

THEC TSAC

API Search Screen User Guide
Summer 2023

Homepage: <https://thec.ppr.tn.gov/AcademicProgramInventorySearch>

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Homepage Guide

1. On the new search screen, the fields function dependently and allow for searching by multiple factors. You can also search by a single factor by leaving the other fields blank.
2. A drop-down menu will populate as you type in any of the search boxes. Type a value and then hit "Search."

The screenshot shows the 'API Search' form with the following fields and controls:

- Institution:** Text input field with placeholder 'Enter an Institution'.
- Federal CIP Code:** Text input field with placeholder 'Enter a CIP Code'.
- Award:** Text input field with placeholder 'Enter an Award'.
- Major Name:** Text input field with placeholder 'Enter a Major Name'.
- Current Program Status:** Radio buttons for 'Approved - Not Active' (selected) and 'Active'.
- Buttons:** 'Clear Search' and 'Search' buttons.

A red arrow points to the 'Search' button.

3. Results will appear on a single scrolling page. If you want to search within the results, you can use the search box on the far right.

The screenshot shows the 'API Search' results page. At the top, the search form is visible with 'AS' entered in the 'Award' field. Below the form are 'Export to Excel' and 'Export to CSV' buttons. The main content area shows 'Showing 14 program(s)' and a search box within the results table. The table has the following columns: Institution, Federal CIP Code, Major Name, Award, and Effective Start Date.

Institution	Federal CIP Code	Major Name	Award	Effective Start Date
▼ Austin Peay State University	16.24.0102.00	LIBERAL ARTS	AS	
Chattanooga State Community College	16.24.0101.01	UNIVERSITY PARALLEL	AS	
Cleveland State Community College	16.24.0101.01	UNIVERSITY PARALLEL	AS	
Columbia State Community College	16.24.0101.01	UNIVERSITY PARALLEL	AS	

Important Tips for the API Homepage:

- The CIP code search is by federal code, but you can view the full THEC code in the results.
- Remember to clear your search if you decide to try another search.
- If a program has concentrations, a blue down arrow will appear at the left of the entry.

The screenshot shows the 'API Search' results page with 'Showing 8 program(s)'. A search box is visible at the top right. The table has the following columns: Institution, Federal CIP Code, Major Name, Award, and Effective Start Date. A blue down arrow is circled in red next to the 'Tennessee State University' entry.

Institution	Federal CIP Code	Major Name	Award	Effective Start Date
East Tennessee State University	09.14.0101.00	ENGINEERING (JOINT W/ TTU)	BSE	
▼ Tennessee State University	09.14.0101.00	ENGINEERING	ME	
▼ Tennessee Technological University	09.14.0101.00	ENGINEERING	PhD	
Tennessee Technological University	09.14.0101.00	ENGINEERING (JOINT W/ ETSU)	BSE	
▼ University of Memphis	09.14.0101.00	ENGINEERING	PhD	
▼ University of Tennessee, Chattanooga	09.14.0101.00	ENGINEERING	MS	
University of Tennessee, Chattanooga	09.14.0101.11	ELECTRICAL ENGINEERING SMART POWER DISTRO	C4	
▼ University of Tennessee, Martin	09.14.0101.00	ENGINEERING	BSE	

-Click the arrow to open and see information about individual concentrations.

Concentration Name	Current Concentration Status	Effective Start Date	Inactive Start Date	Termination Date	Phase-Out Begin Date	Phase-Out End Date
BIOMEDICAL ENGINEERING	Active					
CIVIL ENGINEERING	Active					
ELECTRICAL ENGINEERING	Active					
ENVIRONMENTAL ENGINEERING	Active					
MANUFACTURING ENGINEERING	Active					
MECHANICAL ENGINEERING	Active					

- **Yellow** results are approved but not active yet. On the far right, you will see the effective start date. If you want to see approved-not active status, be sure it is selected under "current program status" (see below).

API Search

Institution: Federal CIP Code: Award:

Major Name:

Current Program Status: Active Approved - Not Active Inactive

- You can export to Excel in workbook and CSV formats. This feature will export the search results only. To export a full inventory, please see the "Reports" section.

API Search

Institution: Federal CIP Code: Award:

Major Name:

Current Program Status: Active Approved - Not Active Inactive

Showing 14 program(s) Search:

Institution	Federal CIP Code	Major Name	Award	Effective Start Date
Austin Peay State University	16.24.0102.00	LIBERAL ARTS	AS	
Chattanooga State Community College	16.24.0101.01	UNIVERSITY PARALLEL	AS	
Cleveland State Community College	16.24.0101.01	UNIVERSITY PARALLEL	AS	
Columbia State Community College	16.24.0101.01	UNIVERSITY PARALLEL	AS	

Reports

There are five standard reports available on the API Reports page:

<https://thec.ppr.tn.gov/AcademicProgramInventorySearch/Reports>. All reports may be run for a single institution or CIP taxonomy or can be run for systems for ALL API.

