.

Phase III: by Friday, August 21, 2015

- Attain THECB approval notification of curriculum by August 1, 2015. According to the GIPWE, "Applications for program revisions must be submitted to Coordinating Board staff at least 60 days prior to the planned implementation date" (<http://www.thecb.state.tx.us/reports/pdf/3378.pdf?CFID=16682881&CFTOKEN=32482821>). We believe submitting the curriculum to THECB in March will gives us ample time for approval.
- Complete syllabi revisions and any supporting class materials.
- Submit the TSSB program recognition application, including cover page, final key activities and course matrix, and course syllabi by Friday, August 7, 2015 to the TSSB staff for review and comment.
- Attain final program recognition application approval from the TSSB.

**Skill Standards-Based Curriculum Development Projects
Administered by Del Mar College
Program Year 2015**

Part B – Project Summary

Project Title: Computer Networking & Security Technology

Institution: Texas State Technical College Harlingen

Provide a brief description of the overall approach or methodology of the curriculum (and skill standards, if appropriate) development project and the anticipated length to completion. Include a timeline with key milestones for each phase and anticipated dates to be completed. (Attach additional sheets of paper as needed.)

The Computer Networking & Security Technology Program (CNST) at Texas State Technical College Harlingen (TSTC) is proposing to use recognized TSSB skill standards for incorporation into curriculum for its Associates of Applied Science Degree. The CNST program will utilize the NWCET Cyber Security Skills Standard and incorporate, teach, and assess all the skill standard elements. Currently TSTC System is seeking "single accreditation" status from the Southern Association of Colleges and Schools Commission, which will lead to unification of all TSTC campuses and a unified curriculum alignment. No changes are anticipated to the CNST program of study but possible changes may occur.

The proposed timeline with key milestones:

Phase I (due by Fri., 3/20/15):

- Industry advisory board convened to discuss, and gain local employer support for, integrating skill standards into curriculum.
- Consultation/technical assistance session or skill standards usage workshop with TSSB staff completed.
- Institutional process initiated to revise level-two certificate or associate's degree, as needed.

Phase II (due by Fri., 5/22/15):

- Application for approval of revised or new program awards submitted to THECB, as needed.
- Participation in TSSB-facilitated discussion with other Type 1 project colleges in same program area (if any) to determine technical core curriculum.
- Preliminary assignment of skill standards' key activities to courses submitted to TSSB staff for review and comment.
- Submission of Notification of Intent to Apply for Program Recognition to TSSB staff.

Phase III (due by Fri., 8/21/15 unless earlier deadline indicated below):

- Approval of new or revised program award, or confirmation that approval not required, received from THECB by 8/1/15.
- Completion of revised syllabi and any supporting class materials.
- TSSB program recognition application, including cover page, final key activities/courses matrix, and course syllabi, submitted by Fri., 8/7/15 to TSSB staff for review and comment.
- Finalized program recognition application approved by TSSB.

**Skill Standards-Based Curriculum Development Projects
Administered by Del Mar College
Program Year 2015**

Part B – Project Summary

Project Title: AAS in Digital Gaming and Simulation for Programmers
Institution: Houston Community College

Provide a brief description of the overall approach or methodology of the curriculum (and skill standards, if appropriate) development project and the anticipated length to completion. Include a timeline with key milestones for each phase and anticipated dates to be completed. (Attach additional sheets of paper as needed.)

Detailed below are the overall approach of the curriculum and skills standards development and the anticipated length of completion of the process.

Phase I: by Friday, March 20, 2015

- Project Director selected by October 3, 2014. She has been selected.
- Identify the Job Analyst by October 3, 2014. With the assistance of Ms. Anne Dorsey, the Job Analyst has been identified and she has accepted the duties. She has previously worked on Type II applications and is very familiar with the TSSB requirements and processes.
- Project Director and the Job Analyst will attend the technical assistance session with TSSB staff on skills standards development within a month of the notification of approval to proceed with deliverables.
- A plan will be submitted by December 8, 2014 of how the job analyst, in collaboration with the college staff, will engage subject matter experts (SME) to validate the job analysis data and translate into skill standards elements, generate any additional skill standards elements needed, and validate work-oriented information. The plan will be developed in consultation with the job analyst. A determination will be made of the function(s) of the college staff and job analyst in the development of the skill standards and the process of recognition. A plan will also be established how and from where to recruit from the industry the SMEs for the development process of the skill standards. Additionally, included in the plan would be the methods that will be used to generate and validate the job analysis data and the skills standard elements.
- A strategy will be established to the development process of the skills standards.
- The skills analysis data will be translated into skill standards elements and validated, and additional skill standards elements generated, if needed, by the SMEs.
- The Academic and Employability Knowledge and Skills identified and work-oriented information will be validated by a second panel of SMEs.
- A draft of the skill standards generated in the TSSB format will be submitted to the TSSB staff for review and comments.
- If modification to the AAS in Digital Gaming and Simulation for Programmers curriculum is needed then it will be submitted through the HCC committees for approval.

Phase II: by Friday, May 22, 2015

- The HCC approved AAS in Digital Gaming and Simulation for Programmers curriculum will be submitted to THECB for approval.

- The finalized skill standards and the application package for the TSSB recognition will be submitted to TSSB staff by March 27, 2015.
- Attain the finalized skill standards recognition by the TSSB at the bi-annual meeting.
- The consultation and or technical assistance session or skill standards usage workshop with the TSSB staff will be completed.
- The Notification of Intent to Apply for Program Recognition to TSSB will be submitted.

Phase III: by Friday, August 21, 2015

- Assignment of skill standards' key activities to course completed and will be submitted to the TSSB staff to review and comment by June 5, 2015.
- Attain approval of the submitted AAS in Digital Gaming and Simulation for Programmers curriculum from THECB by August 1, 2015.
- The syllabi and the any supporting materials will be revised.
- The TSSB program recognition application, including the cover page, final key activities' course matrix, and course syllabi will be submitted to the TSSB staff for review and comment by August 7, 2015.
- Attain the finalized program recognition application approved by TSSB.

**TSSB BRIEFING ITEM
MEMORANDUM**

REF: AMD.tssb.IV.050515

TO TSSB Members

SUBJECT Program Recognition Renewal Update

Introduction

This item will update the Texas Skill Standards Board (TSSB) on the status of TSSB program recognition renewals by Texas community and technical colleges.

Background

This item addresses the TSSB's first legislative mandate that skill standards shall be used to guide curriculum development, training, assessment, and certification of workforce skills. Program recognition renewal fulfills the TSSB policy that delineates the program recognition term and renewal requirements as described in the TSSB's *Guidelines for the Certification and Credentialing of Skill Attainment (Guidelines)*.

Attachments

1. Program Recognition Initial Renewal Application Cover and Evaluation – Kilgore College Process Technology-Petroleum Specialty Associate of Applied Science (AAS)
2. Program Recognition Initial Renewal Application Cover and Evaluation – Lamar State College-Orange Process Technology AAS
3. Program Recognition Initial Renewal Application Cover and Evaluation – Northwest Vista College 3D Animation AAS
4. Program Recognition Initial Renewal Application Cover and Evaluation – Northwest Vista College Game Production AAS
5. Program Recognition Initial Renewal Application Cover and Evaluation – Texas Southmost College Medical Office Management AAS
6. Program Recognition Subsequent Renewal Application Cover and Form One – Brazosport College Chemical Technology-Process Operations Option AAS
7. Program Recognition Subsequent Renewal Application Cover and Form One – Lone Star College-CyFair Visual Communications-Graphic Design AAS
8. Program Recognition Subsequent Renewal Application Cover and Form One – Lone Star College-Kingwood Visual Communications-Graphic Design AAS
9. Program Recognition Subsequent Renewal Application Cover and Form One – Lone Star College-Montgomery Biotechnology AAS
10. Program Recognition Subsequent Renewal Application Cover and Form One – Lone Star College-North Harris Visual Communications-Graphic Design AAS

DiscussionStatus of Program Recognition Renewal for Calendar Year 2014

At the end of calendar year (CY) 2014, TSSB recognition of 13 programs was due to expire. Of the total, eight programs at six colleges were eligible for initial renewal. Two of those programs, Clarendon College's Wind Energy AAS and Wind Turbine Technician Level Two Certificate, chose not to renew

their TSSB recognition because the programs are being restructured. The college plans to reapply for TSSB recognition once the new programs have been established. Another program, Victoria College's Process Technology AAS, had its TSSB recognition extended for one year. The program has a new coordinator who was not involved in the original program recognition application. This spring, she is aligning her program more closely with Brazosport College's process technology program, which is recognized by the TSSB, to be able to meet the renewal requirements.

The remaining colleges' programs fulfilled all of the program recognition renewal application requirements as described in the *Guidelines* including:

1. Key activities-to-courses matrix – The college must indicate that the matrix documenting the integration of the key activities into the program's courses that was submitted with the original program recognition application has not changed. If changes have occurred, or if the skill standards have been updated since program recognition was granted, the college must submit a new matrix.
2. Statement of assurance – The chief college officer in charge of instruction/curriculum or the college president must attest by signature that the college has developed assessments to evaluate the students' attainment of the skill standards content (key activities and related performance criteria, skills and knowledge) as specified in the key activities-to-courses matrix. In addition, the college must agree to submit all assessments for review if requested by the TSSB.
3. Sample assessments – The college must submit sample assessments demonstrating that the students are being evaluated on the skill standards content. To ensure a broad, representative sample of assessments across the curriculum, the application requires the college to submit a minimum of three courses' assessments, which includes all major assessments from one course, and at least one major assessment from each of the remaining two courses. The application defines the meaning of assessment so that only significant events or instruments will be submitted, and provides examples and exclusions.

