



APPENDIX I

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June 14, 2004

MEMORANDUM

TO: Committee on Educational Planning, Policies and Programs

FROM: Molly Corbett Broad

SUBJECT: Licensure of Miller-Motte Technical College to Offer Degree Programs at Wilmington, North Carolina

The Board of Governors of the University of North Carolina is charged under North Carolina General Statute Section 116-15 with responsibility for licensing nonpublic educational institutions to conduct post-secondary degree activity in North Carolina. On February 8, 1974, the Board adopted its rules and standards for licensing nonpublic educational institutions to confer degrees. Following several refinements of the rules and standards, the Board on October 9, 1998, approved the present revision in compliance with 1984 amendments to G.S. 116-15 and in recognition of the growing importance of distance learning in the delivery of instruction.

In September 2004, Ms. Ruth Hodge, Vice President and Campus Director at Miller-Motte Technical College (hereby referred to as "the institution"), sent a letter of intent on behalf of Miller-Motte Technical College to apply for licensure to conduct degree programs in the following areas:

Associate of Applied Science in Cosmetology
Bachelor of Science in Business Administration
Bachelor of Science in Healthcare Administration

In response, Dr. Michelle Howard-Vital requested that the institution submit an application describing proposed degree activity and demonstrating how it will comply with licensure standards "to provide an education of good quality." After review of the application, Dr. Howard-Vital appointed a Team of Examiners to visit the campus site of the proposed degree programs to judge whether the institution meets criteria for licensure as set forth by the Board of Governors of the University of North Carolina. The Team visited Miller-Motte Technical College on February 9 and 10, 2004, and submitted its preliminary report on March 30, 2004.

APPENDIX I

Memorandum

Committee on Educational Planning, Policies and Programs

Page Two

June 14, 2004

The Team recommended that Miller-Motte Technical College be licensed to offer the Associate of Applied Science in Cosmetology and the Bachelor of Science in Business Administration in Wilmington, North Carolina, subject to completion of all recommendations of the Team of Examiners. Regarding the proposed Bachelor of Science degree in HealthCare Administration, the team delayed recommending the program. The team stated that Miller-Motte needed more time to determine what type of degree it would offer and the appropriate curriculum.

On April 14, 2004, Miller-Motte Technical College notified the Office of the President that it accepts all of the Team's recommendations, has implemented some already, and will implement the remainder immediately. Because of a few instances of faculty who did not hold the appropriate credentials and to reinforce the team's recommendations, the Office of the President forwarded a letter to Miller-Motte asking it to commit to specific terms, conditions, and recommendations. In response, on May 19 Miller-Motte submitted a written confirmation to the Office of the President accepting the terms, conditions, and recommendations regarding the proposed degree programs. A summary of the site visit, the review process, the institution's commitment, and the recommendation of staff is attached for your examination. The Academic Planning staff concurs with the Team's recommendations and accepts the commitment of Miller-Motte Technical College to implement them.

Thus, I recommend to the Committee on Educational Planning, Policies and Program of the UNC Board of Governors that a regular license be issued to the institution to conduct the Associate of Applied Science in Cosmetology and the Bachelor of Science in Business Administration in Wilmington, North Carolina, subject to annual reports and review at any time. After two years have elapsed following licensure, Miller-Motte Technical College will be reviewed again to judge whether the institution continues to maintain standards for licensure.

Enclosure: Summary

APPENDIX I

June 7, 2004

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

In September 2003, Miller-Motte Technical College submitted an application and related documents for three new proposed degree programs: a Bachelor of Science in Business Administration, a Bachelor of Science in HealthCare Administration, and an Associate of Applied Science in Cosmetology. As delineated in the Rules and Standards, the purpose of the application and documentation is to demonstrate that Miller-Motte is in compliance with the licensure Rules and Standards for the new degree programs.

Miller-Motte Technical College in Wilmington, North Carolina, 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 seven areas: Accounting, Business Management, Massage Therapy, Medical Assisting, Microcomputer Applications, Office Administration, and Surgical Technology. Miller-Motte is accredited by the Accrediting Council for Independent Colleges and Schools, but it is not accredited by a regional accrediting agency.

The application for the three new degree programs was evaluated by staff in the Office of the President. Shortly thereafter, a Team of Examiners was assembled. The Team of Examiners 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; Ms. Darlene Fisher, Professor, Department of Cosmetology, Sandhills Community College; Mr. Charles Popovich, Head Librarian, Business Library and Associate Professor, Ohio State University; and Dr. Michelle Howard-Vital (ex-officio), Associate Vice President for Academic Affairs, the University of North Carolina, Chapel Hill.

