The University of North Carolina

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MEMORANDUM

TO: Committee on Educational Planning, Policies, and Programs

FROM: President Erskine Bowles

DATE: February 26, 2008

SUBJECT: Licensure of ECPI College of Technology to offer five new degree
programs in Raleigh, NC

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: Licensing Nonpublic Institutions to Conduct 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 College of Technology applied for licensure to offer the following new degree
programs at its campus in Raleigh, NC: Bachelor of Science degree in Computer &
Information Science, Bachelor of Science degree in Criminal Justice, Bachelor of
Science degree in Electronics Engineering Technology, Associate of Science degree in
Computer Electronics Engineering Technology, and Associate of Science degree in
Criminal Justice.

ECPI College of Technology is already licensed to offer the followed degree programs
at its campus in Raleigh: Associate of Applied Science degree in Computer &
Information Science (majors in Business Systems Administration, Criminal Justice
Technology, Information Technology/Networking & Security Management,
Information Technology/Web Design, Management Information Systems, Medical
Administration); Associate of Applied Science degree in Computer Electronics
Technology (major in Computer Electronics Engineering Technology); and Associate
of Applied Science degree in Health Science (major in Medical Assisting).

Dr. Harry Williams reviewed the application and appointed a team of examiners to
determine if ECPI College of Technology complied with the licensure standards
outlined in *Rules and Standards.* On November 13, 2007, the team of examiners
visited the ECPI campus in Raleigh. Following the site visit, the team of examiners

issued its report with suggestions and recommendations, and a final recommendation to grant licensure to the proposed degree programs. Dr. Williams agrees with the team's review and recommendations. For more details on the recommendations and the proposed degree programs, please review the summary.

Thus, I recommend to the Committee on Educational Planning, Policies, and Program of the UNC Board of Governors that licensure be granted to ECPI College of Technology to offer the previously mentioned proposed degree programs at its campus in Raleigh, subject to annual reports and review at any time. After one year has elapsed, ECPI College of Technology in Raleigh will be reviewed to judge whether the institution continues to maintain standards for licensure.

Enclosure: Summary

SUMMARY OF VISIT OF TEAM OF EXAMINERS FOR ECPI COLLEGE OF TECHNOLOGY AT RALEIGH, NC

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

THE APPLICATION AND SITE VISIT

On August 31, 2007, ECPI College of Technology submitted an application to General Administration to offer five new degree programs: Bachelor of Science degree in Computer & Information Science, Bachelor of Science degree in Criminal Justice, Bachelor of Science degree in Electronics Engineering Technology, Associate of Science degree in Computer Electronics Engineering Technology, and Associate of Science degree in Criminal Justice. The purpose of the application and documentation is to demonstrate that ECPI is in compliance with the fifteen standards contained in The University of North Carolina Board of Governors' *Rules and Standards: Licensing Nonpublic Institutions to Conduct Post-Secondary Degree Activity in North Carolina* for the proposed degree programs.

ECPI College of Technology campus in Raleigh is licensed to offer the Associate of Applied Science degree in Computer & Information Science (majors in Business Systems Administration, Criminal Justice Technology, Information Technology/Networking & Security Management, Information Technology/Web Design, Management Information Systems, Medical Administration); Associate of Applied Science degree in Computer Electronics Technology (major in Computer Electronics Engineering Technology); and Associate of Applied Science degree in Health Science (major in Medical Assisting). Though licensed, the A.A.S. degree in Computer & Information Science with majors in Business Systems Administration and Medical Administration, and the A.A.S. degree in Health Science with a major in Medical Assisting have not been implemented.

The application for the five 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; Dr. Joe N. Cagle, Chair, Criminal Justice and Paralegal Department, Gaston College, Dallas, North Carolina, and Attorney and Counselor at Law, Hickory, North Carolina; Dr. Eric Patterson, Assistant Professor of Computer Science, University of North Carolina at Wilmington; Mr. Charles J. Popovich, Head Librarian, Business Library, and Associate Professor, Ohio State University, Columbus,

Ohio; and Dr. Harry L. Williams, Interim Associate Vice President for Academic Affairs, The University of North Carolina General Administration, Chapel Hill, North Carolina, *Ex Officio*.

According to the *Rules and Standards*, 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. On November 13, 2007, the team of examiners visited ECPI College of Technology, in Raleigh, to review its compliance with the Standards for the proposed degree programs.

During the visit, the team of examiners met with numerous faculty, staff, and students at ECPI College of Technology at Raleigh. These meetings included John Olson, Vice President for Academic Affairs, Virginia Beach, Virginia; Ronald J. Ballance, Vice President of Student Development Services, Virginia Beach, Virginia; Gregory A. Casey, Vice President for Business and Finance, Virginia Beach, Virginia; Rebecca Tabakin, Coordinator of Libraries, Virginia Beach, Virginia; Susan Wells, President, Raleigh Campus; Dr. J. Blair Jerome, Director of Education, Raleigh Campus; Eileen Kania, Librarian, Raleigh Campus; Carl Burnett, Department Chair, Criminal Justice, Raleigh Campus; Ife Alexander-Caines, Associate Dean for Criminal Justice, Virginia Beach, Virginia; Dr. Wael Ibrahim, Associate Dean for Electrical Engineering Technology, Virginia Beach, Virginia; Michael Taylor, Department Chair, Network Security, Raleigh Campus; David Atkins, Mathematics and Computer Information Science faculty; Lynn Erla Beegle, Computer Information Science faculty; Katherine Follett, Psychology faculty; Terry Gardner, Computer Electronics Engineering faculty; Tara Gilmore, Computer Information Science faculty; Marc Graustark, Computer Information Science faculty; William Harding, Computer Information Science faculty; Lamar Ray Harris, Computer Information Science faculty; Gloria Hicks, Communication faculty; William Howdeshell, Computer Information Science faculty; Steven Powell, Mathematics and Computer Information Science faculty; Alecia Smith, Criminal Justice faculty; Jenifer L. Wolkowski, English faculty; Jennifer Borden, student; Chasity Brown, student; Wesley East, student; Tamra Estes, student; Jon Huff, student; Michael Johnson, student; Eric Krebs, student; Jamie Schurer, student; Byron Scott, student; and Misty Tucker, student.

