

APPENDIX O

January 2005

Summary of Visit for Licensure by Team of Examiners to King's College in Charlotte, North Carolina

Background on King's College

King's College was founded in 1901. It is a unit of Bradford Schools, Inc. Bradford Schools, Inc. is incorporated under the laws of the Commonwealth of Pennsylvania. Bradford Schools, Inc. is a single corporation which for operating purposes is divided into nine operating units (schools) and a subsidiary corporation, Fox College. King's College is one of the nine operating units. The Bradford School, located in Pittsburgh, PA is another school, and it offers career-focused programs in business, technology and health care. Similarly, Fox College, located in Oak Lawn, IL, offers career-oriented programs.

Joseph L. Calihan is managing partner of Bradford Capital Partners and Chairman of Bradford Schools, Inc. Bradford Capital Partners is a private investment company in Pittsburgh, Pennsylvania. It participates in venture capital investments and engages in the acquisition and development of entrepreneurial businesses. The address of Bradford Capital Partners is 133 Freeport Road, Pittsburgh, PA 15215.

July 16, 2004 Visit of Team of Examiners

King's College was licensed by the Board of Governors in 2000 to offer the Associate in Applied Science degree in the following areas: Accounting, Computer Applications and Programming, Graphic Design, Legal Administrative Assisting, Medical Assisting, Office Administration, Paralegal Studies, and Travel and Tourism Management. These programs are offered in Charlotte, North Carolina. King's College is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas, and associate degrees.

ACICS, a non-profit education corporation, is recognized by the United States Secretary of Education as an independent and autonomous national accrediting body that accredits institutions of higher education offering programs of study through the master's degree level. The scope of ACICS recognition by the U.S. Secretary of Education is defined as accreditation of private postsecondary institutions offering programs that are designed to train and educate persons for careers or professions

On April 8, 2004, King's College contacted the Office of the President to seek approval to offer a new degree program, an Associate in Applied Science in Network Management. King's College also requested authority to change the title of the already licensed program in Computer Applications and Programming to Associate in Applied Science in Computer Programming and to make slight changes in the content and concept of the program. On April 19, Dr. Howard-Vital responded to the College's April 8th correspondence and informed the institution that a site visit would also include a review of the previously licensed programs.

On June 15, 2004, King's College submitted an application to the Office of the President for review. The application contained an overview of the coursework in the Network Management program and the proposed changes, evaluation reports that measured program effectiveness, the most recent audited financial statements, a current college catalog, course syllabi for the proposed network management program, position descriptions, and copies of academic credentials for faculty.

Dr. Howard-Vital appointed a Team of Examiners to evaluate the aforementioned materials and to conduct the site visit to King's College to determine compliance with the licensure standards contained in The University of North Carolina Board of Governors Rules and Standards: Licensing Nonpublic Institutions to Conduct Degree Activity in North Carolina (revised October 1998).

The Team of Examiners included, Dr. Richard E. Neel (chair), Dean Emeritus, Belk College of Business Administration and Professor of Economics Emeritus, The University of North Carolina at Charlotte; Dr. Eric K. Patterson, Assistant Professor of Computer Science, Department of Computer Science, University of North Carolina at Wilmington, Wilmington, North Carolina; and Dr. Michelle Howard-Vital, Associate Vice President for Academic Affairs, The University of North Carolina (ex-officio).

Dr. Howard-Vital requested that the Team of Examiners 1) conduct the mandatory two-year review of the already licensed associate degree programs, 2) review the proposed new degree program in Network Management, and 3) review the degree program and content for the requested title and content change. The Team of Examiners visited King's College on July 16, 2004.

During the site visit, the Team of Examiners reviewed the curriculum, faculty credentials, library resources, budget data, educational facilities, student records, enrollment data, and faculty data sheets for full-time and part-time faculty, the faculty handbook, audited financial statements, and other exhibits. During the visit, the Team met with numerous individuals at King's College including, the Director/Chief Academic Officer, Director of Admissions, Director of Student Services, Program Manager of Accounting, Program Manager of Computer Programming, Librarian, full-time faculty, part-time faculty, and students.

A Preliminary Report was forwarded to the Office of the President by the Team of Examiners on August 13, 2004. The preliminary report was sent to King's College to review for errors of fact or omissions by Dr. Howard-Vital on August 14. The Final Report was forwarded to King's College on October 11, 2004. In its Final Report, the Team of Examiners recommended that King's College be licensed to offer the Associate in Applied Science in Network Management, subject to compliance with all the recommendations contained in the report. Additionally, the Team recommended that King's College be authorized to change the title of the already licensed Associate in Applied Science degree in Computer Applications and Programming to the new title of Associate in Applied Science degree in Computer Programming. Further, the Team

recommends that these two degree programs be included in a review of already licensed degree programs in a visit scheduled for March 2006. The purpose of the March 2006 visit is to review King College's compliance with all of the recommendations contained in this report and to review compliance with the fifteen licensure Standards.

