

APPENDIX R

Summary of Visit of Team of Examiners for ECPI College of Technology, Greensboro

Background Information

ECPI (Electronics, Communication, Programming and Information Systems) 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 as a Level II institution, and is authorized to award Associate of Applied Science, Associate of Science, and Bachelor of Science degrees. ECPI College of Technology is headquartered in Virginia Beach, Virginia. The College has campuses in North Carolina located in Charlotte, Greensboro, and Raleigh. There are also campuses in Virginia located in Manassas, Newport News, and Virginia Beach. In South Carolina, there are campuses in Charleston and Greenville.

Application and Site Visit

On May 7, 2005, ECPI College of Technology submitted an updated application to General Administration to offer two new degree programs: Associate of Applied Science degree in Computer & Information Science with a major in Criminal Justice Technology and Associate of Science degree in Computer & Information Science with a major in Management Information Systems. As delineated in the *Rules and Standards*, the purpose of the application and documentation is to demonstrate that ECPI is in compliance for the proposed degree programs.

ECPI College of Technology is currently licensed by the Board of Governors of the University of North Carolina to offer the Associate of Applied Science degree in Computer & Information Science with majors in Business Systems Administration, Information Technology/Networking Security Management, Information Technology/Web Development, and Medical Administration. ECPI is also licensed to offer the Associate of Applied Science degree in Health Science with a major in Medical Assisting and Associate of Applied Science degree in Computer Electronics Technology with a major in Computer Electronics Engineering Technology. Since the aforementioned programs were approaching their one year review date, the team also included the review of the existing, licensed associate degree programs in its visit for the Greensboro Campus.

The application for the two new degree programs was evaluated by staff in General Administration. Shortly thereafter, Dr. Howard-Vital assembled a team of examiners. Specific team members were appointed because of their expertise in specific disciplines relating to the application. Particular attention was paid to identifying team members who represented public and private institutions in North Carolina (as stated in the *Rules and Standards*). 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; Ms. Betty Jones, Department Chair, Medical Assisting/Phlebotomy, Gaston College; Mr. Charles J. Popovich, Head Librarian, Business Library, and Associate Professor, Ohio State University, Columbus, Ohio; Dr. Eric Patterson, Assistant Professor of Computer Science, University of North Carolina at Wilmington, and Dr. Michelle Howard-Vital (ex-officio), Associate Vice President for Academic Affairs, The University of North Carolina, Chapel Hill.

According to the *Rules and Standards of the Board of Governors of The University of North Carolina Relating to the Issuance to Nonpublic Educational Institutions to Confer Degrees* [G.S. 116-15] 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 and the already licensed degree programs. On September 30, 2005, the

team of examiners visited ECPI College of Technology in Greensboro, North Carolina, to review its compliance for the proposed Associate degree programs in Computer & Information Science with a major in Criminal Justice Technology and the Associate of Science degree in Computer & Information Science with a major in Management Information Systems and to review previously licensed degree programs.

During the visit, the team of examiners met with numerous faculty, staff, and students at ECPI College of Technology in Greensboro. These meetings included Marcus Friedman, Vice President for Academic Affairs, Virginia Beach, Virginia; Ronald J. Ballance, Vice President for Student Development, Virginia Beach, Virginia; Dr. Walter Merchant, Director of Instruction, Virginia Beach, Virginia; Ms. Sue Schmith, Provost, Greensboro; Mr. Dale Blackburn, full-time faculty, Greensboro; Mr. Clint Buss, full-time faculty, Greensboro; Ms. Rosemarie Chance, full-time faculty, Greensboro; Mr. Kenneth E. Clarke, part-time faculty, Greensboro; Ms. Geetha Kalanaraman, full-time faculty, Greensboro; Ms. Jennifer LaPrade, full-time faculty, Greensboro; Mr. Steven Long, full-time faculty, Greensboro; Ms. Karen Martin, part-time faculty, Greensboro; Mr. James Martinez, full-time faculty, Greensboro; Mr. Ronald M. Neil, III, full-time faculty, Greensboro; Ms. Jean Smith, full-time faculty, Greensboro; Ms. Debra Wynecoff-Ogden, full-time faculty, Greensboro; Mr. Kevin Dockery, Admissions Representative, Greensboro; Ms. Deborah Fore, Admissions Representative, Greensboro; Ms. Jessica Hoskin, Career Services Advisor, Greensboro; Mr. Lyle Jacobs, Financial Aid Officer, Greensboro; Ms. Joyce Lee, Admissions Representative, Greensboro; Mr. Terrence Martin, Career Services Advisor, Greensboro; Melissa Romanek, Admissions Representative, Greensboro; and several students from the Greensboro campus.

