

# PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

June 20, 2008

Dr. Belle S. Wheelan, President  
Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033

Dear Dr. Wheelan:

Prairie View A&M University (PVAMU) is planning to offer upper division business courses on the campus of Lone Star College-Cy-Fair (formerly known as Cy-Fair College – North Harris, Montgomery Community College District) as part of a two-plus-two articulation agreement established with the Lone Star College-Cy-Fair (LSC-CF) in 2006.

In accordance with institutional procedures for program approval and implementation, PVAMU submitted a request to offer, in a two-plus-two format, the Bachelor of Business Administration (BBA) at the LSC-CF in Cypress, Texas twenty miles east of the main campus in Prairie View, Texas. On December 1, 2006, the Board of Regents of the Texas A&M University System approved the aforementioned articulation agreement (See Attachment 1). On May 8, 2008 the Texas Higher Education Coordinating Board approved the two-plus-two program, hereafter referred to as the articulation agreement (See Attachment 2).

Enclosed you will find an executive summary of the articulation agreement as well as the signed MOU for your review (See Attachment 3). Forty six percent (46%) {finance, MIS, management, and marketing} and forty eight percent (48%) {accounting} of the BBA degree requirements will be offered on the LSC-CF campus. Students will have dual enrollment at PVAMU and LSC-CF thus having access to library holdings, student support services, campus activities and administrative support services afforded to students at both campuses.

The plan is to begin offering courses fall 2008. This correspondence is sent to notify the Commission on Colleges (COC) of our intent to provide this educational opportunity to students enrolled at LSC-CF. Having the COC respond positively to our request would be greatly appreciated. If additional information is needed, please contact the Provost and Senior Vice President, Dr. E. Joahanne Thomas-Smith at [eithomas-smith@pvamu.edu](mailto:eithomas-smith@pvamu.edu) or (936) 261-2175.

Sincerely,

George C. Wright  
President

Enclosures

cc: Dr. Rudolph Jackson, Vice President, COC, SACS  
Dr. E. Joahanne Thomas-Smith, Provost and Senior Vice President for Academic Affairs ✓  
Dr. Michael McFrazier, Associate Provost and Associate Vice President for Academic Affairs  
Dr. Munir Quddus, Dean, College of Business

[www.pvamu.edu](http://www.pvamu.edu)

Office of the President  
P O Box 519, MS 1001 Prairie View, Texas 77446-0519  
Phone (936) 261-2111 Fax (936) 261-2115

## **Attachment 1**



# TEXAS HIGHER EDUCATION COORDINATING BOARD

Academic Affairs and Research

P.O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

May 8, 2008

Joseph H. Stafford, Ph.D.  
Assistant Commissioner  
Academic Affairs and Research  
joseph.stafford@theccb.state.tx.us

R. David Couch, Ed.D.  
Director, Professional Programs  
david.couch@theccb.state.tx.us

Linda Domelsmith, Ph.D.  
Director, Research Programs  
linda.domelsmith@theccb.state.tx.us

Susan E. Hetzler, Ph.D.  
Director, Federal Programs  
susan.hetzler@theccb.state.tx.us

Kevin Lemoine, Ph.D.  
Director, Academic Programs  
kevin.lemoine@theccb.state.tx.us

512/ 427-6200  
Fax 512/ 427-6168

Web site:  
<http://www.theccb.state.tx.us>

Dr. George C. Wright, President  
Prairie View A&M University  
P.O. Box 519 – Mail Stop 1001  
Prairie View, Texas 77446

Dear Dr. Wright:

I am pleased to approve Prairie View A&M University's request to offer upper-division business courses on the campus of Lone Star College-CyFair as part of the articulation agreement with the college. As you know, approval of off-campus courses is automatically granted if no objections from area institutions are filed. We have received no objections within this comment period.

We appreciate Prairie View A&M University's commitment to meeting the educational needs of students in the area. We wish you success with these new courses.

Sincerely,

  
Joseph H. Stafford

✓ c: Dr. E. Joahanne Thomas-Smith

OFFICE FOR ACADEMIC AFFAIRS  
MAY 13 PM 1:00

## **Attachment 2**



**THE TEXAS A&M UNIVERSITY SYSTEM**

Michael D. McKinney, MD  
Chancellor

January 22, 2007

Dr. George C. Wright  
President  
Prairie View A&M University  
P.O. Box 188  
Prairie View, Texas 77446-0188

Dear Dr. Wright:

On December 1, 2006, The Texas A&M University System Board of Regents approved the following agenda item request submitted by Prairie View A&M University.

