

AGENDA

Board for Proprietary Education

BOARD MEETING

101 West Ohio St.
7th Floor Conference Room
Indianapolis, IN 46204

Tuesday, September 9, 2014

I.	CALL TO ORDER –10:00 a.m.	
II.	ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM	
III.	CONSIDERATION OF THE MINUTES OF THE JULY BOARD MEETING.....	1
IV.	EXECUTIVE DIRECTOR’S REPORT	
V.	DECISION ITEMS	
	A. Academic Degree Programs	
	1. American College of Education: One Master of Education Degree Program via Distance Education	7
	M.Ed. in Teaching English Learners.....	9
	2. Harrison College: One Associate of Applied Science Degree Program at One Location, One Baccalaureate Degree Program at One Location.....	25
	A.A.S. in Criminal Justice.....	27
	B.S. in Criminal Justice	35
	3. Kaplan University: One Baccalaureate Degree Program at One Location, and Three Master of Science Degree Program at One Location.....	43
	B.S. in Nursing	45
	M.S. in Finance.....	59
	M.S. in Health Education	67
	M.S. in Nursing.....	73

B. Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs 87

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. ADJOURNMENT --12:30 p.m.

**STATE OF INDIANA
Board for Proprietary Education**

Minutes of Meeting

Monday, July 7, 2014

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 10:05 a.m. at 101 West Ohio Street, 7th Floor Conference Room, with Chairman Dr. Ken Sauer presiding.

II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present:

Ken Konesco, Eric Ogle, Joe Pearson, Kimberly Perkins, Ken Sauer and Linda Woloshansky

Guests Present:

Krystal Belton, Jeff Golc, Ashly Stage, Michael Crowley, Louis Reeves, Ben Lyon, James Abraham, Mellonie Brown, Brent Murphy and Connie Adelman.

It was determined that there was a quorum for the July 7, 2014 Board meeting.

III. CONSIDERATION OF THE MINUTES OF THE MARCH BOARD MEETING

The Board for Proprietary Education approved the Minutes of the March 11, 2014 meeting.

Mr. Ken Konesco moved for acceptance and Ms. Linda Woloshansky seconded the motion. The motion was unanimously approved.

IV. EXECUTIVE DIRECTOR'S REPORT

Dr. Ken Sauer reported on the results from the Board of Proprietary Education Planning Committee meeting held on May 13, 2014. The committee was charged with reviewing the previous COPE Rules and Ross presented a report that indicated several areas of concern. Ross provided a very detailed report for discussion which included; sections of the rules which no longer apply to the commission, rules that are relevant to BPE, extended discussion regarding rule making process, reviewing COPE rules previously. The committee determined for the next BPE Planning Committee they will address the following: review the timetable process and an outline of the new rules that will be drafted.

Ross provided highlights from his research with the Attorney General's office. Ross provided a 4-page Rule Review Checklist document to the committee. The areas of notation are as follows: Notice of Intent to publish in the Indiana Registry twenty-eight days before proposed rule is published, Proposed Rule published in Indiana Register for second time, twenty-one days before public hearing, Public Hearing can be held at a day time place and the notices must include the date, time, location and sent in advance, Consideration for Public Hearing comments, Submit a Rule Packet to the Legislative Services Agency (LSA), and miscellaneous items.

Mr. Ken Konesco asked an estimated timeframe for completion to establish and implement the rules

process? Dr. Ken Sauer explained at least one year or more for completion. Mr. Eric Ogle asked if there will be a rough draft available at the next BPE Planning Committee meeting. Dr. Ken Sauer replied no, the format will be a clean outline of topics with bullet points which will indicate the types of items that should be included for each topic.

Dr. Ken Sauer provided an update on Corinthian Colleges, Inc. The BPE accredited college is Everest College in Merrillville, Indiana. There have been much publicity in the news with the U.S Department of Education are weighing in on this institution. This has been a fluid situation with new developments every few days. We are expecting the US Department of Education to provide a formal announcement today. At this point, we are not sure which institutions will be sold or taught out.

Mr. Ken Konesco asked Ross if there are any other institutions (brother or sister schools) in the community that can assist with the process of “Teach Out” programs, if the institution is not for sale. Secondly, if the institution is not sold or a teach out plan is not in place, then what steps will be taken to avoid the commission to take action in paying the students from the Career College Student Assurance Fund.

Mr. Ken Konesco made a suggestion and are encouraging all of our institutions to consider providing assistance with the teach out plan.

Ross stated he has received several inquiries from other institutions expressing their concerns and willingness to assist.

Mr. Eric Ogle asked if there are any other schools that are currently in this situation or similar situations. Mr. Ken Konesco commented that ITT are experiencing problems due to not submitting their financial documentation appropriately. We should keep ITT on our radar; although they have many institutions in the state of Indiana.

V. TIME – SENSITIVE ACTION ITEMS

A. Academic Degree Programs

1. Harrison College: New Degree Requests

Representing Harrison College was: Krystal Belton, Director of Regulatory Affairs, Louis Reeves, National Dean, School of Criminal Justice, Jeff Golc, Ashly Stage, Manager of Accreditation Affairs and Michael Crowley.

Mr. Ross Miller presented the staff report recommending that Harrison College be granted approval to offer one Associate of Applied Science Degree Program at Columbus and Lafayette locations and one Baccalaureate Degree Program at Lafayette location.

- *A.A.S. in Criminal Justice*
- *B.S. in Criminal Justice*

Mr. Joe Pearson made the motion to approve the staff recommendation with stipulation that the Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of the program to grant approval to Harrison College to award the above mentioned programs. Ms. Linda Woloshansky seconded the motion.

The motion was approved by Eric Ogle, Joe Pearson, Kimberly Perkins, Ken Sauer and Ken Konesco abstained.

**2. Kaplan University:
New Degree Requests**

Representing Kaplan University was: Ben Lyon, Director, State Regulatory Affairs

Mr. Ross Miller presented the staff report recommending that Kaplan University be granted approval to offer two Master of Science Degrees at Indianapolis location.

- *M.S. in Finance*
- *M.S. in Health Education*

Mr. Ken Konesco made the motion to defer the approval of these degree programs to such time after requested information has been received and the requested presence of your Academic Dean for our next meeting and it was seconded by Kim Perkins.

The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

**3. National College:
New Degree Requests**

Representing National College was: James Abraham , Campus Director

Mr. Ross Miller presented the staff report recommending that National College be granted approval to offer one Master of Business Administration Degree at Indianapolis location.

- M.B.A. Master of Business Administration

Mr. Ken Konesco made the motion to approve with stipulation requesting for further research and evidence on actively pursuing a faculty member with credentials greater than a master's degree and additional information regarding the accounting statistical content in the curriculum and it was seconded by Kim Perkins.

The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

**4. Radiological Technologies University VT:
New Degree Requests**

Representing Radiological Technologies University VT was: Brent Murphy, Founder and Mellonie Brown, Medical Dosimetry & Radiation Therapy Program Director

Mr. Ross Miller presented the staff report recommending that Radiological Technologies University VT be granted approval to offer five Baccalaureate Degree Programs and Master of Science at the South Bend location.

- B.S. in Health Physics
- B.S. in Medical Imaging with Specialization in Computed Tomography

- B.S. in Medical Imaging with Specialization in Magnetic Resonance Imaging
- B.S. in Medical Imaging with Specialization in Nuclear Medicine/Positron Emission Tomography
- B.S. in Medical Imaging with Specialization in Ultrasound
- M.S. in Health Physics

Ms. Kim Perkins made the motion to approve the staff recommendation to grant approval to Radiological Technologies University VT to award the above mentioned programs and it was seconded by Linda Woloshansky.

The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

- B.** Findings of Fact and Conclusions of Law
 Rachel Douglas, Petitioner vs.
 Kaplan University at Indianapolis, Respondent
 Recommended Findings of Fact, Conclusions of Law and
 Recommended Order

Mr. Ben Lyon, Director of State Regulatory Affairs was present to represent Kaplan University.

Based upon the foregoing Findings of Fact and Conclusions of Law, the Administrative Law Judge issues the following Recommended Order. The Board's decision in this matter is upheld. Ms. Douglas is entitled to complete her remaining coursework at no charge, and she is not entitled to a full refund of tuition. Ms. Douglas is able to take the two additional courses online at no additional cost.

Mr. Joe Pearson made a motion to approve the staff recommendation to accept the Finding of Fact and Conclusions of the Law made by Donna Sembroski, by Administrative Law Judge and it was seconded by Linda Woloshansky.

The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

Ms. Douglas called in after the decision had been made and stated that she was told to call in at 12:00 noon. The board allowed her to speak and she stated that she will be declining the offer.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

Board Endorsement of the State of Indiana’s Participation in State Authorization Reciprocity Agreement (SARA)

Staff Recommendation That the Board for Proprietary Education endorses the State of Indiana’s participation in State Authorization Reciprocity Agreement (SARA), with the Indiana Commission for Higher Education as the State Portal Agency, and encourages all Indiana BPE-authorized institutions that offer distance education to consider institutional membership in the Midwestern State Authorization Reciprocity Agreement (M-SARA), the Midwestern partner for SARA.

Background On a number of previous occasions, the Board for Proprietary Education has been informed of progress on implementing SARA and has voiced support for Indiana’s participation in this initiative. Indiana proprietary institutions have likewise voiced support for SARA. This recommendation would formalize support for SARA through official action of the Board.

Supporting Document None

Mr. Ken Konesco motion to accept and approve the SARA endorsement and it was seconded by Kim Perkins.

IX. ADJOURNMENT - approximately 12:15 p.m.

The next meeting of the Board will be on Tuesday, September 9, 2014.

Dr. Ken Sauer, Chairman

Date

This page intentionally left blank.

This page intentionally left blank.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 9, 2013

DECISION ITEM A-1:

American College of Education: One Master Degree Program Offered Exclusively Via Distance Education

Staff Recommendation

That the Board for Proprietary Education approve the Master of Education (M.Ed.) in Teaching English Learners, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

American College of Education is regionally accredited by the Higher Learning Commission of the North Central Association (HLC). The institution has offices in Indianapolis, Indiana and Dallas, Texas. The National Center for Education Statistics (NCES) lists a total enrollment of 3,021 students in the fall of 2013 at American College of Education.