Report Types

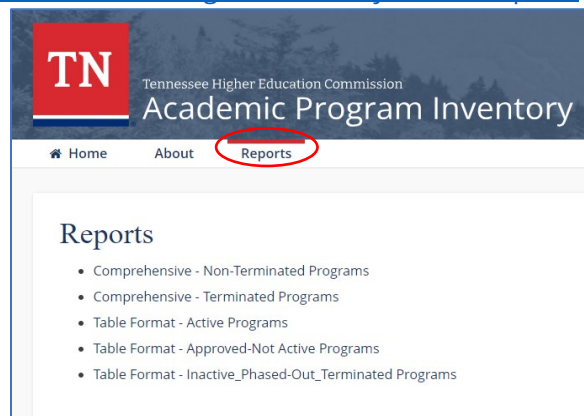
- **Comprehensive – Non-Terminated Programs:** Includes Major Program information (name, CIP code, Award, Credit/Clock Hours), board and THEC approvals (when available), Academic Common Market information, program administration information (college, department, etc.), off-campus locations (when applicable), accreditation (when applicable), and concentration information (when applicable). Active, Approved – Not Active, Inactive, and Phased Out

programs appear in this report, which provides a snapshot of all current offerings. Individual program statuses can be viewed under the “Current Program Status” column.

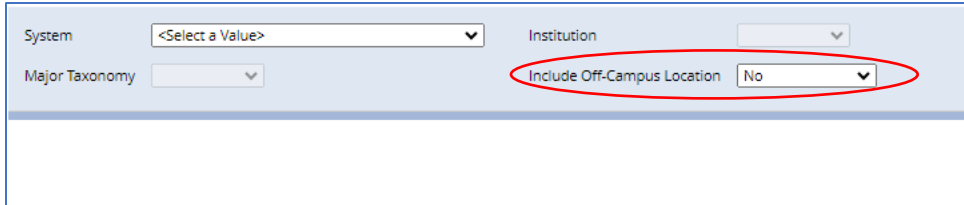
- **Comprehensive – Terminated Programs:** Includes Major Program information (name, CIP code, Award, Credit/Clock Hours), board and THEC approvals (when available), Academic Common Market information, and concentration information (when applicable) for programs that have been terminated. This report will have a “termination date” indicating when the program was terminated.
- **Table Format – Active Programs:** Includes Major Program information for active programs (name, CIP, Award, Credit/Clock Hours) in a table format. Users may select to include off-campus location codes.
- **Table Format – Approved-Not Active Programs:** Includes Major Program information (name, CIP, Award, Credit/Clock Hours) in a table format for programs that have been approved but have not become active. This report also includes the effective start date, and the user may select to include off-campus location codes. The user may select to include off-campus location codes.
- **Table Format – Inactive_Phased-Out_Terminated Programs:** Includes Major Program information (name, CIP, Award, Credit/Clock Hours), as well as current program status (inactive, phased-out, terminated) and dates associated with the program status.

How to Run Reports

1. Navigate to the API Reports Website by clicking the “Reports” tab on the main API landing page (see image below) or by entering the web address in your browser: <https://thec.ppr.tn.gov/AcademicProgramInventorySearch/Reports>



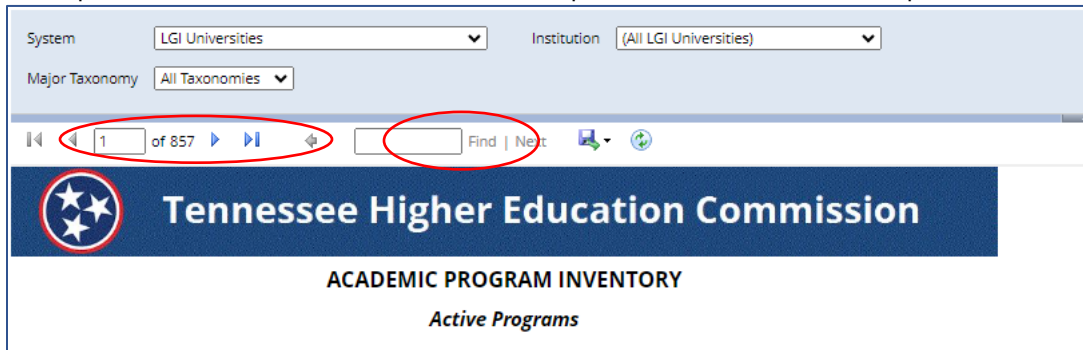
2. Select a report to run by clicking on the title. Another browser window will open.
3. In the drop-down selection menu, select the system. If you want to run a report for all systems, select “All Systems.” Selecting “All Systems” will limit subsequent choices.
4. Select an institution using the drop-down menu. You may choose to run a report for all institutions within a system by selecting the first option for each system (ex: “All LGI Universities”).
5. Under the “Major Taxonomy” drop-down menu, select which CIP taxonomy for the report. To select all programs at an institution, scroll to the end of the list and select “All Taxonomies.” Taxonomy options will be populated based on program offerings at the campus chosen.
6. If running a table format report, you will need to choose whether to include off-campus location codes in the report.