- Approval for PVAMU-Cy-Fair College Joint-Admissions/Co-Enrollment Program in Business on the Cy-Fair College, Barker-Cypress Campus, North Harris Montgomery Community College District

**"The joint admission/co-enrollment program in Business offered by the Prairie View A&M University College of Business on the Cy-Fair College, Barker-Cypress campus and available to all North Harris Montgomery Community College District students is approved, effective December 2006."**

Per the Texas Higher Education Coordinating Board procedures, universities must notify all area institutions, Higher Education Centers, and the Coordinating Board of plans to offer courses and programs.

Best wishes in this joint admissions/co-enrollment business program on the Cy-Fair College, Barker Cypress Campus.

Sincerely,

Michael D. McKinney

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Enclosure

cc: Dr. Leo Sayavedra  
Dr. Joahanne Thomas-Smith  
Ms. Verna Dewees

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**Attachment 3**

**PRAIRIE VIEW A&M UNIVERSITY  
EXECUTIVE SUMMARY**

**Proposal to Offer the Bachelor of Business Administration Degree  
(Finance, Management, MIS) on the Cy-Fair College, Barker-Cypress campus  
as a Joint-Admission/Co-Enrollment Program**

The proposal requests authorization for Prairie View A&M University to offer the Bachelor of Business Administration (BBA) degree at the Cy-Fair College (CFC) Barker-Cypress campus, effective spring 2007. The program will consist of face-to-face classes as well as classes offered using the TTVN technology and using the web. Students admitted to the CFC or another campus of the NHMCCD will have access to these courses. Students will be able to complete a four year business degree by taking only the upper division courses (2+2 or degree completion) after attaining their associate degree, or by participating in the joint-admission/co-enrollment program from their first year. The program is designed to ensure a seamless transition of students enrolled in CFC and other NHMCCD campuses to a four year baccalaureate program while maximizing the number of course transfer hours from NHMCCD to PVAMU.

The BBA program has been offered for many years on the PVAMU main campus. In April 2006, the Association to Advance Collegiate Schools of Business (AACSB) International, after an intensive review, granted initial accreditation to all undergraduate and graduate programs offered by the College of Business (COB). The COB has typically served transfer students from area community colleges under the CB's field of study program after their associate degrees. However, given the increased costs of transportation, there is a higher perceived demand for a four year degree offered on the premises of a community college. This meets the dual OCR mandate of growing enrollment and increasing the diversity of the student body. CFC is a high growth community college with a diverse student body. The CFC officials inform us that their internal surveys indicate a high level of interest in four year programs. Offering the courses on the community college premises has several advantages including reducing student travel expenses, improved visibility of the PVAMU program in the northwest Houston community, and the use community college state of art facilities and some instructors who are qualified by the accreditation standards. The business programs are considered "high demand" as evidenced by the inclusion of these programs in the recent proposal by University of Houston to the THECB to create a branch campus in northwest Houston.

The part-time program is expected to grow steadily as additional courses are offered to support multiple majors. The courses will be offered on Friday afternoons and Saturdays. To increase student choice, classes taught on the main campus during regular week days will be made available to students enrolled in this program through distance education media (TTVN technology and the web).

This initiative supports the University's and the COB mission statement and strategic plans for enrollment management and partnership with other institutions. The new program will help serve a diverse group of students using innovative market strategies and new technologies. The initiative has been discussed and approved by the COB faculty and administration. To ensure the success of the new initiative, full-time tenure-track faculty members are expected to be fully involved in developing new TTVN and online courses and teaching courses in the traditional

mode on the CFC campus. The selected on-campus and the adjunct faculty members must meet the AACSB and SACS standards for faculty credentials.

There is a critical shortage of quality baccalaureate degree programs offered in the traditional mode for community college students (in northwest Houston and in general). The newly built Barker Cypress campus of the CFC has experienced explosive growth since it was built in 2004. It is natural that PVAMU, a premier and fully accredited institution of higher education in the vicinity, would make its programs available for Cy-Fair and other community college students interested in earning a four-year bachelor's degree in business. We envision offering the BBA as a joint admission program that will be subject to all of the course transfer guidelines established by the CB and the TAMUS and the institutional accreditation agencies (SACS and AACSB International).

The University and the College has several years of experience with off-campus and distance education courses. The University Distance Education Council composed of representatives from all Colleges provides one-to-one training and technical support to faculty members interested in learning the new technologies. The COB has special incentives for faculty members to develop the courses in the DE mode. Presently, there are several classrooms on campus equipped with the TTVN technology.

