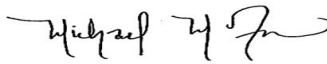




PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

MEMORANDUM

To: Academic Deans, Department Heads, and Faculty
From: Michael L. McFrazier 
Interim Provost & Senior Vice President for Academic Affairs
Date: January 22, 2024
Re: Minimum Online Presence Expectations

This memo reaffirms the commitment made previously for faculty to complete minimal online requirements as mechanisms to ensure students have access to basic information and support through eCourses powered by Canvas. ALL Prairie View A&M University courses (e.g., online, face-to-face, hybrid, etc.) are mandated to use eCourses to increase student success across all academic areas. The following is a list of minimal online requirements:

- Faculty Information
 - Contact Information (Email and Phone)
 - Office Hours
 - Office Location
- Textbook Information (Required and Supplemental)
- [University Formatted Course Syllabus](#)
- [University Formatted CV for HB2504 Compliance](#)
- Use of the Gradebook feature in eCourses
- Use of Attendance Recording feature in eCourses

The Center for Instructional Innovation and Technology Services (CIITS) will provide eCourses training. Faculty can email CIITS@pvamu.edu to schedule an appointment. The Center for Teaching Excellence will help with the formatting of syllabi and CVs when needed.

Department heads are tasked with monitoring and ensuring that all faculty members, including adjuncts, support students' learning environment through these minimal presence requirements.

xc: Tomikia P. LeGrande, President
Cheryl Greene, Human Resources
Charlene Stubblefield, Center for Instructional Innovation and Technology Services
Laurette Foster, Center for Teaching Excellence
David Rembert, Faculty Senate