Section 1: ABSTRACT (limit to one page or less)

Describe the proposed change; its location; initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); and instructional delivery methods.

Proposed Change:
Prairie View A&M University (PVAMU) is seeking permission to offer its existing Master of Business Administration (MBA) degree program via the Internet (in addition to being offered in the traditional face to face mode).

Initial Date of Implementation: Fall 2008 (Spring 2009 in case of delay)

Projected Number of Students:
We forecast enrollment of 25 students in early 2009, rising to 60 students in Fall 2009 as our online MBA program becomes established. We expect this number to rise to 125 students in Fall 2010. If the program is successful, enrollment could exceed 125 students in later years.

Description of Primary Target Audience:
Consistent with the mission of Prairie View A&M University to serve the Houston area, the nation, and the world, we expect to draw many students from the Houston metropolitan area, and in addition we expect that many students from other parts of the nation and the world will wish to take advantage of this 100% online version of our existing MBA program. We expect to continue to attract many full-time workers who require flexible scheduling and flexible admissions requirements.

Projected Life of the Program: Ongoing

Instructional Delivery Methods:
The WebCT CE 6 Learning Management System (LMS) will be the primary method of delivery of course content. This LMS will be augmented with other delivery methods at the instructors' discretion, including the use of classroom capture software (such as Socrates), online meeting software (such as Saba Centra), social networking sites (such as Ning.com), and virtual world sites (such as Second Life). Students can always call in the faculty, or come to visit with the faculty if in the area.

Section 2: BACKGROUND INFORMATION

Provide a clear statement of the nature and purpose of the change in the context of the institution's mission and goals; evidence of the legal authority for the change (if authorization is required by the governing board or the state); and whether the proposed degree program or similar program is offered on the main campus or at other off-campus sites.

Selected faculty members of the College of Business at PVAMU have been offering graduate courses via the Internet for many years. Feedback from these courses has been very positive, based on faculty and student feedback and enrollment numbers. During this period, improvements in technology and software have been made, and potential students have become increasingly web-savvy. PVAMU's Office of Distance Learning is adept at providing and supporting the WebCT (Blackboard) Learning Management System, providing faculty with a high-quality, student-oriented platform for online course delivery. Indeed, high-quality educational experiences are more readily obtained than in past years, employing trained faculty using WebCT augmented with other web-based learning delivery systems.

The College of Business faculty has deliberatively expanded its online offerings one course at a time, maintaining best practices in conjunction with Office of Distance Learning support. The department is requesting expansion of authority to offer the MBA degree in order to expand graduate enrollment, consistent with the mission of PVAMU, consistent with the state's *Closing the Gaps* initiative, and consistent with PVAMU's *Academic Development Initiative*

The Online MBA was internally approved by the COB Graduate Committee and the University Graduate Council and the University Distance Education Council.

PVAMU's Online MBA proposal was approved by the Texas A&M University System Board of Regents (BOR) at its May 22, 2008 meeting (agenda item 19 – see appendix item 10.2).

Pursuant to regulations governing public universities in the state of Texas, the Texas Higher Education Coordinating Board was notified on June 17, 2008 of PVAMU's intention to offer the Online MBA and its approval by BOR (see appendix item 10.1).

Section 3: ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

Discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution's ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.

Assessment of Need:

PVAMU's draws its students principally from the Houston Metropolitan Area, yet its campus is located 40 miles from downtown Houston. Commuter students are faced with long drive times and high travel costs that impair the ability of PVAMU to attract and maintain a student body consistent with our mission and core values. Distance education is one means of combating these high travel costs.

Furthermore, PVAMU has been directed by the State of Texas to expand its enrollment. The Online MBA will attract students from geographic areas heretofore underserved by PVAMU.

Evidence of Inclusion of the Change in Ongoing Planning and Evaluation Processes:

A compendium of PVAMU stakeholders from within and beyond the College of Business formulated the *College of Business Strategic 2005-2009 Strategic Plan*; in this *Plan*, "The prospect of creating distance learning courses exists for potential graduate students in the southern and eastern portion of the Houston metropolitan area" (p.11) was germinated.

