



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 South College-Asheville

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.

South College-Asheville has applied for licensure to offer the Associate of Applied Science in Occupational Therapy Assistant degree program in Asheville, NC.

Dr. Frank Prochaska reviewed the application and appointed a team of examiners to determine if South College-Asheville complied with the licensure standards outlined in the *Rules and Standards*. On April 27, 2012, the team of examiners visited the South College-Asheville campus. Following the visit, the team of examiners issued its report which contained recommendations and a suggestion. For more details on the degree program 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 South College-Asheville to offer the above-named degree program in Asheville, subject to annual reports and review at any time. The program 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 SOUTH COLLEGE - ASHEVILLE

BACKGROUND INFORMATION

South College - Asheville was founded in 1905 as Cecils Business College. It was initially licensed by the UNC Board of Governors to offer Associate of Applied Science degrees in 1975. Effective November 1, 1998, South College of North Carolina, Inc. purchased Cecils College from Executive Schools, Inc. The name of Cecils College was changed to South College - Asheville in February, 2002.

South College - Asheville, which is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), is currently licensed to offer eight Associate of Applied Science (A.A.S.) degree programs and two Bachelor of Science (B.S.) degree programs.

THE APPLICATION AND SITE VISIT

South College - Asheville has applied for licensure to offer the following new degree program on-site at its campus in Asheville:

- Associate of Applied Science (A.A.S.) in Occupational Therapy Assistant

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 April 27, 2012 and evaluate its compliance with the licensure standards.

The team of examiners with expertise in the specific discipline 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
- Susan Cheng, OTR/L, Director, Occupational Therapy Assistant Program, Durham Technical Community College, Durham, North Carolina
- Dr. Bil Stahl, Special Assistant to the Associate Vice President for Academic Affairs, The University of North Carolina General Administration, and Retired Associate Provost for Information Technology and Library Services, and Professor Emeritus, Western Carolina University, Cullowhee, 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 curriculum and all course syllabi for the proposed degree program, curriculum vitae for the Occupational Therapist Assistant department chair, library resources (both print and electronic), educational facilities, computer resources, laboratory

facilities, audited financial statements, enrollment data, and the South College-Asheville *Faculty Handbook, Employee Handbook, Institutional Effectiveness Plan*, and 2010-2012 Catalog.

During the visit, the team of examiners met with numerous administrators, faculty, and staff members of South College - Asheville.

PROPOSED DEGREE PROGRAM

Associate of Applied Science (A.A.S.) in Occupational Therapy Assistant

Occupational therapy assistants work under the supervision of occupational therapists to serve individuals or groups who experience impairment or loss of ability to participate fully in meaningful occupations due to genetic or chronic conditions, illness, trauma, and psychosocial impairment. In the major curriculum courses, students learn occupational therapy theory, practices, philosophies, and principles. Students have hands-on opportunities to utilize equipment and supplies reflective of current practice. In addition, fieldwork experiences provide exposure and guided practice in clinical environments, schools, and community settings. This A.A.S. degree program requires 114 quarter-hour credits. The core curriculum courses (which includes the general education coursework) in the first two quarters total 36 credits, and the major curriculum courses in the third through eighth quarters total 78 credits.

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 South College-Asheville's Proposed Associate of Applied Science Degree Program in Occupational Therapy Assistant* was submitted. In the report, the team of examiners included one suggestion and five 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 equipment and supplies needed for the new degree program, faculty credentials, and administrator 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 South College – Asheville's proposed new degree program after it receives the response from South College – Asheville to the recommendations and suggestion contained in the report.

After receiving the team of examiners' report, South College – Asheville responded to the recommendations and suggestion. 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 South College – Asheville campus be licensed to offer the new degree program requested.

Dr. Frank Prochaska agrees with the team's review and recommendations. Thus, General Administration recommends that South College – Asheville be granted a regular license to offer the Associate of Applied Science (A.A.S.) in Occupational Therapy Assistant degree program.

A site visit to South College - Asheville will be performed within two calendar years of the initiation of the new degree program, 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.