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 February 9-10, the Team of Examiners visited Miller-Motte Technical College, in Wilmington, North Carolina, to review its compliance with the Standards for the proposed Associate of Applied Science degree in Cosmetology and the Bachelor of Science degree in the areas of Business Administration and Health Care Administration.

During the visit, the Team of Examiners met with numerous faculty, staff, and students at Miller-Motte. The Team of Examiners looked closely at all aspects of Miller-Motte, including educational facilities, course syllabi, library resources, budget data, faculty manual, enrollment data, faculty resumes and credentials, student data, computer resources, promotional materials, and student housing.

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. The preliminary report of the Team's findings was forwarded to Miller-Motte Technical College, on April 8, for correction of any 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 the Office of the President.

APPENDIX I

The Team of Examiners' final report included recommendations for sequencing of courses for the bachelor's degree in business administration, the expansion of library holdings, the numbering and titles of courses in the business administration curriculum, further institutional review of the healthcare administration curriculum, the addition of an electronic card catalog, student access to NC Live, the addition of space for the library, adequate time and resources for faculty development, and faculty credentials. Regarding the proposed Bachelor of Science degree in HealthCare Administration, the Team stated that Miller-Motte should employ a Program Director who holds a doctorate in the field of specialization from an accredited graduate school. The Team further reiterated that all faculty must hold appropriate education credentials at the time that they apply to teach. Moreover, the Team recommended that the institution insure that faculty members have appropriate time and adequate resources to enhance their professional growth and development.

The Team concluded its report by stating that it would delay making a recommendation for the proposed Bachelor of Science degree in Healthcare Administration until Miller-Motte Technical College has "(a) decided what type of degree it will offer, (2) determined the appropriate curriculum for the degree, and (c) employed faculty with appropriate educational credentials prior to implementing the program and until Miller-Motte Technical College has complied with all of the recommendations contained in Final Report that apply to the degree." The Office of the President concurred that Miller-Motte needed more time to reflect on the proposed baccalaureate degree program in Healthcare Administration.

Miller-Motte responded to the Team's recommendations and suggestions on April 14, 2004, and forwarded a copy of its reply to the Office of the President. Because of the Team's recommendation, Miller-Motte requested that no action be taken on its proposed healthcare administration baccalaureate degree program. Miller-Motte will seek the advice of a consultant to review the proposed healthcare program.

Miller-Motte has changed the sequencing of GS 330 (Macroeconomics) and GS 430 (Microeconomics); these courses will be taken as early as possible and no later than the student's junior year. This curriculum change is in response to the Team's concern about the sequencing of these courses in the business administration program. Additionally, Miller-Motte College has included AC 101 (Accounting Principles I) and AC 102 (Accounting Principles II) as prerequisites for BU330 (Financial Management).

Miller-Motte has extended library hours and has demonstrated that its library facility has seating for at least 10 percent of the students (as delineated in the Rules and Standards). Additionally, Miller-Motte has agreed to add 2,000 volumes to the library holdings per year for the next five years. Miller-Motte has incorporated an electronic library search engine. Effective immediately, students will be required to join the New Hanover County Public Library or the public library in their county of residence to gain access to NC Live.

In order to allow more time for professional development activities for faculty and scholarly activities, Miller-Motte will limit the number of classes that an instructor will be required to teach. Faculty teaching at the baccalaureate level will teach four classes; full-time faculty teaching in the associate degree programs will teach a minimum of five classes rather than a minimum of seven. Miller-Motte has also budgeted more money for faculty professional development in 2004 than in 2003.

APPENDIX I

Upon review of Miller-Motte's "Response to Team of Examiners' Preliminary Report," the Team stated that the institution had satisfactorily addressed all of the concerns described above from the Team's initial report. Because there were a few instances of faculty who did not hold the appropriate credential and to reinforce the team's recommendations, on May 18, 2004, the Office of the President forwarded a letter to Miller-Motte asking it to commit to "select, employ, and maintain faculty who possess appropriate faculty credentials to teach in all degree programs ... a degree in progress does not satisfy Standard 5. Moreover, the Bachelor of Science degree in Business Administration should be implemented only with faculty who hold the required credentials."

On May 19, 2004, Miller-Motte submitted a written reply to the request from the Office of the President. In the May 19th correspondence, Miller-Motte accepted the terms, conditions and recommendations delineated in the May 18th correspondence from the Office of the President. As a result of Miller-Motte's commitment letter, all faculty will possess proper educational credentials.

Thus, the Office of the President recommends licensure of the Bachelor of Science degree in Business Administration and the Associate of Applied Science Degree in Cosmetology at Miller-Motte Technical College in Wilmington, North Carolina.