Documentation that Faculty and Other Groups Were Involved

The Online MBA concept was further developed and discussed in: meetings of the College of Business Graduate Committee, a committee comprising graduate faculty in the college (see appendix item 10.3); meetings of the Business Council, comprising the Dean, Assistant Dean, and Department Heads of the College of Business (see appendix item 10.4); and meetings of the entire College of Business faculty (see appendix item 10.5).

Section 4: DESCRIPTION OF THE CHANGE

Provide a description of the proposed change, including the specific outcomes and learning objectives of the program, a schedule of proposed course offerings for the first year, and a copy of course syllabi. In the case of a change involving the initiation of a branch campus or of an off-site program, indicate the educational program to be offered. Describe any differences in admission, curriculum, or graduation requirements for students enrolled at the new site(s), or any special arrangements for grading, transcripts, or transfer policies. Describe administrative oversight to ensure the quality of the program or services to be offered.

Program Learning Goals

The Online MBA is not a new program, but rather an extension of the existing on-campus MBA program to the online realm. <u>No new courses have been developed specifically for the online MBA</u>; rather, the existing MBA courses will be adapted to the online environment. Hence the Online MBA shares the program learning goals, as follows:

Online MBA Program Learning Goals
   a) Mastery of Content: Graduates will demonstrate an ability to think critically and to solve business problems.
   b) Teamwork: Graduates will demonstrate an ability to work well together in a virtual environment.
   c) Ethics: Graduates will have an ethical perspective
   d) Global Perspective: Graduates will be knowledgeable in global business issues
   e) Communications: Graduates will demonstrate an ability to be effective communicators.

These program learning goals for the Online MBA will be assessed periodically for continuous improvement in accordance with the guidelines from AACSB International and SACS. In addition to the program goals, each course has specific course-embedded learning objectives.

Proposed First Year Course Offerings

Semester 1:
ECON 5003   Concepts of Economic Analysis
ECON 5103   Managerial Economics
MGMT 5113   Business Statistics
MRKT 5303   Marketing Management

Semester 2:
ACCT 5003   Concepts of Accounting
FINA 5003   Concepts of Finance
MGMT 5003   Concepts of Management
ACCT 5103   Managerial Accounting
FINA 5103   Theory of Financial Management

Copies of Course Syllabi

Because the Online MBA does not yet exist and all Online MBA courses will exist at some future time, no syllabi yet exist for these future courses. However, the College of Business has developed course embedded objectives for each MBA course, and instructors of Online MBA courses will structure their courses to ensure that these objectives are met. Academic freedom stipulates that, in the future, when the course are taught, each instructor will be given broad latitude in designing the course structure and content, as long as best practices for online instruction are followed and the course embedded objectives are taught.

Here is a course syllabus template for ECON 5003, Concepts of Economic Analysis:

ECON 5003: Course Syllabus Template

Course: **Concepts of Economic Analysis**
> Time: Online
> Place: Online

Instructor:
> Phone:
> Email:
> Office:
> Office hours:

Course Materials:

Learning Objectives: Econ 5003 surveys the core topics in both microeconomics and macroeconomics. Microeconomic learning objectives include understanding and applying:
1. Optimal decision-making by individual consumers and producers.
2. The nature and functions of different types of markets
3. Market models, used to analyze dynamic changes in market equilibrium.
4. The role of government in the economy.
Macroeconomics learning objectives include understanding and applying:
1. The determination of national income, unemployment, inflation, business cycles, and growth.
2. The short and long term consequences of monetary and fiscal policies.
3. Models of the economy to understand current economic conditions and to forecast future possible economic scenarios.
4. International transactions and their impact on short run and long run economic performance.

Grading: A student's semester grade will be calculated based upon his or her performance on:
Homework	10.0%
Discussion Board Participation	10.0%
Three Quizzes (15% each)	45.0%
One Final Exam	35.0%
TOTAL	100.0%

Grading Scale:

Score	Grade	Score	Grade	Score	Grade	Score	Grade	Score	Grade
90 +	A	80-89.9	B	70-79.9	C	60-69.9	D	0-59.9	F

The instructor may "scale" grades up, resulting in a semester grade higher than the minimum indicated in the table above. The instructor may adjust individual grades down in the following cases: 1) Cases of academic dishonesty; 2) Other improper student behavior.