Staff conducted an evaluation of the colleges' application materials and recommended renewal of program recognition to the TSSB Chair. The Chair granted renewal of program recognition for three more years, per TSSB policy, to the programs listed in attachments 1 through 5.

Subsequent Renewal

Five programs at five colleges were eligible for subsequent renewal of their TSSB recognition and completed the requirements, which include:

1. An application cover page indicating that neither the skill standards nor the courses or placement of key activities from the approved program recognition matrix have changed since the last renewal.
2. A statement of assurances signed by the college president or chief instructional officer, the dean with oversight responsibility over the program, and the program representative (faculty member or chair).

Staff reviewed the application materials and recommended subsequent renewal to the TSSB Chair. The Chair granted renewal of program recognition per TSSB policy for three more years to the programs listed in attachments 6 through 10.

Status of Program Recognition Renewal for CY 2015

The following colleges will be notified in May that they may renew their programs' TSSB recognition, which is due to expire on December 31, 2015. One TSSB-recognized program, El Centro College's Biotechnology program, has been discontinued, and thus, will not renew its recognition.

Subsequent Renewal	
College	Program
Alvin Community College	Process Technology AAS
Brookhaven College	Geographic Information Systems AAS Visual Communications-Communication Design AAS Visual Communications-Web Design and Development Level Two Certificate
Lone Star College-North Harris	Visual Communications-Multimedia AAS
San Jacinto College Central	Instrumentation Technology AAS
Temple College	Biotechnology AAS
TSTC-Waco	Nanotechnology AAS Solar Energy Technology AAS
Wharton County Junior College	Computer Programming AAS

First-Time Renewal	
College	Program
Brookhaven College	Computer Information Technology-Web Production and Design AAS
TSTC Harlingen	Machining Technology-Mold, Tool, and Die-Making AAS
TSTC Marshall	Biomedical Equipment Technology AAS Electric Utility Construction and Maintenance AAS Process Operations Technology AAS
Victoria College	Process Technology AAS

Recommendation

It is recommended that TSSB members note the information contained in this memorandum.



Texas Skill Standards Board

PROGRAM RECOGNITION INITIAL RENEWAL APPLICATION COVER

All institutions applying for TSSB Program Recognition Renewal must complete the information below. A separate renewal application cover and form must be submitted for each TSSB-recognized program for which renewal is being sought.

Institution: **Kilgore College**

Program Information: Enter the award title and level of the recognized program for which renewal is being sought. Indicate whether curriculum changes have been made since TSSB program recognition was granted that required program revision approval from the Texas Higher Education Coordinating Board. (If so, check the box below and attach documentation indicating Coordinating Board approval of the program revision.)

Program revision approved by the Coordinating Board: (If not applicable, leave blank.)

Award Title of Recognized Program: **Process Technology - Petroleum Specialty**

Award Level (select one): **AAS** Award CIP Code: **15.0903**

Title of TSSB-recognized skill standards incorporated into recognized program curriculum (found in Texas Skill Standards Repository on TSSB web site at www.tssb.org):

Oil and Gas Production Technician

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of Dean, Program/Dept Chair, or Faculty Member		Title	
Dewey Greer		Lead Instructor	
Mailing Address		City	State
1100 Broadway		Kilgore	TX
		Zip Code	
		75662-3204	
Telephone	Fax	E-mail	
903 988-7414	903 988-7539	dgreer@kilgore.edu	

Industry Statement Regarding Program Recognition Renewal Application: Enter the name, title and company of the recognized program's industry advisory committee chair, along with signature and date, to attest on behalf of the committee, to the statement below.

The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee has been consulted on and supports: 1) the college's intention to apply for renewal of its TSSB program recognition; and 2) the college's development of assessments to evaluate students' mastery of the key activities (or equivalent element) and related criteria, skills, and knowledge in the skill standards, as a requirement of renewal.

Signature	Date 11-14-14
-----------	----------------------

Industry Advisory Committee Chair (Type name, title, and company)

Pete Lamothe, Manager-Learning Services, Eastman Chemical Company - Longview Texas

Send this signed Application Cover, and the signed Application Form with assessment samples attached to: Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by:	<input checked="" type="checkbox"/> Renewal recommended	<input type="checkbox"/> Does not meet renewal requirements
TSSB Action Date: 5/5/15	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved


TEXAS SKILL STANDARDS BOARD
PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

College Applicant: Kilgore College

Program Award: Process Technology-Petroleum Specialty Associate of Applied Science (AAS)

Skill standards integrated into curriculum: Oil and Gas Production Technician

College Contact: Dewey Greer, Instructor, Process Technology

Date Renewal Application Review Completed: _____

Program Status: Existing Revision Replication

Part One: Application Requirements Checklist and Staff Evaluation

- Application Cover (with industry advisory committee chair signature attesting to statement)
- Application Form (with signature of appropriate college representative attesting to statement)
- If matrix indicating courses in which key activities will be assessed has changed, the following were submitted:
 - revised key activities to courses matrix with changes highlighted
 - revised syllabus for each course that has changed on matrix or contains updated key activities
 - revised key activities to learning outcomes matrix, if submitted with original application
- If program revised since Texas Skill Standards Board (TSSB) recognition granted, documentation of Texas Higher Education Coordinating Board approval submitted
- Student Assessment Samples – all major assessments from one course, and at least one assessment from two or more other courses.

Application Reviewed by: Anne Dorsey

Staff Evaluation and Recommendation:

As indicated in the checklist above, Kilgore College completed all application requirements for program recognition renewal, including the signed forms and sample student assessments.

Kilgore College submitted assessments covering all the key activities checked for PTRT 2323 - Natural Gas Production, the comprehensive "capstone" course, which requires students to demonstrate their mastery of the knowledge and skills accumulated throughout the program. Kilgore College faculty submitted three tests, including the final comprehensive exam, with the questions addressing each key activity annotated.

Kilgore College also submitted sample assessments for three other courses: PTRT 2343 - Refining Methods; PTAC 1317 - Natural Gas Processing I; and PTAC 2420 - Systems. For each course, a comprehensive exam indicated which questions addressed key activities checked on the program recognition matrix.

Based on this review, staff concludes that Kilgore College is assessing the skills and knowledge related to the key activities in the Oil and Gas Production Technician skill standards, which describe the work of a technician with experience. For these standards, mastery of the related occupational skills and knowledge enables graduates to apply them in entry-level job duties and ultimately, to perform the key activities as they gain experience and further training at a production facility. Thus,



PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

it is recommended that the TSSB renew its recognition of Kilgore College's Process Technology-Petroleum Specialty AAS program.

Part Two: TSSB Program Recognition Renewal

- Recognition renewed by TSSB Chair Recognition not renewed by TSSB Chair

Comments:

Approved via email on 2/6/15



Texas Skill Standards Board

PROGRAM RECOGNITION INITIAL RENEWAL APPLICATION COVER

All institutions applying for TSSB Program Recognition Renewal must complete the information below. A separate renewal application cover and form must be submitted for each TSSB-recognized program for which renewal is being sought.

Institution: **Lamar State College - Orange**

Program Information: Enter the award title and level of the recognized program for which renewal is being sought. Indicate whether curriculum changes have been made since TSSB program recognition was granted that required program revision approval from the Texas Higher Education Coordinating Board. (If so, check the box below and attach documentation indicating Coordinating Board approval of the program revision.)

Program revision approved by the Coordinating Board: (If not applicable, leave blank.)

Award Title of Recognized Program: **Process Technology**

Award Level (select one): **AAS** Award CIP Code: **41.0301**

Title of TSSB-recognized skill standards incorporated into recognized program curriculum (found in Texas Skill Standards Repository on TSSB web site at www.tssb.org):

Chemical/Refining Process Technician

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of Dean, Program/Dept Chair, or Faculty Member	Title
Jackie Spears	Division director of Business & Technology

Mailing Address	City	State	Zip Code
410 Front Street	Orange	TX	77630

Telephone	Fax	E-mail
409-882-3018		jackie.spears@lsco.edu

Industry Statement Regarding Program Recognition Renewal Application: Enter the name, title and company of the recognized program's industry advisory committee chair, along with signature and date, to attest on behalf of the committee, to the statement below.

The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee has been consulted on and supports: 1) the college's intention to apply for renewal of its TSSB program recognition; and 2) the college's development of assessments to evaluate students' mastery of the key activities (or equivalent element) and related criteria, skills, and knowledge in the skill standards, as a requirement of renewal.

