

AGENDA

Board for Proprietary Education

BOARD MEETING

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

Tuesday, December 10, 2013

- 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 SEPTEMBER BOARD MEETING..... 1**
- IV. EXECUTIVE DIRECTOR’S REPORT.....7**
- V. DISCUSSION ITEM**

None
- VI. DECISION ITEMS**
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VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

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

**STATE OF INDIANA
Board for Proprietary Education**

Minutes of Meeting

Monday, September 30, 2013

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 1:00 p.m. at 101 West Ohio Street, Suite 550, H. Kent Weldon Board Room, with Chairman Dr. Ken Sauer presiding.

II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present:

Bruce Bloomberg, Ken Konesco, Joe Pearson, and Ken Sauer

Guests Present:

Amber Nicole Ying

It was determined that there was a quorum for the September 30, 2013 Board meeting.

III. CONSIDERATION OF THE MINUTES OF THE JUNE BOARD MEETING

The Board for Proprietary Education approved the Minutes of the June 18, 2013 meeting.

Mr. Ken Konesco moved for acceptance. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

IV. EXECUTIVE DIRECTOR'S REPORT

Dr. Ken Sauer stated that each item on the agenda had previously been discussed during the September 17, 2013 BPE Planning Committee Meeting.

V. TIME – SENSITIVE ACTION ITEMS

A. Academic Degree Programs

**1. American College of Education
New Degree Requests**

Representing American College of Education was:
Amber Nicole Ying

Mr. Ross Miller presented the staff report recommending that American College of Education be granted approval to offer two Master Degree programs exclusively via distance education technology.

- *M.Ed. in Instructional Design and Technology*
- *M.Ed. in School and Community Health Education*

Mr. Joe Pearson made the motion to approve the staff recommendation to grant approval to American College of Education to award the above mentioned programs. Mr. Ken Konesco seconded the motion. The motion was unanimously approved.

**2. Art Institute of Indianapolis
New Degree Request**

Mr. Ross Miller presented the staff report recommending that the Art Institute of Indianapolis be granted approval to offer one Baccalaureate degree program at the Indianapolis campus.

- *Bachelor of Science in Game Art and Design*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to Art Institute of Indianapolis to award the above mentioned program. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

**3. Franklin University of Ohio at Indianapolis
New Degree Request**

Mr. Ross Miller presented the staff report recommending that Franklin University of Ohio at Indianapolis be granted approval to offer one Baccalaureate degree program at one location:

- *Bachelor of Science in Risk Management and Insurance at Indianapolis*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to Franklin University of Ohio at Indianapolis for the above mentioned program. Mr. Bruce Bloomberg seconded the motion. The motion was unanimously approved.

**4. Medtech College: Two Associate of Applied Science Degree Programs at Three Locations
New Degree Requests**

Mr. Miller presented the staff report recommending that Medtech College be granted approval to offer two Associate of Applied science degree programs at three locations with the stipulation that Instructor Qualification Records be submitted to the Board prior to implementation.

- *Associate of Applied Science in Medical Practice Administrator offered at Fort Wayne, Indianapolis, and Greenwood*
- *Associate of Applied Science in Radiology Technologists offered at Fort Wayne, Indianapolis, and Greenwood*

Mr. Joe Pearson made the motion to approve the staff recommendation with the stated stipulation. Mr. Bruce Bloomberg seconded the motion. The motion was unanimously approved.

**5. National American University
New Degree Requests**

Mr. Miller presented the staff report recommending that National American University be granted approval to offer nine Baccalaureate degree programs at one location, and one Doctoral degree program at one location:

- *Bachelor of Science in Business Administration Emphasis in Accounting at Indianapolis*
- *Bachelor of Science in Business Administration Emphasis in Financial Management at Indianapolis*
- *Bachelor of Science in Business Administration Emphasis in Human Resources Management at Indianapolis*
- *Bachelor of Science in Business Administration Emphasis in Information Systems at Indianapolis*
- *Bachelor of Science in Business Administration Emphasis in Management at Indianapolis*
- *Bachelor of Science in Business Administration Emphasis in Marketing at Indianapolis*
- *Bachelor of Science in Business Administration Emphasis in Tourism and Hospitality Management at Indianapolis*
- *Bachelor of Science in Information Technology Emphasis in Computer Security and Forensics at Indianapolis*
- *Bachelor of Science in Information Technology Emphasis in Management Information Systems at Indianapolis*
- *Doctorate of Education in Community College Leadership at Indianapolis*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to National American University for the above mentioned degree programs. Mr. Bruce Bloomberg seconded the motion. The motion was unanimously approved.