Degree Program Profiles

Master of Education (M.Ed.) in Teaching English Learners

This program consists of 31 semester credit hours, with 100% of the courses in the specialty. The faculty consists of eleven individuals, of whom seven are full-time and four are part-time. Of the eleven individuals, six have a Ph.D., and the remaining five have a Doctoral degree.

Supporting Documents

Degree Application

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	<u>American College of Education</u>
Name of Program	<u>Master of Education in Teaching English Learners (CIP Code: 13.1401)</u>
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>M.Ed.</u>
Name of Person Preparing this Form	<u>Amber Nicole Ying, J.D.</u>
Telephone Number	<u>317.829.9417</u>
Date the Form was Prepared (Revise date after any revision)	<u>June 19, 2014</u>
	<u>Application Type</u> <u>Initial</u> or Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Program Description

The Master of Education in Teaching English Learners program is intended to prepare educators to be successful in supporting English Language Learners (ELLs) in a variety of school settings. As the ELL population expands in schools across the nation, a growing need exists for educators who are knowledgeable and adept in designing and implementing instruction for students who do not speak English as their first language. In addition, teachers of ELLs need to be skillful advocates for their students and the programs their schools need to support these students. This requires educators to be prepared to take on leadership roles among their colleagues and to work collaboratively with all stakeholders, including students, staff, families, and the outside community.

Program Rationale

More school districts and educational settings are requiring teachers to have an endorsement or a degree in working with ELLs; this program, therefore, is designed to prepare students interested in earning those credentials to meet this need of their school districts. The program focuses on theories of second language acquisition, methods of teaching, and leadership and communication skills. An American College of Education graduate with a Master of Education in Teaching English Language Learners may work as a teacher and/or teacher leader (program coordinator, lead teacher, program specialist) in a school or school system.

According to the United States Census Bureau (2013), the net international migration (NIM) reported 981,100 NIM for those of Hispanic origin and 848,000 for non-Hispanic during the decade of 2000-2010. "International migration of the foreign born represents the largest subcomponent of NIM, accounting for over 90 percent of the total" and representing a wide range of languages (U.S. Census Bureau, 2013, p. 14). During 2009, it was estimate over 40 different major languages spoken at home (U.S. Census

Bureau, 2009, Survey B16001). For children between the ages of 5 to 17, it was estimated 21.1 percent spoke a different language at home than they did at school (U.S. Census Bureau, 2009, Survey B16003). This information demonstrates the growing need for teacher to be prepared to teach English learners.

List of Program Outcomes

- Design and implement appropriate curriculum and instructional practices to enhance knowledge and awareness of language development and acquisition, cultural factors, and linguistic diversity issues.
- Employ academic standards to direct the selection and integration of content and research-based instructional strategies to support learning English within a discipline.
- Promote the development of language acquisition skills by utilizing assessment instruments, critically evaluated materials, and targeting specific learning outcomes.
- Establish a culturally relevant environment by incorporating evidenced-based instructional practices and resources, materials and technology and through the influence of social interaction.
- Construct a framework for establishing and maintaining partnerships between the school, family, and community by advocating for academic and social growth for English learners.
- Conduct research to heighten understanding of issues facing new language learners, their academic and social needs, by collecting, analyzing, and evaluating instructional practices.
- Support continuous learning while fostering leadership skills through intentionally designed opportunities to engage in professional development.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: _____ Master of Education in Teaching English Language Learners

Total Course Hours: 31 Check one: Quarter Hours _____
 Semester Hours X
 Clock Hours _____

Tuition : \$215.00 Length of Program: 12-18 months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ED5153	Research Methods	3
BE5013	Foundations of ESL and Bilingual Education	3
BE5023	Assessment of ESL and Bilingual Students	3
BE5033	Methods and Materials for Teaching English as a Second Language	3
BL5063	Methods and Materials for Teaching Bilingual Education	3

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BE5043	Cross-Cultural Studies for Teaching English Language Learners	3
ES5063	Linguistics for TESOL	3
ED5123	Diverse Learners	3
ES5073	Applied Linguistics	3
BE5053	Advocacy and Leadership	3
EB5091	Capstone Experience for Teaching English Learners	1
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Not Applicable	0

<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Not Applicable	0

Number of Credit/Clock Hrs. in Specialty Courses: 31 / 0 Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: 0 / 0 Percentage: 0%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 0 / 0 Percentage: 0%

	Research Methods	Foundations of ESL and Bilingual Education	Assessment of ESL and Bilingual Students	Methods and Materials for English as a Second Language	Methods and Materials for Teaching Bilingual Education	Cross-Cultural Studies for Teaching English Language Learners	Linguistics for TESOL	Diverse Learners	Applied Linguistics	Advocacy and Leadership	Capstone
Outcome 1		x	x	x	x		x	x	x		x
Outcome 2				x					x	x	x
Outcome 3		x	x	x					x		
Outcome 4		x		x	x	x		x	x	x	
Outcome 5	x	x					x			x	
Outcome 6	x		x	x	x	x	x	x		x	x
Outcome 7	x		x		x	x	x	x		x	x

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location of library: Online library: no single physical location
Hours of student access: 24 hours/day; 7 days/week. Always "open."
Librarian: One full-time Librarian

2. Number of volumes of professional material:

ACE subscribes to specialized fee-based databases that provide students and faculty access to full-text books and journal articles. Using login ids and passwords, from the Library web page, students and faculty can access indices of 33,380 journals, full-text articles from 5,019 journals, 500,000 education documents, 300,000 full text documents, approximately 1,088 e-books, reports or monographs, Educational Resources Information Center (ERIC) documents and all online publications from the Government Printing Office. Students and faculty also benefit from direct subscription to one (1) full-text education magazine.

A. EBSCO Discovery Service

The EBSCO Discovery Service provides users with an easy, yet powerful means of accessing all of an institution's information resources through a single search. This is achieved by harvesting metadata from both internal (library) and external (data base vendors) sources, and creating a pre-indexed service of unprecedented size and speed.

B. Articles and E-Journals

ArticleFirst

ArticleFirst is an index of 27 million articles created from the tables-of-contents of multi-disciplinary journals.

- o Produced by: OCLC
- o Vendor: OCLC FirstSearch
- o Coverage: 16,000+ journals

- Full-text: none
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Child Development & Adolescent Studies (EBSCO)

Child Development & Adolescent Studies is an index of book reviews, articles, technical reports, theses, and dissertations related to growth and development of children through age of 21.

- Produced by: National Information Services Corporation, MD. Previously published by Society for Research in Child Development, 1927-2001.
- Vendor: EBSCO
- Coverage: 238 journals
- Full-text: none
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

ECO Electronic Collections Online

ECO Electronic Collections Online database contains bibliographic records of scholarly electronic journals that are owned and cataloged by OCLC member libraries.

- Produced by: OCLC
- Vendor: OCLC FirstSearch
- Coverage: 4.2+ million records
- Full-text: None
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Abstracts/Full-Text (Wilson)

Education Abstracts/Full-Text indexes and abstracts articles from education journals published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co., 1920-
- Vendor: EBSCO
- Coverage: 770+ journals, yearbooks, monographs
- Full-text: Yes – 350+ journals back to 1996
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

- Produced by: Editorial Projects in Education
- Vendor: <http://www.edweek.org/ew/index.html>
- Coverage: one journal
- Full-text: yes

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

Google Scholar is a keyword search engine of journal articles harvested daily from the Web, as well as U. S. patents and legal opinions.

- Produced by: Google
- Vendor: [www.google.com](http://www.google.com/scholar)
- Coverage: all Web pages on the Internet
- Full-text: Yes – full-text articles that are copyright-free; free full-text patents and federal legal opinions
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

GPO Monthly Catalog

GPO Monthly Catalog is the only comprehensive index of government publications. Established in 1876, the U. S. Government Printing Office is the world's largest publisher. Government publications are available on Education and every other subject in every academic discipline. Most are free from GPO or the issuing agency, and newer ones may be available on the Web. GPO estimates that today 50% of all U.S. government documents are now born digital.

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage: (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.
- To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

Medline is the premier international bibliographic database covering all fields of medicine including psychology, psychiatry, nursing, dentistry, nutrition, education, and social services.

- Producer: U. S. National Library of Medicine
- Vendors: www.pubmed.gov, FirstSearch
- Coverage: 19,000+ journals; 19+ million citations
- Full-text: Yes – some articles are linked to full-text sources
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

OAIster

OAIster harvests Open Archives Initiative (OAI)-compliant resources in all subjects and disciplines from digital libraries, institutional repositories, and online journals. Its goal is to create a collection of freely available, previously difficult-to-access, academically-oriented digital resources that are easily searchable by anyone. Digital resources include books, articles, born-digital text, audio and image files, datasets, theses, technical and research papers, and image collections.

- Producer: OCLC and University of Michigan University Library
- Vendor: OCLC FirstSearch
- Coverage: 23+ million records
- Full-text: Yes

ProQuest Education Journals

ProQuest Education Journals covers scholarly literature on primary, secondary, and higher education, special education, home schooling, adult education, and hundreds of related topics.

- Producer: ProQuest
- Vendor: ProQuest
- Coverage: 919+ journals published since 1991
- Full-text: Yes – 660 journals
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or Wilson Select Plus.

ERIC Documents and Educational Tests

ERIC

The ERIC (Educational Resources Information Center) database is created and distributed free by the U. S. Dept. of Education. ERIC indexes and abstracts education journals, as well as published and unpublished books, monographs, curriculum guides, conference papers, proceedings, position papers, teaching guides, and other educational materials.

All ERIC journal articles and ERIC documents are assigned subject headings from the Thesaurus of ERIC Descriptors:
http://www.eric.ed.gov/ERICWebPortal/resources/html/thesaurus/about_thesaurus.html.