Quizzes and Final Exam: Each quiz will be 60 minutes long and consist of 40 multiple choice questions. The final exam will be 2 hours long and consist of 80 multiple choice questions. See the course schedule for the dates of the quizzes and the final exam.

The exams are open-notes, open-book, open-calculator, and open computer. IMPORTANT: the time limits will be strictly followed; there isn't much time to refer to notes and the textbook during a quiz/exam, so it's important to be well-prepared for the quizzes and exam.

The exams are non-collaborative. Do not work with anyone else when taking an exam

Missed quiz: A quiz can be taken during a four-day "window" from 12:00AM Thursday – 11:59PM Sunday during the quiz week. A student who misses 1 quiz will have the missed quiz score replaced by the final exam score. A student who misses a second and/or third quiz will receive a zero score for the quiz (zes). There are no exceptions to this rule.

Missed final exam: The final exam can be taken during a four-day "window" from 12:00AM Tuesday Aug. 5 to 11:59PM Friday Aug 8. A student who misses the final exam will receive a zero score, except in extremely rare cases of documented dire personal need, in which case the student may qualify to receive an "incomplete" grade for the semester.

Lowest quiz score replaced by final exam score: Each student who completes all three quizzes during the semester will have the lowest quiz score replaced by the final exam score (if the final exam score is higher than the lowest quiz score).

The quizzes and final exam will definitely take place at the dates prescribed in the included class schedule (barring a network outage), so please plan your schedule accordingly.

The quizzes are not cumulative. The final exam is cumulative.

Homework: Ten homework problem sets will be assigned. Students may collaborate on homework assignments. The homeworks are graded based upon effort; if a student makes a good effort to answer each part of each question on a homework assignment then ne/she will get 100% credit for the assignment. (Answering "I don't know" does NOT represent a good effort.)

Downloading and Submitting Homework:

Homework will distributed and submitted through our website. Microsoft Word or a compatible word processor will be required. (A free compatible word processor is available at http://openoffice.org .) Directions for downloading and accessing homework will be posted on our website.

Discussion Board Participation: To receive 100% credit, a student must post at least 1 content-rich question or comment on the discussion board in each of these time periods:

1:	At least one post
2:	At least one post
3:	At least one post
4:	At least one post
5:	At least one post
6:	At least one post
7:	At least one post
8:	At least one post
9:	At least one post
10:	At least one post

(Total of at least 10 posts, with at least one in each time period)

Netiquette (online etiquette): Students are to be respectful and courteous to others in the discussions. Foul or abusive language will not be tolerated and will result in a reduced grade. When referring to information from books, websites or articles, please give references to your sources.

Extra Credit: No extra credit is available.

Mini-Lecture Videos: As a substitute for the traditional on-campus class lecture, I will post mini-lecture videos that expound on the important economic principles in the class. Notes will be created from these videos that will also be available for download and printing.

   Self-Discipline: It is important to adhere to the course schedule and not fall behind on reading or homeworks. No late homework will be accepted. No makeup quizzes or exams will be given.

What will be covered on the quizzes/exam? Focus on the topics that are covered in the mini-lecture videos and the homeworks, and pay attention to my posts on the discussion board. Carefully read the parts of the textbook that covers the same topics. (There are other topics covered in the textbooks, but due to time constraints we will not test these topics on quizzes/exam.)

ACADEMIC APPEALS PROCESS
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

ACADEMIC INTEGRITY
Prairie View A&M University is dedicated to a high standard of academic integrity among its faculty and students. In becoming part of the Prairie View A&M University academic community, students are responsible for honesty and independent effort. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. Please note that a student found guilty of academic dishonesty may be suspended or expelled from the University. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense.