**6. National College
New Degree Requests**

Mr. Miller presented the staff report recommending that National College be granted approval to offer one Associate of Science degree program at three locations and one Baccalaureate degree program at one location:

- *Associate of Applied Science in Software Development and Engineering at Fort Wayne, Indianapolis, and South Bend*
- *Bachelor of Science in Network Administration at Indianapolis*

Mr. Bruce Bloomberg made the motion to approve the staff recommendation to grant approval to National College for the above mentioned degree programs. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

7. Radiological Technologies University VT New Degree Requests

Mr. Miller presented the staff report recommending that Radiological Technologies University VT be granted approval to offer three Master of Science degree programs at one location:

- *Master of Science in Healthcare Administration – Executive Specialization at South Bend*
- *Master of Science in Healthcare Administration – Oncology Specialization at South Bend*
- *Master of Science in Healthcare Administration – Radiology Specialization at South Bend*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to Radiological Technologies University VT for the above mentioned degree programs. Mr. Joe Pearson seconded the motion. The motion was unanimously approved.

B. Findings of Facts and Conclusions of Law

1. William Moss v. Lincoln College of Technology at Indianapolis
Notice of Submission and Recommended Findings of Fact and Conclusions of Law

Mr. Miller presented the staff report recommending adoption of the Fact and Conclusions of Law by the Attorney Law Judge (ALJ). The Board had the option to modify or order a new trial if they so choose. Mr. Joe Pearson made the motion to approve the staff recommendations to adopt the Findings of Fact and Conclusions of Law by the ALJ in the case of William Moss vs. Lincoln College of Technology at Indianapolis. Mr. Ken Konesco seconded the motion. The motion was unanimously approved.

2. Lynda Sutherland v. Brown Mackie College at South Bend
Notice of Submission and Recommended Findings of Fact and Conclusions of Law

Mr. Miller presented the staff report recommending adoption of the Fact and Conclusions of Law by the Attorney Law Judge (ALJ). The Board had the option to modify or order a new trial if they so choose. Mr. Ken Konesco made the motion to accept the staff recommendations to adopt the Findings of Fact and Conclusions of Law by the ALJ in the case of Lynda Sutherland v. Brown Mackie College at South Bend. Mr. Bruce Bloomberg seconded the motion. The motion was unanimously approved.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

None.

VIII. ADJOURNMENT - approximately 1:45 p.m.

The next meeting of the Board will be on Tuesday, December 10, 2013.

Dr. Ken Sauer, Chairman

Date

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**Tentative Schedule of Dates for the 2014
Board for Proprietary Education Business Meetings**

Tuesday, March 11, 2014	10:00 am - 12:30 pm
Tuesday, June 10, 2014	10:00 am - 12:30 pm
Tuesday, September 9, 2014	10:00 am - 12:30 pm
Tuesday, December 9, 2014	10:00 am - 12:30 pm

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 10, 2013

DECISION ITEM A-1:

Embry-Riddle Aeronautical University: Three Baccalaureate and Five Master of Science Degree Programs Offered at One Location

Staff Recommendation

That the Board for Proprietary Education approve the B.S in Aviation Security, B.S. in Fire Science, B.S. in Transportation, M.S. in Engineering Management, M.S. in Leadership, M.S. in Occupational Safety Management, M.S. in Space Education, and M.S. in Systems Engineering in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Embry-Riddle Aeronautical University is regionally accredited by the Southern Association of Colleges and Schools (SACS). SACS accredits Embry-Riddle Aeronautical University in 35 states including Indiana. The National Center for Education Statistics (NCES) does not presently list enrollment data for Embry-Riddle Aeronautical University at Indianapolis.

