Summary of Visit of Team of Examiners for ECPI College of Technology at Charlotte, NC

Background

ECPI College of Technology was originally established in 1966 in the Commonwealth of Virginia. It is an independent, private college whose primary mission is to offer quality collegiate education in science and technology in a learner-centered environment. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools as a Level II institution, and it is authorized to award the Associate of Applied Science, the Associate of Science, and the Bachelor of Science degrees. ECPI College of Technology is headquartered in Virginia Beach, Virginia. The College has campuses located in North Carolina at Charlotte, Greensboro, and Raleigh. There are also campuses located in Virginia at Manassas, Newport News, and Virginia Beach. In South Carolina, there are campuses located in Charleston and Greenville.

Application and Site Visit

On September 20, 2005, ECPI College of Technology submitted an updated application to General Administration to offer two new degree programs: Associate of Applied Science degree in Computer & Information Science with a major in Criminal Justice Technology and Associate of Science degree in Computer & Information Science with a major in Management Information Systems. The purpose of the application and documentation is to demonstrate that ECPI is in compliance with the fifteen standards contained in The University of North Carolina Board of Governors' *Rules and Standards: Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina* for the proposed degree programs.

ECPI College of Technology is licensed to offer the Associate of Applied Science degree in Computer & Information Science with majors in Business Systems Administration, Information Technology/Networking Security Management, Information Technology/Web Development, and Medical Administration. ECPI is also licensed to offer the Associate of Applied Science degree in Health Science with a major in Medical Assisting and Associate of Applied Science degree in Computer Electronics Technology with a major in Computer Electronics Engineering Technology.

The application for the two new degree programs was evaluated by staff in General Administration. It was noted that it was also time to conduct the mandatory two-year review of the already licensed degree programs for ECPI at the Charlotte campus. These programs include: Associate of Applied Science degree in Computer & Information Science with majors in the following areas: Business Systems Administration, Information Technology/Networking & Security Management, Information Technology/Web Development, Medical Administration, Associate of Applied Science degree in Health Science with a major in Medical Assisting, Associate of Applied Science degree in Computer Electronics Technology with a major in Computer Electronics Engineering Technology. Though licensed, the A.A.S. degree in Computer & Information Science with majors in Business Systems Administration and Medical Administration, and the A.A.S. degree in Health Science with a major in Medical Assisting had not been implemented.

Shortly thereafter, a team of examiners was assembled, and they included Dr. Richard Neel (chair), Dean Emeritus, Belk College of Business Administration, and Professor of Economics Emeritus, The University of North Carolina at Charlotte; Dr. Eric Patterson, Assistant Professor of Computer Science, University of North Carolina at Wilmington; Dr. Betty Jones, Department chair, Medical Assisting/Phlebotomy, Gaston College, Dallas, North Carolina; Mr. Charles J. Popovich, Head Librarian, Business Library, and Associate Professor, Ohio State University, Columbus, Ohio; and Dr. Michelle Howard-Vital (ex-officio), Associate Vice President for Academic Affairs, The University of North Carolina, Chapel Hill.

According to the *Rules and Standards*, an institution is subject to review of licensure by the Board, or its designee, prior to commencing new degree programs and at regular intervals thereafter. Thus, the team's task was to review the application and to participate in a site visit to determine if the institution demonstrated compliance with licensure standards for the proposed new programs and the already licensed degree programs. On September 20, 2005, the team of examiners visited ECPI College of Technology, in Charlotte, North Carolina, to review its compliance with the Standards for the proposed associate degree programs in Computer & Information Science with a major in Criminal Justice Technology and the Associate of Science degree in Computer & Information Science with a major in Management Information Systems and the aforementioned previously licensed programs.

