



March 16, 2018

Jeffrey L. Kirk, Ph.D.  
Associate Provost & Associate Vice President  
of Academic Affairs  
Texas A&M University-Central Texas  
1001 Leadership Place  
Killeen, TX 76549

Dear Dr. Kirk:

Thank you for your letter of October 26, 2017, notifying the Commission of plans to offer a Master of Arts in English degree program beginning in fall 2018 on the University's main campus. A copy of the prospectus was provided. The University is a regional institution offering graduate level programs. The University offers graduate programs in History, Political Science, Business Administration, Criminal Justice, Education, Accounting, Clinical Mental Health Counseling, Educational Psychology, Human Resource Management, Information Systems, Liberal Studies, Management and Leadership, Marriage and Family Therapy and Mathematics. The M.A. in English was developed by the faculty and has all institutional approvals. The program has received approval from the Texas A&M System Board of Regents and the Texas Higher Education Coordinating Board.

The program expects to admit eight to twelve new graduate students annually and will be offered on an ongoing basis. The program will be delivered face-to-face or online. The three primary audiences for the program include; (1) graduates with a B.A. in English interested in continuing their education at the graduate level; (2) secondary teachers desiring to enhance their mastery of the subject or seeking dual credit certification; and (3) individuals interested in securing teaching opportunities at institutions of higher learning.

An essential component of the institution's mission is to collaborate with local community colleges and high school education partners to meet the program needs of the local community. The M.A. in English supports the University's mission by providing an opportunity for individuals to gain the necessary credentials to teach dual credit courses and introductory composition courses. The program will provide regional partners with individuals who can fill their employment needs. The program will be of interest to those with broader interests desiring to acquire specific skills needed to complete doctoral study or work in higher education.

The M.A. in English requires 36 credit hours with a thesis and non-thesis option. Course descriptions and student learning outcomes were provided. The core and elective courses in the curriculum directly support the goals of the program. Students graduating from the program can expect to develop research, writing, and critical thinking abilities. The degree will prepare students for doctoral work in English, teaching at the secondary and post-secondary level, and a meaningful writing career in the professional workplace. Program assessment will follow the same assessment schedule as other programs in the Department of Humanities. Assessment measures will include written artifacts, syllabi and student evaluations. The assessment results will be reported annually to the chair and in the university-wide





Page 2  
Dr. Kirk  
March 16, 2018

assessment management program. A description of program oversight was provided and appears to be adequate.

A Faculty Roster Form was provided. Currently the English program has five full-time faculty members. Faculty workload is such that three of the full-time faculty can dedicate 50% or more of their workload to graduate-level instruction. In addition, two of the four regular adjunct faculty have doctoral degrees and two have M.A. degrees. From the information provided, it appears the faculty have the necessary credentials to support the program.

The Library collection provides print and electronic resources to support the mission and programs of the University. The collections contain a substantial amount of resources to support the M.A. in English. The Library working with the English faculty has already identified additional resources to support the program. The funds necessary to purchase these additional resources has been included in the budget for the program. The Library provides a full array of services including reference and research assistance and instruction in information literacy and library use. These services are provided on-campus and to remote users through chat.

Student services provide support to all students regardless of level or program. Services include academic advising, academic support, career services, counseling services, disability services, library, teaching and general purpose labs, student engagement, student financial assistance, technology support services, and veteran's affairs. The University Writing Center provides tutoring assistance to help writers at all levels and abilities.

Current physical facilities are available to support the program. The University recognized the need for additional facilities. The construction of a new facility, Heritage Hall, is underway with an expected completion date of June 2018. The new facility will become the new home for the College of Arts and Sciences, a human performance facility and areas for students to work in small groups. This new facility will provide additional space for the M.A. in English degree program.

A proposed budget for the M.A. in English was provided. It provided a five-year summary of revenues and expenses for the program. It appears the major sources of revenue are tuition-based. The major expense of the program is in personnel (faculty). The budget does include supplement support for library resources. The University anticipates revenues to exceed expenses over the five-year period.

The University has an established Continuing Improvement Process (CIP). A new program joins the other academic units at the institution in annually assessing student learning through the University's CIP. The CIP requires each academic unit to submit annual operational plans for its areas. The plans contain the unit's mission, goals, and student learning outcomes, assessment measures, and annual performance targets. The CIP requires each area to report annual findings and create action plans based on those findings. Every seven years an external program review will be conducted following University



Page 3  
Dr. Kirk  
March 16, 2018

procedures. The M.A. in English will follow a similar assessment plan that the B.A. in English has implemented. This assessment plan offers a three-pronged approach to ensure the mission statement is met by collecting student artifacts from designated classes, collecting and auditing syllabi from all courses in the degree, and inspecting student course evaluations. Rubrics are used to assess the student artifacts. Department chairs oversee the assessment of student learning at the undergraduate level and work with departmental graduate program coordinators to facilitate assessment at the graduate level.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Master of Arts in English degree program. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.**

Enclosed is an invoice for \$500 to help defray the cost of reviewing the prospectus.

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/JWS:iy

Enclosure

cc: Dr. Marc A. Nigliazzo, President  
Dr. Crystal A. Baird





Southern Association of Colleges and Schools  
 Commission on Colleges, Inc.  
 1866 Southern Lane  
 Decatur, GA 30033-4097

**INVOICE**

Date	Invoice #
3/16/2018	4475

<b>Bill To</b>
Texas A&M University Central Texas 1001 Leadership Place Killeen, TX 76549-5901

Due Date	Account #
Due upon receipt	50725

Description	Amount
<b>REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE</b>	
Substantive Change Fee for transmitting a prospectus to offer a Master of Arts in English degree program beginning in fall 2018 on the University's main campus.	500.00

Please make checks payable to SACSCOC. Attn:Business Office and/or Sharon Wilks	<b>Total</b>	<b>\$500.00</b>
	Payments/Credits	\$0.00
	<b>Balance Due</b>	<b>\$500.00</b>

Phone #	Fax #	E-mail
404-679-4501 ext 4507	404-994-6590	swilks@sacscoc.org

Web Site
www.sacscoc.org