



**SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES**

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February 1, 2012

Dr. Dan Jones
President and Chief Executive Officer
Texas A&M University-Commerce
2600 South Neal Street, Suite 295
Commerce, TX 75429

Dr. Sandy Weeks
Associate Provost and Accreditation Liaison
Texas A&M University-Commerce

Dear Colleagues:

Thank you for two recent letters concerning the collaborative agreement with the International Institute for Higher Education in Morocco (IIHEM). Dr. Jones' letter of September 28, 2011, transmitted documentation to support a collaborative agreement with the International Institute for Higher Education in Morocco (IIHEM). Dr. Weeks' letter, dated December 16, 2011, corrected errors in the documentation sent on September 28, 2011: instead of the M.B.A. degree program to be offered in Morocco, the degree programs to be offered are the Master of Science in Marketing and the Master of Science in Finance. Secondly, instead of implementation in January 2012, you implemented the program in summer 2011. **We shall note these changes in the documentation.**

In my letter of August 23, 2011, I requested a copy of the signed agreement, an abbreviated prospectus for the site, and documentation of the institution's compliance with the Commission's *Collaborative Academic Arrangements: Policy and Procedures*.

After initial review of the documentation, Dr. Ralph E. Russell of our staff initiated an email exchange with you, Dr. Weeks, and Dr. Charlotte Larkin. As a result of that exchange, he determined that the proposed change is not a collaborative academic arrangement, but it is an off-campus instructional site at which 50% or more of a program's credits are to be offered. Although I requested an abbreviated prospectus in my letter of August 23, 2011 (because the institution has three or more approved sites at which 50% or more of the M.B.A. degree program is offered), since the M.S. in Marketing and the M.S. in Finance are not offered at three or more approved sites, our policies require a full prospectus. Our review of the documentation will include information elements expected in a prospectus.

After a review of the documentation, please provide the following information:

1. A description of discipline-specific library resources, particularly electronic journals and related indices.
2. How will instruction in the use of library resources be provided?
3. Do students have ready access to a computer and the internet in order to access library resources?
4. How will student learning outcomes at the site be compared with the learning outcomes of students taking the same program at other sites/main campus?



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5. How are the two programs included in the institution's ongoing evaluation and planning processes?
6. A description of financial resources supporting the site, including the first year's budget, projected revenues/expenditures, and cash flow.
7. Please document and justify the qualifications of the following faculty:

Mohamed Karimi holds the Ph.D. in English and American Studies; teaches Strategic Management, International Marketing, Seminar in Marketing Research

Lloyd Basham holds the Ed.D. in Organizational Leadership; teaches Marketing Management

Courtney Kernek holds the Ph.D. in Educational Psychology; teaches Advertising and Promotion

Action on the proposal will be deferred pending review of the requested information which should reach my office no later than March 16, 2012. Please state in your letter that the program is for "Implementation Summer 2011," so that we may expedite the review of the information.

Because 50% of a program's credits were available at the International Institute for Higher Education in Morocco (IIHEM) site in December 2011, without approval of the site (email from Dr. Charlotte Larkin, dated January 25, 2012), the University is in apparent non-compliance with Comprehensive Standard 3.12.1 **Please submit to my office by April 15, 2012, 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 transmissions.** The document will be forwarded to the SACSCOC Board of Trustees for review at its June 2012 meeting. In developing the document, 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 prospectus review.

Best regards,

Belle S. Wheelan, Ph.D.
President

BSW/RER:efk

Enclosure

cc: Dr. Rudolph S. Jackson
Ms. Carol A. Luthman
Dr. Sarah L. Armstrong

Sent 3/9/2012

Sent 4-9-2012