Students with Disabilities: Students who have a disability that may require assistance or accommodation, or students who have questions related to any accommodations for testing, note takers, readers, etc., please speak with me as soon as possible. Students may also contact the Office for Disability Services (DSS) Evans Hall, Room 315 or call 936.261.3587

<u>COURSE SCHEDULE</u> (Graded coursework is in **BOLD** below)

Unit 1:

       Chapter 1: Getting Started
       Chapter 2: The U.S. and Global Economies
       Homework 1 is due by
       One Discussion Board Post is Required by

Unit 2:

       Chapter 3: The Economic Problem
       Chapter 4: Demand and Supply
       Homework 2 is due by
       One Discussion Board Post is Required by

1st Quiz covering chapters 1-4 must be taken during this time period:

Unit 3:

       Chapter 5: Elasticity of Demand and Supply
       Chapter 7: Government Influences on Markets
       Chapter 8: Externalities
       Homework 3 is due by
       One Discussion Board Post is Required by

Unit 4:

       Chapter 9: Production and Cost
       Homework 4 is due by
       One Discussion Board Post is Required by

2nd Quiz covering chapters 5-8 must be taken during this time period:

Unit 5:

       Chapter 10: Perfect Competition
       Chapter 11: Monopoly
       Chapter 12: Monopolistic Competition and Oligopoly
       Homework 5 is due by
       One Discussion Board Post is Required by

Unit 6:

       Chapter 13: GDP and the Standard of Living
       Chapter 14: Jobs and Unemployment
       Homework 6 is due by
       One Discussion Board Post is Required by

3rd Quiz covering chapters 10-14 must be taken during this time period:

Unit 7:
       Chapter 15: The CPI and the Cost of Living
       Chapter 18: AS, AD, Cycles, and Inflation
       Homework 7 is due by
       One Discussion Board Post is Required by

Unit 8:
       Chapter 17: Money and the Monetary System
       Chapter 19: Fiscal and Monetary Policy
       Homework 8 is due by
       One Discussion Board Post is Required by

Unit 9:
       Chapter 16: Potential GDP and Economic Growth
       Chapter 20: International Trade
       Homework 9 is due by
       One Discussion Board Post is Required by

Unit 10:
       Review
       Homework 10 is due by
       One Discussion Board Post is Required by

Final Exam covering chapters 1-5, 7-20 must be taken during this time period:

How to Purchase the Textbook

(Insert textbook purchasing options here. Please be as specific as possible.)

How To Access Our Online Course:

(Insert instructions here. Please be as specific as possible.)

Ok, I'm on our course website. What should I do first?

(Insert instructions here. Please be as specific as possible.)

Help! I need technical support!

(Insert technical support options here. Please be as specific as possible)

System and Software Requirements

	Operating Systems	**Browsers***
PC	Windows® 2000	Internet Explorer®, Version 6.0 Netscape® Navigator®, Version 7.2
	Windows XP	Internet Explorer, Version 6.0 Internet Explorer, Version 7.0 Firefox 1.5 and 2.0
	Windows Vista	Internet Explorer, Version 7.0
Mac	Macintosh® OS 10.3	Firefox 2.0 Safari 2.0
	Macintosh OS 10.3 x	Fire Fox 1.5 and 2.0 Safari 2.0
	Macintosh OS 10.4	Netscape Navigator, Version 7.2 Fire Fox 1.5 and 2.0 Safari 2.0

* If you have earlier versions of these browsers, you can download a newer version from the appropriate manufacturer's website:

Hardware Requirements:

You will need a <u>computer</u> (roughly five years old or newer) that is running Windows (version 2000, XP, or Vista) or a recent Macintosh operating system.

Your computer needs <u>sound and speakers</u> to be able to hear the mini-lecture videos.

You will need an <u>Internet connection</u>. A broadband connection is highly recommended (DSL, cable, or faster). A dialup connection will work, but many downloads will be very slow, especially for the mini-lecture videos.

Software Requirements
You may also need to download and install additional software.

- <u>Adobe® Reader®</u> - Needed to view online Course Compass guides and other PDF documents.

- <u>Java™ Plug-in</u> - Needed to view the Virtual Classroom and Chat sessions in Course Compass.

- <u>Macromedia® Flash™</u> - Needed to improve viewing of high-fidelity web sites.

- <u>Macromedia Shockwave®</u> - Needed to run animations in some courses.

- <u>Real Networks® Real One™ Player</u> - Needed to hear music or watch streamed media animations in some courses.

