

SACS COC

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

September 11, 2014

Dr. Jaimie Hebert
Provost
Sam Houston State University
Box 2026
Huntsville, TX 77341-2026

Dear Dr. Hebert:

Thank you for your letter of June 17, 2014, transmitting a prospectus for a previously unapproved off-campus site and a prospectus for the previously unapproved Bachelor of Science in Nursing degree program.

This letter addresses the off-campus site. The Bachelor of Science in Nursing degree program will be addressed in a separate letter.

The location of the site where the University has offered programs since spring 2011 is as follows:

Sam Houston State University-University Park
20515 State Highway 249
Building 12, Suite 232
Houston, TX 77070

Fifty percent or more of the following programs are offered at the site:

- B.A./B.S. in Interdisciplinary Studies with EC-6 Teacher Certification (Generalist and Bilingual)
- B.S. in Interdisciplinary Studies with EC-123 Special Education
- B.S. in Interdisciplinary Studies with 4-8 math
- B.S. in Interdisciplinary Studies with 4-8 Science
- B.S. in Interdisciplinary Studies with 4-8 English, Language Arts, Reading & Social Studies
- B.S. in Interdisciplinary Studies with EC-6 Teacher Certification (Generalist and Bilingual)
- M.A. in Instructional Leadership
- M.A. in Special Education
- M.A. in School Counseling
- M.Ed. in Special Education
- M.Ed. in Administration and Supervision
- M.S. in Geographic Information Systems (effective fall 2014)

The offering of programs at an off-campus site is consistent with the mission of the University. The need was cited for programs at the University Park site to assist the growing population of students who are

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unable to attend classes on the University's main campus or at the University's approved Woodlands Center location. The primary mode of delivery is face-to-face with some courses offered as hybrid or distance learning courses to best serve student needs. The initiative is part of the creation of University Park, a consortium operating under the direction of a Coordinating Council, which was authorized by the Texas Higher Education Coordinating Board. The Coordinating Council includes the Vice Chancellors for Academic Affairs of three university systems (Texas A&M University System, Texas State University System, and the University of Houston System), the Provost of Texas Southern University, and a representative from Lone Star College serving in an ex-officio capacity. The consortium was created to address the growing population and need for unduplicated educational programs. Faculty members at Sam Houston State University played a key role in determining which programs would be offered at the off-campus site. Evidence of appropriate planning was provided.

All programs offered at the site are also offered on the main campus. Academic responsibility for all academic programs at the site remains with the respective Deans and Department Chairs at the main campus. A Director handles the day-to-day functioning of the site building. Admission processes and requirements, curriculum content, graduation requirements, grading policies, transcript policies, and transfer processes are the same as those on the main campus.

Qualifications of faculty members teaching at the site appear appropriate. Students have access to electronic databases and services provided by the campus library as well as access to library holdings through the TexShare program. Materials acquired through TexShare can be mailed at no cost to distance learning students. Students may request materials from the campus library which can be sent electronically or by mail. Reference research services are available to students. Assistance is available through Ask-A-Librarian and Text a Librarian services. The University has also developed Learning Resource Centers to provide study space and computer workstations to facilitate delivery of instructional materials. The University contracts with Lone Star College to provide information technology support for classroom activities and student learning.

Degree programs offered at the off-campus site are included in the assessment of learning outcomes and in review of the curriculum. Assessment processes were described. Student support services include access to computer workstations and/or wireless internet capability. Printing and copying services are available. Books can be ordered online through the campus bookstore or from other online vendors. Physical facilities appear adequate. Through the current lease with Lone Star College, the University has fifty computers, one computer classroom, five mediated classrooms, and classroom/office phones. The classrooms have full internet capability and teaching/presentation tools. Financial support appears adequate.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the University Park off-campus site. It was the decision of the Board to approve the site and include it in the scope of the current accreditation. The

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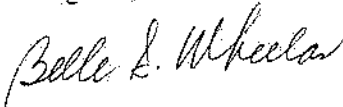
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approval of an off-campus instructional site is effective for a maximum of five years. The site will be reviewed, which may include a site visit, as part of the institution's fifth-year or decennial review.

Because 50% or more of degree programs has been offered at the off campus site since spring 2011 without approval, the College is in apparent non-compliance with Comprehensive Standard 3.12.1. **Please submit to my office by April 8, 2015, four copies of the policy and procedure document the institution has developed to ensure timely reporting of substantive change in the future. Please submit the four copies under a separate cover letter. Do not include them with other substantive change submissions.** The document will be forwarded to the SACSCOC Board of Trustees for review at its June 2015 meeting. In developing the documents, please consult *Best Practices for Developing Policy and Procedures Documents*, published on our website under the Policies and Publications button.

Enclosed is an invoice for \$300 to help defray the cost of review of the prospectus.

Best regards,



Belle S. Wheelan, Ph.D.
President

BSW/ABC:iyw

Enclosure

Cc: Dr. Dana L. Gibson, President
Ms. Somer Franklin, Assistant Vice President for Academic Affairs
Dr. Marsal P. Stoll