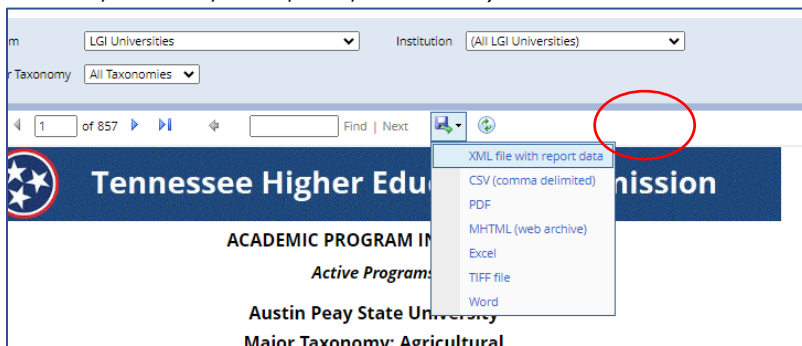
7. Once you have made selections, click “View Report” at the top right of the screen.



8. You can navigate the pages of the report using the backward and forward blue arrows at the top left and use the search box to locate specific entries within the report.



9. To export and save a report, click the blue file icon, and select a format (options: XML, CSV, PDF, MHTML, Excel, TIFF, and Word).



10. The report will appear in your downloads folder.

Helpful Tips for Running Reports

- If a Board or THEC approval date populates as 01/01/1900, it is because the dates were not listed in the old API application and dummy data had to be entered for migration purposes.
 - Similarly, in the inactive/phased out/terminated report, if the credit or clock hours are 0, it is because they were blank in the old application.
- If a full program is eligible for Academic Common Market, the state eligibility information populates under “Program ACM States” in the comprehensive report.
 - If only a concentration is ACM-eligible, the state eligibility information populates under “Concentration ACM States” in the comprehensive report.
- If “All Systems” is selected, you cannot make a specific selection under institution or major taxonomy; your options will be “all institutions” and “all taxonomies.”

Terminology

Federal CIP Code: The Federal Classification of Instructional Program code is a six-digit code that describes the content of the program of study. If you see a 10-digit CIP code, the first two and last two digits are assigned by THEC. The first two digits correspond to the THEC CIP taxonomy, while the last two (sometimes called "trailing two") are for distinguishing between programs of the same name, CIP, and level at an institution.

Award: The level (undergraduate, technical certificate, etc.) and degree designation (BA, PhD, EdS) for a program. On the search screen, only the degree designation shows, while in reports, both the degree designation and level show. See "Levels" under categorizations for an explanation of each level.

Effective Start Date: The date a program becomes active. This date is required for all newly-approved programs.

Phased Out: A program or concentration being phased out is going to be eliminated by a campus soon (typically within 2-3 years, with some exceptions). A phased-out program may still have students enrolled, but the program is no longer accepting new students, and students enrolled have a date by which they must complete the program. Programs placed in phase-out must have a phase-out begin and end date.

Active: An active program or concentration is one that is currently enrolling students and may have students already enrolled.

Inactive: A program or concentration that is inactive is not currently enrolling students. Existing students may be enrolled, but no new students should be added to the program. Programs and concentrations on inactive status must have an inactive start date and termination date. Programs and concentrations that are inactivated by a campus are auto-terminated three years after the inactivation date unless the campus submits paperwork to reactivate.

Approved – Not Active: Programs or concentrations with an approved-not active status have received institutional and/or THEC approval but have not yet reached the effective start date provided in the approval paperwork. Programs that are approved - not active should not have students actively taking courses until after the effective start date.

Instruction: Planned content delivery and activities directed by faculty for the purpose of enabling students to acquire specific knowledge, skills, and/or attitudes. Instruction may be provided through lectures, in-class activities, laboratory or clinical exercises, hybrid and online learning, or planned work-based activities. In contrast, non-instructional uses of technology include: orientation, testing, academic support, practicum, residency, and internships. Temporary or emergency shifts in program delivery mode do not require adjustments in designated delivery mode(s).