- Produced by: U. S. Dept. of Education, 1966-
- Vendors: <http://www.eric.ed.gov>, EBSCO, ProQuest, and others
- Coverage: 1,160+ journals; 500,000+ other publications; 1.3+ million citations
- Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

Mental Measurements Yearbook including Tests in Print

Mental Measurements Yearbook (MMY) is a comprehensive guide to 2,000+ contemporary testing instruments. The MMY series contains reviews and information essential for a complete evaluation of testing products in psychology, education, business, and leadership. First published by Oscar K. Buros, the MMY series allows users to make knowledgeable judgments and informed selection decisions about the increasingly complex world of testing. MMY database includes the MMY archive of all yearbooks from the first edition in 1938 through the 18th yearbook released in 2010.

Tests in Print (TIP) is a comprehensive bibliography of all known commercially available tests that are currently in print in the English language. TIP provides vital information to users including test purpose, test publisher, in-print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).

- Producer: Buros Institute of Mental Measurements at the University of Nebraska - Lincoln
- Vendor: EBSCO
- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only [no tests are available online]
- Includes other database? Yes – Tests in Print

Tests in Print

Tests in Print (TIP) is a comprehensive bibliography of all known commercially available tests that are currently in print in the English language. TIP provides vital information to users including test purpose, test publisher, in-print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).

- Producer: Buros Institute of Mental Measurements at the University of Nebraska - Lincoln
- Vendor: EBSCO
- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only [no tests are available online]
- Included in another database? Yes – Mental Measurements Yearbook including Tests in Print

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

Ebooks contains bibliographic records of online electronic books (e-books) in all subjects that are owned and cataloged by OCLC member libraries.

- Produced by: OCLC
- Vendor: OCLC FirstSearch
- Coverage: 665,000+ cataloged e-books
- Full-text: none
- To locate libraries that own specific e-books in your zip code, go to www.worldcat.org.

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

GPO Monthly Catalog is the only comprehensive index of government publications. Established in 1876, the U. S. Government Printing Office is the world's largest publisher. Government publications are available on Education and every other subject in every academic discipline. Most are free from GPO or the issuing agency, and newer ones may be available on the Web. GPO estimates that today 50% of all U.S. government documents are now born digital.

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

OAIster harvests Open Archives Initiative (OAI)-compliant resources in all subjects and disciplines from digital libraries, institutional repositories, and online journals. Its goal is to create a collection of freely available, previously difficult-to-access, academically-oriented digital resources that are easily searchable by anyone. Digital resources include books, articles, born-digital text, audio and image files, datasets, theses, technical and research papers, and image collections.

- Coverage: 23+ million records
- Full-text: Yes
- Producer: OCLC and University of Michigan University Library
- Vendor: OCLC FirstSearch.

PapersFirst

PapersFirst is an index of scholarly papers in all academic disciplines presented at worldwide conferences, symposia, expositions, workshops, and meetings that were received by The British Library Document Supply Centre.

- Coverage: 6.5+ million papers since 1993
- Full-text: none
- Producer: OCLC
- Vendor: OCLC FirstSearch
- To locate libraries that own specific papers in your zip code, go to www.worldcat.org.

Proceedings

Proceedings is a multi-disciplinary index of proceedings of worldwide conferences, symposia, expositions, workshops, and meetings that were received by The British Library Document Supply Centre.

- Coverage: 192,000+ proceedings since 1993
- Full-text: none
- Producer: OCLC
- Vendor: OCLC FirstSearch
- To locate libraries that own specific conference proceedings in your zip code, go to www.worldcat.org.

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations

- Full-text: yes

WorldCat

WorldCat is the online catalog of books and all types of other materials located in 72,000+ libraries worldwide. American College of Education is a member of OCLC and WorldCat (OCLC symbol is ILACE.)

- Producer: OCLC and 72,000 libraries worldwide
- Vendor: www.oclc.org and OCLC FirstSearch
- Coverage: 180+ million records dating before 1000 BC to present
- Full-text: none

WorldCat Dissertations

WorldCat Dissertations is a catalog of dissertations, theses, and published works based on them in all subjects that are owned and cataloged by OCLC member libraries worldwide.

- Producer: OCLC
- Vendor: www.oclc.org and OCLC FirstSearch
- Coverage: 8+ million records; abstracts are not included
- Full-text: none

In addition to the current holdings above, ACE will add the following databases upon degree launch:

- MEDLINE with Full Text;
- CINAHL = Cumulative Index to Nursing and Allied Health Literature;
- Academic Search Complete; and

3. Number of professional periodicals subscribed to: See Above

4. Other library facilities in close geographical proximity for student access:

While most of the information resources required of students are contained in the full-text, online professional journals and e-books subscribed to by the Library, all ACE students are encouraged to obtain library cards for borrowing privileges at libraries near to them.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	11	Full-time:	7	Part-time:	4
Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Bernard, Dianala	Ed.D	15	3.57	18.57	X	
Deyoe-Chiullan, Rita	Ph.D.	63	3.68	66.68		X
Finn, Vicki	Ph.D.	11	2.38	13.38		X
Franklin, Rochelle	Ed.D.	12	3.92	15.92	X	
Gilbert, Deborah	Ed.D.	24	2.98	26.98		X
Good, Rebecca	Ed.D.	49.25	4.97	54.22	X	
Landa, Katrina	Ed.D.	12	3.45	15.45	X	
Moore, Marsha	Ph.D.	22	3.22	25.22	X	
Sullivan, Judith	Ph.D.	8	Less than 12 months	20.00		X
Tormala-Nita, Rosita	Ph.D.	16	3.61	19.61	X	
Wiehe, Rebecca	Ph.D.	27	3.45	30.45	X	

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: American College of Education
Degree Program: Master of Education in Teaching English Learners
Locations: Online/Distance

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? No

If so, please identify
The specific license(s) needed: Not Applicable
The State agency issuing the license(s): Not Applicable

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? Not Applicable

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? No

If so, please identify
Each specific professional certification: Not Applicable
The national organization issuing each certification: Not Applicable

Please explain the rationale for choosing each professional certification: Not Applicable

Please identify the single course or a sequence of courses that lead to each professional certification: Not Applicable

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? No

If so, please identify
The specific professional industry standard(s) and/or best practice(s): Not Applicable
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: Not Applicable

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? No

If so, please identify the specialized accrediting agency: Not Applicable

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? Not Applicable

If so, please list the baccalaureate degree(s): Not Applicable

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Teacher and/or Teacher Leader (program coordinator, lead teacher, program specialist) in a school or school system

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 9, 2014

DECISION ITEM A-2:

Harrison College: One Associate of Applied Science Degree Program at One Location, and One Baccalaureate Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree program in Criminal Justice, and B.S. degree program in Criminal Justice in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

The A.A.S. degree program in Criminal Justice at Evansville and B.S. degree program in Criminal Justice at Evansville are recommended for approval with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of each program.

Background

Institution Profile

Harrison College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has 10 campuses in Indiana: Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Indianapolis East, Lafayette, Northwest, and Terre Haute. The National Center for Education Statistics (NCES) lists a total enrollment of 3,726 students in the fall of 2013 at the Indianapolis campus. NCES lists student enrollment data as 0 for the 9 other Harrison College campuses in Indiana.

Degree Program Profiles

Associate of Applied Science (A.A.S) in Criminal Justice at Evansville

This program consists of 96 quarter credit hours, with 79% of the courses in the specialty.

*Bachelor of Science (B.S.) in
Criminal Justice at
Evansville*

This program consists of 180 quarter credit hours, with 69% of the courses in the specialty.

Supporting Documents

Degree Applications

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Harrison College - Evansville

Name of Program Criminal Justice

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Ashly Stage

Telephone Number 317-447-6221 Application Type

Date the Form was Prepared 06/30/2014 Initial
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in various aspects of the criminal justice system. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sectors. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law-enforcement agencies and correctional organizations. This also includes private sector and court service positions.

Program Objectives:

1. Demonstrate a working knowledge of the criminal justice system and the roles and responsibilities of various positions in the field.
2. Recognize and apply ethical decision making to situations within the criminal justice system.
3. Assess and apply problem solving skills in situations encountered in a criminal justice workplace.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: **Criminal Justice**

Total Course Hours: **96** Check one: Quarter Hours **x**
 Semester Hours
 Clock Hours

Tuition : **\$36,000** Length of Program: **21 Months**

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CJ1050	Criminal Justice Math	4
CJ1150	Introduction to Corrections	4
CJ1250	Introduction to Courts	4
CJ1350	Introduction to Private Security	4
CJ1450	Introduction to Law Enforcement	4
CJ2200	Criminology	4
CJ2210	Juvenile Justice	4
CJ2220	Criminal Investigations	4
CJ2230	Procedural Criminal Law	4
CJ2240	Substantive Criminal Law	4
CJ2250	Criminal Justice Ethics	4
CJ2900	Criminal Justice Capstone	4
MGT2200	Leadership	4
	Professional Electives	12
PSY1050	Strategies for Success	4
PSY2000	Critical Thinking and Problem Solving	4
SPC1010	Presentation Skills	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CD2600	Career Development	2
COM1050	Composition I	4
CPU1000	Computers and Office Automation	4
INF1100	Information Literacy	2
MAT1500	Introductory Algebra	4
	General Education Elective	4

Number of Credit/Clock Hrs. in Specialty Courses:	<u>76</u>	/	<u>96</u>	Percentage:	<u>79</u>
Number of Credit/Clock Hrs. in General Courses:	<u>20</u>	/	<u>96</u>	Percentage:	<u>21</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

We have one full time Librarian who holds an MLS degree.

The Library is in the Evansville Harrison College Campus building at 4601 Theatre Drive, Evansville, IN 47715 The Library is open on Mondays from 8:00 a.m. to 8:00 p.m., Tuesdays from 8:00 a.m. to 9:30 p.m., Wednesdays from 8:00 a.m. to 8:00 p.m., Thursdays from 8:00 a.m. to 9:30 p.m., Fridays from 8:00 a.m. to 3:00 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m.