Signature <i>S Barrett</i>	Date <i>11/5/2014</i>
----------------------------	-----------------------

Industry Advisory Committee Chair (Type name, title, and company)
Sally Barrett, SPHR, HR Consultant, DuPont Packaging & Industrial Polymers

Send this signed Application Cover, and the signed Application Form with assessment samples attached to: Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by: <i>[Signature]</i>	<input checked="" type="checkbox"/> Renewal recommended	<input type="checkbox"/> Does not meet renewal requirements
TSSB Action Date: <i>5/5/15</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved



PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

College Applicant: Lamar State College-Orange

Program Award: Process Technology Associate of Applied Science

Skill standards integrated into curriculum: Chemical/Refining Process Technician

College Contact: Earl Geis, Program Director, Industrial/Process Technology

Date Renewal Application Completed: 11/21/14

Program Status: Existing Revision Replication

Part One: Application Requirements Checklist and Staff Evaluation

- Application Cover (with industry advisory committee chair signature attesting to statement)
- Application Form (with signature of appropriate college representative attesting to statement)
- If matrix indicating courses in which key activities will be assessed has changed, the following were submitted:
 - revised key activities to courses matrix with changes highlighted
 - revised syllabus for each course that has changed on matrix or contains updated key activities
 - revised key activities to learning outcomes matrix, if submitted with original application
- If program revised since Texas Skill Standards Board (TSSB) recognition granted, documentation of Texas Higher Education Coordinating Board approval submitted
- Student Assessment Samples – all major assessments from one course, and at least one assessment from two or more other courses.

Application Reviewed by: Anne M. Dorsey

Staff Evaluation and Recommendation:

As indicated in the checklist above, Lamar State College-Orange completed all application requirements for program recognition renewal, including the signed forms and sample student assessments.

Lamar State College-Orange submitted assessments covering all the key activities checked for PTAC 2420 - Systems, the comprehensive "capstone" course, which requires students to demonstrate their mastery of the knowledge and skills accumulated throughout the program. The faculty also submitted assessments covering all the key activities for three other courses: PTAC 1410 - Process Technology I-Equipment; PTAC 1308/1408 - Safety, Health, and Environment I; and Process Technology III-Operations. The assessments include comprehensive exams, with the questions addressing each key activity annotated. In addition, "hands-on" lab exercises test students' ability to start-up and operate scale models of plant units such as a cooling tower and heat exchanger.

Based on this review, staff concludes that Lamar State College-Orange is assessing the skills and knowledge related to the key activities in the Chemical/Refining Process Technician skill standards, which describe the work of a process operator with 3-5 years of experience. For these standards, mastery of the related occupational skills and knowledge enables graduates to apply them in entry-level job duties and ultimately, to perform the key activities as they gain experience and further



TEXAS SKILL STANDARDS BOARD

PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

training at a refining plant. Thus, it is recommended that the TSSB renew its recognition of Lamar State College-Orange's Process Technology AAS program.

Part Two: TSSB Program Recognition Renewal

- Recognition renewed by TSSB Chair Recognition not renewed by TSSB Chair

Comments:

11/25/14 via email



Texas Skill Standards Board

TWIC
 DEC 09 2014
Received

PROGRAM RECOGNITION INITIAL RENEWAL APPLICATION COVER

All institutions applying for TSSB Program Recognition Renewal must complete the information below. A separate renewal application cover and form must be submitted for each TSSB-recognized program for which renewal is being sought.

Institution:	Northwest Vista College		
Program Information: Enter the award title and level of the recognized program for which renewal is being sought. Indicate whether curriculum changes have been made since TSSB program recognition was granted that required program revision approval from the Texas Higher Education Coordinating Board. (If so, check the box below and attach documentation indicating Coordinating Board approval of the program revision.)			
Program revision approved by the Coordinating Board: (If not applicable, leave blank.)			<input checked="" type="checkbox"/>
Award Title of Recognized Program:	3D Animation		
Award Level (select one):	AAS	Award CIP Code:	10.0301
Title of TSSB-recognized skill standards incorporated into recognized program curriculum (found in Texas Skill Standards Repository on TSSB web site at www.tssb.org):			
Electronic Game Content Development			
Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.			
Name of Dean, Program/Dept Chair, or Faculty Member		Title	
Qi Wang		Instructor	
Mailing Address	City	State	Zip Code
3535 North Ellison Drive	San Antonio	TX	78251
Telephone	Fax	E-mail	
(210) 486 - 4401	(210) 486 - 9097	qwang4@alamo.edu	
Industry Statement Regarding Program Recognition Renewal Application: Enter the name, title and company of the recognized program's industry advisory committee chair, along with signature and date, to attest on behalf of the committee, to the statement below:			
The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee has been consulted on and supports: 1) the college's intention to apply for renewal of its TSSB program recognition; and 2) the college's development of assessments to evaluate students' mastery of the key activities (or equivalent element) and related criteria, skills, and knowledge in the skill standards, as a requirement of renewal.			
Signature			Date 11/26/2014
Industry Advisory Committee Chair (Type name, title, and company)			
John Carter, Computer Graphic Artist at Booz Allen Hamilton			

Send this signed Application Cover, and the signed Application Form with assessment samples attached to: Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by:		<input checked="" type="checkbox"/>	Renewal recommended	<input type="checkbox"/>	Does not meet renewal requirements
TSSB Action Date:	5/5/15	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved


TEXAS SKILL STANDARDS BOARD
PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

College Applicant: Northwest Vista College

Program Award: 3D Animation Associate of Applied Science (AAS)

Skill standards integrated into curriculum: Electronic Game Content Production

College Contact: Qi Wang, Instructor, 3D Animation and Software Development

Date Renewal Application Completed: 12/9/14

Program Status: Existing Revision Replication

Part One: Application Requirements Checklist and Staff Evaluation

- Application Cover (with industry advisory committee chair signature attesting to statement)
- Application Form (with signature of appropriate college representative attesting to statement)
- If matrix indicating courses in which key activities will be assessed has changed, the following were submitted:
 - revised key activities to courses matrix with changes highlighted
 - revised syllabus for each course that has changed on matrix or contains updated key activities
 - revised key activities to learning outcomes matrix, if submitted with original application
- If program revised since Texas Skill Standards Board (TSSB) recognition granted, documentation of Texas Higher Education Coordinating Board approval submitted
- Student Assessment Samples – all major assessments from one course, and at least one assessment from two or more other courses.

Application Reviewed by: Anne M. Dorsey

Staff Evaluation and Recommendation:

As indicated in the checklist above, Northwest Vista College completed all application requirements for program recognition renewal, including the signed forms and sample student assessments.

Northwest Vista College submitted assessments covering all the key activities checked for GAME 2359 - Game and Simulation Group Project, its capstone course. The faculty submitted the course's final project, which required students to develop a complete game and/or simulation project, including creating and utilizing a database of assets using logical naming conventions, and creating 3D meshes and exporting them into the Game Engine. The application included a project to Add Lighting to a Unity Scene that addressed four key activities integrated into the GAME 1304 - Level Design course, and three projects addressing key activity F3-Create sprite animation, integrated into the ARTC 1302 - Digital Imaging I course.

Based on this review, staff concludes that Northwest Vista College is assessing the key activities in the Electronic Game Content Production skill standards. Thus, it is recommended that the TSSB renew its recognition of Northwest Vista College's 3D Animation AAS program.



TEXAS SKILL STANDARDS BOARD

PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

Part Two: TSSB Program Recognition Renewal

- Recognition renewed by TSSB Chair Recognition not renewed by TSSB Chair

Comments:

1/13/15 via email



Texas Skill Standards Board

TWIC
DEC 09 2014
Received

PROGRAM RECOGNITION INITIAL RENEWAL APPLICATION COVER

All institutions applying for TSSB Program Recognition Renewal must complete the information below. A separate renewal application cover and form must be submitted for each TSSB-recognized program for which renewal is being sought.

Institution:	Northwest Vista College		
Program Information: Enter the award title and level of the recognized program for which renewal is being sought. Indicate whether curriculum changes have been made since TSSB program recognition was granted that required program revision approval from the Texas Higher Education Coordinating Board. (If so, check the box below and attach documentation indicating Coordinating Board approval of the program revision.)			
Program revision approved by the Coordinating Board: (If not applicable, leave blank.)			<input checked="" type="checkbox"/>
Award Title of Recognized Program:	Game Production		
Award Level (select one):	AAS	Award CIP Code:	10.0301
Title of TSSB-recognized skill standards incorporated into recognized program curriculum (found in Texas Skill Standards Repository on TSSB web site at www.tssb.org):			
Electronic Game Content Development			
Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.			
Name of Dean, Program/Dept Chair, or Faculty Member		Title	
Julie Hoshizaki		Assistant Professor	
Mailing Address		City	State
3535 North Ellison Drive		San Antonio	TX
Zip Code		78251	
Telephone	Fax	E-mail	
(210) 486 - 4059	(210) 486 - 9097	jhoshizaki@alamo.edu	
Industry Statement Regarding Program Recognition Renewal Application: Enter the name, title and company of the recognized program's industry advisory committee chair, along with signature and date, to attest on behalf of the committee, to the statement below.			
The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee has been consulted on and supports: 1) the college's intention to apply for renewal of its TSSB program recognition; and 2) the college's development of assessments to evaluate students' mastery of the key activities (or equivalent element) and related criteria, skills, and knowledge in the skill standards, as a requirement of renewal.			
Signature		Date	
		NOV. 26, 2014	
Industry Advisory Committee Chair (Type name, title, and company)			
Scott Strentzsch, Senior Software Designer, Winternals Software (retired)			

Send this signed Application Cover, and the signed Application Form with assessment samples attached to: Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by:		<input checked="" type="checkbox"/>	Renewal recommended	<input type="checkbox"/>	Does not meet renewal requirements
TSSB Action Date:	5/5/15	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved



TEXAS SKILL STANDARDS BOARD

PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

College Applicant: Northwest Vista College

Program Award: Game Production Associate of Applied Science (AAS)

Skill standards integrated into curriculum: Electronic Game Content Production

College Contact: Julie Hoshizaki, Assistant Professor, Game Programming and Production

Date Renewal Application Completed: 12/9/14

Program Status: Existing Revision Replication

Part One: Application Requirements Checklist and Staff Evaluation

- Application Cover (with industry advisory committee chair signature attesting to statement)
- Application Form (with signature of appropriate college representative attesting to statement)
- If matrix indicating courses in which key activities will be assessed has changed, the following were submitted:
 - revised key activities to courses matrix with changes highlighted
 - revised syllabus for each course that has changed on matrix or contains updated key activities
 - revised key activities to learning outcomes matrix, if submitted with original application
- If program revised since Texas Skill Standards Board (TSSB) recognition granted, documentation of Texas Higher Education Coordinating Board approval submitted
- Student Assessment Samples – all major assessments from one course, and at least one assessment from two or more other courses.