During the visit, the team of examiners met with numerous faculty, staff, and students at ECPI College of Technology at Charlottes. These meetings included Marcus Friedman, Vice President for Academic Affairs, Virginia Beach, Virginia; Ronald J. Ballance, Vice President for Student Development, Virginia Beach, Virginia; Gregory A. Casey, Vice President for Business and Finance, Virginia Beach, Virginia; Dr. Walter Merchant, Director of Instruction, Virginia Beach, Virginia; Dr. J. Blair Jerome, Director of Raleigh Campus; Victor Riley, Provost, Charlotte; Carl Calley, Admissions Representative, Charlotte; Michael Dean, Financial Aid Officer, Charlotte; Steve Ferguson, Career Services Advisor, Charlotte; Angela Liles, Registrar, Charlotte; Jagruti Patel, Financial Aid Officer, Charlotte; Emma Weaver, Career Services Advisor, Charlotte; Rita Vogel, Librarian, Charlotte; Daniel Addo, Full-Time Faculty, Charlotte; Dr. Ife Alexander Caines, Full-Time Faculty, Virginia Beach; April Baker, Full-Time Faculty, Charlotte; Richard Corbin, Full-Time Faculty, Charlotte; Darrell Laughinghouse, Full-Time Faculty, Charlotte; Kristie Nason, Full-Time Faculty, Charlotte; Joan Rhodes-Copeland, Full-Time Faculty, Virginia Beach; and several students.

The team of examiners looked closely at all aspects of ECPI College of Technology, Charlotte Campus, including educational curriculum, educational facilities, student records, course syllabi, library resources, budget data, faculty manual, enrollment data, faculty resumes and credentials, student data, computer resources, administrative structure, promotional materials, audited financial statements, and the catalog.

Following the visit, the team submitted a *Preliminary Report* on October 26, 2005. The preliminary report of the team's findings was immediately forwarded to ECPI, for correction of factual errors or significant omissions. Shortly thereafter, appropriate changes were made, and a *Final Report* was issued to ECPI and General Administration.

The team of examiners' final report included eight recommendations. These recommendations must be addressed by the institution, before staff will make a recommendation regarding licensure to the Board of Governors. A significant recommendation referred to faculty credentials for the proposed degrees. The team of examiners recommends that ECPI College of Technology adhere to the November 2004 revised *Rules and Standards* regarding the faculty qualifications to teach general education courses at the associate and baccalaureate levels. The team reiterated that faculty must hold at least the master's degree in the field in which they are teaching, from a regionally accredited institution of higher education. Likewise, the team recommended that ECPI College of Technology utilize faculty to teach general education courses with earned doctorates or master's degrees in the teaching discipline (or the master's degree and at least 18 graduate hours in the discipline in which they are teaching). The institution replied that it intended to comply with the 2004 revised *Rules and Standards*.

Three recommendations involved the academic catalog of ECPI College of Technology, Charlotte campus. The team recommended that ECPI College of Technology include a description of the Charlotte campus faculty and their qualifications in the next edition of the catalog. Moreover, the team noted that beginning and ending dates were not present, thus the team recommended that specific beginning and ending dates be added to the catalog. Moreover, the team recommended that a schedule of tuition, fees, and all other necessary charges and expenses for students at the Charlotte campus be included in the next edition of the catalog. The institution agreed. A revised catalog will be sent to General Administration.

Several recommendations involved access to library resources. The team recommended that ECPI College of Technology, Charlotte campus establish written contractual agreements with one or more college or university libraries in the Charlotte area and that these agreements define specific arrangements for students to use the library's resources. The team also recommended that ECPI use the NC Live icon on the Charlotte campus web page and acquire several data resources (i.e., EBSCO-SocIndec, ebook database) to support the new academic programs. The institution agreed.

Upon review of the responses to the *Final Report*, the team stated that the institution had satisfactorily addressed all of the concerns in the recommendations. Thus, General Administration recommends licensure of the proposed Associate of Applied Science degree in Computer Science & Information Science with a major in Criminal Justice Technology, and the proposed Associate of Science degree in Computer Science and Information Science with a major in Management Information Systems. The team recommends, and staff concurs, that a site visit should be conducted one year from the date of the license. The team recommends, and staff agrees, that the already licensed programs should maintain their license at the Charlotte campus.