Degree Program Profiles

Bachelor of Science (B.S.) in Aviation Security at Indianapolis

This program consists of 120 semester hours, with 53% of the courses in the specialty. The faculty consists of ten individuals, all of whom are part-time. Of the ten individuals, one has a Ph.D., one has a J.D., and eight have a Master's degree.

Bachelor of Science (B.S.) in Fire Science at Indianapolis

This program consists of 120 semester hours, with 42% of the courses in the specialty. The program includes an option for Fire and Emergency Services Specialization. The faculty consists of six individuals, all of whom are part-time. Of the six individuals, one has a Ph.D., one has a J.D., and four have a Master's degree.

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

This program consists of 120 semester hours, with 52% of the courses in the specialty. The faculty consists of ten individuals, all of whom are part-time. Of the ten individuals, one has a Ph.D., one has a J.D., and eight have a Master's degree.

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

This program consists of 36 semester hours, with 50% of the courses in the specialty. The program includes specialization options in Financial Management, Project Management, Systems Engineering, Leadership, Management, Logistics and Supply Chain Management, and Aviation/Aerospace Management. The faculty consists of 12 individuals, all of whom are full-time. Of the 12 individuals, three have a Ph.D., eight have a Doctorate, and one has a Master's degree.

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

This program consists of 36 semester hours, with 83% of the courses in the specialty. The faculty consists of 18 individuals, all of whom are part-time. Of the 18 individuals, nine have a Ph.D., and the remaining nine have a Doctorate degree.

*Master of Science (M.S.) in Occupational Safety Management
at Indianapolis*

This program consists of 36 semester hours, with 100% of the courses in the specialty. The faculty consists of 14 individuals, of whom four are full-time, and 10 are part-time. Of the 14 individuals, seven have a Ph.D., three have a Doctorate, two have a J.D., and two have a Master's degree.

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

This program consists of 36 semester hours, with 42% of the courses in the specialty. The program includes 15 hours of credit transfer from Nova Southeastern University. The faculty consists of nine individuals, all of whom are full-time. Of the nine individuals, three have a Ph.D., three have a Doctorate, and three have a Master's degree.

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

This program consists of 30 semester hours, with 60% of the courses in the specialty. The faculty consists of nine individuals, all of whom are full-time. Of the nine individuals, five have a Ph.D., and four have a Doctorate degree.

Supporting Documents

Degree Applications

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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 Aviation Security

TOTAL COURSE HOURS: 120 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 4 years TUITION: \$325.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ASCI 412	Corporate and Business Aviation	3
ASCI 406	Airborne Law Enforcement	3
MGMT 408	Airport Management	3
MGMT 415	Airline Management	3
ASEC 310	Introduction to Security	3
SCTY 312	Global Crime and Criminal Justice System	3
SCTY 385	Intelligence Analysis-Writing and Briefing	3
SCTY 400	Airport Security	3
SCTY 485	Corporate Security	3
SCTY 488	National Security Issues and Terrorism	3
ASEC 410	Physical Security	3
ASEC 420	General Aviation Security	3
ASEC 430	Counterterrorism for Aviation	3
ASEC 490	Aviation Security Capstone Course	3
AVIATION SECURITY AREA OF CONCENTRATION (Select 7 courses)		
ASCI 410	Unmanned Sensing Systems	
ASCI 315	Unmanned Aerial Systems and Operations	3