DEGREE PROGRAMS

The proposed associate degree programs consist of a minimum of 60 semester credit hours and require at least two academic years of full-time attendance or the equivalent. The College defines an academic year as a minimum of 30 weeks of instruction. Applicants to degree programs who possess deficiencies within a prescribed range in mathematics or writing will be required to successfully complete prerequisite courses (which do not receive college credit) in addition to the minimum of 60 semester credit hours normally required for graduation. An appropriate general education component at the college level is required for the proposed A.S. degree program. Once students are enrolled in the proposed Associate of Science degree transfer programs, they will be advised of the transfer requirements in North Carolina during student orientation. In addition, faculty advisors will make this information known to degree program students as part of the ongoing academic advising process.

The proposed Bachelor of Science degree programs require a minimum of 120 semester credit hours for degree completion and a minimum of 30 semester credit hours of general education courses. ECPI requires general education courses from the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics. Achievement of the general education competencies are evaluated annually by the Arts and Sciences Department Head, and evidence of their achievement is reported annually.

The already licensed associate degree programs offered by the Raleigh campus have been judged by past teams of examiners to provide an education of good quality. As ECPI College of Technology's Raleigh campus prepares to offer baccalaureate degree programs for the first time, the team of examiners encourages it to continue to provide an education of good quality.

RECOMMENDATIONS

Following the visit, the team submitted a *Preliminary Report* on December 28, 2007. The preliminary report of the team's findings was immediately forwarded to ECPI, for correction of factual errors or significant omissions.

Included in the report were nine recommendations and four suggestions. Recommendations must be addressed by the institution. Suggestions, however, are written for the institution's benefit, and do not need to be addressed by the institution; they reflect the professional judgment of team members, and do not signify that the institution is not in compliance with the *Rules and Standards*.

Several recommendations involved adequate office space and equipment. The team of examiners recommends that ECPI provide more faculty office space, additional telephones, and computers to accommodate current faculty and new faculty. The team also recommended that ECPI designate additional rooms at the Raleigh campus for private consultation between faculty and students.

Several recommendations involved access to library resources. The team recommended that ECPI use the NC Live icon on the Raleigh campus web page and acquire several data resources (i.e., Computers and Applied Science Complete, Compendex, INSPEC, ACM Digital, and IEEE Xplore) to support the new academic programs. Additionally, the team recommended that ECPI place the following icons on its Web page for student access: Sourcebook of Criminal Justice Statistics (http://www.albany.edu/sourcebook); Information Technology Association of America (http://www.itaa.org/); The North Carolina Court System (http://www.nccourts.org/); and North Carolina General Assembly (http://www.ncga.state.nc.us).

Four significant recommendations referred to faculty credentials for the proposed degrees. The team of examiners recommends that ECPI utilize faculty in its proposed Associate of Science degree programs and proposed Bachelor of Science degree programs who hold at least a master's degree or the equivalent in the field of specialization in which they are teaching. Faculty teaching in the proposed AS degree programs must have a minimum of 18 graduate semester

hours in the master's degree and it must be in the discipline in which they are teaching, from a regionally accredited institution of higher education. A majority of the faculty teaching in the proposed BS degree programs must have satisfactorily completed work beyond the master's degree in an accredited graduate school, and at least 25 percent of the course hours in each major must be taught by faculty who hold the doctorate or other terminal degree in the field of specialization from a regionally accredited institution of higher education. A further recommendation is that ECPI utilize faculty to teach general education courses in the proposed AS and BS degree programs who hold a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). A final recommendation regarding faculty, included encouraging and support of faculty development opportunities, such as release time for research and funding for software, training, travel, and research, and that it develop, and publish in the Faculty & Staff Manual, a procedure for applying for faculty development support.

The last recommendation was for ECPI to provide General Administration with a copy of the 2007 Annual Report of the Assessment of Effectiveness Committee when it becomes available.

Upon review of the responses to the report, the team stated that the institution had satisfactorily addressed all of the concerns in the recommendations. The team of examiners recommends that the Raleigh campus of ECPI College of Technology be licensed to offer the following five new degree programs subject to compliance with all of the recommendations contained in the report: Bachelor of Science degree in Computer & Information Science; Bachelor of Science degree in Criminal Justice; Bachelor of Science degree in Electronics Engineering Technology; Associate of Science degree in Computer Electronics Engineering Technology; and Associate of Science degree in Criminal Justice.

If licensure is granted, a second recommendation is that a team of examiners review these five new degree programs at the Raleigh campus of ECPI College of Technology one year from the date of licensure for compliance with all of the recommendations contained in the report and for overall compliance with the licensure Standards.

Dr. Harry Williams agrees with the team's review and recommendations. Thus, General Administration recommends licensure for the abovementioned five proposed degree programs to be offered by ECPI College of Technology at its Raleigh campus subject to compliance with all the recommendations contained in the report issued by the team of examiners.