Technology: In accordance with the US Department of Education Code of Federal Regulations, technologies are defined as: (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; and (3) Audioconferencing.

Categorizations

Current Program Statuses: Programs can be categorized as active, approved—not active, phased out, inactive, or terminated. See definitions above for more information on these categories.

Levels

- 1.0: Basic Skills Completer (*not in use*)
- 1.1: TCAT Diploma
- 1.2: TCAT Certificate
- 2.1: Short-term certificate (between 9 and 24 SCH) at a community college or university
- 2.2: Long-term certificate (greater than 24 hours) at a community college or university
- 2.3: Associates degree
- 2.4: Post-associates certificate (*not in use*)
- 2.5: Bachelors degree
- 3.1: First-professional
- 3.2: Post-professional (*not in use*)
- 4.1: Post-Bachelors certificate (graduate certificate)
- 4.2: Masters degree
- 4.3: Specialist degree
- 4.4: Doctoral degree

Program Modality Modes and Definitions

A working group of THEC staff and institutional stakeholders revised the program instructional delivery mode definitions in 2023, with the definitions to be implemented in Fall 2024. Both the revised and old definitions are included here.

The modality of instruction is based on how any one student could potentially complete the degree program, not by how the majority of students complete the degree program. Correspondence education is not included on the THEC Academic Program Inventory and is therefore not included as a technology format.

Revised Program Modality Definitions

These definitions are effective starting **August 1, 2024**.

- **On-Ground/Traditional:** All (100 percent) of program instruction occurs when students and instructors are in the same physical location.
- **Majority On-Ground (Hybrid):** Fifty percent or more of program instruction occurs when students and instructors are in the same physical location. Hybrid delivery uses one or more types of technology and includes synchronous online instruction (live or real-time meeting in a virtual space) and/or asynchronous online instruction (not live or real-time).
- **Majority Online (Hybrid):** Less than half of program instruction occurs when students and instructors are in the same physical location. Hybrid delivery uses one or more types of technology and includes synchronous online instruction (live or real-time meeting in a virtual space) and/or asynchronous online instruction (not live or real-time). Some instruction must occur when students and instructors are in the same physical location.

- **Fully Online:** all (100 percent) of program instruction is delivered using one or more types of technology when the students and instructors are not in the same physical location (i.e. distance education). It includes asynchronous online instruction (not live or real-time) and/or synchronous online instruction (live or real-time meeting in a virtual space), with limited non-instructional exceptions (i.e., in-person immersion experience).

Pre-2024 Program Modality Definitions

- **Traditional:** None of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space, or both.

- **Hybrid:** A majority of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space, or both.

- **Fully Online:** All of the direct instruction of the program is delivered using some form of technology when the student and instructor are separated by time, space, or both.

THEC-Federal CIP Taxonomy Crosswalk

The National Center for Education Statistics (NCES) provides the Classification of Instructional Programs (CIP) codes as the foundation of the state’s Academic Program Inventory (API) 10-digit coding system. A two-digit THEC Code leads the 6-digit NCES code. In most cases the Trailing Code is .00. However, for graduate certificates and instances with more than one program with the same CIP at the same level, the Trailing Code will be assigned by THEC to distinguish the programs. For example, a general engineering program has a federal CIP of 14.0101 which would translate to 09.14.010100 for purposes of the API.

THEC Code	Federal Code	Trailing Code
09	14.0101	00

THEC Code	Federal Code	Federal Program Area Name
01	01	Agricultural
	03	Natural Resources
02	04	Architecture
03	05	Area, Ethnic, Cultural, Gender Studies
05	09	Communications
	10	Communications Technologies
06	11	Computer & Information Sciences
07	12	Personal and Culinary Services
08	13	Education
09	14	Engineering
	15	Engineering Technologies
10	16	Foreign Languages
12	19	Family & Consumer Sciences
14	22	Legal Professions
15	23	English
16	24	Liberal Arts and Science
17	25	Library Science

18	26	Biology
19	27	Mathematics
21	30	Multi/Interdisciplinary Studies
22	31	Parks & Recreations
23	32	Basic Skills & Developmental
24	38	Philosophy & Religion
25	40	Physical Sciences
	41	Science Technologies
26	42	Psychology
27	43	Protective Services
	44	Public Administration
28	45	Social Sciences
	54	History
29	46	Construction Trades
	47	Mechanic Technology
	48	Precision Production
	49	Transportation & Materials
30	50	Fine Arts
31	51	Health Professions
32	52	Business