



# The University of North Carolina

General Administration  
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Constituent Universities  
Appalachian State  
University

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Fayetteville State  
University

North Carolina  
Agricultural and  
Technical State  
University

North Carolina  
Central University

North Carolina  
State University  
at Raleigh

University of  
North Carolina  
at Asheville

University of  
North Carolina  
at Chapel Hill

University of  
North Carolina  
at Charlotte

University of  
North Carolina  
at Greensboro

University of  
North Carolina  
at Pembroke

University of  
North Carolina  
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University of  
North Carolina  
School of the Arts

Western Carolina  
University

Winston-Salem  
State University

Constituent High School  
North Carolina  
School of Science  
and Mathematics

## MEMORANDUM

TO: Committee on Educational Planning, Policies, and Programs

FROM: President Thomas W. Ross *Thomas W. Ross*

DATE: March 26, 2012

SUBJECT: Licensure of ITT Technical Institute

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. In November 2004, the Board of Governors approved revisions to the document, *Rules and Standards for Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina*. This document provides the guidelines for interpreting the standards, and the rules, regulations, and procedures under which the Board issues licenses to institutions to conduct post-secondary degree activity in North Carolina.

ITT Technical Institute has applied for licensure to offer the following three new degree programs on-site at its South Charlotte campus:

- Associate of Applied Science in Business Management
- Associate of Applied Science in Mobile Communications Technology
- Associate of Applied Science in Paralegal

Dr. Frank Prochaska reviewed the application and appointed a team of examiners to determine if ITT Technical Institute complied with the licensure standards outlined in the *Rules and Standards*. On December 16, 2011, the team of examiners visited the ITT site at South Charlotte. Following the visit, the team of examiners issued its report which contained recommendations and suggestions. For more details on the degree programs and report, please review the summary.

Thus, I recommend to the Committee on Educational Planning, Policies, and Programs of the UNC Board of Governors that a regular license be issued to ITT Technical Institute to offer the above-named degree programs on-site at its South Charlotte campus, subject to annual reports and review at any time. The programs will be reviewed within two calendar years of the initiation in North Carolina to judge whether the institution continues to maintain standards for licensure.

Enclosure: Summary

## SUMMARY OF VISIT OF TEAM OF EXAMINERS FOR THE ITT TECHNICAL INSTITUTE IN SOUTH CHARLOTTE

### BACKGROUND INFORMATION

Under the ITT Technical Institute name, ITT Educational Services, Inc., a for-profit corporation headquartered in Carmel, Indiana, has been conducting technology-oriented post-secondary degree activity in the United States since 1969. ITT currently has North Carolina sites in Cary, North Charlotte, South Charlotte, Durham, and High Point.

The ITT Technical Institute at Charlotte South started its first classes in September 2006. It currently offers the following licensed degree programs:

- Associate of Applied Science (A.A.S.) degree in the following areas: Criminology and Forensic Technology, Drafting and Design Technology, Electrical Engineering Technology, Graphic Communication and Design, and Network Systems Administration
- Bachelor of Science (B.S.) degree in the following areas: Business Management, Electrical and Communications Engineering Technology, Information Systems and Cybersecurity, and Project Management and Administration

All ITT Technical Institutes are accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

### THE APPLICATION AND SITE VISIT

ITT Technical Institute has applied for licensure to offer the following three new degree programs on-site at its South Charlotte campus:

- Associate of Applied Science (A.A.S.) in Business Management
- Associate of Applied Science (A.A.S.) in Mobile Communications Technology
- Associate of Applied Science (A.A.S.) in Paralegal

In accordance with the *Rules and Standards: Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina*, Dr. Frank Prochaska, Associate Vice President for Academic Affairs at UNC General Administration, appointed a team of examiners to visit the institution on December 16, 2011 and evaluate its compliance with the licensure standards. In addition to the three proposed degree programs, all of the currently-licensed degree programs offered at ITT – South Charlotte were reviewed on this site visit.

