

APPENDIX J



The University of North Carolina

OFFICE OF THE PRESIDENT

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MEMORANDUM

TO: Committee on Educational Planning, Policies, and Programs

FROM: Molly Corbett Broad *Mc Broad*

SUBJECT: Licensure of The School of Communication Arts to Offer Associate in Applied Science Degree Programs in Raleigh, 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.

Ms. Debra Ann Hooper, Vice President of The School of Communication Arts (hereby referred to as "the institution"), applied on behalf of the institution for licensure to conduct associate degree programs in the following areas:

- Associate in Applied Science degree in Digital Animation
- Associate in Applied Science degree in Digital Media
- Associate in Applied Science degree in Network/Internet Systems

In response, Dr. George A. Antonelli 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 the institution on July 16, 2001, and submitted its report on August 24, 2001.

The Team recommended that the institution be licensed to conduct the three Associate in Applied Science degree programs in Raleigh, North Carolina, subject to completion of all recommendations of the Team of Examiners. Subsequently, by letter dated November 7, 2001, the institution notified the Office of the President that it accepts all of the Team's recommendations and will implement them immediately. The Office of the President concurs with the Team's recommendations and accepts the commitment of the institution to implement them. Therefore, I recommend that a regular license be issued to the institution to conduct the degree programs listed above in Raleigh, North Carolina, subject to annual reports and review at any time, but definitely when two years have elapsed following licensure to judge whether the institution continues to maintain standards for licensure.

Enclosure: Executive Summary

Appalachian State
University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
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
at Wilmington

Western Carolina
University

Winston-Salem
State University

An Equal Opportunity/
Affirmative Action
Employer

School of Communication Arts Executive Summary

The School of Communication Arts, located in Raleigh, North Carolina, has applied to The University of North Carolina to offer the following degree programs:

- Associate in Applied Science degree in Digital Animation
- Associate in Applied Science degree in Digital Media
- Associate in Applied Science degree in Network/Internet Systems

The visit to the institution took place on July 16, 2001.

The programs of study are sound. The library is new and adequate. The physical facilities are relatively new and meet the needs of the institution's faculty and students. Several new faculty have been added to offer the proposed degree programs. The budget is adequate. The School has sufficient staff to offer the usual complement of student services.

The team of examiners made six recommendations, and the School provided satisfactory responses to all of them.

The team of examiners recommends that the School of Communication Arts be licensed to offer the following degree programs in Raleigh, North Carolina subject to compliance with all of the recommendations of the team of examiners.

- Associate in Applied Science degree in Digital Animation
- Associate in Applied Science degree in Digital Media
- Associate in Applied Science degree in Network/Internet Systems

If licensure is granted, a further recommendation is that a team of examiners review these degree programs one year from the date of licensure for compliance with all of the recommendations contained in this report and for maintenance of the licensure standards.

SUMMARY OF RECOMMENDATIONS

Recommendation: The team of examiners recommends that the School of Communication Arts replace GE104 Business Math as a general education course with a course from the life and physical sciences, or the social sciences, or the humanities.

Recommendation: The team of examiners recommends that the School of Communication Arts provide workspace, separate from student areas, for the faculty.

Recommendation: The team of examiners recommends that the School of Communication Arts comply with the Educational Credentials Guideline of the Faculty section of the Rules and Standards and that it provide evidence of such compliance to The University of North Carolina once it has been achieved.

Recommendation: The team of examiners recommends that the School of Communication Arts provide faculty with time and resources to enhance their professional growth, including participation in off-site training.

Recommendation: The team of examiners recommends that the School of Communication Arts, as it evolves, develop a financial plan for the long-range management of the institution.

Recommendation: The team of examiners recommends that the School of Communication Arts provide to The University of North Carolina the statement relative to the amount of the tuition guaranty bond from an independent certified public accountant as required by Standard 10,A.(7)(a).

STATEMENT OF THE CONCLUSIONS OF THE TEAM OF EXAMINERS

A. Compliance with Each Licensure Standard

A summary of the School of Communication Arts' compliance with each licensure standard follows below:

Standard 1 (Charter): Compliance

Standard 2 (Period of Operation): Compliance

Standard 3 (Program of Study): Partial Compliance

Standard 4 (Facilities and Library): Partial Compliance

Standard 5 (Faculty and Other Personnel Qualifications): Partial Compliance

Standard 6 (Catalog): Compliance

Standard 7 (Program Completion Credentials): Compliance

Standard 8 (Student Records): Compliance

Standard 9 (Compliance with Ordinances and Laws): Compliance

Standard 10 (Finance, Organization, and Student Services): Partial Compliance

Standard 11 (Business Practices): Compliance

Standard 12 (Professional Conduct): Compliance

Standard 13 (Student Housing): Compliance

Standard 14 (Cancellation and Refund Policy): Compliance

Standard 15 (Institutional Agent): Compliance

B. STATEMENT OF CONCLUDING RECOMMENDATIONS

The team of examiners recommends that the School of Communication Arts be licensed to offer the following degree programs in Raleigh, North Carolina subject to compliance with all of the recommendations of the team of examiners.

- Associate in Applied Science degree in Digital Animation
- Associate in Applied Science degree in Digital Media
- Associate in Applied Science degree in Network/Internet Systems

If licensure is granted, a further recommendation is that a team of examiners review these three degree programs one year from the date of licensure for compliance with all of the recommendations contained in this report and for maintenance of the licensure standards.