

2019 Upper East Texas Region Document Submission

HERC chair is responsible for forwarding the following information to the THECB by June 7, 2019:

- Approved Off-Campus Instruction Plans from ALL public institution members of the HERC
- Meeting minutes that include the following:
 - Approvals or disapprovals with detailed discussion notes
 - Special decisions or variances that were decided upon by the members during the meeting
 - Notification to the Coordinating Board staff of any outstanding disputes or issues that could not be resolved at the meeting
 - Name and contact information of the newly elected chair of the HERC.

Dr. Kevin Rose

Vice President for Instruction

Northeast Texas Community College

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Use the **Document Submission Portal** (<https://www1.thecb.state.tx.us/apps/proposals/>) to submit the information listed above. Your institution should already have a process and designated staff member responsible for submitting documents into the portal.

HERC information must also be submitted to the Texas HERC website at <https://texaherc.com/>. To acquire a password to the TexasHERC website, please send an email to csevans@tstc.edu.