2. Number of volumes of professional material:

Our library has 55 Criminal Justice print holdings. We have 150 criminal justice ebooks as well.

3. Number of professional periodicals subscribed to:

There are 21 electronic journals available to students.

4. Other library facilities in close geographical proximity for student access:

The Evansville Vanderburgh Public Library has eight locations in the town. The University of Southern Indiana, University of Evansville and Ivy Tech also have libraries that are within the boundaries of our city.

*** Faculty for the Criminal Justice AAS program for the Evansville campus will be hired prior to the start date and qualifications will be submitted to the board.**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.					
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.					
Total # of Faculty in the Program:		Full-time:		Part-time:	
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					

*Indiana Commission for Higher Education
Indiana Board for Proprietary Education*

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Harrison College
Degree Program: Criminal Justice AAS
Locations: Evansville

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

There are no certifications for programs that are similar. Certifications are available to students as provided by their employers with respect to state law (e.g. state law enforcement academies).

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program do not need national professional certification in order to obtain employment in the field. A graduate of this program, however, will be better prepared to seek and obtain certifications as provided by their employers (e.g. state law enforcement and correctional academies).

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

The program incorporates the guiding principles of programmatic certification of the Academy of Criminal Justice Sciences (ACJS). This includes curricular concentration areas and integrity and ethical standards.

If so, please identify
The specific professional industry standard(s) and/or best practice(s):
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

The Academy of Criminal Justice Sciences (ACJS). http://www.acjs.org/pubs/167_667_3517.cfm

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

No, there is no specialized accreditation for this program.

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

The A.A.S. degree in Criminal Justice has 100% transferability to our B.S. degree in Criminal Justice.

If so, please list the baccalaureate degree(s):

B.S. in Criminal Justice

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Law Enforcement: police officer, criminal investigator

Corrections: correctional officer, program officer, custody officer

Court Services: clerk, legal secretary

Private Sector: loss prevention officer, private investigator, low/mid management

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	<u>Harrison College-Evansville</u>
Name of Program	<u>Criminal Justice</u>
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>BS</u>
Name of Person Preparing this Form	<u>Ashly Stage</u>
Telephone Number	<u>317-447-6221</u> <u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>06/25/2014</u> Initial

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The mission of this program is to provide students with a systems perspective of the criminal justice system, including law enforcement, courts, corrections, the private sector, and a relationship to academia. The program is designed to produce graduates who are able to utilize their systems perspective and analytic skills to create appropriate professional decision making at all levels within the criminal justice system. Upon successful completion of the program, graduates can pursue entry-level positions with local, state, or federal law-enforcement agencies and correctional organizations. Graduates also have open avenues for advancement into casework and counselor positions and beyond. The major competencies of the criminal justice bachelor degree graduate include knowledge of the criminal justice system and the law, the theoretical causes of criminality, the methods of criminal justice policy research, as well as aspects of professionalism and ethics for criminal justice practitioners.

Program Objectives

Upon graduation a student will:

1. Demonstrate a working knowledge of the criminal justice system and the roles and responsibilities of various positions in the field.
2. Apply ethical decision making to situations within the criminal justice system.
3. Utilize an in-depth knowledge of the criminal justice system to identify and resolve challenges encountered in a criminal justice career.
4. Analyze, evaluate, develop, and support opinions on the ongoing and changing impact and role of the criminal justice system in relation to the community, the police, corrections, and the court systems.
5. Identify, assess, and apply practices to address the impact of major social issues related to crime, criminals, victims, prevention, and control.

CJ3450	Management of Criminal Justice Agencies	4
CJ4050	Criminal Behavior and Theory	4
CJ4150	Courts and Social Policy	4
CJ4995	Criminal Justice Capstone	4
MGT2200	Leadership	4
	Professional Electives	24
CD2600	Career Development	2
CPU1000	Computers and Office Automation	4
INF1100	Information Literacy	2
PSY1050	Strategies for Success	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY2000	Critical Thinking and Problem Solving	4
SPC1010	Presentation Skills	4

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Behavioral and Social Science Electives	12

Humanities Elective	4
Mathematics Elective	4
Science Elective	8
Writing Elective	4
Unspecified General Education Electives	8

Number of Credit/Clock Hrs. in Specialty Courses: 124 / 180 Percentage: 69

Number of Credit/Clock Hrs. in General Courses: 56 / 180 Percentage: 31

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

2. We have one full time Librarian who holds an MLS degree.

The Library is in the Evansville Harrison College Campus building at 4601 Theatre Drive, Evansville, IN 47715 The Library is open on Mondays from 8:00 a.m. to 8:00 p.m., Tuesdays from 8:00 a.m. to 9:30 p.m., Wednesdays from 8:00 a.m. to 8:00 p.m., Thursdays from 8:00 a.m. to 9:30 p.m., Fridays from 8:00 a.m. to 3:00 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m.

2. Number of volumes of professional material:

Our library has 55 Criminal Justice print holdings. We have 150 criminal justice ebooks as well.

3. Number of professional periodicals subscribed to:

There are 21 electronic journals available to students.

4. Other library facilities in close geographical proximity for student access:

The Evansville Vanderburgh Public Library has eight locations in the town. The University

of Southern Indiana, University of Evansville and Ivy Tech also have libraries that are within the boundaries of our city.

*** FACULTY FOR THE CRIMINAL JUSTICE BS PROGRAM FOR THE EVANSVILLE CAMPUS WILL BE HIRED PRIOR TO THE START DATE AND QUALIFICATIONS WILL BE SUBMITTED TO THE BOARD.**

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.					
** Include all required documentation pertaining to the qualifications of each instructor.					
Total # of Faculty in the Program:		Full-time:		Part-time:	
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time

*Indiana Commission for Higher Education
Indiana Board for Proprietary Education*

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Harrison College
Degree Program: Criminal Justice BS
Locations: Evansville, IN

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

There are no certifications for programs that are similar. Certifications are available to students as provided by their employers with respect to state law (e.g. state law enforcement academies)

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program do not need national professional certification in order to obtain employment in the field. A graduate of this program, however, will be better prepared to seek and obtain certifications as provided by their employers (e.g. state law enforcement and correctional academies).

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

The program incorporates the guiding principles of programmatic certification of the Academy of Criminal Justice Sciences (ACJS). This includes curricular concentration areas and integrity and ethical standards

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

The Academy of Criminal Justice Sciences (ACJS). http://www.acjs.org/pubs/167_667_3517.cfm

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

No, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

N/A

If so, please list the baccalaureate degree(s):

N/A

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Law Enforcement: police officer, criminal investigator

Corrections: correctional officer, program officer, custody officer

Court Services: clerk, legal secretary

Private Sector: loss prevention officer, private investigator, low/mid management

This page intentionally left blank.

This page intentionally left blank.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 9, 2014

DECISION ITEM A-3:

Kaplan University:
One Baccalaureate Degree Program and Three Master of Science Degree Programs Offered at One Location

Staff Recommendation

That the Board for Proprietary Education approve the B.S. in Nursing, M.S. in Finance, M.S. in Health Education, and M.S. in Nursing in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

Kaplan University is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has one campus in Indiana at Indianapolis. HLC accredits Kaplan University in five states including Indiana. HLC considers Kaplan University at Indianapolis a “course location.” The National Center for Education Statistics (NCES) does not presently list enrollment data for Kaplan University at Indianapolis.

Degree Program Profiles

*Bachelor of Science (B.S.) in Nursing
at Indianapolis*

This program consists of 180 quarter credit hours, with 81% of the courses in the specialty. The degree proposal includes a track for students who became Registered Nurses after completing an A.S. degree program, and a second track for students who became Registered Nurses after completing a Diploma or Certificate program. The faculty consists of 108 individuals, of whom 15 are full-time, and 93 are part-time. Of the 108 individuals, 32 have a Doctoral Degree, 24 have a Ph.D., 51 have a Master’s degree, and 1 has a FNP.

*Master of Science (M.S.) in Finance
at Indianapolis*

This program consists of 56 quarter credit hours, with 29% of the courses in the specialty. Students may choose from a specialization in Financial Analysis or Financial Planning. The faculty consists of 12 individuals, of whom 4 are full-time, and 8 are part-time. Of the 12 individuals, 6 have Doctoral degree, and the remaining 6 have Ph.D.

*Master of Science (M.S.) in Health Education
at Indianapolis*

This program consists of 52 quarter credit hours, with 100% of the courses in the specialty. The faculty consists of 7 individuals, of whom 3 full-time, and the remaining 4 are part-time. Of the 7 individuals, each has a Doctoral degree.

*Master of Science (M.S.) in Nursing
at Indianapolis*

This program consists of 65 to 100 quarter credit hours, depending on the specialization chosen. The Adult Gerontology Nurse Practitioner specialization includes 61% of the courses in the specialty. The Executive Leader specialization includes 46 % of the courses in the specialty. The Family Nurse Practitioner specialization includes 65% of the courses in the specialty. The Informatics specialization includes 46% of the courses in the specialty. The Nurse Educator specialization includes 56% of the courses in the specialty. The faculty consists of a *BPE staff count* of 48 individuals, of whom 7 are full-time and the remaining 41 are part-time. Of the 48 individuals, 22 have a Doctoral degree, 14 have a Ph.D., 11 have a Master's degree, and 1 has a FNP.

Supporting Documents

Degree Applications

**Indiana Commission for Higher Education/
Indiana Board for Proprietary Education**

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal program)**

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution **Kaplan University**

Name of Program **Bachelor of Science in Nursing-RN to BSN**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) **BSN**

Name of Person Preparing this Form **Ben Lyon**

Telephone Number **312-385-1385** **Application Type**

Date the Form was Prepared **9/4/2014** New

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

For registered nurses, the Bachelor of Science in Nursing —RN-to-BSN program provides the education to enhance skills, better meet the complex demands of health care, and pursue employment in numerous nursing and management specialties. The Bachelor of Science in Nursing program is designed as a foundation to help students pursue graduate nursing studies. A Bachelor of Science in Nursing is considered essential for registered nurses seeking broader professional responsibilities and career opportunities. The University's degree program emphasizes professional growth and continuous learning. The program features a capstone course and a professional development plan that includes career planning.