The team of examiners with expertise in the specific disciplines relating to the application and site visit was comprised of:

- Dr. Richard E. Neel (Chair), Dean Emeritus, Belk College of Business, and Professor of Economics Emeritus, University of North Carolina at Charlotte, Charlotte, North Carolina
- Dr. Stella Anderson, Professor of Management, Walker College of Business Administration, Appalachian State University, Boone, North Carolina

- Dr. Mary Anne Nixon, Professor of Project Management, College of Business, Western Carolina University, Cullowhee, North Carolina
- Dr. Eric K. Patterson, Associate Professor of Computer Science, Department of Computer Science, University of North Carolina at Wilmington, Wilmington, North Carolina
- Charles J. Popovich, retired Head Business Librarian and Associate Professor Emeritus, The Ohio State University, Columbus, Ohio
- Dr. Zaphon R. Wilson, Department Head, Criminal Justice, Social, and Political Science, Armstrong Atlantic State University, Savannah, Georgia
- Dr. Frank Prochaska, Associate Vice President for Academic Affairs, The University of North Carolina General Administration, Chapel Hill, North Carolina, *Ex Officio*

The team's task was to review the application and accompanying appendices and to participate in the site visit to determine if the institution demonstrated compliance with licensure standards. Either prior to the visit or during the visit, many additional items of documentation were reviewed by the team including curricula for the proposed and licensed degree programs, course syllabi for all programs, faculty educational credentials, library resources (both print and electronic), computer resources, educational facilities, instructional resources, budget information, audited financial statements, ITT Technical Institute at Charlotte South 2011 Catalog, the 2010-2011 ITT Technical Institute *Faculty Handbook*, and the ITT Technical Institute at Charlotte South "Campus Effectiveness Plan" (last updated July 2011).

During the visit, the team of examiners met with numerous administrators, faculty, staff, and students.

### **PROPOSED DEGREE PROGRAMS**

The A.A.S. degree programs require a total of 90 quarter credit hours and typically require seven quarters (two academic years) to complete. The A.A.S. degree programs require at least 23 quarter credit hours in general education coursework.

#### Associate of Applied Science (A.A.S.) in Business Management

This program provides students with fundamental knowledge and skills utilized in a variety of entry-level business positions. The curriculum includes coursework in marketing, accounting, communications, supervision, and management. Students are introduced to teamwork concepts, workplace technology, and multiple approaches to problem solving.

#### Associate of Applied Science (A.A.S.) in Mobile Communications Technology

Topics covered within the curriculum include analog and digital electronics, computers and networks, digital communications systems, and mobile wireless communications systems and devices. The program provides students a combination of subject matter theory presented in a classroom setting, and hands-on practical applications studied in a laboratory environment.

### Associate of Applied Science (A.A.S.) in Paralegal

This A.A.S. degree program provides students the fundamental knowledge and skills utilized in a variety of entry-level paralegal and legal assistant positions. The curriculum includes coursework in ethics, legal research and writing, law office technology, and specific areas of the law, such as criminal law, family law, wills, trusts and estates, and litigation.

## **RECOMMENDATIONS**

After the site visit, the *Preliminary Report to the President of The University of North Carolina from the Team of Examiners for the Licensure Visit to Review the ITT Technical Institute at Charlotte South's Proposed and Licensed Degree Programs* was submitted. In the report, the team of examiners included five suggestions and seven recommendations addressing the degree programs reviewed. Suggestions, which are offered as suggested best practices by team members, do not indicate a lack of compliance with the *Rules and Standards*. A suggestion is written for the institution's benefit, and it does not need to be implemented; the recommendations, however, must be implemented by the institution. The recommendations addressed issues of program curricula, course content in selected courses, library resources, and faculty credentials.

The team of examiners concludes its report by stating it would make its recommendation to the General Administration of The University of North Carolina regarding the licensure of ITT Charlotte South's proposed three new degree programs after it receives the response from ITT Charlotte South to the recommendations and suggestions contained in the report.

After receiving the team of examiners' report, ITT Charlotte South responded to the recommendations and suggestions. All of the recommendations have been implemented to the satisfaction of the team of examiners.

After reviewing the institution's response, the team of examiners recommends that the ITT Charlotte South campus be licensed to offer the three new degree programs listed in this summary.

Dr. Frank Prochaska agrees with the team's review and recommendations. Thus, General Administration recommends that the ITT Charlotte South campus be awarded a regular license to offer the following three new degree programs:

- Associate of Applied Science (A.A.S.) in Business Management
- Associate of Applied Science (A.A.S.) in Mobile Communications Technology
- Associate of Applied Science (A.A.S.) in Paralegal

A site visit to the ITT Charlotte South campus will be performed within two calendar years of the initiation of the new degree programs, by a team of examiners with expertise in the field, to ascertain the institution's compliance with the *Rules and Standards*, including the recommendations contained in the report.