Team of Examiners recommended that the license of King's College to offer the previously licensed eight associate degree programs be continued, subject to compliance with all the recommendations contained in the report.

The Team of Examiners delineated thirteen recommendations for King's College. Four of the thirteen recommendations to King's College involve faculty credentials. Dr. Howard-Vital forwarded the Team's reply to King's College. In recommendations 7, 8, and 9, the Team of Examiners recommended that King's College employ faculty who hold a master's degree in the field of specialization in which they are teaching. In recommendation ten, the Team requires that King's College demonstrate to the Office of the President of The University of North Carolina, prior to the utilization of new faculty, that the new members possess the educational credentials required by the Rules and Standards. In its October 18th response to the Team's recommendations, King's College furnishes documentation that it has notified four faculty members that they will be unable to teach unless they earn a master's degree. King's College also states, "King's College agrees to employ faculty members to teach in the Associate in Applied Science degree programs who hold at least the master's or the equivalent in the field of specialization in which they are teaching at the time of their employment."

In recommendation one, the Team states that King's College should furnish class schedules to faculty and students at least four weeks in advance. On October 18, King's College responded that students are following prescribed schedules, and the instructors are advised of the courses they will teach when they are hired. Additionally, in May of each year, a preliminary schedule is prepared for the following year. Nonetheless, King's College states that they will make every attempt to notify instructors and students of the schedule four weeks prior to the start of classes.

In the second recommendation, the Team requires that King's College demonstrate that its physical facilities and space are adequate to accommodate the present schedule and the proposed academic program. In the October 18th correspondence, King's College states that a space utilization study reveals that the institution is at a room utilization rate of 81 percent. To accommodate students' use of the library resources, King's College has wired both residence halls.

Recommendations three and four focus on instructional software. In recommendation three, the Team of Examiners recommends that King's College arrange for instructional software to be loaded on the computers prior to the beginning of classes. In the October 18th document, King's College affirms that the situation has been rectified by the hiring of a position designated as a Bradford Technology Coordinator. This position is responsible for installing software and ensuring that the software is provided in a timely manner. In recommendation four, the Team recommends that King's College assure that

the instructional software is more accessible to students. King's College responded to this recommendation by demonstrating that it has enrolled in the Microsoft's MSDN Academic Alliance Program. Membership in this program allows the College to load an unlimited number of copies of the MSDN products on their lab machines, and students can download the software to their personal computers at no cost. According to King's College, an added benefit is that the Academic Alliance subscription furnishes instructors with access to additional resources that support classroom learning.

In recommendation eleven, the Team recommends that King's College ensure that faculty members are informed about the College's policy on professional development and the availability of funds for professional development. The institution responded by forwarding an excerpt from the faculty development handbook for Bradford Schools that outlines professional development. King's College also stated in its October 18th response that "In order to ensure that faculty members are informed about the College's policies on professional development and the availability of funds for professional development, the Chief Academic Officer will review the policies ... with each faculty member in conjunction with the development of the annual individual professional development plans."

In recommendation twelve, the Team of Examiners recommends that King's College provide the Office of the President of The University of North Carolina with a statement from an independent certified public accountant regarding the adequacy of the tuition guaranty bond. A copy of an independent accountant's report is enclosed with the institution's October 18th reply. King's College has a guaranty bond of \$1,200,000, and the independent accountant found that this amount was in agreement with prepaid tuition.

In the last recommendation, the Team of Examiners recommended that King's College involve the Director of Student Services in the assessment of the effectiveness of student service programs at the institution. King's College provided a copy of its Institutional Effectiveness Plan (IEP). The plan states that a student satisfaction survey will be conducted each year to determine students' satisfaction with numerous areas including service from the placement office, admissions, facilities, student policies, financial planning, and other related areas. In August 2004, King's College states that it revised its IEP to include a section that clearly specifies which individual is responsible for evaluating each of the operational areas. The Director of Student Services is designated as the individual responsible for reviewing and evaluating the data related to financial planning, student services, and resident life.

The Office of the President recommends that King's College be licensed to offer the Associate in Applied Science degree in Network Management and to change the title (which includes a small number of curriculum changes) from the Associate in Applied Science degree in Computer Applications and Programming to the Associate in Applied Science degree in Computer Programming in Charlotte, North Carolina. The Office of the President also concurs that another review and site visit should occur in March 2006 to determine that King's College is in compliance with the recommendations and the Rules and Standards.