Tracks of Study

The Bachelor of Science in Nursing—RN-to-BSN program features two tracks of study: the prior associate's degree track and the prior nursing diploma or certificate track. Students will enroll in the track relevant to their previously completed nursing program. If a student enrolls in the prior nursing diploma or certificate track, he or she will be provided with an individualized plan of study that will allow him or her to complete required coursework intended to provide a solid foundation for the bachelor's degree curriculum.

Practicum Experience

This program blends online coursework with a practicum experience. Students will participate in a supervised learning experience as a part of the capstone course (NU 499).

RN-to-Master of Science in Nursing Option

Students who are interested in earning both a bachelor's and master's degree in nursing may consider the RN-to-Master of Science in Nursing option. This option allows students to take up to three masters-level courses in lieu of baccalaureate-level open electives.

Specializations

No specializations are required in the Bachelor of Science in Nursing- RN to BSN program.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Bachelor of Science in Nursing – RN to BSN

TOTAL COURSE HOURS: 180 Check one: Quarter Hours
Semester Hours
Clock Hours

LENGTH OF PROGRAM: 8 Terms TUITION: \$28,350

RN to BSN (Prior Associate's Degree Tack)

Core Requirements:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Prior Associate's Degree in Nursing	90
CS 204	Professional Presence	3
HU 280	Bioethics	5
MM 207	Statistics	5
SC 246	Fundamentals of Microbiology	5
SC 435	Genetics	6
ONE OF THE FOLLOWING		
HU 200	Critical Evaluation in the Humanities	5
HU 245	Ethics	5
HU 250	Humanities and Culture	5
ONE OF THE FOLLOWING		
SS 211	The 1960's: Reshaping the American Dream	5
SS 236	People, Power and Politics – An introduction to American Government	5
SS 250	The Technological Revolution: A Social Scientific Approach	5

Major Requirements:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
-----------------------------	----------------------------	----------------------------

NU 300	Professional Leadership Transitions	6
NU 310	Nursing Research	6
NU 333	Physical Assessment for the Professional Nurse	5
NU 416	Nursing Care of the Older Adult	6
NU 420	Leadership and Management in the Changing Health Care Environment	6
NU 450	Public Health Nursing: Population-Centered Health Care in the Community	6
NU 499	Bachelor's Capstone in Nursing	6
	OPEN ELECTIVES -	15
	Number of Credit/Clock Hours in Specialty Courses: (including the Electives and Prior Associate's Degree)	146 / 180 = 81%
	Number of Credit/Clock Hours in General Courses:	34 / 180 = 19%
	Number of Credit/Clock Hours in Liberal Arts:	10 / 180 = .05%
	Total Program Requirements:	180

RN to BSN (Prior Nursing Diploma or Certificate Track)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Prerequisite Requirements	
	Prior Nursing Diploma or Certificate in Nursing	50
CM 107	College Comp I	0
CM 220	College Comp II	0
MM 212	College Algebra	0
PS 124	Introduction to Psychology	0
	Core Requirements	
CS 204	Professional Presence	3
HU 280	Bioethics	5

MM 207	Statistics	5
SC 246	Fundamentals of Microbiology	5
SC 435	Genetics	6
Choose one of the Following		
HU 200	Critical Evaluation in the Humanities	5
HU 245	Ethics	5
HU 250	Humanities and Culture	5
Choose one of the Following		
SS 211	The 1960s – Reshaping the American Dream	5
SS 236	People, Power and Politics – An Introduction to American Government	5
SS 250	The Technological Revolution – A Social Scientific Approach	5
Major Requirements		
NU 300	Professional Leadership Transitions	6
NU 310	Nursing Research	6
NU 333	Physical Assessment for the Professional Nurse	5
NU 416	Nursing Care of the Older Adult	6
NU 420	Leadership and Management in the Changing Health Care Environment	6
NU 450	Public Health Nursing – Population-Centered Health Care in the Community	6
NU 499	Bachelor's Capstone in Nursing	6
	Open Electives	55
	Number of Credit/Clock Hours in Specialty Courses: (including the Electives and Prior Diploma/Certificate)	146 / 180 = 81%
	Number of Credit/Clock Hours in General Courses:	34 / 180 = 19%
	Number of Credit/Clock Hours in Liberal Arts:	10 / 180 = .05%
Total Program Requirements:		180

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, www.library.kaplan.edu/content.php?pid=150035, also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

2. Number of volumes of professional material:

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

3. Number of professional periodicals subscribed to:

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road

Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

5. List any post graduation certifications or licensure requirements/name of organization.

There are no certifications or licensure requirements for the RN to BSN program.

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
 ** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	108	Full-time:	15	Part-time:	93
---	------------	-------------------	-----------	-------------------	-----------

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Adelman, Deborah	PhD		3 yr. 10 mo.		x	
Alexander, Lucy	BSN, MSN, PhD		4yr. 3 mo.		x	
Edds, Kelley	MHNP, MSN		5 yr.		x	
Fant, Cathy	BSN, MSN, PhD		5 yr. 4 mo.		x	
Flurry, Kellee	MSN		6 yr. 3 mo.		x	
Kieffer, Susan	MSN/Ed.		6 yr. 7 mo.		x	
Lewis-Washington, Cynthia	DNP, FNP		1.5 yr.		x	
Liken, Michelle	PhD, CNS		5 yr.		x	
Mason, Wendy	Phd, MHNP		5.5 yr.		x	
Rogers, Tami	MSN/DVM		2 yr.		x	
Theiss, Mary Anne	PhD		4 yr. 11 mo.		x	
Thomas-Eckroade, Melissa	MSN		5 yr. 11 mo.		x	
Towne, Tracy	MSN		5 yr. 2 mo.		x	
Turner, Cynthia	DNP, FNP		4.5 yr.		x	
Wood, Laura	MSN		3 yr. 11 mo.		x	

Adams, Belinda Jeanette	BSN, MSN, PhD		8 mos.			x
Allen-Beatley, Tiffany	MSN/Ed.		6 yr. 5 mo.			x
Anderson, Lanette	MSN/JD		6 yr.			x
Andrews, Janice	MSN		7 yr. 4 mo.			x
Araich, Manjit	DNP, FNP		7 mos.			x
Auler, Anna	PhD		3 yr.			x
Baldis, Leisa	MSN		2 yr. 7 mo.			x
Beddoe, Amy	PhD		2 yr. 8 mo.			x
Beechinor, Linda	DNP, FNP		3 yr. 3 mo.			x
Benzel-Lindley, Jean	PhD		2 yr. 4 mo.			x
Bivens, Megan	MSN		3 yr. 1 mo.			x
Boyd, Diane	ANP, MHNP		4 yr. 10 mo.			x
Brandau, Melvina	MSN		3 yr. 2 mo.			x
Brennan, Rita	DNP		4 yr. 1 mo.			x
Crawford, Angela	MSN, PNP		5 yr. 4 mo.			x
Crittenden, Amy	MSN		2 yr. 10 mo.			x
Curcio, Kristin	DNP, A/GNP		8 mo.			x
Curtis-Masano, Nicole	BSN, MSN		3 yr. 2 mo.			x
Davis, Cathy	MSN, Neonatal NP		2 yr.			x

Diggins, Kristene	DNP, FNP, GNP		1 yr. 11 mo.			x
Ellison, Nina	DNP, FNP		9 mos.			x
Erickson, Barbara	MSN		3 yr.			x
Eslinger-Vaughn, Tina	MSN		7 yr. 3 mo.			x
Fair, Betty	PhD		5 yr. 3 mo.			x
Findley, Barbara	MSN, CNS		4 yr. 10 mo.			x
Forsythe, Lyida	MSN, MA, PhD		1 yr. 7 mo.			x
Frander, Elizabeth	DNP, FNP		2 yr. 6 mo.			x
Gilbert, Pamela	BSN, MSN, DNP		1 yr.			x
Gordon, Jean	BSN, MSN		1 yr. 3 mo.			x
Goudounis, Joan	MSN		3 yr. 2 mo.			x
Grissom, Julie	MSN		2 yr.			x
Guthrie, Becky	MSN, FNP		8 mo.			x
Haizlip, Joan (Based in IN)	MSN, CNS		9 yr. 4 mo.			x
Halpin, Michelle	DNP, CNS		2 yr.			x
Hamric, Michelle (Based in IN)	MSN		2 yr.			x
Harris, Colleen	(DNP, MBA, MSN)		1 yr. 11 mo.			x
Higgins, Toinette	PhD, CNE		1 yr. 2 mo.			x
Hodges, Stephanie	BSN, MSN, DNP		3 yr. 3 mo.			x

Hudson, Kandi	BSN, MSN, EdD		3 yr. 6 mo.			x
Hvingelby, Henriette	PhD, Acute Care NP,		9 mo.			x
Isnetto, Jessica	DNP, FNP		9 mo.			x
Johnston, Sue	DNP, FNP		9 mo.			x
Jordan, Mary	DNP, FNP		2 yr. 2mo.			x
Kohal, Betty	DNP		1 yr. 2 mo.			x
Krause, Krista	MSN, FNP		3.5 yr.			x
Landry, Michael	BSN, MSN, DNS		1.5 yr.			x
Layton, Susan	BSN, MSN, EdD		5 yr.			x
Leffel, Cynthia	MSN		2 yr. 2 mo.			x
Lehmann, Shelly	MSN		5 yr. 8 mo.			x
Lewis, Jeremy	MSN		9 mo.			x
Litwhiler, Heather	MSN		2 yr. 2 mo.			x
Lockett, Lynnae	MSN		3 yr. 1 mo.			x
Lockhart, Robin	MSN		1 yr. 7 mo.			x
MacDonald, Maureen	MSN		1 yr 11 mo.			x
Mahlan, Elaina	MSN		2 yr. 9 mo.			x
McKnight, Heather	DNP		2 yr. 2 mo.			x