There is a growing demand from non-traditional (working) students with an associate degree in business to advance their career and earn a four-year degree to meet the needs of business and industry. Discussions with Cy-Fair College officials have been held for the past two years and the demand for a baccalaureate degree program has been confirmed by CFC officials (VP Academic Affairs, Dean of Instruction, Business faculty). According to their in-house surveys, a significant portion of their students desire to complete a four-year degree, given the opportunity to do so.

At present, there are no four-year baccalaureate degree programs in business available for the benefit of these students, many of whom are working adults, in the vicinity of Cy-Fair College. The COB at PVAMU proposes to offer undergraduate business degree programs in the evening and on weekends and through distance education technology at the Cy-Fair College Barker-Cypress campus to satisfy this need. The programs will also help the COB and PVAMU to increase the diversity of its student population and to enroll a greater number of white and Hispanic students. Demographic diversity of the student population is an important mission of the COB and the University. The Cy-Fair college student population is diverse - 48% white, 25% Hispanic, 11% African-American, 9% Asian populations, and 7% other.

The PVAMU College of Business has over 35 full-time faculty members, with over 90% of the faculty with a terminal degree in their field of teaching. The College recently received initial accreditation after a rigorous evaluation process by the AACSB International, the premier accrediting body for business schools worldwide. In April 2006, the College was informed that it had received full accreditation of its undergraduate and graduate programs by AACSB International. The peer review team was informed of the efforts of the College to build future partnerships with area community colleges to serve the growing need for high quality bachelor degree in business.



File  
Cy-Fair College



**NORTH HARRIS MONTGOMERY  
COMMUNITY COLLEGE DISTRICT**

## **MEMORANDUM OF UNDERSTANDING**

**PRAIRIE VIEW A&M UNIVERSITY**

And

**CY-FAIR COLLEGE  
NORTH HARRIS MONTGOMERY COMMUNITY COLLEGE DISTRICT**

December 20, 2006

The following articulation agreement between Prairie View A&M University (PVAMU), a member of the Texas A&M University System, and an agency of the State of Texas and Cy-Fair College a part of the North Harris Montgomery Community College District (NIMCCD), defines a joint-admissions/co enrollment program designed to ensure a seamless transition to PVAMU while maximizing the number of course transfer hours from NIMCCD to PVAMU. The program is also designed to allow reverse transfer course credits from PVAMU to North Harris Montgomery Community College District to satisfy degree requirements for the Associate of Arts degree with Field of Study Transfer Curriculum in Business.

Prairie View A&M and Cy-Fair College part of the North Harris Montgomery Community College District agree to the following terms and conditions:

1. NIMCCD Cy-Fair students that meet the PVAMU and College of Business admissions entrance requirements are eligible for the College of Business (COB) and Cy-Fair College - Joint Admission.
2. NHMCCD will be responsible for assuring students are in compliance with Texas Success Initiative (TSI) requirements.
3. Students qualifying for the COB joint admission will be issued an I.D., computer account, email account, and web access via PVAMU. Students are expected to familiarize themselves with PVAMU's Computer Usage Policies and abide by these policies when using PVAMU resources.
4. PVAMU agrees to provide reasonable access to academic advisors for students attending NHMCCD.
5. PVAMU agrees not to offer any classes on the Cy-Fair campus that may compete with those currently being offered by NHMCCD Cy-Fair. If there is a conflict in academic calendar, PVAMU faculty teaching on the CFC campus will follow the CFC calendar.
6. PVAMU and NHMCCD students meeting joint admission requirements will be granted access to computer lab facilities, student parking, library facilities, and athletic facilities as defined by each institutions student access policies and fees.
7. Students admitted to NHMCCD with college level credit resulting from transfer, dual/concurrent enrollment, Advanced Placement, College-Level Examination Program (CLEP), or other recognized means by which credit is awarded shall receive credit at PVAMU- COB as appropriate and subject to University transfer policies. The specific course transfer plans for each major (Finance, MIS, and Management) were discussed and approved by both sides in a meeting on November 29, 2006 attended by Provosts from both campuses.
8. PVAMU and NHMCCD will strive to make financial aid and transfer scholarships information and process between institutions as convenient as possible for the student.
9. The academic and disciplinary records of students will be maintained and kept current at both institutions. Periodic exchange of information is expected.
10. Students enrolled in this program would be expected to be knowledgeable of the rules at both institutions and agreeable to complying with the said rules. Students appealing academic or disciplinary issues will be directed to the institution under whose jurisdiction the matter falls, and would follow the established procedures in that institution.
11. In general, students losing their eligibility to continue in classes at either institution lose their eligibility to participate in the Joint Admissions program. Each institution reserves the right to allow a student to continue at their respective institution.
12. Students transferring to PVAMU are encouraged to complete the Associate of Arts Degree at NHMCCD. If they fail to complete the degree prior to

transferring, they are encouraged to consider the advantages of completing the degree by reverse course transfer.

