

**Don W. Byars,II**

**Associate Provost for Enrollment Management**

**Prairie View A&M University**

**315 Memorial Student Center**

**Prairie View, Texas 77446**

**(Office) 936-261-1060**

**(Fax) 936-857-2426**

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**Personal Data**

Name: Don W. Byars, II  
Home Address: 20902 West Farwood Terrace  
Cypress, Texas 77433  
Home Phone: 281-256-6528  
Married: Dr. Laretta F. Byars (39 years)  
Children: Two Sons, Three Grand Daughter's

**Education**

B.A. in Secondary Education, Morehead State University, Morehead, Ky. - 1970  
M.A. in Education, Eastern Kentucky University, Richmond, Ky. - 1975  
Doctoral Coursework, University of Kentucky, Lexington, Ky. - 1990-92

**Employment**

**Associate Provost for Enrollment Management -Prairie View A&M University, 2004 – Present** – Responsible for the overall management, budgeting and Strategic Planning for Undergraduate Admissions, The Call Center, Undergraduate Recruitment & Marketing, Graduate School Recruitment and Admissions, New Student Orientation, the University Registrar's Office and Athletic Academic Advising

**Associate Director of Admissions (Transfer Recruitment), University of Kentucky, 2002-04** – Responsible for the Design, development, implementation and on-going program articulation of the Transfer Recruitment Program for the Commonwealth of Kentucky in general and the 14 Community Colleges in particular. Specialized liaison with Deans of Student Affairs and Academic Affairs, Community College Counselors and coordinating activities with selected faculty members

**Associate Director of Admissions (Operations) - 1998-2002** – Primary responsibility included the management of the Office Reception Suite Staff (3), telephones, walk-in traffic, dissemination of publications and general information, Managing the Toll Free Number, Direct four (4) Data Entry and Credentials Staff and six (6) Admissions Officers who made day to day decisions concerning a students status, test scores, high school grades and the appeals process. Other major responsibilities included Athletic Certification, International Admissions processing and decision making

**Senior Associate Director of Admissions (Policy Development and Outreach) – 1990-1998** – Responsible for the Review, Implementation and codification of all policy changes affecting the office of admission and the university. Out reach efforts were to be established with high school superintendents, principals, guidance counselors and teachers. Special emphasis was made to provide regular contact with community college Deans of Academic and Student Affairs, counselors, financial aid directors, selected faculty and community leaders throughout the state. Attend special programs at high schools, middle schools and elementary schools when appropriate.

**Associate Director of Admissions (Operations) – University of Kentucky, 1985 – 90** - Primary responsibility included the management of an Assistant Director of Admission for Operations, the Office Reception Suite Staff (3), telephones, walk-in traffic, dissemination of publication's and general information, Managing the Toll Free Number, Directed four (4) Data Entry and Credentials Staff and six (6) admissions Officers who made day to day decisions concerning applicant status, test scores, high school grades and the appeal Process. Other major responsibilities included Athletic Certification, International Student Admission Processing and decision making.

**Assistant Director of Pre-Admissions – University of Kentucky -1972-85 –**  
Responsible for all travel to recruit new students to the university , developing a Recruitment Plan, serving as liaison to internal academic units, the local community, and community college visitation (commonwealth of Kentucky)

**Science Teacher, (Biology) -** Beaumont Middle School, 1971-72

**Science Teacher, (Life Science and Physical Science ) -** Dunbar Junior High School, 1970-71

**Professional Organizations**

American Association of Collegiate Registrar’s and Admissions Officer’s (AACRAO), 1972-2004

Kentucky Association of Collegiate Registrar’s and Admissions Officer’s (KACRAO), 1972-2004

Southern Association of Collegiate Registrar’s and Admissions Officer’s (SACRAO), 1972-2004

College Entrance Examination Board – Southern Regional Council Member, 1992-95 and 2001-2004)

College Entrance Examination Board – Southern Regional Council, Chair - (2001-02)

**Community Service**

Big Brother’s/ Big Sister’s Program Volunteer – 1971-1988

Big Brother’s/Big Sister’s Board Chairman – 1980-81

Foster Parents – 1974-1998 (22 children)

**Hobbies**

Basketball Officiating (High School and College - 1974-2002)

Golf, Tennis, Travel