Application Reviewed by: Anne M. Dorsey

Staff Evaluation and Recommendation:

As indicated in the checklist above, Northwest Vista College completed all application requirements for program recognition renewal, including the signed forms and sample student assessments.

Northwest Vista College submitted assessments covering all the key activities checked for GAME 2359 - Game and Simulation Group Project, its capstone course. The faculty submitted the course's final project, which required students to develop a complete game and/or simulation project, including creating and utilizing a database of assets using logical naming conventions, and creating 3D meshes and exporting them into the Game Engine. The application included a project to Add Lighting to a Unity Scene that addressed four key activities integrated into the GAME 1304 - Level Design course, and three projects addressing key activity F3-Create sprite animation, integrated into the ARTC 1302 - Digital Imaging I course.

Based on this review, staff concludes that Northwest Vista College is assessing the key activities in the Electronic Game Content Production skill standards. Thus, it is recommended that the TSSB renew its recognition of Northwest Vista College's Game Production AAS program.



TEXAS SKILL STANDARDS BOARD

PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

Part Two: TSSB Program Recognition Renewal

- Recognition renewed by TSSB Chair Recognition not renewed by TSSB Chair

Comments:

1/13/15 via email



Texas Skill Standards Board

PROGRAM RECOGNITION INITIAL RENEWAL APPLICATION COVER

All institutions applying for TSSB Program Recognition Renewal must complete the information below. A separate renewal application cover and form must be submitted for each TSSB-recognized program for which renewal is being sought.

Institution: **Texas Southmost College**

Program Information: Enter the award title and level of the recognized program for which renewal is being sought. Indicate whether curriculum changes have been made since TSSB program recognition was granted that required program revision approval from the Texas Higher Education Coordinating Board. (If so, check the box below and attach documentation indicating Coordinating Board approval of the program revision.)

Program revision approved by the Coordinating Board: (If not applicable, leave blank.)

Award Title of Recognized Program: **Medical Office Management**

Award Level (select one): **AAS** Award CIP Code: **51.0716**

Title of TSSB-recognized skill standards incorporated into recognized program curriculum (found in Texas Skill Standards Repository on TSSB web site at www.tssb.org):

Medical Office Manager

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of Dean, Program/Dept Chair, or Faculty Member		Title	
Mari C. Rodriguez		Faculty	
Mailing Address	City	State	Zip Code
80 Ft Brown	Brownsville	TX	78520
Telephone	Fax	E-mail	
956-295-3722	956-295-3384	mari.rodriguez@tsc.edu	

Industry Statement Regarding Program Recognition Renewal Application: Enter the name, title and company of the recognized program's industry advisory committee chair, along with signature and date, to attest on behalf of the committee, to the statement below.

The signature of the program's industry advisory committee chair named below indicates that the industry advisory committee has been consulted on and supports: 1) the college's intention to apply for renewal of its TSSB program recognition; and 2) the college's development of assessments to evaluate students' mastery of the key activities (or equivalent element) and related criteria, skills, and knowledge in the skill standards, as a requirement of renewal.

Signature: *Supita Dragustinovis* Date: **11-25-2014**

Industry Advisory Committee Chair (Type name, title, and company)

Supita Dragustinovis, Billing Supervisor, BCHC

Send this signed Application Cover, and the signed Application Form with assessment samples attached to: Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by: <i>Ann Dorsey</i>	<input checked="" type="checkbox"/>	Renewal recommended	<input type="checkbox"/>	Does not meet renewal requirements
TSSB Action Date: <i>5/5/15</i>	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Disapproved



TEXAS SKILL STANDARDS BOARD

PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

College Applicant: Texas Southmost CollegeProgram Award: Medical Office Management Associate of Applied Science (AAS)Skill standards integrated into curriculum: Medical Office ManagerCollege Contact: Mari C. Rodriguez, Faculty, Medical Office ManagementDate Renewal Application Completed: 1/27/15Program Status: Existing Revision Replication

Part One: Application Requirements Checklist and Staff Evaluation

- Application Cover (with industry advisory committee chair signature attesting to statement)
- Application Form (with signature of appropriate college representative attesting to statement)
- If matrix indicating courses in which key activities will be assessed has changed, the following were submitted:
 - revised key activities to courses matrix with changes highlighted
 - revised syllabus for each course that has changed on matrix or contains updated key activities
 - revised key activities to learning outcomes matrix, if submitted with original application
- If program revised since Texas Skill Standards Board (TSSB) recognition granted, documentation of Texas Higher Education Coordinating Board approval submitted
- Student Assessment Samples – all major assessments from one course, and at least one assessment from two or more other courses.

Application Reviewed by: Anne M. Dorsey

Staff Evaluation and Recommendation:

As indicated in the checklist above, Texas Southmost College completed all application requirements for program recognition renewal, including the signed forms and sample student assessments.

Texas Southmost College submitted assessments covering all the key activities checked for HITT 1353 - Legal and Ethical Aspects for Health Information. The faculty submitted three comprehensive exams, five case studies requiring students to think through and discuss with their classmates the answers to various health care scenarios, and the course's final project. In the final project, students were instructed to develop a policy and related forms for various key activities, such as "monitor patient satisfaction" and "establish patient expectations." The application also included comprehensive exams, critical thinking assignments, and a final project for POFM 1317 - Medical Administrative Support; and three comprehensive exams covering key activities in MDCA 1343 - Medical Insurance.

Based on this review, staff concludes that Texas Southmost College is assessing the key activities in the Medical Office Manager skill standards. Thus, it is recommended that the TSSB renew its recognition of Texas Southmost College's Medical Office Management AAS program.



PROGRAM RECOGNITION RENEWAL APPLICATION EVALUATION

Part Two: TSSB Program Recognition Renewal

- Recognition renewed by TSSB Chair Recognition not renewed by TSSB Chair

Comments:

Via email on 1/27/15



Texas Skill Standards Board

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION

TWIC
 NOV 28 2014
Received

Colleges applying for subsequent renewal of Texas Skill Standards Board (TSSB) Program Recognition must complete the information below. A separate application must be submitted for each TSSB-recognized program for which subsequent renewal is being sought.

Institution Name: **Brazosport College**

Program Information: Enter the award title and level of the recognized program for which subsequent renewal is being sought. Indicate the month and year of the last program recognition approval by the TSSB.

Award Title and Level (AAS, AS or Level Two Certificate) of Recognized Program:

Chemical Technology - Process Operations Option, Associate of Applied Science, AAS,

Date of last program recognition approval by TSSB:	December	2011
	Month	Year

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of College Representative (see above)	Title
Gary Hicks	Division Chair, Physical Sciences and Process Technologies

Mailing Address	City	State	Zip Code
500 College Drive	Lake Jackson	TX	77566

Telephone	E-mail
(979) 230-3291	gary.hicks@brazosport.edu

Changes Since Last Program Recognition Renewal: Indicate whether either of the following has occurred since the program's TSSB recognition was last renewed on the date above:

- Skill standards incorporated into the curriculum have been amended or updated.
- Any course or placement of the key activities in the approved program recognition matrix has changed.

If neither of the above has occurred since program recognition was last renewed, sign the Statement of Assurances on the attached Program Recognition Subsequent Renewal Application Form – One, and submit with this application cover to the address below.

If either statement above has been checked, complete Program Recognition Subsequent Renewal Application Form – Two and submit with sample assessments, as indicated in the instructions on the form to:

Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by: <i>[Signature]</i>	<input checked="" type="checkbox"/>	Renewal recommended	Does not meet renewal requirements
TSSB Action Date: <i>5/5/15</i>	<input type="checkbox"/>	Approved	Disapproved



Texas Skill Standards Board

TWIC
 NOV 20 2014
Received

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION FORM - ONE

Institution Name:	Brazosport College
Award Title & Level of Recognized Program:	Chemical Technology -Process Operations Option, Associate of Applied Science, AAS

Statement of Assurances Regarding Program Recognition Subsequent Renewal

Enter the name and title of the appropriate college authorities to indicate the institution's commitment to the statement below. The Statement of Assurances must be signed by: 1) either the college president or the chief college officer in charge of instruction/curriculum (e.g., Vice President of Instruction); 2) the dean overseeing the program; and 3) the appropriate program representative, (e.g., department chair or lead faculty member).