McQuinston, Linda (Based in IN)	BSN, MSN, PhD		11 mo.			x
Martin, Deanna	MSN		2 yr. 6 mo.			x
Nickerson, Carolyn	EdD		1 yr. 1 mo.			x
O'Hare, Marion	BSN, MSN, PhD		4 yr. 4 mo.			x
Patton, Carol	PhD, FNP, CNE		6 yr. 1 mo.			x
Pedulla, Michelle	DNP, PNP		2 yr.			x
Ramsey, Carolyn	PhD, ANP		3 yr. 7 mo.			x
Raymond, Alice	PhD		5 yr. 2 mo.			x
Redden, Shari	EdD		3 yr. 4 mo.			x
Reid, Kelli	MSN		2 yr 3 mo.			x
Reyes, Jimmy	DNP		1 yr. 7 mo.			x
Richter, Martha	DNP, CRNA		9 mo.			x
Roberts, Heather	MSN		5 yr. 8 mo.			x
Robinson, Sabrina	PhD, FNP, MPH		6 mo.			x
Royster, Tomeka	DNP, General Practice NP		2 yr. 10 mo.			x
Rubio, Lori	MSN, Acute Care NP		2 yr.			x
Shenkman, Laura	FNP		3 yr. 4 mo.			x
Sokolowich, Janelle	MSN		2 yr. 10 mo.			x
Spiegel, Kathryn	BSN, MS, PhD		5 yr.			x

Theodore, Donna	MSN		2 yr. 1 mo.			x
Thomas, Maria	DNP		1 yr. 10 mo.			x
Treschuk, Judith	BSN, MSN, PhD		5 yr. 3 mo.			x
Trigg, Brenda	DNP, Acute Care NP, CNE		1 yr. 2 mo.			x
Turner, Hortense	(MSN, CNE, CPN)		5 mo.			x
Wanneh, Eveline	MSN		1 yr. 1 mo.			x
Ward, Charlotte	PhD, CNE		1 yr.			x
Weeks, Donna	DNP, CNS		1 yr. 9 mo.			x
Wegmann, Jo Ann	BSN, MSN, PhD		6 yr. 4 mo.			x
Wehner, Lisa	MSN		3 yr. 1 mo.			x
White, Holly	MSN		5 yr. 2 mo.			x
White-Williams, Angelique	DSN		4 yr. 3 mo.			x
Whitworth, Tara	MSN		6 yr. 3 mo.			x
Williams, Tammy	MSN		2 yr.			x
Wood, Cassandra	MSN		3 yr. 3 mo.			x
Wright, Kathy	DNP, PNP		1 yr. 9 mo.			x
Zuniga, Gina	MSN, CNE		1 yr. 11 mo.			x
Zurcher, Natasha	MSN		2 yr. 9 mo.			x

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution:
Degree Program:
Locations:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

There are no certifications or licensure requirements for the RN to BSN program. Students who enter the program already possess a Registered Nurse license to practice their profession in Indiana.

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

There are no certifications or licensure requirements for the RN to BSN program.

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify
The specific professional industry standard(s) and/or best practice(s):
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Yes, curriculum is based on the following sources: American Association of Colleges of Nursing ("The Essentials of Baccalaureate Education" and "The Essentials of Master's Education"), and NONPF (National Organization of Nurse Practitioner Faculties).

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

The program is accredited by the Commission on Collegiate Nursing Education.

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

Not applicable as program is a bachelor degree.

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

A Bachelor of Science in Nursing is considered essential for registered nurses seeking broader professional responsibilities and career opportunities. The program is specifically designed for Registered Nurses to enhance skills, better meet the complex demands of health care, and pursue employment in numerous nursing and management specialties.

Specific career paths include: Head Nurse, Department Manager, Clinical Staff Recruiter, Public Health Nurse, Clinical Consultant.

Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal program)**

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University - Indianapolis

Name of Program Master of Science in Finance

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MS

Name of Person Preparing this Form Benjamin Lyon

Telephone Number 312-385-1385 **Application Type**

Date the Form was Prepared 9/4/2014 New Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Science in Finance program focuses on helping students gain advanced technical knowledge and skills in a range of financial areas. Courses help increase the students' understanding of the factors that influence high-level decision making and provide students with opportunities to develop and implement critical thinking skills to solve complex financial problems.

The program is designed to prepare students to make quality decisions based on the analysis of financial information. The curriculum encourages students to be lifelong learners and addresses the evolving professional skills of master's degree students.

The general program is designed to help students develop specific skills in the areas of financial planning, corporate finance, banking, financial markets, and investment management. Completion of this program may be especially beneficial for students who wish to pursue a variety of opportunities in the financial service sector.

Specializations

Students are required to select a specialization in financial analysis or financial planning.

Certified Financial Planner Board of Standards Certification Information

The Master of Science in Finance with a specialization in financial planning is a CFP Board-Registered Program in financial planning education. The Master of Science in Finance with a specialization in financial planning meets the specific criteria for educating individuals who wish to fulfill the education component for obtaining CFP(R) certification. Individuals who meet CFP Board's education requirement are eligible to sit for the CFP(R) Certification Examination. Successful completion of the education and examination components completes two of the core prerequisites to obtain CFP(R) certification.

The Master of Science in Finance program consists of a minimum of 56 quarter credit hours. Upon successful completion of the program, students will be awarded a Master of Science degree. Kaplan University anticipates that around 15% of its students will be students who completed previous studies at our institution.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Master of Science in Finance

TOTAL COURSE HOURS: 56 Check one: Quarter Hours Semester Hours Clock Hours

LENGTH OF PROGRAM: 2 Years TUITION: \$24,696

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
CORE REQUIREMENTS		
GB 512	BUSINESS COMMUNICATIONS	4
GF 500	FINANCIAL INSTITUTIONS AND MARKETS	4
GF 510	RISK ANALYSIS AND MANAGEMENT	4
GF 520	CORPORATE FINANCE	4
GF 530	FINANCIAL STATEMENT ANALYSIS	4
GF 540	INVESTMENT AND SECURITIES ANALYSIS	4
GF 550	RETIREMENT PLANNING AND EMPLOYEE BENEFITS	4
GF 560	FIXED-INCOME AND FUTURES INVESTING	4
GF 570	PORTFOLIO MANAGEMENT	4
GF 599	GRADUATE CAPSTONE IN FINANCE	4
<u>OPEN ELECTIVES*</u>		16
<u>SPECIALIZATION REOMNTS.</u>		
(Financial Analysis)		
GB 540	ECONOMICS FOR GLOBAL DECISION MAKERS	4

GF 580	ETHICS FOR FINANCIAL PROFESSIONALS	4
GF 581	FINANCIAL STRATEGIES FOR A GLOBAL ENVIRONMENT	4
GF 582	STATISTICAL METHODS FOR DECISION MAKING	4
<u>SPECIALIZATION REQMNTS.</u>		
(Financial Planning)		
GF 590	PERSONAL FINANCIAL PLANNING	4
GF 591	INDIVIDUAL INSURANCE PLANNING	4
GF 592	INCOME TAX PLANNING AND STRATEGIES	4
GF 593	ESTATE PLANNING	4
*Specialization courses are completed within the open electives requirement of the degree plan		

Number of Credit/Clock Hrs. in Specialty: $\frac{16}{56}$ / $\frac{56}{56}$ Percentage: $\frac{29}{71}$
Number of Credit/Clock Hrs. in General Courses: $\frac{40}{56}$ / $\frac{56}{56}$ Percentage: $\frac{71}{71}$
If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, www.library.kaplan.edu/content.php?pid=150035, also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. Reference services are well used, with thousands of questions coming to Library staff annually. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase. Starting in 2013, the Library has worked with curriculum to embed subject-specific library materials directly into the classroom, and by early 2014 there will be an active Library link leading to relevant materials and services in each course.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

2. Number of volumes of professional material:

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects relevant to our degree programs. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

3. Number of professional periodicals subscribed to:

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.

Marion County Law Library – 200 E. Washington
 Indianapolis Central Library – 202 N. Alabama
 Shelby Library – 2502 Shelby Street

5. List any post graduation certifications or licensure requirements/name of organization.

Students who complete the financial analysis specialization may be eligible to take the Certified Financial Analyst (CFA) certification exam.

Students who complete the financial planning specialization may be eligible to take the Certified Financial Planner™ (CFP) Certification Examination.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 12 Full-time: 4 Part-time: 8

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

Faculty for Master of Science in Finance						
List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Full-time	Part-time
Crystal Gifford	DBA – Business Administration	6	4	15	x	
William Hudson	PhD - Financial Economics	1	3	22		x
Kathryn Huff	PhD - Financial Economics	12	3	30		x
Zhenhu Jin	PhD - Finance	5	7	20		x
Bruce Kuhlman	PhD - Business Admin/Finance	10	3	16	x	
Ana Machuca	PhD - Financial Management	19	11	8	x	
Mitchell Miller	DBA - Business Admin	18	10	0		x
James Moten	PhD - Business	0	3	0		x

	Admin					
Dale Prondzinski	DBA - Finance	15	4	8		x
Juan Roman	DBA - Business Admin	12	3	7		x
Mustafa Sayim	DBA - International Business Finance	3	3	5		x
Geoffrey Vanderpal	DBA - Business Admin	23	5	12	x	

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution:
Degree Program:
Locations:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

Yes.

Students who complete the financial analysis specialization may be eligible to take the Certified Financial Analyst (CFA) certification exam.

Students who complete the financial planning specialization may be eligible to take the Certified Financial Planner™ (CFP) Certification Examination.

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

The Master of Science in Finance with a specialization in financial planning meets the specific criteria for educating individuals who wish to fulfill the education component for obtaining CFP(R) certification.

Individuals who meet CFP Board's education requirement are eligible to sit for the CFP(R) Certification Examination. Successful completion of the education and examination components completes two of the core prerequisites to obtain CFP(R) certification.

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Yes, the Master of Science in Finance with a specialization in financial planning is a CFP Board-Registered Program in financial planning education.

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

Not required.