SCTY 315	Studies in Intelligence I	3
SCTY 415	Studies in Intelligence II	3
SCTY 311	Fundamentals of Occupational Safety and Health	3
SFTY 345	Aviation Safety Program Manager	3
SFTY 409	Aviation Safety	3
TRAN 321	Air Transportation System	3
TRAN 421	Transportations Safety and Security	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENGL 123	English Composition	3
SPEECH/ ENGLISH	Electives	6
HUMN 330	Values and Ethics	3
HUMN	Elective	3
ECON 210	Microeconomics	3
ECON 211	Macroeconomics	3
Social Science	History/Government/Social Science/Psychology/Economics elective	3
PHYS 102	Explorations in Physics	3
Physical/ Life Science	Physics/Biology/Meteorology electives	3
MATH 111	College Mathematics for Aviation I	3
MATH 112	College Mathematics for Aviation II	3
CSCI 109	Introduction to Computers and Applications	3
MATH 211/ or MATH 222	Statistics with Aviation Application – or- Business Statistics	
ASCI 202	Aeronautical Science for Management	3
ASCI 254	Aviation Legislation	3
RSCH 202	Introduction to Research Methods	3
MGMT 201	Principles of Management	3
MGMT 210	Financial Accounting	3
MGMT 221	Introduction to Management Information Systems	3

Number of Credit/Clock Hrs. in Specialty: 63 / 120 Percentage: 53%
Number of Credit/Clock Hrs. in General Courses: 57 / 120 Percentage: 47%
Total

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

**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:	10	Full-time:		Part-time:	10
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
Cansler, Robert	MS in Management	30+	4	3		X
Cuthbert, Stephen	JD	30+	20	1		X
Lloyd, Scott	MPA	30+	7	15		X
McFarland, Jerry	MA in communications	30	20	9		X
McFarland, Michael	MS Info and Communications	19	11	10		X
McLean, Charles	MA Economics	30+	9	6		X
Musick, Victoria	MBA	25+	9	5		X
Stewart, George	MS Intergrated Logistics	23	3	2		X
York, LeRoy	MAS Aero Sci	30+	8	0		X
Zimmerman, Donald	PhD Thermal Science	40+	20	20+		X

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Bachelor of Science in Aviation Security
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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++++

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.

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**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 **Embry-Riddle Aeronautical University**

Name of Program **Bachelor of Science in Fire Science**

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

Name of Person Preparing this Form **Dustin M. Heil**

Telephone Number **386-226-4936** **Application Type**

Date the Form was Prepared **8/30/2013** **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.

This program is designed to provide theoretical foundations for leadership and administration of fire service organizations. Aviation Emergency Management Specialty focuses on the fire and aviation safety leadership and management skills and technical knowledge needed to lead the fire and emergency services organizations into the future. Fire and Emergency Services Specialty focuses on the leadership and management skills and technical knowledge needed to lead the fire and emergency services organizations into the future.

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 Fire Science

TOTAL COURSE HOURS: 120 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 4 years TUITION: \$325.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ASCI 254	Aviation Legislation	3
ASCI 401	Airport Development and Operations	3
ASCI 412	Corporate and Business Aviation	3
FIRE 301	Community Risk Reduction for the Fire & Emergency Services	3
FIRE 302	Fire Dynamics	3
FIRE 303	Fire Protection Structures & Systems Design	3
FIRE 305	Fire Prevention Organization and Management	3
FIRE 400	Analytical Approaches to Public Fire Protection	3
FIRE 401	Application of Fire Research	3
FIRE 403	Disaster Planning and Control	3
FIRE 404	Managerial Issues in Hazardous Materials	3
FIRE 405	Personnel Management for the Fire & Emergency Services	3
FIRE 480	Advanced Principles in Fire & Emergency Services Safety & Survival	3
SFTY 320	Human Factors in Aviation Safety	3
SFTY 330	Aircraft Accident Investigation	3
SFTY 350	Aircraft Crash and Emergency Management	3
SFTY 409	Aviation Safety	3