The signature of the college representatives named below indicates that: 1) the institution will continue to teach the key activities as learning outcomes in the courses specified in the Key Activities-to-Courses Matrix, as submitted for TSSB Program Recognition (or if applicable, as revised in the last renewal application); 2) none of the courses or placement of key activities in the matrix has changed since initial renewal was granted; 3) the institution has developed and is using assessments to evaluate students' mastery of all the key activities (or equivalent element) and related criteria, skills and knowledge, as specified in the skill standards; 4) the college agrees to collaborate with other college programs that are recognized by or are seeking recognition from the TSSB on a common technical core curriculum and where the key activities shall be assessed, at a minimum; 5) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the TSSB; and 6) the individuals named below have the authority to commit the institution to fulfilling the statements listed above.

College President or Chief Instructional Officer:	
Dr. Millicent Valek	President
Name	Title
Signature: <i>Millicent Valek</i>	Date: <i>11/13/14</i>

Dean with oversight responsibility for the TSSB-recognized program:	
Jeffrey Detrick	Dean, Instruction
Name	Title
Signature: <i>Jeffrey Detrick</i>	Date: <i>11/10/14</i>

Program representative (department/program chair or lead faculty member):	
Gary Hicks	Division Chair, Physical Sciences and Process Technologies
Name	Title
Signature: <i>Gary Hicks</i>	Date: <i>11-10-2014</i>



Texas Skill Standards Board

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION COVER

Colleges applying for subsequent renewal of Texas Skill Standards Board (TSSB) Program Recognition must complete the information below. A separate application must be submitted for each TSSB-recognized program for which subsequent renewal is being sought.

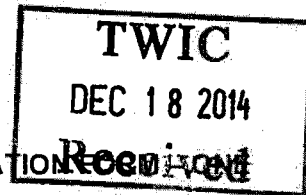
Institution Name: Lone Star College - Cyfair			
Program Information: Enter the award title and level of the recognized program for which subsequent renewal is being sought. Indicate the month and year of the last program recognition approval by the TSSB.			
Award Title and Level (AAS, AS or Level Two Certificate) of Recognized Program:			
Visual Communication - Graphic Design, Associate of Applied Science			
Date of last program recognition approval by TSSB:		12	2011
		Month	Year
Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.			
Name of College Representative (see above)		Title	
Kisha Cormier		Professor of Visual Communication	
Mailing Address		City	State
9191 Barker Cypress Rd Visual Communication, Division 3		Cypress	TX
Zip Code		77433	
Telephone		E-mail	
281.290.3258		kisha.l.cormier@lonestar.edu	
Changes Since Last Program Recognition Renewal: Indicate whether either of the following has occurred since the program's TSSB recognition was last renewed on the date above:			
<input type="checkbox"/> Skill standards incorporated into the curriculum have been amended or updated.			
<input type="checkbox"/> Any course or placement of the key activities in the approved program recognition matrix has changed.			
If neither of the above has occurred since program recognition was last renewed, sign the Statement of Assurances on the attached Program Recognition Subsequent Renewal Application Form – One, and submit with this application cover to the address below.			
If either statement above has been checked, complete Program Recognition Subsequent Renewal Application Form – Two and submit with sample assessments, as indicated in the instructions on the form to:			
Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.			

FOR TSSB USE ONLY

Staff Review by: <i>CE McOrney</i>	<input checked="" type="checkbox"/> Renewal recommended	<input type="checkbox"/> Does not meet renewal requirements
TSSB Action Date: <i>5/5/15</i>	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved



Texas Skill Standards Board



PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION

Institution Name:	Lone Star College - Cyfair
Award Title & Level of Recognized Program:	Visual Communication - Graphic Design, Associate of Applied Science

Statement of Assurances Regarding Program Recognition Subsequent Renewal

Enter the name and title of the appropriate college authorities to indicate the institution's commitment to the statement below. The Statement of Assurances must be signed by: 1) either the college president or the chief college officer in charge of instruction/curriculum (e.g., Vice President of Instruction); 2) the dean overseeing the program; and 3) the appropriate program representative, (e.g., department chair or lead faculty member).

The signature of the college representatives named below indicates that: 1) the institution will continue to teach the key activities as learning outcomes in the courses specified in the Key Activities-to-Courses Matrix, as submitted for TSSB Program Recognition (or if applicable, as revised in the last renewal application); 2) none of the courses or placement of key activities in the matrix has changed since initial renewal was granted; 3) the institution has developed and is using assessments to evaluate students' mastery of all the key activities (or equivalent element) and related criteria, skills and knowledge, as specified in the skill standards; 4) the college agrees to collaborate with other college programs that are recognized by or are seeking recognition from the TSSB on a common technical core curriculum and where the key activities shall be assessed, at a minimum; 5) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the TSSB; and 6) the individuals named below have the authority to commit the institution to fulfilling the statements listed above.

College President or Chief Instructional Officer:	
Deana Sheppard	Vice President - Student Learning
Name	Title
Signature: <i>D Sheppard</i>	Date: 12/10/14

Dean with oversight responsibility for the TSSB-recognized program:	
Kimberly Hubbard	Instructional Dean - Visual & Performing Arts, Humanities and Philosophy, Media & Technology
Name	Title
Signature: <i>K Hubbard</i>	Date: 12-2-14

Program representative (department/program chair or lead faculty member):	
Kisha Cormier	Professor of Visual Communication
Name	Title
Signature: <i>K Cormier</i>	Date: 12/2/14



Texas Skill Standards Board

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DEC 02 2014
Received

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION COVER

Colleges applying for subsequent renewal of Texas Skill Standards Board (TSSB) Program Recognition must complete the information below. A separate application must be submitted for each TSSB-recognized program for which subsequent renewal is being sought.

Institution Name: **Lone Star College - Kingwood**

Program Information: Enter the award title and level of the recognized program for which subsequent renewal is being sought. Indicate the month and year of the last program recognition approval by the TSSB.

Award Title and Level (AAS, AS or Level Two Certificate) of Recognized Program:

AAS - Visual Communications - Graphic Design

Date of last program recognition approval by TSSB:	December	2011
	Month	Year

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of College Representative (see above)	Title		
Shawn G. Sedoff	Faculty Lead, Visual Communications		
Mailing Address	City	State	Zip Code
20000 Kingwood Dr.	Kingwood	TX	77339
Telephone	E-mail		
281-312-1742	shawn.g.sedoff@lonestar.edu		

Changes Since Last Program Recognition Renewal: Indicate whether either of the following has occurred since the program's TSSB recognition was last renewed on the date above:

- Skill standards incorporated into the curriculum have been amended or updated.
- Any course or placement of the key activities in the approved program recognition matrix has changed.

If neither of the above has occurred since program recognition was last renewed, sign the Statement of Assurances on the attached Program Recognition Subsequent Renewal Application Form – One, and submit with this application cover to the address below.

If either statement above has been checked, complete Program Recognition Subsequent Renewal Application Form – Two and submit with sample assessments, as indicated in the instructions on the form to:

Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by: <i>[Signature]</i>	<input checked="" type="checkbox"/>	Renewal recommended	<input type="checkbox"/>	Does not meet renewal requirements
TSSB Action Date: 3/5/15		Approved		Disapproved



Texas Skill Standards Board

TWIC
DEC 02 2014
Received

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION FORM

Institution Name:	Lone Star College - Kingwood
Award Title & Level of Recognized Program:	AAS - Visual Communications - Graphic Design

Statement of Assurances Regarding Program Recognition Subsequent Renewal

Enter the name and title of the appropriate college authorities to indicate the institution's commitment to the statement below. The Statement of Assurances must be signed by: 1) either the college president or the chief college officer in charge of instruction/curriculum (e.g., Vice President of Instruction); 2) the dean overseeing the program; and 3) the appropriate program representative, (e.g., department chair or lead faculty member).

The signature of the college representatives named below indicates that: 1) the institution will continue to teach the key activities as learning outcomes in the courses specified in the Key Activities-to-Courses Matrix, as submitted for TSSB Program Recognition (or if applicable, as revised in the last renewal application); 2) none of the courses or placement of key activities in the matrix has changed since initial renewal was granted; 3) the institution has developed and is using assessments to evaluate students' mastery of all the key activities (or equivalent element) and related criteria, skills and knowledge, as specified in the skill standards; 4) the college agrees to collaborate with other college programs that are recognized by or are seeking recognition from the TSSB on a common technical core curriculum and where the key activities shall be assessed, at a minimum; 5) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the TSSB; and 6) the individuals named below have the authority to commit the institution to fulfilling the statements listed above.

College President or Chief Instructional Officer:	
Katherine Persson	President
Name	Title
Signature: <i>Katherine Persson</i>	Date: <i>11/20/2014</i>
Dean with oversight responsibility for the TSSB-recognized program:	
Lisa Bryant	Interim Dean
Name	Title
Signature: <i>Lisa Bryant</i>	Date: <i>11/20/14</i>
Program representative (department/program chair or lead faculty member):	
Shawn G. Sedoff	Lead Faculty, Visual Communications
Name	Title
Signature: <i>Shawn Sedoff</i>	Date: <i>11/18/14</i>



Texas Skill Standards Board

TWIC
FEB 17 2015
RECOVER

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION COVER

Colleges applying for subsequent renewal of Texas Skill Standards Board (TSSB) Program Recognition must complete the information below. A separate application must be submitted for each TSSB-recognized program for which subsequent renewal is being sought.

Institution Name: **Lone Star College-Montgomery**

Program Information: Enter the award title and level of the recognized program for which subsequent renewal is being sought. Indicate the month and year of the last program recognition approval by the TSSB.

