



OFFICE OF THE SECRETARY  
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**SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES**

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Telephone 404/679-4500 Fax 404/679-4558

June 12, 2001

Dr. Charles A. Hines  
President  
Prairie View A. & M. University  
P. O. Box 188  
Prairie View, TX 77446

Dear Dr. Hines:

On January 5, 2001, you received a letter from the Commission on Colleges indicating approval of a substantive change involving membership at Level V for the purpose of offering the Ph.D. in Juvenile Justice. A substantive change committee was also authorized to visit the institution. I write now to begin the process of planning that visit which we have agreed will take place on Tuesday-Thursday, November 13-15, 2001.

The charge to the Substantive Change Committee is fourfold: (1) assess the institution's continuing compliance with the *Criteria for Accreditation* following substantive change, (2) make helpful suggestions designed to improve the institution's programs and services, (3) write a cogent report of its findings, and (4) make a confidential recommendation to the Commission regarding the continuing accreditation of the institution.

While a Substantive Change Committee is authorized to evaluate the institution in relation to all criteria contained in the *Criteria for Accreditation*, it is the Commission's initial intent that this committee conduct a tightly focused review of the substantive change and its impact on the institution and applicable criteria. It is anticipated that primary emphases will be on all aspects of the degree program (including support services) as well as its ties to the support systems of the University. I anticipate that the matter of the institution's continuing accreditation following review of substantive change will be on the agenda of the Commission at its meeting in June of 2002.

While the visiting committee chair will finalize arrangements, it appears that the committee will need to fly into Houston on Tuesday morning, arriving in time to travel to the campus for a late working luncheon. Thereafter, the committee members will conduct their evaluation activities, including interviews with key personnel and the review of documents. The committee will likely conduct an exit report on Thursday morning and leave for the airport shortly thereafter. I anticipate that a three-member committee will be sufficient for this review.



Dr. Charles A. Hines  
June 12, 2001  
Page 2

Chairing this committee will be Dr. Don Stedman, Professor and Dean Emeritus, School of Education, University of North Carolina - Chapel Hill, Campus Box 3500, Peabody Hall, Chapel Hill, NC 27599-3500. He is an experienced chair and will serve your institution and the Commission very well. At the appropriate time, he will be in contact with the institution regarding the visit.

In order to facilitate the committee's review, it would be helpful if you would make the following information available to the visiting committee and to me approximately eight weeks prior to the site visit:

1. Approval letter from the Commission dated January 5, 2001
2. Prospectus accepted by the Commission at its December 2000 meeting
3. Addendum updating initial prospectus as appropriate
4. Roster of program faculty for Spring, Summer, and Fall 2001, using Commission form (enclosed)
5. Planning and evaluation data on program
6. Program budget for FY2002
7. Faculty, staff and student handbooks pertinent to program
8. University catalogs and program/recruiting brochures for program
9. University organizational chart and Academic Affairs organizational chart
10. Listing of students enrolled in program with contact information

It would be helpful if the following items could be available for the committee when it arrives in Prairie View:

1. Charter and By-laws of the institution
2. Institutional budget for FY2002
3. FY00 institutional audit and management letters, together with latest financial aid audit; provide same information for FY01 if available
4. Files of students enrolled in site program
5. Original credentials of program faculty, and faculty vita
6. Course syllabi for program
7. Institution-wide plan for institutional effectiveness
8. Other items that may later be requested

Typically, the committee will want to interview the president, vice president for academic affairs, division head, department head, program faculty, librarian, chief student affairs officer, chief financial officer, and students in the program.



Dr. Charles A. Hines  
June 12, 2001  
Page 3

As you may remember, the institution is responsible for providing ground transportation, lodging, meals, and equipped work rooms for the visiting committee. Again, these and other details will be discussed when the chair contacts the institution.

I am pleased to be assigned as the Commission's staff liaison to your institution. Please let me know if there are ways of improving this plan for the site visit as it is our intent that both the institution and the committee have a positive experience.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom".

Tom E. Benberg  
Associate Executive Director  
Commission on Colleges

TEB:tb

c: Dr. Don Stedman, Visiting Committee Chair  
Dr. E. Joahanne Thomas-Smith, Provost and Vice President of Academic Affairs  
Dr. H. Elaine Rodney, Dean - School of Juvenile Justice and Psychology

Enclosures - Roster of Instructional Staff (Rodney only)  
- Commission's Transportation Guidelines (Rodney only)