OR-

Fire and Emergency Services Specialization

FIRE 300	Fire-Related Human Behavior	3
FIRE 301	Community Risk Reduction for the Fire & Emergency Services	3
FIRE 302	Fire Dynamics	3
FIRE 303	Fire Protection Structures & Systems Design	3
FIRE 304	Fire Investigation and Analysis	3
FIRE 305	Fire Prevention Organization and Management	3
FIRE 400	Analytical Approaches to Public Fire Protection	3
FIRE 401	Application of Fire Research	3
FIRE 402	Fire and Emergency Services Administration	3
FIRE 403	Disaster Planning and Control	3
FIRE 404	Managerial Issues in Hazardous Materials	3
FIRE 405	Personnel Management for the Fire & Emergency Services	3
FIRE 406	Political and Legal Foundations of Fire Protection	3
FIRE 410	Terrorism: Roots and Responses	3
FIRE 480	Advanced Principles in Fire & Emergency Services Safety & Survival	3
SFTY 341	Occupational Safety and Health Program Management	3
SFTY 420	Systems Design for Fire and Life Safety	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENGL 123	English Composition	3
SPEECH/ ENGLISH	Electives	6
HUMN 330	Values and Ethics	3
HUMN	Elective	3
ECON 210	Microeconomics	3

ECON 211	Macroeconomics	3
Social Science	History/Government/Social Science/Psychology/Economics elective	3
Physical/Life Science	Physics/Biology/Meteorology electives	6
MATH 111/or MATH 140	College Mathematics for Aviation I -or- College Algebra	3
MATH 112/or MATH 142	College Mathematics for Aviation II -or- Trigonometry	3
CSCI 109	Introduction to Computers and Applications	3
MATH 211/ or MATH 222	Statistics with Aviation Application – or- Business Statistics	3
WEAX 201	Meteorology I	3
RSCH 202	Introduction to Research Methods	3
Open Electives	Open Electives	15
Specified Electives	Choose 9 credits from ASCI/SFTY/FIRE courses	9

Number of Credit/Clock Hrs. in Specialty: $\frac{51}{69}$ / $\frac{120}{120}$ Percentage: $\frac{42\%}{58\%}$
Number of Credit/Clock Hrs. in General Courses: $\frac{69}{69}$ / $\frac{120}{120}$ Percentage: $\frac{58\%}{58\%}$
Total

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

**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:	6	Full-time:		Part-time:	6
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
Cuthbert, Stephen	JD	30+	20	1		X
McFarland, Jerry	MA in communications	30	20	9		X
McFarland, Michael	MS Info and Communications	19	11	10		X
McLean, Charles	MA Economics	30+	9	6		X
York, LeRoy	MAS Aero Sci	30+	8	0		X
Zimmerman, Donald	PhD Thermal Science	40+	20	20+		X

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Bachelor of Science in Fire Science
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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++++

Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

++++
++++

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.

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**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 Embry-Riddle Aeronautical University

Name of Program Bachelor of Science in Transportation

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

Name of Person Preparing this Form Dustin M. Heil

Telephone Number 386-226-4936 Application Type

Date the Form was Prepared 8/30/2013 **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 Bachelor of Science in Transportation degree is designed for adults who work or would like to work in the field of transportation. The program incorporates a systematic approach to developing concepts and constructs of the transportation industry as the critical element in the physical distribution function of our market economy. Students will be introduced to both the science and practical applications of five primary modes of transportation and their importance to political, social and economic forces. The elements of this program when integrated and sequenced as designed provide a dynamic and rigorous learning experience. The multiple modes of transportation are major components in the growth and expansion in world trade as well as a catalyst for globalization. The program is focused on the physical and economic aspects of transportation with a bias towards the aviation and aerospace industries. Graduates will be able to provide safe, effective and efficient use of air, highway, rail, water and pipelines assuring the continued success of their organizations. The program has been designed to meet the rigors of a career in transportation and provide the necessary knowledge required of a professional in transportation and related fields.

TRANSPORTATION AREA OF CONCENTRATION

The Transportation Area of Concentration (TAOC) is the degree area where credit for prior transportation learning and experience is placed. Maximum credit that can be awarded in the TAOC for the Bachelor Degree is 15 semester hours.

Many students bring in all or part of this credit based on prior transportation training or experience. However, shortages in the credit required can be made up by taking courses from a list of specified electives. Sources of prior learning credit include the following:

1. Transfer credit in transportation earned at accredited degree granting colleges and universities.
2. The recommendations published by the American Council on Education for U.S. Military training and experience as well as training conducted by other government agencies and private organizations.
3. Prior-learning credit established by the University for certain Transportation Licenses

- and ratings as they relate to this degree.
4. Validated Advanced Placement (VAP) process.