Award Title and Level (AAS, AS or Level Two Certificate) of Recognized Program:

AAS *Biotechnology*

Date of last program recognition approval by TSSB:

11

2011

Month

Year

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of College Representative (see above)

Title

Dr. Daniel Kainer

Director, Lone Star College Biotechnology Institute

Mailing Address

City

State

Zip Code

3200 College Park Dr.

Conroe

TX

77384

Telephone

E-mail

936-273-7060

dkainer@lonestar.edu

Changes Since Last Program Recognition Renewal: Indicate whether either of the following has occurred since the program's TSSB recognition was last renewed on the date above:

- Skill standards incorporated into the curriculum have been amended or updated.
- Any course or placement of the key activities in the approved program recognition matrix has changed.

If neither of the above has occurred since program recognition was last renewed, sign the Statement of Assurances on the attached Program Recognition Subsequent Renewal Application Form – One, and submit with this application cover to the address below.

If either statement above has been checked, complete Program Recognition Subsequent Renewal Application Form – Two and submit with sample assessments, as indicated in the instructions on the form to:

Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by:

[Signature]

Renewal recommended

Does not meet renewal requirements

TSSB Action Date:

5/5/15

Approved

Disapproved



Texas Skill Standards Board

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION FORM – ONE

Institution Name:	Lone Star College-Montgomery
Award Title & Level of Recognized Program:	AAS

Statement of Assurances Regarding Program Recognition Subsequent Renewal

Enter the name and title of the appropriate college authorities to indicate the institution's commitment to the statement below. The Statement of Assurances must be signed by: 1) either the college president or the chief college officer in charge of instruction/curriculum (e.g., Vice President of Instruction); 2) the dean overseeing the program; and 3) the appropriate program representative, (e.g., department chair or lead faculty member).

The signature of the college representatives named below indicates that: 1) the institution will continue to teach the key activities as learning outcomes in the courses specified in the Key Activities-to-Courses Matrix, as submitted for TSSB Program Recognition (or if applicable, as revised in the last renewal application); 2) none of the courses or placement of key activities in the matrix has changed since initial renewal was granted; 3) the institution has developed and is using assessments to evaluate students' mastery of all the key activities (or equivalent element) and related criteria, skills and knowledge, as specified in the skill standards; 4) the college agrees to collaborate with other college programs that are recognized by or are seeking recognition from the TSSB on a common technical core curriculum and where the key activities shall be assessed, at a minimum; 5) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the TSSB; and 6) the individuals named below have the authority to commit the institution to fulfilling the statements listed above.

College President or Chief Instructional Officer:	
Dr. Austin Lane	President, Lone Star College-Montgomery
Name	Title
Signature:	Date: 12/19/14

Dean with oversight responsibility for the TSSB-recognized program:	
Mike Krall	Dean, Natural Sciences and Health Division
Name	Title
Signature:	Date: 12/5/14

Program representative (department/program chair or lead faculty member):	
Dr. Daniel Kainer	Director, Lone Star College Biotechnology Institute
Name	Title
Signature:	Date: 12/4/2014

Pam Ballbair 12/5/14



Texas Skill Standards Board

TWIC
NOV 24 2014
Received

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION

Colleges applying for subsequent renewal of Texas Skill Standards Board (TSSB) Program Recognition must complete the information below. A separate application must be submitted for each TSSB-recognized program for which subsequent renewal is being sought.

Institution Name: **Lone Star College - North Harris**

Program Information: Enter the award title and level of the recognized program for which subsequent renewal is being sought. Indicate the month and year of the last program recognition approval by the TSSB.

Award Title and Level (AAS, AS or Level Two Certificate) of Recognized Program:

Visual Communications-Graphic Design AAS

Date of last program recognition approval by TSSB:	December	2011
	Month	Year

Contact Information: Enter the name, title, and contact information of the dean, program/department chair, or faculty member who is submitting the renewal application on behalf of the institution.

Name of College Representative (see above)	Dr. Kendall Lawrence	Title	Dean
--	-----------------------------	-------	-------------

Mailing Address	City	State	Zip Code
2700 W.W. Thorne Drive	Houston	TX	77073

Telephone	E-mail
281 618 5709	kendall.e.lawrence@lonestar.edu

Changes Since Last Program Recognition Renewal: Indicate whether either of the following has occurred since the program's TSSB recognition was last renewed on the date above:

- Skill standards incorporated into the curriculum have been amended or updated.
- Any course or placement of the key activities in the approved program recognition matrix has changed.

If neither of the above has occurred since program recognition was last renewed, sign the Statement of Assurances on the attached Program Recognition Subsequent Renewal Application Form – One, and submit with this application cover to the address below.

If either statement above has been checked, complete Program Recognition Subsequent Renewal Application Form – Two and submit with sample assessments, as indicated in the instructions on the form to:

Texas Skill Standards Board, P.O. Box 2241, Austin, Texas 78768-2241.

FOR TSSB USE ONLY

Staff Review by:	<i>[Signature]</i>	<input checked="" type="checkbox"/> Renewal recommended	<input type="checkbox"/> Does not meet renewal requirements
TSSB Action Date:	5/5/15	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved



Texas Skill Standards Board

TWIC
 NOV 24 2014
Received

PROGRAM RECOGNITION SUBSEQUENT RENEWAL APPLICATION FORM ONE

Institution Name:	Lone Star College - North Harris
Award Title & Level of Recognized Program:	Visual Communications-Graphic Design Associate of Applied Science

Statement of Assurances Regarding Program Recognition Subsequent Renewal

Enter the name and title of the appropriate college authorities to indicate the institution's commitment to the statement below. The Statement of Assurances must be signed by: 1) either the college president or the chief college officer in charge of instruction/curriculum (e.g., Vice President of Instruction); 2) the dean overseeing the program; and 3) the appropriate program representative, (e.g., department chair or lead faculty member).

The signature of the college representatives named below indicates that: 1) the institution will continue to teach the key activities as learning outcomes in the courses specified in the Key Activities-to-Courses Matrix, as submitted for TSSB Program Recognition (or if applicable, as revised in the last renewal application); 2) none of the courses or placement of key activities in the matrix has changed since initial renewal was granted; 3) the institution has developed and is using assessments to evaluate students' mastery of all the key activities (or equivalent element) and related criteria, skills and knowledge, as specified in the skill standards; 4) the college agrees to collaborate with other college programs that are recognized by or are seeking recognition from the TSSB on a common technical core curriculum and where the key activities shall be assessed, at a minimum; 5) the college agrees to provide documentation of its compliance with these statements under a desk audit if requested by the TSSB; and 6) the individuals named below have the authority to commit the institution to fulfilling the statements listed above.

College President or Chief Instructional Officer:

Name Penny Westorfeld	Title Interim President
Signature:	Date: 10/30/14

Dean with oversight responsibility for the TSSB-recognized program:

Name Dr. Kendall Lawrence	Title Dean
Signature:	Date: 10/20/14

Program representative (department/program chair or lead faculty member):

Name Marc Gordon	Title Lead Faculty Member
Signature:	Date: 10/28/14

**TSSB BRIEFING ITEM
MEMORANDUM**

REF: AMD.tssb.V.050515

TO TSSB Members

SUBJECT Fiscal Year 2015 Work Plan Progress Report

Introduction

This item will update the Texas Skill Standards Board (TSSB) on staff activities and progress toward achieving the objectives set forth in the fiscal year (FY) 2015 work plan.

Background

On October 14, 2014, the TSSB approved the FY 2015 work plan to address its mandates for the period from September 1, 2014, through August 31, 2015. The work plan details 10 major objectives and 18 strategies/actions under three functional areas: Skill Standards Development, Awareness and Usage, and Skill Attainment: Certification and Credentialing.

- *Skill Standards Development* focuses on providing technical assistance to industry partners to develop new or adopt existing skill standards and to review and update existing standards, and seeking new opportunities for skill standards development and recognition.
- *Awareness and Usage* includes conducting outreach to education and training providers to use skill standards, and to employers to promote skill standards; updating resources for community and technical colleges to use skill standards; maintaining the TSSB website; and producing and distributing the TSSB's annual report.
- *Skill Attainment: Certification and Credentialing* encompasses ongoing implementation of TSSB program recognition and the credentialing strategy for community and technical colleges; administering the Perkins skill standards-based curriculum development projects (Perkins projects); maintaining the certifications list on the TSSB website; and developing relationships with other entities to identify opportunities to recognize standards and credentials across states.

Attachment

1. TSSB FY 2015 Work Plan

Discussion

At each TSSB meeting, staff reports on major activities that have been undertaken to meet the work plan's objectives since the prior meeting. Since the October 14, 2014, meeting, the following initiatives and actions have been implemented under the three functional areas.

Skill Standards Development

- Skill standards development workshops were provided and skill standards development project plans were reviewed for Perkins project applicants.
- Oversight and technical assistance were provided to Houston Community College's staff and its job analyst to develop skill standards for the digital game and simulation programmer occupation, as part of its FY 2015 type 2 Perkins project (see related item II.)

- Energy industry skill standards developed in the state of Washington were reviewed and evaluated for possible conditional recognition by the TSSB, but were found to be inappropriate for the Texas skill standards system.

Awareness and Usage

- “In the News” articles were written and posted to the TSSB website. The topics of those articles included college recipients being approved to pursue FY 2015 Perkins projects and the renewal of TSSB recognition for 10 college programs.
- A presentation was conducted with Del Mar College administrator of the Perkins projects, David Arreguin, PhD, at the spring conference of the Texas Association of College Technical Educators. The status of the annual Perkins projects competition funded by the Texas Higher Education Coordinating Board, as well as potential legislative changes to the TSSB, were addressed.