The team of examiners looked closely at all aspects of ECPI College of Technology including educational curriculum, catalog for ECPI, educational facilities, student records, course syllabi, library resources, budget data, faculty manual, enrollment data, faculty resumes and credentials, student data, computer resources, administrative structure, promotional materials, audited financial statements, 2004 Annual Report of the Assessment of Effectiveness Committee, 2005 Faculty and Staff Manual, and the catalog.

On November 11, 2005, the team submitted a *Preliminary Report to the President of the University of North Carolina from the Team of Examiners for the Licensure Visit to the Greensboro Campus of ECPI College of Technology's Proposed and Licensed Associate Degree Programs in Greensboro, North Carolina*. Dr. Howard-Vital forwarded the preliminary report of the team's findings immediately to ECPI, for correction of factual errors or significant omissions. Shortly thereafter, appropriate changes were made by the team chair, and a *Final Report* was issued to ECPI and General Administration.

The team of examiners' final report included nine recommendations. Two recommendations referred to faculty credentials for the proposed degrees. The team of examiners recommends that ECPI College of Technology adhere to the December 2004 revised *Rules and Standards* regarding the faculty qualifications to teach at the associate and baccalaureate levels. The team reiterated that faculty must hold at least the master's degree in the field in which they are teaching, from a regionally accredited institution of higher education. Likewise, the team recommended that ECPI College of Technology utilize faculty to teach general education courses with earned doctorates or master's degrees in the teaching discipline (or the master's degree and at least 18 graduate hours in the discipline in which they are teaching). The institution replied that it intends to comply with the 2004 revised *Rules and Standards*.

Further, two recommendations involve access to library resources. The team recommended that the Greensboro Campus of ECPI College of Technology establish contractual agreements with one or more college or university libraries in the Greensboro area and that these agreements define the extent to which the holdings support ECPI's educational programs, the degree and procedures for ECPI students to use the resources, the financial agreement between ECPI and the library, and the responsibilities of ECPI for replacement of materials lost by its students. Additionally, the team recommended that ECPI place an

icon for NC Live on the Greensboro campus Web page for students and faculty. In terms of librarian resources, the team recommended that ECPI acquire EBSCO-SocIndex (Sociological Index), EBSCO-Academic Search Premier, ACM Digital Library and the Computers Source databases. The team also recommended additional e-books to support the educational programs.

Several recommendations included ECPI's catalog. The team recommended that ECPI include a description of the Greensboro campus faculty and their qualifications in the catalog. Moreover, the team noted that beginning and ending dates were not present in the catalog. Thus, the team recommended that specific beginning and ending dates be added to the catalog. Similarly, the team recommended that a schedule of tuition, fees, and all other necessary charges and expenses for students at the Greensboro campus be included in the catalog. The institution agreed.

Finally, the team recommended that ECPI send a copy of a letter from an independent certified public accountant that states that ECPI has the appropriate tuition guaranty bond for the Greensboro campus. The institution agreed.

Upon review of the responses to the *Final Report*, the team stated that the institution had satisfactorily addressed all of the concerns in the recommendations. Thus, the team of examiners recommended that the Greensboro campus of ECPI College of Technology be licensed to offer the Associate of Applied Science Degree in Computer Information Science with a major in Criminal Justice Technology and the Associate of Science degree in Computer and Information Science with a major in Management Information Systems. Moreover, the team of examiners recommended continued licensure of the Greensboro campus to offer the previously licensed degree programs, subject to compliance with specific recommendations contained in the *Final Report*. If licensure is granted for the two new proposed programs, the team recommended a visit to the Greensboro campus of ECPI College of Technology one year from the date of licensure to insure compliance with all the recommendations contained in the *Final Report*.

Staff in General Administration recommends licensure of the proposed Associate of Applied Science degree in Computer Science & Information Science with a major in Criminal Justice Technology and the proposed Associate of Science degree in Computer Science and Information Science with a major in Management Information Systems. The team recommends, and staff concurs, that a site visit should be conducted one year from the date of the license. The team recommends, and staff agrees, that the already licensed programs should maintain their license.