

APPENDIX I

Summary of Visit of Team of Examiners for Miller-Motte Technical College

Background Information

Judge Leon Motte founded Miller-Motte in Wilmington, North Carolina, in 1916. The institution initially specialized in stenographic instruction. The institution was incorporated in the State of North Carolina on October 5, 1979. In 1987, the college opened a campus in Clarksville, Tennessee. The Clarksville Campus applied for, and was granted stand-alone, accreditation through the Association of Independent Colleges and Schools in 1989.

In 1998, Delta Education Systems, Inc. purchased the institution. Miller-Motte Business College, Inc. is wholly owned by Delta Educational Systems, Inc., which is incorporated under the laws of the Commonwealth of Virginia. The corporate office is located in Virginia Beach, Virginia. There are Miller-Motte campuses in Atlanta, GA; Charleston, SC; Chattanooga, TN; Clarksville, TN; Nashville, TN; Lynchburg, VA; Wilmington, NC; Raleigh/Cary, NC; Monroe, LA; and Shreveport, LA. Miller-Motte Technical College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

On August 25, 2005, Miller-Motte Technical College submitted an application and related documents for three new proposed degree programs: a Bachelor of Science in Criminal Justice, an Associate of Applied Science in Criminal Justice, and Associate of Applied Science in Paralegal. As delineated in the Rules and Standards, the purpose of the application and documentation is to demonstrate that Miller-Motte Technical College is in compliance with the licensure Rules and Standards for the proposed degree programs.

Miller-Motte Technical College is currently licensed by the Board of Governors of the University of North Carolina to offer the Associate of Applied Science degree in the following eight areas: Accounting, Administrative Office Technology, Cosmetology, Management, Massage Therapy, Medical Assisting, Microcomputer Applications, and Surgical Technology.

The application for the three new degree programs was evaluated by staff in General Administration. 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. Laurel Files, Associate Professor, Department of Health Policy and Administration, School of Public Health, The University of North Carolina at Chapel Hill; Dr. Joe Cagle, Chair, Criminal Justice and Paralegal Department, Gaston College, North Carolina; Dr. Eric Patterson, Assistant Professor of Computer Science, Department of Computer Science, University of North Carolina at Wilmington, Wilmington, North Carolina; 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 of the Board of Governors of The University of North Carolina Relating to the Issuance to Nonpublic Educational Institutions to Confer Degrees [G.S. 116-15] an institution is subject to review of licensure by the Board, or its designee, prior to commencing new degree programs. 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. On October 28, 2005, the team of examiners visited Miller-Motte Technical College, in Wilmington, North Carolina, to review its compliance with the Standards for the proposed Bachelor of Science in Criminal Justice, Associate of Applied Science in Criminal Justice, and Associate of Applied Science in Paralegal.

During the visit, the team of examiners met with numerous faculty, staff, and students at Miller-Motte Technical College. These meetings included Ruth Hodge, President of the Wilmington Campus of Miller-Motte Technical College; Betty Dierstein, Associate Director and Dean of Academic Affairs; Cathy Burwell, Head Librarian; Amy Brothers, Senior Admissions Representative; Michelle Carroll, Director of Financial Aid; Meredith Kennedy, Director of Admissions; Jennifer Rumbold, Regulatory and Compliance Officer; Tiffany Sasser, Associate Financial Aid Director; Tammy Wilson, Career Placement Services Director; Dr. Elaine Asper, Department Chair, Allied Health Management; and Dr. John Morgan, Department Chair, Business Administration. The team of examiners looked closely at all aspects of Miller-Motte Technical College including educational facilities, student records, course syllabi, library resources, budget data, faculty manual, enrollment data, faculty resumes and credentials, student data, computer resources, promotional materials, audited financial statements, and the catalog.

Following the visit, the team submitted a *Preliminary Report to the President of the University of North Carolina from the Team of Examiners for the Licensure Visit to Miller-Motte Technical College's Proposed Bachelor of Science and Associate of Applied Science Degree Programs at Wilmington, North Carolina* on November 28, 2005. The preliminary report of the team's findings was immediately forwarded to Miller-Motte Technical College, for correction of factual errors or significant omissions. Shortly thereafter, appropriate changes were made to the *Preliminary Report*, and a *Final Report* was issued to Miller-Motte Technical College and General Administration.

The team of examiners' final report included two suggestions and five recommendations. The suggestions reflect the professional judgment of team members, and suggestions do not signify that the institution is not in compliance with the Rules and Standards. Suggestions are written for the institution's benefit, and they do not need to be addressed by the institution; the recommendations; however, must be addressed by the institution. Three recommendations referred to faculty credentials for the proposed degrees. The team of examiners recommends that Miller-Motte Technical College adhere to the November 2004 revised Rules and Standards regarding the faculty qualifications to teach at the associate and baccalaureate levels. The institution replied that it intended to comply with the 2004 revised Rules and Standards.

In another recommendation, the team of examiners recommends that Miller-Motte Technical College in North Carolina continue to add to the print and online library collection to support the proposed criminal justice degree program. Specifically, the team of examiners requested that the institution acquire the Duke Law Journal and the Douglass Forms books. The institution replied that it has a commitment to provide adequate library resources for the new, proposed degree programs. To demonstrate this commitment, the institution subscribed to the *Duke Law Journal* and purchased the *Douglass Forms* books. The team also recommended that Miller-Motte Technical College in Wilmington include in its next catalogue more information about courses delivered electronically. This information should include the nature of the faculty/student interaction, prerequisite technology competencies and skills, technical equipment requirements, and the availability of academic support services. The institution replied it has included the aforementioned information and furnished a sample of the catalogue description of online learning using the PageOut service.

Miller-Motte responded to the team's recommendations and suggestions on December 6, 2005 and forwarded a copy of its reply to General Administration. Upon review of the *Response to Team of Examiners' 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 Bachelor of Science in Criminal Justice, Associate of Applied Science in Criminal Justice, and Associate of Applied Science in Paralegal at Miller-Motte Technical College in Wilmington, NC.