Skill Attainment: Certification and Credentialing

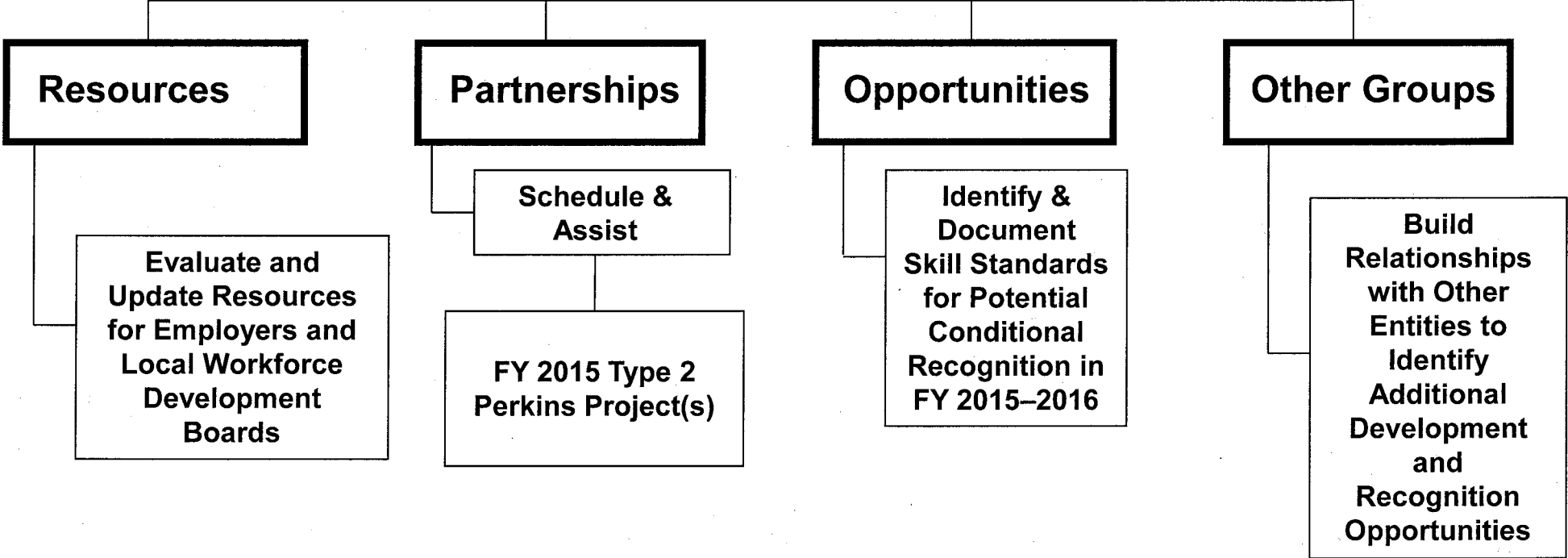
- Skill standards usage workshops were provided on site to two colleges on skill standards integration into curriculum and program recognition requirements for three Perkins projects.
- Technical assistance on phase I deliverables was provided to three college recipients of Perkins projects (see related item III.)
- Credential seal packets were distributed to 29 colleges for 51 TSSB-recognized programs for FY 2015. Three of those colleges were new participants and four of the programs were newly recognized. (Of note: for FY 2014, 722 seals were affixed to the credentials of graduates from 48 TSSB-recognized programs at 26 colleges. To date, a total of 2,957 seals have been affixed to graduates' credentials.)
- Technical assistance was provided to 10 college programs to apply for and earn TSSB program recognition renewal for 2014. (See related item IV.)
- All links on the TSSB website were checked and updated as needed.

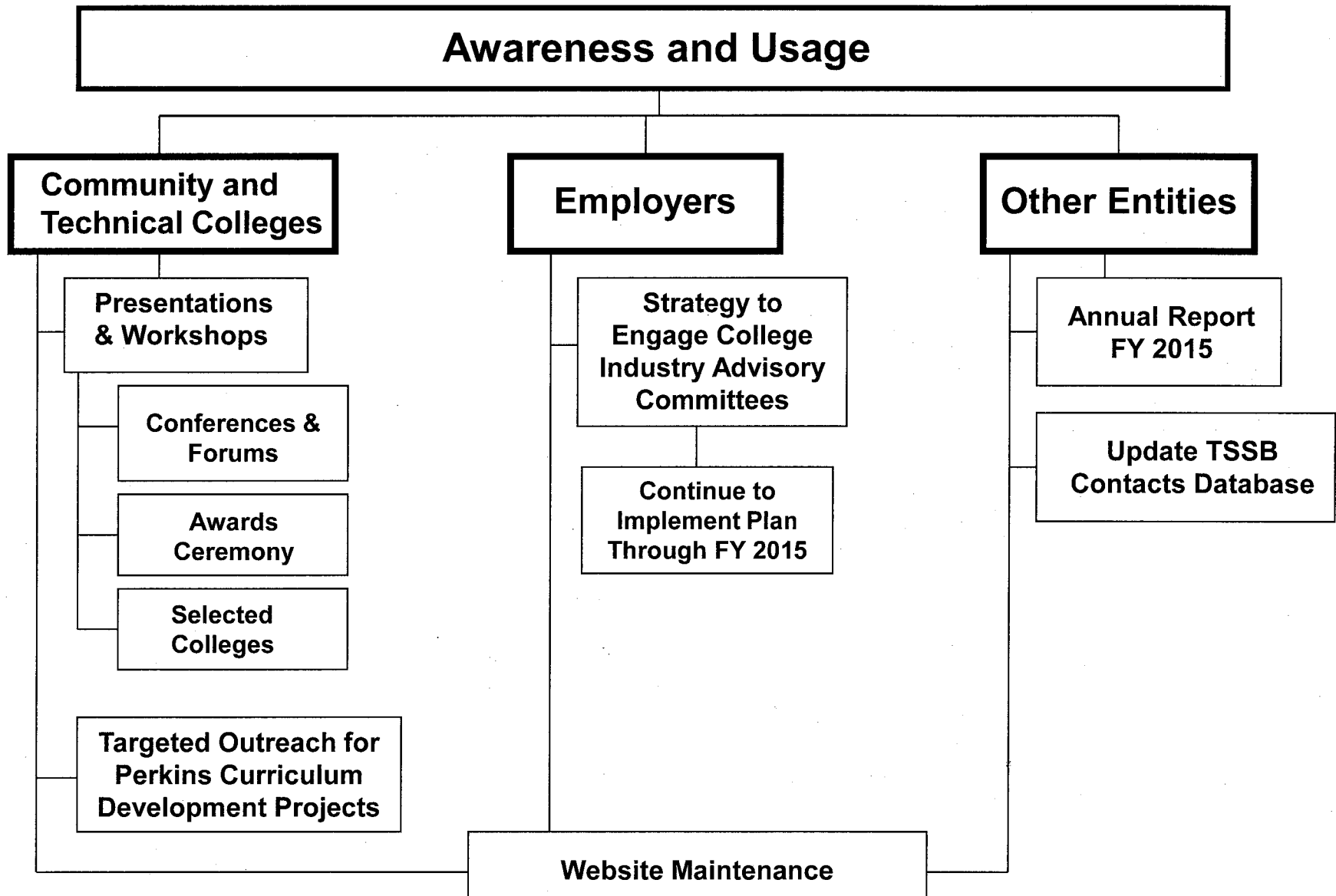
Recommendation

It is recommended that TSSB members note the information contained in this memorandum.