- <u>TestGen Plug-in</u> - Needed to view and take online TestGen tests in Course Compass.

- <u>Microsoft Word</u> – Or a compatible word processor. A free word processor compatible with Microsoft Word is Open Office, available here: http://www.openoffice.org/

Office Hours: Virtual Lecture Hall
All office hours are by appointment. To make an appointment, call or email or message me. We can meet in my office or in our course "Lecture Hall."

  <u>To access our course Lecture Hall:</u>
1. Log into our course website
2. Click on the "communication" menu item on the left of the webpage
3. Click on "collaboration"
4. You should now see a button on the right to "join" our lecture hall. Click it at the appointed time!

Section 5: FACULTY

Provide a complete roster (using the "Roster of Instructional Staff" form) of those faculty employed to teach in the program(s), including a description of those faculty member's academic qualifications and course load in the new program as well as course work taught in other programs currently offered; evidence that adequate faculty members are assigned to support the program; and the impact of the new initiative on faculty workload.

Roster of Instructional Staff

Name	MBA Courses Taught	List of Academic Credentials, Qualifications, and Competencies	Other Qualifications or Experience
Balijepally, VenuGopal	MISY 5103: Management Information Systems	Ph.D. U. of Texas - Arlington 2006	
Bell, Reginald	MISY 5203: Managerial Communications	Ph.D. U. of Missouri – Columbia 1997	
Chen, Wenshin		Ed.D. University of Houston 2005; Ph.D. U. of South Australia, 2008	
Chong, Gin	ACCT 5003: Concepts of Accounting; ACCT 5103: Managerial Accounting	Ph.D. University of Sheffield 1998	CA
Debnath, Sukumar	MGMT 5103: Organizational Behavior; MGMT 5323: Strategy and Policy	D.B.A. Mississippi State Univ. 1988	
Gupta, Omprakash	MGMT 5433: Production and Operations Management; MGMT 5323; MGMT 5123: Quantitative Analysis; MGMT 5103	Ph.D. Purdue University 1980	
Feucht, Fred	ACCT 5003	Ph.D. Texas A&M University 2004	CPA
Handforth, Frank	FINA 5313: Investment Analysis and Management; FINA 5103: Theory of Financial Management	Ph.D. University of Mississippi 2003	CFA
Hill, Jeanne	MRKT 5003: Concepts of Marketing; MRKT 5303: Marketing Management	Ph.D. University of Alabama 1976	
Huang, Henry	ACCT 5003; ACCT 5103	Ph.D. University of Houston 2005	JD; CPA
Joonas, Kishwar	MRKT 5303; MRKT 5313: International Marketing	D.B.A. Louisiana Tech Univ. 2004	
Khan, Moosa	FINA 5003: Concepts of Finance	Ph.D. Simon Fraser University 1986	
Langley, Sonja	ECON 5103: Managerial Economics	Ph.D. Auburn University 2003	
Lee, Brian	ACCT 5103	Ph.D. Temple University 1994	CPA
Mahfouz, Ahmed	MISY 5103; MISY 5413: Applied Database Management	Ph.D. Texas A&M University 2004	
Opara, Emmanuel		D.B.A. Golden Gate University 1995	
Quazi, Rahim	ECON 5313: International Trade and Business	Ph.D. University of Illinois 1999	

Quddus, Munir		Ph.D. Vanderbilt University 1985	
Robinson, Sammie	MGMT 5353: Entrepreneurship and Innovation	Ph.D. University of Kansas, 2002	
Tandon, Sudhir		Ph.D. Texas Tech University 1995	
Vanakumari, Manoj	MGMT 5113: Business Statistics	Ph.D. U. of Texas – Dallas 2007	
Vetter, William	FINA 5013: Legal Environment of Business	LL.M. The National Law Center 1986	JD
Williams, Michael	ECON 5003: Concepts of Economic Analysis	Ph.D. Rice University 1996	

Evidence that Adequate Faculty Members are Assigned to Support the Program

Because the Online MBA is an extension of PVAMU's AACSB-accredited campus MBA program, the Online MBA shares the same set of full time graduate faculty (listed above) as the campus MBA program. 5-year enrollment forecasts for the Online MBA suggest a peak enrollment of 125 students. Current faculty staffing levels are adequate for this enrollment projection; in fact, should enrollment exceed projections, faculty staffing is adequate for up to 200 Online MBA students.

