



# The University of North Carolina

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Constituent Universities  
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University

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Fayetteville State  
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Technical State  
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Central University

North Carolina  
School of the Arts

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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Western Carolina  
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Winston-Salem  
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## MEMORANDUM

TO: Committee on Educational Planning, Policies, and Programs

FROM: President Erskine Bowles 

DATE: July 24, 2009

SUBJECT: Licensure of Miller-Motte College in Wilmington, 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.

Miller-Motte College has applied for licensure to offer the Associate of Applied Science (A.A.S.) degree in Health Information Technology at its campus in Wilmington, North Carolina.

Dr. Prochaska reviewed the application and appointed a team of examiners to determine if Miller-Motte College complied with the licensure standards outlined in *Rules and Standards*. On May 6, 2009, the team of examiners visited the Wilmington campus of Miller-Motte College. 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 program. Dr. Prochaska agrees with the team's review and recommendations. For more details on the degree program, report and recommendations, please review the summary.

Thus, I recommend to the Committee on Educational Planning, Policies, and Program of the UNC Board of Governors that the regular license be issued to Miller-Motte College to offer the A.A.S. degree in Health Information Technology degree program at its Wilmington campus, subject to annual reports and review at any time. After one year has elapsed, Miller-Motte College will be reviewed, to judge whether the institution continues to maintain standards for licensure.

Enclosure: Summary

## **SUMMARY OF VISIT OF TEAM OF EXAMINERS FOR MILLER-MOTTE COLLEGE - WILMINGTON**

### **BACKGROUND INFORMATION**

Miller-Motte College at Wilmington is a proprietary, non-sectarian, co-educational institution owned by Miller-Motte Business College, Inc., a North Carolina corporation chartered October 5, 1979 by the Secretary of State of North Carolina. Miller-Motte College at Wilmington, through Miller-Motte Business College, Inc., is owned and operated by Delta Educational Systems, Inc., a Virginia corporation, with headquarters located in Virginia Beach, Virginia. Delta Educational Systems, Inc., is a wholly-owned subsidiary of Delta Career Education Corporation, Inc. (DCEC), formerly Gryphon Colleges Corporation, a Delaware corporation.

Miller-Motte College is currently licensed by the Board of Governors of The University of North Carolina to offer the following Associate of Applied Science and Bachelor of Science degree programs at its Wilmington Campus:

Associate of Applied Science (A.A.S.) degree programs in: Accounting, Administrative Office Technology, Cosmetology, Criminal Justice, Dental Assisting, Management, Massage Therapy, Medical Assisting, Microcomputer Applications, Paralegal, and Surgical Technology.

Bachelor of Science (B.S.) degree programs in: Allied Health Management, Business Administration, Criminal Justice, and Nursing.

Miller-Motte College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

### **THE APPLICATION AND SITE VISIT**

The Wilmington Campus of Miller-Motte College has applied for licensure to offer the Associate of Applied Science (A.A.S.) degree in Health Information Technology.

Pursuant to 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 of The University of North Carolina General Administration, appointed a team of examiners to visit the institution and evaluate its compliance with the licensure Standards. The visit to the Wilmington Campus of Miller-Motte College took place on May 6, 2009.

The team of examiners with expertise in the specific discipline relating to the application was comprised of: Dr. Richard E. Neel (Chair), Dean Emeritus, Belk College of Business, and Professor of Economics Emeritus, The University of North Carolina at Charlotte, Charlotte, North Carolina; and Dr. Laurel A. Files, Associate Chair and Associate Professor, Department of Health Policy and Administration, School of Public Health, University of North Carolina at Chapel Hill, Chapel Hill, North Carolina.

The team's task was to review the application and accompanying exhibits and to participate in a 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 curriculum vitae for full-time and part-time faculty members, Miller-Motte College Student Catalog 2009 (Volume XXXXIII, Issue Number 22, April, 2009), library resources, computer resources, educational facilities, enrollment data, budget data, audited financial statements, instructional resources, curriculum for the proposed degree program, course syllabi for the proposed degree program, Delta Career Education Corporation Faculty Handbook, 2008 edition, and the Delta Career Education Corporation Employee Handbook, 2008 edition. During the visit, the team of examiners met with numerous faculty and staff of the Miller-Motte College at Wilmington campus.

### **PROPOSED DEGREE PROGRAM**

#### Associate of Applied Science (A.A.S.) Degree in Health Information Technology

This program provides students with a foundation in managing healthcare data and information resources. Students receive training in planning, collecting, aggregating, analyzing, and disseminating individual patient and aggregate clinical hospital data. Graduates may seek entry-level employment in hospitals, physician's offices, clinics, laboratories, group practices, specialty practices, health insurance offices, and nursing homes. The program requires 24 quarter credit hours in general education courses, 72 in the area of specialized preparation, and a total of 96 quarter credit hours.

### **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 Proposed Associate of Applied Science Degree Program in Health Information Technology at the Wilmington Campus of Miller-Motte College* was submitted. In the report, the team of examiners included five recommendations and no suggestions. The recommendations, which must be implemented by the institution, addressed issues of faculty credentials and information to be included in the Catalog.

The team concludes its report by stating that it recommends the Wilmington Campus of Miller-Motte College be licensed to offer this new degree program subject to compliance with the five recommendations contained in the report. After receiving the team of examiners' report, Miller-Motte College at Wilmington responded satisfactorily to the recommendations.

Dr. Frank Prochaska agrees with the team's review and recommendations. Thus, General Administration recommends licensure of the Associate of Applied Science (A.A.S.) degree in Health Information Technology, to be offered at the Wilmington Campus of Miller-Motte College.