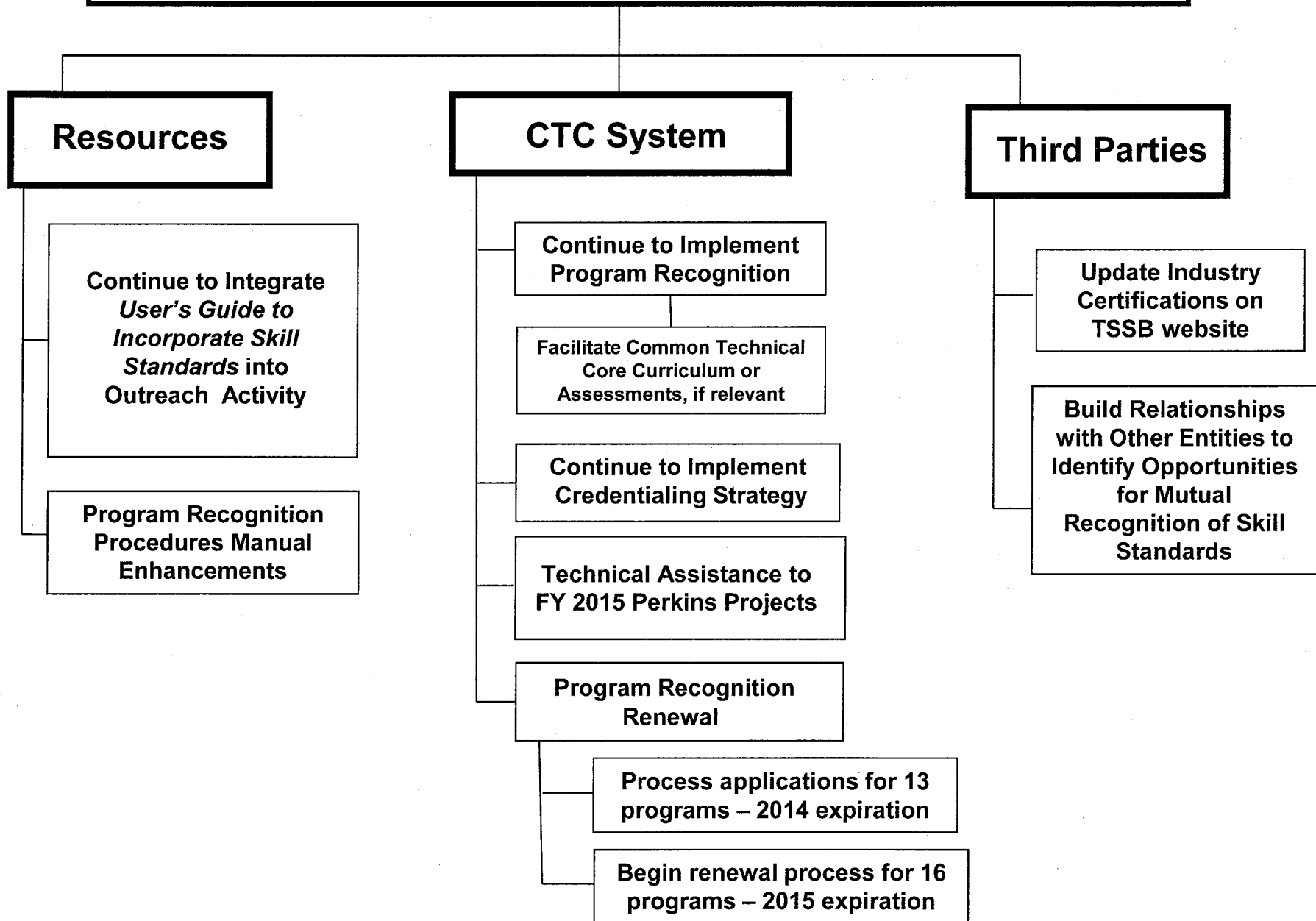
TSSB FY 2015 Work Plan

Skill Standards Development





Skill Attainment: Certification and Credentialing



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**TSSB BRIEFING ITEM
MEMORANDUM**

REF: AMD.tssb.VI.050515

TO TSSB Members

SUBJECT Legislative Update and Skill Standards System Future

Introduction

This item will update the Texas Skill Standards Board (TSSB) on the review of the Texas Workforce Investment Council (Council) by the Sunset Advisory Commission and the legislation to reauthorize the Council, including assumption of TSSB's duties and functions.

Background

The Council, which is mandated in state legislation to provide staff to the TSSB, is subject to Texas Government Code, Chapter 325 (Texas Sunset Act). Unless continued in existence as provided by that chapter, the Council is abolished September 1, 2015. Sunset is the regular assessment of the need for a state agency (or committee) to continue to exist. A 10-member body appointed by the lieutenant governor and the speaker of the House of Representatives guides the Sunset process. Assisting this advisory commission is a staff whose report provides an assessment of a committee's programs, giving the legislature information needed to draw conclusions about performance, efficiency, management, and recommended statutory changes. The Sunset review will culminate during the 84th Session of the Texas Legislature with action to either reauthorize the Council's statutes and make a number of changes recommended by Sunset staff or abolish the Council.

Attachment

1. House Bill 1606 to reauthorize the Texas Workforce Investment Council

DiscussionSunset Staff Report and Recommendations

Following the submission of a self-evaluation report in August 2013, the formal staff review of the Council began in May 2014 and lasted through late October 2014. The review consisted of a series of meetings and responses to requests for information and data. On October 17, 2014, the Council received the draft staff report, which included recommendations for statutory changes. On October 24, 2014, the Council director attended an exit interview at the commission's offices. The purpose of the meeting was to discuss the draft findings and recommendations in the report and, where appropriate, to suggest technical corrections. The final staff report was released to the public on November 7, 2014.

A letter from the Council Chair indicating the Council's support of the recommendations in the Sunset staff report was forwarded to the Sunset Advisory Commission following release of the staff report. The recommendations included in the staff report include:

1. Continue the Texas Workforce Investment Council for 12 more years and align its Sunset review with that of the Texas Workforce Commission.

2. Abolish the Texas Skill Standards Board (TSSB) and transfer its functions to the Texas Workforce Investment Council.

The Sunset Advisory Commission held a public hearing on December 10, 2014, when the members of the commission considered Sunset staff recommendations on the Council, as well as those on a number of other agencies under review. The Council Chair and director, and the TSSB Chair, attended the meeting and provided testimony on the report and recommendations.

At its decision meeting on January 14, 2015, the Sunset Advisory Commission approved the recommendations in the staff report. The recommendations have been drafted into House Bill 1606, and its companion, Senate Bill 209, and filed for legislative action during the 84th Session of the Texas Legislature, which convened on January 13, 2015.

Sunset Review Status Report

- ✓ Orientation meeting for agencies and committees under review in 2015.
- ✓ Preparation and submission of Self Evaluation Report.
- ✓ Members of the 2015 Sunset Advisory Commission named by the speaker and the lieutenant governor.
- ✓ First organizational meeting of the 2015 Sunset Advisory Commission.
- ✓ Sunset Advisory Commission issues review schedule for entities under review in 2015.
- ✓ Sunset staff meets with interest groups, affected agencies, and other interested persons.
- ✓ Sunset staff evaluates the Council, develops recommendations, and develops staff report.
- ✓ Sunset staff report issued.
- ✓ **December 10, 2014** - Sunset Advisory Commission holds public hearing to receive staff recommendations, hear Council response, and to invite public comment.
- ✓ **January 14, 2015** - Sunset Advisory Commission decision meeting where the commission decides on recommendations to the legislature.
- ➔ **Spring 2015** - Sunset Advisory Commission decisions reported to the legislature; bills are drafted on each agency; and action is taken by the 84th Texas Legislature.

Lee Rector, Council director, will update members on the status of the legislation at the meeting.

Recommendation

It is recommended that the TSSB note the information contained in this briefing memorandum.

By: Burkett

H.B. No. 1606

A BILL TO BE ENTITLED

AN ACT

1
2 relating to the continuation and functions of the Texas Workforce
3 Investment Council, including assumption of the duties of the Texas
4 Skill Standards Board.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

6 SECTION 1. Section 2308.005, Government Code, is amended to
7 read as follows:

8 Sec. 2308.005. APPLICATION OF SUNSET ACT. The Texas
9 Workforce Investment Council is subject to Chapter 325 (Texas
10 Sunset Act). Unless continued in existence as provided by that
11 chapter, the council is abolished September 1, 2027 [~~2015~~]. The
12 council shall be reviewed during the period in which the Texas
13 Workforce Commission is reviewed.

14 SECTION 2. Subchapter C, Chapter 2308, Government Code, is
15 amended by adding Section 2308.109 to read as follows:

16 Sec. 2308.109. DUTY TO DEVELOP SKILL STANDARDS. (a) The
17 council shall provide advice to the governor and the legislature on
18 the development of a statewide system of industry-defined and
19 industry-recognized skill standards and credentials for all major
20 skilled occupations that:

21 (1) provide strong employment and earnings
22 opportunities in this state; and

23 (2) require less than a baccalaureate degree.

24 (b) The council shall:

H.B. No. 1606

1 (1) validate and recognize nationally established
2 skill standards to guide curriculum development, training,
3 assessment, and certification of workforce skills;

4 (2) convene industry groups to develop skill standards
5 and certification procedures for industries and occupations in
6 which standards have not been established or adopted and recognize
7 the skill standards and certification procedures;

8 (3) review the standards developed by other states and
9 foreign countries and enter into agreements for mutual recognition
10 of standards and credentials to enhance portability of skills; and

11 (4) promote the use of standards and credentials among
12 employers.

13 (c) The council shall:

14 (1) report on the council's duties under this section
15 to the governor; and

16 (2) provide annual reports on the council's duties
17 under this section to the governor, the division, and the
18 legislature.

19 SECTION 3. Subchapter H, Chapter 2308, Government Code, is
20 repealed.

21 SECTION 4. The Texas Skill Standards Board is abolished.
22 All powers and duties of the Texas Skill Standards Board are
23 transferred to the Texas Workforce Investment Council.

24 SECTION 5. This Act takes effect September 1, 2015.

Members of the Texas Skill Standards Board

Representing Business

Chair

Wayne Oswald
Executive Director
Houston Business Roundtable
Houston, Texas

Bruce Aumack
Retired Western Region Manager
Center for Learning
IBM Corporation
Austin, Texas

Carlos Chacón
President and CEO
Chacón Enterprises
Houston, Texas

Joseph Croci
Vice President of Labor Relations
AT&T
Austin, Texas

Andy Ellard
General Manager
Manda Machine Company, Inc.
Dallas, Texas

Terri Flow
Government Relations Manager
BancVue
Austin, Texas

Erma Palmer
Owner
Autos R Us Collision Center
Houston, Texas

Representing Labor

Iria Ganious, Jr.
Business Agent
Teamsters Local #745
Dallas, Texas

Ford Keating
Retired Delta Airlines Pilot
Austin, Texas

Representing Secondary Education

Edward Foster, Jr., PhD
Retired Director
Career and Technical Education
Mansfield Independent School District
Mansfield, Texas

Representing Post Secondary Education

Linda Stegall, EdD
Retired President
Kingwood College
Houston, Texas

