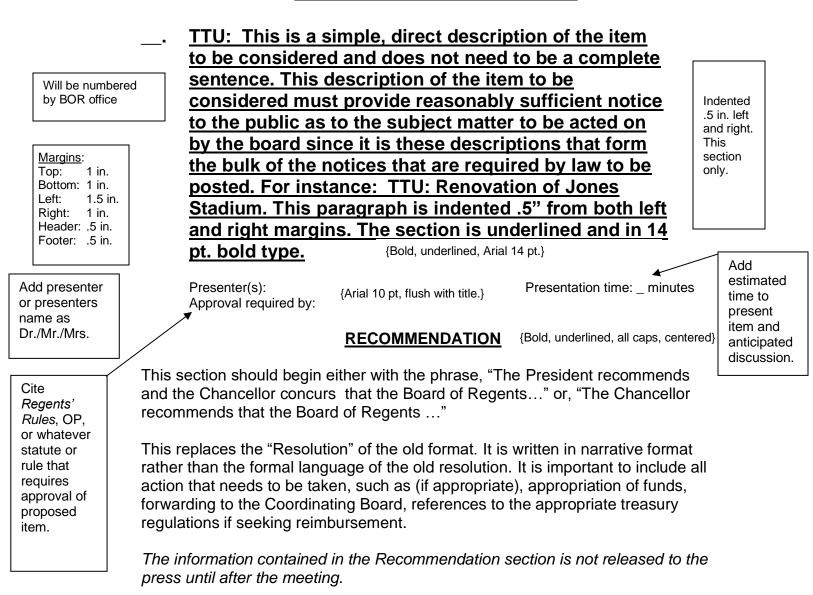
AGENDA ITEM – REGULAR AGENDA

04/23/2020



BACKGROUND INFORMATION

{Bold, underlined, all caps, centered}

This section includes material formerly included in "Statement of Pertinent Facts" and, if relevant, "Previous Board Action." In addition, it should include enough information to give the Regents a better idea of how this item helps the institution achieve one or more of its goals. The Regents want to be able to see an overall picture of how this project/item connects with other projects approved/to be approved and the mission of the institution.

The Background Information is released to the press before the meeting.

As an example:

Adding a Master's degree in Something to the College of X offers a degree program in a field denoted for development in the college's strategic plan. It also

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Attachment C, pg. 1 TTU OP 01.01 complements other programs offered by the college/university, such as the Master's in Something Else in the college, and the doctoral program in XY in the College of Y. Previously, the board approved a Bachelor's degree in XY (December 10, 1999, Minute Order VI.E.1), and approving the new program offers graduate educational opportunities for these students because there are no other programs like this in Texas.

The background information must contain an "impact statement," such as: Implementing this new program will cost [\$100,000] in new monies and require [14] additional faculty. It is expected this new program will enroll [25] students and generate [\$80,000] in revenue from tuition and fees. Another example is: Granting tenure to the individuals listed brings the total tenured faculty at HSC to [140]. Be prepared to elaborate and explain this statement at the Board meeting.

The background information should contain as many paragraphs as needed to convey information to the Regents; however, every effort should be made to include only information that is pertinent to the item under consideration.

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Margins:

Left: 1.5" Right: 1" Top: 1" Bottom: 1" Header: .5" Footer: .5"

Page numbering:

Each section (Academic, Clinical and Student Affairs; Finance and Administration; Facilities; and Committee of the Whole) begins with page 1 prefaced by the initials of the committee, e.g., ACS - 1, FA - 1, F - 1, CW - 1. Each page is numbered at the bottom of the page (.5" from the edge of the paper, centered)

<u>Header</u>:

This is the date of the meeting, e.g., 8/10/2001, 12/13-14/2001. It is .5" from the top and ends flush with the right margin.

Type font:

Fonts and sizes to be used are as follows:

Captioned paragraph:	Arial, 14 pt., bold, underlined
Presenter/Approval lines:	Arial, 10 pt.
Recommendation paragraph:	Arial, 12 pt.
Background Information:	Arial, 12 pt.
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Attachment C, pg. 2 TTU OP 01.01 Header: Footer: Arial, 10 pt. Arial, 12 pt.

Committee initials - page number