Contingency plans are in place should enrollment vastly exceed projections, or should a faculty member or members unexpectedly leave the university. The College of Business has available a set of adjunct faculty, academically and/or professionally qualified according to SACS and AACSB standards, to teach some online course sections should the need arise.

Impact of the Online MBA on Faculty Workload

The current course load for a graduate faculty member in the College of Business is three 3-credit courses per semester. This workload will not be increased as a result of teaching Online MBA courses, because the online MBA is considered an integral part of a faculty member's teaching responsibilities.

In some cases a faculty member's teaching load may be temporarily reduced as a result of the Online MBA program. PVAMU's *Distance Learning Plan* stipulates that course release time be given to a faculty member for one semester to develop an online course and for an additional semester when the course is first taught. In these cases, a faculty member's workload will be reduced. The College of Business has sufficient resources to use adjunct faculty to offset these cases.

Section 6: LIBRARY AND LEARNING RESOURCES

Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty.

Describe Library and Information Resources

The John B. Coleman Library supports the educational programs of the University and the College of Business by collecting and making available information and materials needed by students, faculty, and staff and by assisting in the use of this information. In addition to material that supports specific undergraduate and graduate programs in the University, the Library offers a core collection of materials that every university library should have regardless of its educational programs. The Library has 27 fulltime staff including 15 professional librarians. All librarians work with faculty, students, and staff to provide needed services. The Library's collections consist of print materials, microforms, audio-visual materials, periodicals, and electronic collections. As of September 2007, the Library owned approximately 340,000 books, 9,400 periodical subscriptions, and 680,000 microforms. The collection is supplemented by over 100,000 e-books and other electronic publications available through a number of specialized collections, including Eighteenth Century Collections Online and Net Library.

The electronic resources are accessible to faculty and students from both the College and from off-campus via the Internet. In most cases a standard web browser is required; in specialized cases a proxy may be needed. The Coleman library provides instructions on its website for accessing its electronically-available materials. In addition, PVAMU has a 24-hour technical support telephone number that can assist students with this procedure.

7. PHYSICAL RESOURCES

Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.

The Online MBA is designed so that students need never come to the PVAMU campus, but of course they are welcome to use the campus facilities.

The College of Business has two computer labs (35 computers in each lab), and one open homework lab with 20 computers. Business faculty and students also have access to a 40-station computer lab that is supported by the National Aeronautics and Space Administration (NASA). In 2004-2005, each classroom received new furniture and blackboards were replaced with white boards. The entire building allows wireless access to the Internet. The COB has its own server that allows all faculty and student computers to be networked. Each faculty and staff member is provided with a new desktop personal computer (PC) equipped with Windows 2000 or the latest operating system, virus protection, and other software needed for instruction and research. Each faculty and staff member has a laser printer in his or her office. All PCs are connected to the COB server with access to email and the Internet. The COB Technology Committee has a plan for upgrading the technology every three years. The Committee recommends policies and procedures to the dean and new technology-related purchases. A $40 per course equipment access fee generates enough funds to support and maintain the technology infrastructure in the COB.

8. FINANCIAL SUPPORT

Provide a business plan that includes the following: (a) a description of financial resources to support the change, including a budget for the first year (a three-year budget is requested for new branch campuses); (b) projected revenues and expenditures and cash flow; (c) the amount of resources going to institutions or organizations for contractual or support services; and (d) the operational, management, and physical resources available for the change. Provide contingency plans if required resources do not materialize. For consolidations/mergers, and for institutions currently on sanction with the Commission for financial reasons, provide a copy of the most recent audit (audits from all institutions involved in consolidations/mergers).

