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### MEMORANDUM

TO: Committee on Educational Planning, Policies, and Programs

FROM: President Thomas W. Ross

DATE: July 14, 2014

SUBJECT: Licensure of Miller-Motte College at Raleigh

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.

Miller-Motte College at Raleigh has applied for a regular license to offer the following new degree program, on-site, in North Carolina:

- Associate of Applied Science (A.A.S.) in Veterinary Technology

Dr. Frank Prochaska reviewed the application and appointed a team of examiners to determine if Miller-Motte College at Raleigh complied with the licensure standards outlined in the *Rules and Standards*. On May 2, 2011, the team of examiners visited the Miller-Motte College campus in Raleigh, NC. Following the site visit, the team of examiners issued its report. 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 Miller-Motte College at Raleigh to offer the above-named on-site degree program in North Carolina 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 MILLER-MOTTE COLLEGE AT RALEIGH**

### **BACKGROUND INFORMATION**

The Raleigh Campus of Miller-Motte College is a proprietary, for-profit institution owned by Atlantic Coast Colleges, Inc., which is a corporation incorporated under the laws of the State of North Carolina. Atlantic Coast Colleges, Inc. is wholly owned by Delta Educational Systems, Inc., which is incorporated under the laws of the Commonwealth of Virginia. Delta Educational Systems, Inc. is a wholly owned subsidiary of Delta Career Education Corporation, Inc., which is a Delaware corporation.

The Miller-Motte College - Raleigh Campus began offering post-secondary degree classes in July, 2008. The Wilmington Campus of Miller-Motte College, under several different names, has been in operation since 1916.

The Raleigh Campus, which is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), is currently offering the Associate of Applied Science degree in the following three areas: Dental Assisting, Medical Assisting, and Paralegal.

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

The Raleigh Campus of Miller-Motte College has applied for licensure to offer the following new degree program on-site in Raleigh:

- Associate of Applied Science (A.A.S.) in Veterinary Technology

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 May 2, 2011 and evaluate its compliance with the licensure standards.

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
- Kristine Alpi, Director, William Rand Kenan, Jr. Library of Veterinary Medicine, North Carolina State University Libraries, College of Veterinary Medicine, North Carolina State University, Raleigh, North Carolina
- Nancy K. Robinson, RVT, Lead Instructor, Veterinary Medicine Technology, Central Carolina Community College, Sanford, North Carolina
- 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 items of documentation were reviewed by the team including the curricula and all course syllabi for the proposed degree program, faculty curriculum vitae, library and electronic resources, educational facilities, computer resources, budget data, audited financial statements, enrollment data, Delta Career Education Corporation *Faculty Handbook*, Delta Career Education Corporation *Employee Handbook*, and the Raleigh Campus of Miller-Motte College Student Catalog, Volume I, Issue No. 10, August, 2010.

During the visit, the team of examiners met with numerous administrators, faculty, and staff members of the Raleigh Campus of Miller-Motte College.

### **PROPOSED DEGREE PROGRAM**

#### Associate of Applied Science (A.A.S.) in Veterinary Technology

The A.A.S. in Veterinary Technology program provides instruction and practice in the fundamentals of veterinary technology, incorporating topics such as how to perform physical exams, basic laboratory tests, dental cleanings, aspects of surgical nursing (including how to assist with anesthesiology), client education, and additional topics. Coursework includes veterinary nutrition, veterinary clinical laboratory, diseases of small animals, veterinary pharmacology and calculations, diseases and techniques of large animals, veterinary radiology, and applied anatomy and physiology. The program is designed to provide graduates with the knowledge and skills to gain entry-level employment in a veterinary clinic or animal hospital. This proposed A.A.S. degree program requires 106 quarter credit hours to complete, including 24 quarter credit hours of general education coursework.

### **RECOMMENDATIONS**

After the site visit, the *Report to the President of The University of North Carolina from the Team of Examiners for the Visit to Review the Proposed Associate of Applied Science in Veterinary Technology Degree Program at the Raleigh, North Carolina Campus of Miller-Motte College* was submitted. In the report, the team of examiners included ten suggestions and ten 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 concerning the general education program curriculum, library budget and library resources to support the proposed new degree program, faculty credentials, and the tuition guaranty bond.

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 licensure of the proposed degree program after it receives the response from the Raleigh Campus of Miller-Motte College to the suggestions and recommendations contained in the report.

## APPENDIX I

After receiving the team of examiners' report, the Miller-Motte College - Raleigh Campus responded to the recommendations and suggestions. Eight of the ten recommendations were initially implemented to the satisfaction of the team of examiners. The remaining two recommendations addressed questions about the amount of the tuition guaranty bond, and the team asked the institution to provide additional clarifying information on these recommendations.

After reviewing the institution's response providing the additional information, the team agreed that all ten recommendations have been implemented to the satisfaction of the team of examiners, and the team recommends that the Raleigh Campus of Miller-Motte College be licensed to offer the new degree program requested.

Dr. Frank Prochaska agrees with the team's review and recommendation. Thus, General Administration recommends that the Raleigh Campus of Miller-Motte College be granted a regular license to offer the Associate of Applied Science in Veterinary Technology degree program.

A site visit to the Miller-Motte College - Raleigh Campus 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.