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

Not applicable as this is a Master Degree program.

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Completion of the program prepares graduates for employment in the financial service sector such as Financial Managers, Budget Analysts, Financial Analysts and Personal Financial Advisors.

Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal program)**

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University - Indianapolis

Name of Program Master of Science in Health Education

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MS

Name of Person Preparing this Form Benjamin Lyon

Telephone Number 312-385-1385 **Application Type**

Date the Form was Prepared 9/4/2014 X New Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Science in Health Education program helps prepare students to pursue a variety of career opportunities within the health education and promotion industry. The curriculum is designed to provide students with content knowledge and skills in the broad areas of health education. Additionally, students will study concepts, values, research methods, and applications that could help them prepare for leadership positions in health education organizations at the local, state, regional, and national levels.

The curriculum is centered on industry-standard competencies published by the National Commission for Health Education Credentialing (NCHEC) for Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES).

These courses teach students to apply principles of health education in order to develop ethical and appropriate individual, group, or community education interventions for a wide range of health issues. If a student already works in the health education field, he or she may use this degree to refine, apply, and improve the analysis, design, implementation, and evaluation of his or her interventions.

The Masters of Science in Health Education does not prepare graduates to be teachers. The goal of the program is to prepare students to work within the Public Health sector designing, implementing, and evaluating health education programs offered by agencies such as the American Red Cross, American Health Association or American Cancer Society.

The Master of Science in Health Education program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, students will be awarded a master of science degree. Kaplan University does not track how many students from its undergraduate programs will enroll in this program. However, since there is no undergraduate equivalent we would anticipate a low percentage.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Master of Science in Health Education

TOTAL COURSE HOURS: 52 Check one: Quarter Hours Semester Hours Clock Hours

LENGTH OF PROGRAM: 2 Years TUITION: \$20,020

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ET 503	USING TECHNOLOGY—APPLICATIONS IN THE CONTENT AREAS	4
HA 515	LEADERSHIP IN HEALTH CARE	4
HA 560	COMMUNITY HEALTH ASSESSMENT	4
HD 505	INTRODUCTION TO HEALTH EDUCATION	4
HD 510	CURRENT HEALTH ISSUES FOR HEALTH EDUCATORS	4
HD 530	HEALTH, ENVIRONMENT, AND SUSTAINABILITY FOR HEALTH PROFESSIONALS	4
HD 540	CURRENT TRENDS IN EXERCISE AND FITNESS FOR THE HEALTH EDUCATOR	4
HD 625	HEALTH EDUCATION DESIGN, IMPLEMENTATION, AND ADMINISTRATION	4
NS 600	ADVANCED NUTRITIONAL ASSESSMENT AND EDUCATION FOR HEALTH EDUCATORS	4
PU 515	PRINCIPLES OF BIostatISTICS	4
PU 520	PRINCIPLES OF EPIDEMIOLOGY	4
PU 630	HEALTH EDUCATION AND COMMUNICATION	4
HD 599	MASTER'S CAPSTONE IN HEALTH EDUCATION	4

Number of Credit/Clock Hrs. in Specialty: 52 / 52 Percentage: 100

Number of Credit/Clock Hrs. in General Courses: _____ / Percentage: _____

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: _____ / Percentage: _____

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, www.library.kaplan.edu/content.php?pid=150035, also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. Reference services are well used, with thousands of questions coming to Library staff annually. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase. Starting in 2013, the Library has worked with curriculum to embed subject-specific library materials directly into the classroom, and by early 2014 there will be an active Library link leading to relevant materials and services in each course.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

2. Number of volumes of professional material:

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects relevant to our degree programs. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

3. Number of professional periodicals subscribed to:

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street

Indiana University, University Library – 755 West Michigan Street
 Special Services Div-In Street Library – 140 N. Senate Ave.
 Indiana State Library – 140 N. Senate Ave.
 Marion County Law Library – 200 E. Washington
 Indianapolis Central Library – 202 N. Alabama
 Shelby Library – 2502 Shelby Street

5. List any post graduation certifications or licensure requirements/name of organization.

There are no post-graduation licensure requirements for this program.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 7 Full-time: 1 Part-time: 6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Full-time	Part-time
Kindann Barahona	Doctoral Degree in Behavioral Health Science	2	1	8		x
Matthew Caines	Doctor of Health Education	7	4	7	x	
Sherry Grover	Doctoral Degree of Health Sciences	14	5	7		x
Nicole Hare-Everline	Doctor of Health Science	13	1	6		x
Jeff Housman	Doctoral Degree in Health Education	12	1	12		x
Marilyn Moering-Watkins	Doctoral Degree in Public Health Science	20	1	15	x	
Bruce Ragon	Doctoral Degree in Public Health	23	2	20	x	

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Kaplan University
Degree Program: Masters in Health Education
Locations:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

No – this is not applicable to this program.

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

Certification is not required to work in the fields available to program graduates. However, graduates of the program may be eligible to sit for the Certified Health Education Specialist Exam, a voluntary certification program. Eligibility for that exam is determined by the National Commission for Health Education.

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify
The specific professional industry standard(s) and/or best practice(s):
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Yes, curriculum is centered on industry-standard competencies published by the National Commission for Health Education Credentialing (NCHEC) for Certified Health Education Specialists (CHES) and Master Certified Health Education Specialists (MCHES).

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

No – this is not applicable to this program.

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

Not applicable.

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Graduates of this program work in agencies such as the American Red Cross, American Health Association, or Cancer Society (as well as many other similar agencies). Their role would be to design broad education programs related to specific health concerns and then implement those programs. Graduates with experience in this field would be eligible to move into program coordinator or administrator roles.

Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal
program)**

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Kaplan University

Name of Program Master of Science in Nursing

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) MSN

Name of Person Preparing this Form Benjamin Lyon

Telephone Number 312-385-1385

Date the Form was Prepared 9/4/2014 **Application Type**
 New
Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Science in Nursing program is designed to build on previous nursing education and clinical experience, prepare students to pursue advanced practice in a variety of health care settings, and lay a foundation to pursue doctoral education. The overall purpose of the master's degree program is to provide graduate education for advanced nursing roles that respond to the needs of individuals, families, and communities.

The program of study includes completion of the core curriculum, specialization courses, and an evidence-based project proposal. The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. Students will submit an evidence-based project proposal as the program's culminating experience, which is designed to serve as evidence of successful integration of the curriculum's diverse content areas.

Specializations

Students will choose from five specializations designed to provide further knowledge in their chosen specialty and their specific advanced role: nurse educator, executive leader, informatics, family nurse practitioner, or adult-gerontology nurse practitioner.

The nurse educator specialization is designed to prepare students to teach in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs. Upon graduation, students may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

The executive leader specialization is designed to prepare students to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. Upon graduation, students may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with the organization) provided by the American Nurses Credentialing Center.

The informatics specialization is designed to prepare students to meet the clinical, educational, research, and administrative challenges associated with working in a technology-rich environment. This specialization focuses on content and the representation of data and information, and incorporates computer, information literacy, and management competencies. Upon graduation, students may be prepared to use technology and information systems to advance evidence-based research and to pursue informatics leadership roles in health care, industry, and education settings. In addition, students may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

The family and adult-gerontology nurse practitioner specializations are designed to educate students on the topics of how to best provide primary care as a member of an interdisciplinary team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps students develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice. Upon completion of the adult-gerontology nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification. Upon completion of the family nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

If a student chooses the executive leader, nurse educator, or informatics specialization, he or she will complete a practicum experience designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility the student selects in consultation with the Practicum Coordinator.

If a student chooses the adult-gerontology nurse practitioner or family nurse practitioner specialization, he or she will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site the student selects in consultation with the faculty and the Practicum Coordinator.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Master of Science in Nursing

TOTAL COURSE HOURS: 65-100 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 7-10 Terms TUITION: \$23,920 – 36,800

Adult-Gerontology Nurse Practitioner – Specialization Requirements:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CORE REQUIREMENTS		
MN 501	Advanced Nursing Roles	5
MN 502	Theoretical Foundations of Advanced Nursing	5
MN 503	Advanced Statistics for the Health Sciences	5
MN 504	Inquiry and Evidence-Based Practice	5
MN 505	Health Promotion and Disease Prevention in a Diverse Community	5
MN 506	Ethical and Legal Perspectives of the Health Care System	5
MN 507	Health Policy, Financing, and Organization of Health Care Delivery Systems	5
SPECIALIZATION REQUIREMENTS		
MN 550	Role of the Nurse Practitioner in Primary Care	5
MN 551	Advanced Pathophysiology Across the Life Span	5
MN 552	Advanced Health Assessment	5
MN 553	Advanced Pharmacology Across the Life Span	5
MN 554	Primary Care Across the Adult Age Continuum I	5
MN 555	Primary Care Across the Adult Age Continuum II	5

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MN 556	Primary Care Across the Adult Age Continuum III	5
MN 560	Advanced Practice Nurse Clinical I	5
MN 561	Advanced Practice Nurse Clinical II	5
MN 562	Advanced Practice Nurse Clinical III	5
MN 600	Evidence-Based Practice Project	5
	Number of Credit/Clock Hours in Specialty Courses	55 / 90 = 61%
	Number of Credit/Clock Hours in General Courses	35 / 90 = 39%
	Number of Credit/Clock Hours in Liberal Arts:	N/A
	Total Program Requirements:	90

Executive Leader – Specialization Requirements (Core Courses are the Same) (65 Credit Hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	SPECIALIZATION REQUIREMENTS	
MN 512	Leadership, Organizational Theory, and Behavior	5
MN 513	Health Care Finance, Strategic Planning and Budgeting	5
MN 514	Human Resource Management	5
MN 515	Innovation in Healthcare Information Technology – Administrative and Advanced Practice Priorities	5
MN 520	Executive Leader Practicum	5
MN 600	Evidence-Based Practice Project	5

Number of Credit/Clock Hours in Specialty Courses	30 / 65 = 46%
Number of Credit/Clock Hours in General Courses	35 / 65 = 54%
Number of Credit/Clock Hours in Liberal Arts:	N/A
Total Program Requirements:	65