Year 1 Budget

Category	Estimated Cost
Personnel[*]	
Faculty (12 courses, development @ $3,500/course)	_$42,000_____ (one time)
Administrative	_____
Support (Secretarial, etc.)	_____
Student Support Services (TA, $12/hourx10hours/week, 50 wks)	_$6,000____ (annual)
Equipment and Facilities	_____
Maintenance and Operation	_____
Supplies and Materials	_____
Other (specify); Bandwidth usage (12 month@$160/m); annual (Account No. 224539 - Distance Learning Fee)	__$1,920___ (annual)
TOTAL COSTS*	**$49,920**

(The <u>one time</u> development and maintenance expenses associated with this program will be covered from the COB Graduate Incremental Tuition Account No: 112040)

II.   INCOME (2008-2009; Annual, based on SCH count)

Category	Estimated Income
State Appropriations (810 SCH x $59.02 Formula funding)	___$47,806____
Local Funds[**]	_____
Other State Funding[**] (COB differential tuition; $20 SCH)	___$16,200____
Reallocation of Existing Funds[**]	_____
Federal Funds[**]	_____
Other Funding[**] (Univ. DE fee, $33/SCH)	____$26,730___
TOTAL REVENUES:	**$90,736**

Contingency Plans If Required Resources Do Not Materialize

The current resources in the COB are sufficient to handle the initial cohort of up to 100 students in the program. As the program expands, the Online MBA's primary funding source is expected to be tuition from enrolled students, supplemented by state government funds according to predetermined formulas. Should enrollment meet our projections we have a high degree of confidence that, absent a major fiscal crisis, the state government supplemental funds will be received. Should a fiscal crisis occur, PVAMU's Chief Financial Officer has contingency plans in place to reduce spending while maintaining the integrity of all academic programs, including the Online MBA, as much as possible. Should enrollment fall well short of projections, the Online MBA can be merged with the existing campus MBA program, and the number of available online courses can be reduced to maintain budgetary integrity.

9. EVALUATION AND ASSESSMENT

Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the degree program(s), off-campus site(s), or other changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations. For distance learning instruction or compressed time frames, describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

Monitoring and Evaluating Online Classes

The Director, Graduate Programs in Business will serve as the liaison between the department heads, faculty and graduate students. The Program Director will collaborate with the department heads to ensure that all logistical, technological, and instructional needs are met.

Procedures for Evaluating Faculty Teaching Online

Procedures for evaluating faculty teaching online will be the same as those used at the main campus. These are:

    a. Teaching effectiveness will be evaluated each semester by the students enrolled into respective courses using two online instruments, namely, the University SOS (Student Opinion Survey) and the College of Business open-ended survey.

    b. Department Heads and program Director and Coordinator will also monitor and evaluate faculty online teaching, including periodic visits WebCT course sites.

    c. Each full-time faculty will be evaluated each year on teaching, research and service as part of the annual performance expectations evaluation.

    d. Using TrueOutcomes.com, student work will be uploaded for assessment purposes.

Assessment of Learning Outcomes

The College of Business has a detailed plan for assessment of program learning goals in its *2008 Assurance of Learning Plan* for its MBA program. The assessment process involves collecting artifacts that demonstrate student learning and having these artifacts judged according to assessment rubrics by a three-member assessment team. Artifact collection is modified to fit the electronic nature of the Online MBA program. Artifacts will be electronically delivered, and virtual meeting web services will be used in part to judge the *oral communications* learning objective of the Online MBA.

10. APPENDICES

Appendices may include items such as (1) vitae of key faculty, (2) selected letters of support, (3) copies of library and other cooperative agreements, etc.

Item 10.1: Texas Higher Education Coordinating Board Notification

From: McFrazier,Michael
Sent: Tue 6/17/2008 3:34 PM
To: Vanessa.Davis@thecb.state.tx.us.
Cc: Lemoine, Kevin; Thomas-Smith,E. Joahanne; Quddus,Munir
Subject: PVAMU MBA Degree via Distance Education

Dear Dr. Vanessa Davis:

On behalf of Dr. George C. Wright, President and Dr. E. Joahanne Thomas-Smith, Provost and Senior Vice President for Academic Affairs, this e-mail comes to notify you, in accordance with Coordinating Board rules and as directed by the Chancellor of The Texas A&M University System, that Prairie View A&M University plans to offer its Master of Business (MBA) degree via Distance Education effective Fall 2008*****. The Texas A&M University System (TAMUS) Board of Regents approved this degree for distance delivery on May 23, 2008. Attached is a pdf of the TAMUS Board approval document, along with the MBA online proposal with the Distance Education Certification Statement included within. If you need additional information, please feel free to contact our office.

