



# The University of North Carolina

General Administration  
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## MEMORANDUM

TO: Committee on Educational Planning, Policies, and Programs

FROM: President Thomas W. Ross

DATE: May 23, 2012

SUBJECT: Licensure of ECPI University

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.

ECPI University has applied for licensure to offer the following degree programs on its campus in Charlotte, NC:

- Associate of Applied Science in Health Science
- Bachelor of Science in Business Administration

Dr. Frank Prochaska reviewed the application and appointed a team of examiners to determine if ECPI University complied with the licensure standards outlined in the *Rules and Standards*. On November 3, 2011, the team of examiners visited the ECPI University Charlotte campus. 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 ECPI University to offer the above-named degree programs in Charlotte, 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 ECPI UNIVERSITY – CHARLOTTE CAMPUS

### BACKGROUND INFORMATION

ECPI University, formerly named ECPI College of Technology, is a limited liability company formed under the laws of the Commonwealth of Virginia in 1966. It has been continuously offering associate degrees and higher since May, 1990. The university, which is headquartered in Virginia Beach, Virginia, now has 13 campuses in Virginia, North Carolina, and South Carolina. The North Carolina locations are in Charlotte, Charlotte/Concord, Greensboro, and Raleigh.

The Charlotte campus of ECPI University is currently licensed to offer one Associate of Applied Science (A.A.S.) degree program, two Associate of Science (A.S.) degree programs, and three Bachelor of Science (B.S.) degree programs.

ECPI University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

### THE APPLICATION AND SITE VISIT

ECPI University has applied for licensure to offer the following two degree programs on-site at its campus in Charlotte:

- Associate of Applied Science (A.A.S.) in Health Science (with a concentration in Health Information Management)
- Bachelor of Science (B.S.) in Business Administration

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 November 3, 2011 and evaluate its compliance with the licensure standards. In addition to the two proposed degree programs, all of the currently-licensed degree programs offered at ECPI University – 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. Laurel A. Files, Associate Chair and Associate Professor, Department of Health Policy and Administration, Gillings School of Global Public Health, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina
- Elizabeth Jones, RN, CMA, Department Chairperson, Medical Assisting and Phlebotomy, Gaston College, Dallas, 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, Associate Professor Emeritus, and former Head Librarian, Business Library, Ohio State University, Columbus, Ohio
- Dr. Matthew Valle, Professor of Management, The Martha and Spencer Love School of Business, Elon University, Elon, North Carolina
- Dr. Zaphon R. Wilson, Department Head, Criminal Justice, Social, and Political Science, Armstrong Atlantic State University, Savannah, Georgia
- Dr. Frank T. 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 exhibits 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 the curricula and all course syllabi for the licensed and proposed degree programs, curriculum vitae for full-time and part-time faculty members, library and electronic resources, student records, educational facilities, computer resources, laboratory facilities and equipment, budget data, audited financial statements, enrollment data, and the ECPI University *Faculty and Staff Manual, Annual Report of Institutional Effectiveness for FY 2010*, and 2010 Catalog.

During the visit, the team of examiners met with numerous administrators, faculty, staff, and students of the ECPI University - Charlotte campus.

## PROPOSED DEGREE PROGRAMS

### Associate of Applied Science (A.A.S.) in Health Science (with a concentration in Health Information Management)

This degree program introduces students to the concepts and practices of health data management, information policy, information systems, and administration and clinical data workflow. In studying to be health information technicians, students learn to work and interact with clinicians, insurers, regulators, patients, and consumers within the healthcare industry. Students learn how to provide and maintain accurate health data through the application of current healthcare information technologies. The 78 semester credit hour curriculum is comprised of 21 hours of general education and 57 hours of core curriculum courses.

### Bachelor of Science (B.S.) in Business Administration

Students enrolled in the Business Administration degree program learn how to be business leaders and business owners, as they study how managers make decisions and solve problems in a wide range of business environments. The program emphasizes application of business theory in managing in a technically and economically dynamic world. The 121 semester credit hour program includes 31 hours of general education, 46 hours of core curriculum courses, 28 hours of required business management coursework, and 16 hours of business management electives.

## 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 the Charlotte Campus of ECPI University to Review the Proposed and Licensed Associate and Bachelor's Degree Programs in Charlotte, North Carolina* was submitted. In the report, the team of examiners included four suggestions and nine recommendations. 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 laboratory equipment for degree programs, library resources, faculty credentials, and the catalog.

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 the proposed new degree programs after it receives the response from the Charlotte campus of ECPI University to the recommendations and suggestions contained in the report.

After receiving the team of examiners' report, ECPI University – Charlotte 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 Charlotte campus of ECPI University be licensed to offer the two new degree programs requested.

Dr. Frank Prochaska agrees with the team's review and recommendations. Thus, General Administration recommends that ECPI University be granted a regular license to offer the following degree programs at its Charlotte campus: Associate of Applied Science (A.A.S.) in Health Science (with a concentration in Health Information Management), and the Bachelor of Science (B.S.) in Business Administration.

A site visit to ECPI University - Charlotte 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.