DUPLICATE CREDIT

Many Embry-Riddle courses are designed to teach the same skills and knowledge that Transportation students have acquired through experience and training. Students who complete courses in the same transportation specialty for which they were granted Transportation Area of Concentration credit would be duplicating coverage of the same subject matter. Credit for completion of such courses will not be applied toward degree requirements.

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 Transportation

TOTAL COURSE HOURS: 120 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 4 years TUITION: \$325.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
TRAN 274	Transportation Science	3
TRAN 301	Transportation Legislation	3
TRAN 321	Air Transportation Systems	3
TRAN 331	Road and Highway Transportation	3
TRAN 341	Railroad Operations	3
TRAN 351	Urban Transportation and City Planning	3
TRAN 361	Marine Transportation	3
TRAN 371	Pipelines, Land Use and the Environment	3
TRAN 401	Transportation and the Environment	3
TRAN 411	Strategic Intermodal Alliances	3
TRAN 421	Transportation Safety and Security	3
TRAN 490	Transportation Capstone Course	3
TRANSPORTATION SPECIFIED ELECTIVES		
	Any 300 – 400 level ASCI, SCTY, SFTY courses – OR- any of the following courses:	3
ECON 420	Economics of Air Transportation	3
MGMT 415	Airline Management	3
WEAX 201	Meteorology	3

Transportation Area of Concentration		15
SEE in Description Above		
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENGL 123	English Composition	3
SPEECH/ ENGLISH	Electives	6
HUMN 330	Values and Ethics	3
HUMN	Elective	3
ECON 210 or ECON 210	Microeconomics or Macroeconomics	3
Social Science	History/Government/Social Science/Psychology/Economics elective	3
PHYS 102	Explorations in Physics	3
Physical/ Life Science	Physics/Biology/Meteorology electives	3
MATH 111/or MATH 140	College Mathematics for Aviation I -or- College Algebra	3
MATH 112/or MATH 142	College Mathematics for Aviation II -or- Trigonometry	3
CSCI 109	Introduction to Computers and Applications	3
MATH 211/ or MATH 222	Statistics with Aviation Application – or- Business Statistics	3
RSCH 202	Introduction to Research Methods	3
MGMT 201	Principles of Management	3
MGMT 210	Financial Accounting	3
MGMT 221	Introduction to Management Information Systems	3
MGMT 314	Human Resources Management	3
MGMT 390	Business Law	3

Number of Credit/Clock Hrs. in Specialty: $\frac{63}{120}$ / $\frac{120}{120}$ Percentage: $\frac{52\%}{48\%}$
Number of Credit/Clock Hrs. in General Courses: $\frac{57}{120}$ / $\frac{120}{120}$ Percentage: $\frac{48\%}{48\%}$
Total

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

**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:	10	Full-time:		Part-time:	10
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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
Cansler, Robert	MS in Management	30+	4	3		X
Cuthbert, Stephen	JD	30+	20	1		X
Lloyd, Scott	MPA	30+	7	15		X
McFarland, Jerry	MA in communications	30	20	9		X
McFarland, Michael	MS Info and Communications	19	11	10		X
McLean, Charles	MA Economics	30+	9	6		X
Musick, Victoria	MBA	25+	9	5		X
Stewart, George	MS Intergrated Logistics	23	3	2		X
York, LeRoy	MAS Aero Sci	30+	8	0		X
Zimmerman, Donald	PhD Thermal Science	40+	20	20+		X

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Bachelor of Science in Transportation
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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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.

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INDIANA BOARD FOR
PROPRIETARY EDUCATION

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 Embry-Riddle Aeronautical University

Name of Program Master of Science in Engineering Management

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

Name of Person Preparing this Form Dustin M. Heil

Telephone Number 386-226-4936 Application Type

Date the Form was Prepared 8/30/2013 **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 Engineering Management (MSEM) degree is designed for working professionals who possess prior degrees in engineering, math, physical science, computer science or other STEM field and who desire to add management skills. The degree is designed to assist those students to move into managerial roles in technical organizations. The degree expands on the student's existing technical skills adding management knowledge and skills.

