

APPENDIX J

Summary of Visit of Team of Examiners for ECPI College of Technology

Background Information

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 in North Carolina at Charlotte, Greensboro, and Raleigh and began to operate in North Carolina in 1988. There are also campuses in Virginia at Manassas, Newport News, and Virginia Beach. In South Carolina, there are campuses in Charleston and Greenville.

Application and Site Visit

On July 13, 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. As delineated in the Rules and Standards, the purpose of the application and documentation is to demonstrate that ECPI is in compliance with the licensure Rules and Standards for the proposed degree programs.

ECPI College of Technology is currently licensed by the Board of Governors of the University of North Carolina 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. Since the aforementioned programs were approaching their one year review date, the team also included a review of the existing, licensed associate degree programs at the ECPI Raleigh campus.

The application for the two 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; Ms. Betty Jones, Department Chair, Medical Assisting/Phlebotomy, Gaston College; Mr. Wilson Stahl, University Librarian and Interim Chief Information Officer, Western Carolina University; Dr. Eric Patterson, Assistant Professor of Computer Science, University of North Carolina at Wilmington, 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 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 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 July 29, 2005, the team of examiners visited ECPI College of Technology in Raleigh, 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.

During the visit, the team of examiners met with numerous faculty, staff, and students at ECPI College of Technology. 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; Susan Wells, Provost, Raleigh Campus; Eileen Kania, Librarian, Raleigh Campus; Misty Clark, Senior Financial Aid Officer, Raleigh Campus; Alan Levinson, Career Services Advisor, Raleigh Campus; Edward Stoltz, Director of Admissions, Raleigh Campus. The team of examiners also met with the following faculty members: Don Willett, Business Systems Administration; Mike Taylor, Computer and Information Science; Laura McGoogan, Computer Electronics Technology; Angel Armlin, Communication; Steve Powell, Mathematics; and six students.

The team of examiners looked closely at all aspects of ECPI College of Technology 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 to the President of the University of North Carolina from the Team of Examiners for the Licensure Visit to the Raleigh Campus of ECPI College of Technology's Proposed and Licensed Associate Degree Programs in Raleigh, North Carolina*. 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 to the *Preliminary Report*, and a *Final Report* was issued to ECPI College of Technology and General Administration.

The team of examiners' final report included one suggestion 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.

Two recommendations 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 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.

Two recommendations involved the academic catalog of ECPI College of Technology. The team recommended that ECPI College of Technology include a description of the Raleigh campus faculty and their qualifications in the next edition of the catalog. Moreover, the team noted that beginning and ending dates were not present in the catalog. Thus, the team recommended that specific beginning and ending dates be added to the catalog. The institution agreed with the recommendations.

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.