Family Nurse Practitioner – Specialization Requirements (Core Courses are the Same) (100 Credit Hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	SPECIALIZATION REQUIREMENTS	
MN 550	Role of the Nurse Practitioner in Primary Care	5
MN 551	Advanced Pathophysiology Across the Life Span	5
MN 552	Advanced Health Assessment	5
MN 553	Advanced Pharmacology Across the Life Span	5
MN 554	Primary Care Across the Adult Age Continuum I	5
MN 555	Primary Care Across the Adult Age Continuum II	5
MN 556	Primary Care Across the Adult Age Continuum III	5
MN 557	Primary Care for the Pediatric Patient	5
MN 560	Advanced Practice – Nurse Clinical I	5
MN 561	Advanced Practice – Nurse Clinical II	5
MN 562	Advanced Practice – Nurse Clinical Pediatrics	5
MN 599	Advanced Practice – Nurse Clinical III	5
MN 600	Evidence-Based Practice Project	5

Number of Credit/Clock Hours in Specialty Courses	65 / 100 = 65%
Number of Credit/Clock Hours in General Courses	35 / 100 = 35%
Number of Credit/Clock Hours in Liberal Arts:	N/A
Total Program Requirements:	100

Informatics – Specialization Requirements (Core Courses are the Same)
(65 Credit Hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SPECIALIZATION REQUIREMENTS		
MN 530	Critical Concepts and Competencies for the Informatics Nurse Specialist	5
MN 531	Innovation in Educational and Research Technologies	5
MN 532	Integration of Informatics Into the Health Care Environment	5
MN 533	Health Systems Project Management	5
MN 534	Nurse Informatics Specialist Practicum	5
MN 600	Evidence-Based Practice Project	5
Number of Credit/Clock Hours in Specialty Courses		30 / 65 = 46%
Number of Credit/Clock Hours in General Courses		35 / 65 = 54%
Number of Credit/Clock Hours in Liberal Arts:		N/A
Total Program Requirements:		65

Nurse Educator – Specialization Requirements (Core Courses are the Same)
(80 Credit Hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	SPECIALIZATION REQUIREMENTS	
MN 508	Teaching and Learning Strategies	5
MN 509	Curriculum Design	5
MN 510	Implementing Technology – Enhanced Learning in Nursing Education	5
MN 511	Assessment and Evaluation	5
MN 519	Nurse Educator Practicum	5
MN 551	Advanced Pathophysiology Across the Life Span	5
MN 552	Advanced Health Assessment	5
MN 553	Advanced Pharmacology Across the Life Span	5
MN 600	Evidence-Based Practice Project	5
	Number of Credit/Clock Hours in Specialty Courses	45 / 80 = 56%
	Number of Credit/Clock Hours in General Courses	35 / 80 = 44%
	Number of Credit/Clock Hours in Liberal Arts:	N/A
	Total Program Requirements:	80

II. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Through Kaplan University’s online library, students receive basic reference and circulation services. The library site, www.library.kaplan.edu/content.php?pid=150035, also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library’s collection but are required materials for specific programs.

Kaplan University’s online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

2. Number of volumes of professional material:

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

3. Number of professional periodicals subscribed to:

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

4. Other library facilities in close geographical proximity for student access:

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

5. List any post graduation certifications or licensure requirements/name of organization.

Upon completion of the executive leader specialization, students may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations

depending on the student meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the nurse educator specialization, students may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Upon completion of the informatics specialization, students may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

Upon completion of the adult-gerontology nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification.

Upon completion of the family nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

No license other than a registered nurse license is needed to practice as a Nurse Practitioner in Indiana. A license is needed for prescriptive authority. A student must graduate from a college or university accredited by the Commission on Recognition of Postsecondary Authority to obtain prescriptive authority - Kaplan University meets this standard. The recognizing body is the Indiana State Board of Nursing Professional Licensing Agency.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 53 Full-time: 5 Part-time: 48

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Alexander, Lucy	BSN, MSN, PhD		4yr. 3 mo.		x	
Edds, Kelley	MHNP, MSN		5 yr.		x	
Fant, Cathy	BSN, MSN, PhD		5 yr. 4 mo.		X	
Lewis-Washington, Cynthia	DNP, FNP		1.5 yr.		x	
Liken, Michelle	PhD, CNS		5 yr.		x	
Mason, Wendy	Phd, MHNP		5.5 yr.		x	
Turner, Cynthia	DNP, FNP		4.5 yr.		x	
Adams, Belinda Jeanette	BSN, MSN, PhD		8 mos.			x
Araich, Manjit	DNP, FNP		7 mos.			x
Beechinor, Linda	DNP, FNP		3 yr. 3 mo.			x
Boyd, Diane	ANP, MHNP		4 yr. 10 mo.			x
Crawford, Angela	MSN, PNP		5 yr. 4 mo.			x
Curcio, Kristin	DNP, A/GNP		8 mo.			x
Curtis-Masano, Nicole	BSN, MSN		3 yr. 2 mo.			x
Davis, Cathy	MSN, Neonatal NP		2 yr.			x
Diggins, Kristene	DNP, FNP, GNP		1 yr. 11 mo.			x
Ellison, Nina	DNP, FNP		9 mos.			x

Findley, Barbara	MSN, CNS	x
Frander, Elizabeth	DNP, FNP	x
Guthrie, Becky BPE AGENDA 82	MSN, FNP	x
Haizlip, Joan	MSN, CNS	x

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Forsythe, Lyida	MSN, MA, PhD		1 yr. 7 mo.			x
Gilbert, Pamela	BSN, MSN, DNP		1 yr.			x
Gordon, Jean	BSN, MSN		1 yr. 3 mo.			x
Hodges, Stephanie	BSN, MSN, DNP		3 yr. 3 mo.			x
Hudson, Kandi	BSN, MSN, EdD		3 yr. 6 mo.			x
Isnetto, Jessica	DNP, FNP		9 mo.			x
Johnston, Sue	DNP, FNP		9 mo.			x x
Jordan, Mary	DNP, FNP		2 yr. 2mo.			x
Krause, Krista	MSN, FNP		3.5 yr.			x x
Landry, Michael	BSN, MSN, DNS		1.5 yr.			x x x
Layton, Susan	BSN, MSN, EdD		5 yr.			x x x
McQuinston, Linda (Based in IN)	BSN, MSN, PhD		11 mo.			x x x
O'Hare, Marion	BSN, MSN, PhD		4 yr. 4 mo.			x x x
Patton, Carol	PhD, FNP, CNE		6 yr. 1 mo.			x
Pedulla, Michelle	DNP, PNP		2 yr.			x
Ramsey, Carolyn	PhD, ANP		3 yr. 7 mo.			x
Richter, Martha	DNP, CRNA		9 mo.			x x
Robinson, Sabrina	PhD, FNP, MPH		6 mo.			x x
Royster, Tomeka	DNP, General		2 yr. 10 mo.			x x
Rubio, Lori	MSN, Acute Care NP		2 yr.			x
Shenkman, Laura	FNP		3 yr. 4 mo.			x
Spiegel, Kathryn	BSN, MS, PhD		5 yr.			x
Treschuk, Judith	BSN, MSN, PhD		5 yr. 3 mo.			x
Trigg, Brenda	DNP, Acute Care NP,		1 yr. 2 mo.			x x
Weeks, Donna	DNP, CNS		1 yr. 9 mo.			x x
Wegmann, Jo Ann	BSN, MSN, PhD		6 yr. 4 mo.			
Wright, Kathy	DNP, PNP		1 yr. 9 mo.			x x

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Kaplan University
Degree Program:
Locations:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

No license other than a registered nurse license is needed to practice as a Nurse Practitioner in Indiana. A license is needed for prescriptive authority. A student must graduate from a college or university accredited by the Commission on Recognition of Postsecondary Authority to obtain prescriptive authority - Kaplan University meets this standard. The recognizing body is the Indiana State Board of Nursing Professional Licensing Agency.

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

Upon completion of the executive leader specialization, students may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations depending on their meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the nurse educator specialization, students may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Upon completion of the informatics specialization, students may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification examination.

Upon completion of the adult-gerontology nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification.

Nationally, specialty certification is generally required for employment as a nurse practitioner. Specialty certification is not generally required for employment in the other nursing fields listed in this application.

+++++

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Yes, curriculum is based on the following sources: American Association of Colleges of Nursing ("The Essentials of Baccalaureate Education" and "The Essentials of Master's Education"), and NONPF (National Organization of Nurse Practitioner Faculties).

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

The online Master of Science in Nursing program, which offers nurse educator, executive leader, informatics, adult-gerontology nurse practitioner, and family nurse practitioner specializations, is accredited by the Commission on Collegiate Nursing Education (CCNE). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner.

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s):

Not applicable.

+++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

The program is designed to lead to careers in the following fields, among others, Nurse Educator, Director of Nursing, Nurse Practitioner, Clinical Nurse Leader.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 9, 2014

DECISION ITEM B:

Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs

Staff Recommendation

That the Board for Proprietary Education adopt the *Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs*.

Background

The Board had a request from an institution to review the current policy on the minimum number of credit and clock hours required for associate degree programs: 96 quarter hours, 64 semester hours, or 960 clock hours. No such policy currently exists for baccalaureate degree programs.

Based on a review of policies for undergraduate degree programs in place for Indiana public institutions, regional accrediting bodies, such as the Higher Learning Commission (HLC), and national accreditors, such as the Accrediting Council for Independent Colleges and Schools (ACICS), the staff concludes that it would be appropriate to adopt the following policy:

Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs

Associate and baccalaureate degree programs approved by the Board for Proprietary Education shall require, respectively, the following minimum number of credit or clock hours:

Associate Degree Programs

- 90 Quarter credit hours, or
- 60 Semester credit hours, or
- 960 Clock hours;

Baccalaureate Degree Programs

- 180 Quarter credit hours, or
- 120 Semester credit hours, or
- 1,920 Clock hours.

Supporting Documents

None