

Dallas Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: _____ **or Degree Plan(s):** Certificate in Medical Family Therapy

We are discontinuing and closing the cert.

		Program	Dean	Academic Council	Provost
	Campus-Level Academic Review				
	Change to a Course Include signatures from all program directors/chairs for cross-listed courses. ¹				
1.	Title (description unchanged)	A	A	I	I
2.	Description (not affecting content)	A	A	I	I
3.	Course term(s)	A	A	I	I
4.	Content (change of course outcomes)	A	A	I	A
5.	Number of credit hours	A	A	A	A
6.	Course number within the hundred	A	A	I	I
7.	Course number beyond the hundred	A	A	A	A
8.	Prerequisites	A	A	A	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A
11.	Cross list course	A	A	A	A
12.	Program/department of record	A	A	A	A
13.	Open or close a course	A	A	A	A
	Change to a Degree Plan				
14.	Educational Program — Revise	A	A	A	A
15.	Educational Program — Adopt or change admission requirements	A	A	A	A
16.	GPA — Revise program or cumulative requirement	A	A	A	A
17.	Minor — Revise	A	A	A	A

		Program	Dean	Academic Council	Provost	Senior VPAA	President
	Full Review						
	Change to Catalog Information (for Campus)						
18.	General requirements for Bachelor's and Associate Degrees	-	-	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	A	A	A	I
20.	Requirements for graduating with honors	-	-	A	A	A	I
	Change to a Degree Plan						
21.	Educational Program — Add or Discontinue²	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	R	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	I
24.	Minor — Discontinue (Provost-proposed)	R	R	A	A	A	I
25.	Degree — Add or Discontinue (proposed by Program or College)	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	R	A	A	A	I

		Program	Dean	Academic Council	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)							
27.	Change course outcomes of an included course	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	A	-	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	A	-	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	A	A	A	I

Notes

¹ Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

² For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

³ When a program director or dean proposes closing a program, approval routing follows the typical process beginning with the program. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2024

Program Director/Department Chair

 Sara Salkil (Feb 18, 2025 10:45 EST)	02/18/2025
Program Director Signature	Date

Program Director/Department Chair Signature Dean(s)	Date
	02/18/2025
Signature	Date

Signature	Date
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Campus Academic Council

Chair's Signature	Date
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Provost

Signature	Date
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University General Education Council

Chair's signature	Date
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University Faculty

Dallas Faculty Council Chair's signature	Date
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Abilene Faculty Senate Chair's signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date

Fwd: MFTC

Chris Riley <chris.riley@acu.edu>
To: Jessica Smith <jes98k@acu.edu>

Tue, Feb 18, 2025 at 10:39 AM

Chris Riley, J.D., M.P.A.

Assistant Professor, Department of Government and Criminal Justice
University [Pre-Law](#) Advisor
Title IX Co-Coordinator and SACSCOC Liaison
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p. 325-674-2000 | f. 325-674-4831
[Student Hours](#)

----- Forwarded message -----

From: **Sara Blakeslee Salkil** <seb04b@acu.edu>
Date: Mon, Jan 27, 2025 at 11:43 AM
Subject: Re: MFTC
To: Chris Riley <chris.riley@acu.edu>
Cc: Marcia Sotelo <mcs21a@acu.edu>

Ok good deal. See my responses below.

~Sara

Sara E. Blakeslee ('06) Salkil, Ph.D., LMFT (TX), IMFT-S (OH)
Program Director, Online Marriage and Family Therapy

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On Mon, Jan 27, 2025 at 12:29 PM Chris Riley <chris.riley@acu.edu> wrote:
Yes, not having students in the program makes it pretty straight forward.

A response to this email is sufficient for me to develop a draft notification, which I will have yall review and then submit following the necessary internal approvals of the closure.

Chris Riley, J.D., M.P.A.

Assistant Professor, Department of Government and Criminal Justice

University [Pre-Law](#) Advisor

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On Mon, Jan 27, 2025 at 11:19 AM Sara Blakeslee Salkil <seb04b@acu.edu> wrote:

Thanks for the information, Chris. What form does this information need to be in? A document or is a reply to this email sufficient? I believe this will be relatively simple since we have never had a student in the certificate, nor are we currently enrolling for it; however it is on the CHHS and MFTO Catalog pages.

~Sara

Sara E. Blakeslee ('06) Salkil, Ph.D., LMFT (TX), IMFT-S (OH)

Program Director, Online Marriage and Family Therapy

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On Mon, Jan 27, 2025 at 12:13 PM Chris Riley <chris.riley@acu.edu> wrote:

Hello! I've heard that there might be a plan to cancel this certificate.

In order to do that, we will need to provide SACS with notice BEFORE the actual date of the closure, which is measured by when students will no longer be admitted (but after the closure has been approved by the institution). Specifically, to prepare that notice, I will need the following information:

1. Closure date, defined by SACSCOC as the date when students are no longer admitted. [April 1. \(this is an arbitrary date, since we are not enrolling anyway. If it's better to pick a date that aligns with a term, we could select the Spring 2 or Summer 1 start dates\)](#)

2. A communication plan to inform all affected parties of the closure to include:

a. how each of the following will be informed for the closure: i. currently enrolled students, ii. students with lapsed enrollment (i.e., not currently enrolled but recently enrolled), and iii. prospective students. [We do not have any students currently enrolled in the Certificate.](#)

b. how faculty and staff will be informed, viz., admissions and recruiting / marketing staffs; and c. how community or industry partners will be informed. If not applicable, provide an affirmative statement to that effect. [The MFTO program has not advertised, nor have advisors recruited for the Certificate, in at least 5 years, if not longer.](#)

3. If the institution is providing options for students to complete at another institution(s), provide copies of all planned communication from the institution and from the teach-out institution(s) related to the closure. All communication must demonstrate the institutions are making accurate statements about students' ability to transfer credits to the teach-out institution(s) and disclose tuition, fees, and other costs at the teach-out institution(s). [A teach-out is unnecessary in this case.](#)

4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs. [This is not applicable.](#)

5. An explanation of whether the students subject to the teach-out plan will incur additional charges or other

expenses because of the teach-out and, if so, how the students will be notified. [This is not applicable.](#)

6. Copies of signed teach-out agreements with other institutions, if applicable. [This is not applicable.](#)

7. A description of how faculty and staff will be redeployed or helped to find new employment. [This is not applicable.](#)

Please let me know if you have any questions!

Thanks!

Chris Riley, J.D., M.P.A.

Assistant Professor, Department of Government and Criminal Justice

University [Pre-Law](#) Advisor

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