McFrazier

* This date is contingent upon COC notification and authorization.

Michael L. McFrazier, Ed.D.
Associate Provost and Associate Vice President for Academic Affairs
Prairie View A&M University
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Item 10.2 (next page): Texas A&M University System Board of Regents Approval

THE TEXAS A&M UNIVERSITY SYSTEM
Office of the Chancellor

June 12, 2008

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

Dear Dr. Wright:

On May 23, 2008, the Board of Regents of The Texas A&M University System approved the following agenda item request submitted by Prairie View A&M University.

- Authorization to Offer the MBA via a Web-based Delivery System

    "Having complied with all of the requirements of the Texas Higher Education Coordinating Board, Prairie View A&M University is hereby authorized to offer the Master of Business Administration (MBA) via a webbased delivery system, effective Fall 2008.

    The Board of Regents finds that the program offerings authorized by this minute order are within the role and scope and capacity of the institution and will benefit students."

The Texas Higher Education Coordinating Board procedures and rules require that institutions notify the Coordinating Board in advance of implementing approved programs to be offered by distance education. Please contact Ms. Vanessa Davis at Vanessa.Davis@thecb.state.tx.us and copy the A&M System Office of Academic Affairs at agendaitemsASA@tamu.edu when notifying the Coordinating Board.

The enclosed board agenda materials are for your records.

Sincerely,

Michael D. McKinney, M.D.
Chancellor

VLD:km
Enclosure
cc: Dr. Frank B. Ashley, III
        Dr. E. Joahanne Thomas-Smith
        ✓ Ms. Verna Dewees

Item 10.3: Excerpts from the 2007-08 Graduate Committee Annual Report

Prairie View A&M University
College of Business
Graduate Faculty Committee
Activity Report: Academic Year 2007/2008

Members: Dr Gin Chong (Chair), Dr John Dyck, Dr Jeanne Hill, Dr Moosa Khan, Dr Sonja Langley, Dr Rahim Quazi, Dr Sudhir Tandon, Dr Michael Williams

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5. **Lead efforts to offer additional courses online (MBA, MS in Accounting) and to move towards an online MBA program** Dr Williams informed the Committee that the COB's on-line MBA program has been approved by the University's Graduate Council on January 24 2008. The COB plans to commence teaching the on-line courses from Fall 2008. Currently, four (out of ten) on-line courses have already been approved by the University's Distant Learning Council (DLC).
Dr Williams will contact the respective professors to ensure that the syllabus and new course proposals are ready for submission to the DLC.

   ACTION: to evaluate the progress, challenges and success of the on-line program.

Item 10.4: Excerpts from the minutes of the Business Council Meeting on March 10, 2008

Minutes, Business Council
Monday, March 10, 2008
2:00 – 4:30 pm

In attendance: Quddus, Tandon, Dyck, Khan, Williams, Ms. Angela Simmons

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3. Online MBA – Progress
   Williams presented a draft proposal for BOR which was discussed by the members.

Item 10.5: Excerpts from the minutes of the College of Business Faculty Meeting on Jan 6, 2007

College of Business Faculty Meeting
Room 2B 219 Hobart Taylor
January 26, Friday, 2 pm to 5:00 pm
<u>Minutes (Approved)</u>

In Attendance – (Dr./Mr./Mrs.) Quddus, Webb, Desselle, Till, Dobiyanski, Hill, Langley, Dyck, Geismar, Khan, Tandon, Ballentine, Chong, Quazi, Kennebrew, Opara, Soliman, Williams, Joonas, Balijepally, Mahfouz, Rahman, Bailey III, Chen, Sutanto, Berry, Vetter, Handforth, Yang, Debnath, Gupta, Lee, Bell, Herrington, Allen, Gordon, Lockley, Rose.

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- o Working on an online program proposal for the MBA students; the graduate committee has approved this proposal. Experience from peer institutions show that this broadens the market and helps grow enrollment.