1. Distance Education Mission Statement
   The University's land-grant mission compels it to create opportunities for all persons regardless of socio-economic, ethnic or other educationally unrelated characteristic. Prairie View A&M University is a peoples' university (University Mission Statement). As "an institution of the first class," Prairie View A&M University commits itself to seeking to continually be relevant to the public it serves. Distance education at the University serves primarily pre-baccalaureate and graduate students, practitioners, active duty military personnel, business professionals, and students outside Texas at colleges with limited curricula in specific areas. The elimination of distance as a barrier to educational opportunity is the central purpose of distance education at Prairie View A&M University.

Access to quality higher education is provided to a diverse population served by the University. Programs delivered electronically or face-to-face at distant sites are designed to expand opportunities for persons among whom are those place bound by employment, family, or other responsibilities and for persons in limited access areas, including but not limited to rural, underserved areas as well as higher population regions not conveniently located near a university that offers the student's program of choice.

2. Purpose

Any university in Texas offering educational programs at a distance must adhere to The Principles of Good Practice for Electronically Offered Degree and Certificate Programs http://www.electroniccampus.org/srecinfo/publications/principals.asp as adopted by the Southern Regional Education Board as a guide to planning and assessment of programs offered electronically. The Texas Higher Education Coordinating Board (THECB) Rules, Chapter 5, Subchapter H, require that each institution of higher education in Texas develop an Institutional Plan for Distance Education and Off-Campus Instruction prior to initiating any distance education course or program. The initial plan was to be for five years and the plan is to be updated each five years hence http://www.thecb.state.tx.us/rules/5/5_H.htm. The initial Prairie View A&M University plan was approved by the Texas A&M University Board of Regents on January 24, 2001. This set of procedures implements the THECB Rules and the University plan as they pertain to electronically delivered distance education courses and degree programs. The attached procedures address the planning, development, approval, and review of distance education courses and programs; orientation and training of faculty; evaluation of outside organization materials being considered for adoption; evaluation of the credentials of instructional partners (faculty) employed by another institution; evaluation of faculty teaching distance education courses; establishment of workload for faculty involved in distance education; and intellectual property rights with respect to ownership, faculty compensation, copyright ownership and revenue distribution. These procedures are prescriptive.

3. University Procedures

The following procedures have been developed for the effective administration of the University's distance learning program:

a. Planning, Development, Approval and Review of Distance Education Programs (Attachment DL-1)
b. Faculty Orientation/Training for Distance Learning (Attachment DL-2)
c. Planning, Development, Approval and Review of Distance Education Courses (Attachment DL-3)
d. Evaluation of Other Organization's Instructional Materials (Attachment DL-4)
e. Evaluation of Credentials of Other Institution's Faculty (Attachment DL-5)
f. Evaluation of Distance Learning Faculty (Attachment DL-6)
g. Establishment of Teaching Load for Distance Learning Faculty (Attachment DL-7)

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