13. Following the THECB guidelines on credit transfer from a Community College to a Four Year institution, PVAMU will accept a maximum of 72 SCH of transfer credit from Cy-Fair Community College, or another NHMCCD campus. Given the AACSB International guidelines on assurance of learning, students who take the Principles of Management, Principles of Marketing and Business Communications course at CFC must demonstrate their competency in the subject matter of these courses by passing a comprehensive final exam (PVAMU Equivalency Challenge Exam) for each course designed and graded by the COB faculty. The student will have only one opportunity to pass each exam. The passing score is 70% or better for credit transfer. The test may be administered on the CFC campus at the Assessment Center.
14. Students opting for concurrent enrollment must meet all payment deadlines for the respective institutions.
15. Cy-Fair College will provide office space to PVAMU advisors for the purposes of student advising assistance related to the joint program. The "shared" space must be prescheduled, and is based on availability; there may be a charge for this space usage. Further, PVAMU will render to CFC all applicable fees for classroom space and equipment for instructional purposes related to this program. PVAMU faculty and staff associated with this program on the CFC campus will have access to shared office space, parking, library and other facilities relevant to their official assignment.
16. PVAMU and NHMCCD will work towards developing shared counselor/advisor, and adjunct faculty positions. Training will be made available to staff and faculty as needed.
17. PVAMU Capacity Benefit Margin (CBM) reports would reflect the minimal enrolled student requirement for courses taught at the Cy-Fair campus.
18. Development and distribution of all transfer articulation products (i.e. Transfer Guides and marketing materials) are the responsibility of PVAMU and NHMCCD.
19. Termination and renewal of this memorandum of understanding:
  - a) This agreement will commence in summer 2007 for a period of three years. It will terminate with the start of fall semester 2010, unless renewed.
  - b) Prior to the termination of the agreement as defined above, the agreement may be renewed with the consent of both parties for a period not to exceed four years.
  - c) The agreement may be terminated by either institution by written notice. The termination notice must be submitted at least 12 months prior to the effective date. Effective dates will correspond to the school year and will be at the end of and prior to the beginning of a grading period.
  - d) In the event this agreement is terminated, both parties agree to make every effort to protect individual students already part of the program.

- e) For the duration of this agreement, PVAMU will have the exclusive right to offer the BBA program (Management, Finance, and MIS) on-site at the Barker Cypress campus of Cy-Fair College.

To assist students who transfer to Prairie View A&M University from other public colleges and universities in Texas, the University carefully evaluates course credits taken elsewhere for acceptance toward fulfillment of degree requirements. In the event the University denies transfer credit for a course, notification of that denial will be transmitted to the student and to the institution at which the credit was earned. The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

(1) If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(2) A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(4) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(b) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

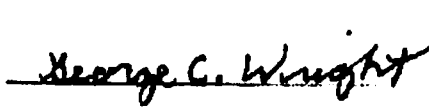
(d) The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

(c) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that

the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

*Source Note: The provisions of this §4.27 adopted to be effective May 27, 2003. 28 TexReg 4109*

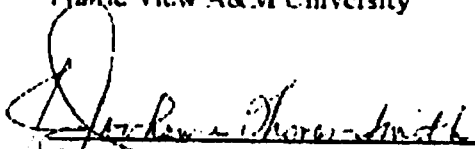
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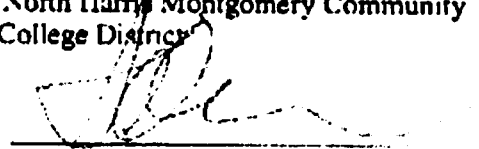
**George C. Wright**  
President  
Prairie View A&M University



**John Pickelman**  
Chancellor  
North Harris Montgomery Community  
College District



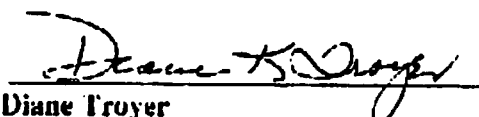
**E. Johanne Thomas-Smith**  
Provost and Senior Vice President  
of Academic and Student Affairs  
Prairie View A&M University



**Stephen Head**  
Executive Vice Chancellor  
North Harris Montgomery Community  
College District



**Mary Lee Hodge**  
Vice President for Business Affairs  
Prairie View A&M University



**Diane Troyer**  
President, Cy-Fair College  
North Harris Montgomery Community  
College District