Technical organizations require managers who understand the technical nature of the firm's business. Upon completion of the multi-disciplinary degree students will have the knowledge to become managers in a technical organization. The program combines a core curriculum with a selection of concentrations allowing students to expand their knowledge in an area of interest. Concentrations include financial management, project management, systems engineering, leadership, management, logistics and supply chain management and aviation/aerospace management. These concentrations provide the student the opportunity to specialize in an area of their choice and interest allowing the student to tailor their degree in a manner that best fulfills their career objectives.

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 Engineering Management

TOTAL COURSE HOURS: 36 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$545.00 a credit hour

Number of Credit/Clock Hrs. in Specialty: 18 / 36 Percentage: 50
 Number of Credit/Clock Hrs. in General Courses: 18 / 36 Percentage: 50
 Total

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

Master of Science in Management Core

Course	Title	Credits
TMGT 605	Organizational Theory in a Technical Environment	3
EMGT 514	Professional Service Marketing	3
EMGT 523	Engineering Economic Analysis	3
PMGT 501	Fundamentals of Project Management	3
MGMT 524	Management Science	3
MGMT 533	Federal Regulations, Ethics and the Legal System	3
Total Core Credits		18

Technical Electives: (Take one of the quality courses plus 2 more)

Course	Title	Credits
SYSE 625	Systems Quality Assurance	3
MGMT 532	Philosophy, Principles and Practices in Quality	3
MBAA 522	Business Research Methods	3
LGMT 683	Supply Chain Management	3
TMGT 555	Applied Regression Analysis	3
ASCI 609	Aircraft Maintenance Management*	3
Total Tech Elective Credits		9
CONCENTRATION (Take one of seven concentrations)		9
Total Degree Requirements		36

*Students selecting the Aviation/Aerospace concentration must take ASCI 609. Students in other concentrations may not take ASCI 609.

Specializations

Specialization 1 Financial Management

Course	Title	Credits
MBAA 517	Managerial Accounting for Decision Making	3
MBAA 518	Managerial Finance	3
EMGT 618	Introduction to Financial Engineering: Futures and Options	3

Specialization 2 Project Management

Course	Title	Credits
PMGT 502	Effective Communications for Managing Projects	3
PMGT 613	Assessing and Managing Project Risk	3
PMGT 614	Planning, Directing, and Controlling Projects	3

Specialization 3 Systems Engineering

Course	Title	Credits
SYSE 530	Systems Requirements Analysis and Modeling	3
SYSE 560	Introduction to Systems Engineering Management	3
SYSE 610	System Architecture Design and Modeling	3

Specialization 4 Leadership

Course	Title	Credits
MSLD 500	Leadership Foundations in Research	3
MSLD 511	Organizational Leadership	3
MSLD 521	Leadership Communication	3

Specialization 5 Management

Course	Title	Credits
Students must complete 9 credit hours from the preceding list of courses		
MGMT 653	Labor Issues in an Industrial Environment	3
MGMT 671	Entrepreneurship and Leadership	3
MGMT 672	Planning and Execution of Strategy	3
MGMT 673	Global Economic Analysis	3

Specialization 6
Logistics and Supply Chain Management

Course	Title	Credits
Students must complete 9 credit hours from the preceding list of courses		
LGMT 536	Purchasing for Logistics and Supply Chain Managers	3
LGMT 636	Transportation Management	3
LGMT 682	Integrated Logistics Management	3
LGMT 685	Global Logistics and Supply Chain Management	3

Specialization 7
Aviation/Aerospace Management

Course	Title	Credits
Students must complete 9 credit hours from the preceding list of courses		
ASCI 612	Aviation/Aerospace Industrial Safety Management	3
ASCI 641	Production and Procurement Management in the Aviation/Aerospace Industry	3
ASCI 642	International Aviation Policy	3
ASCI 643	Management of Research and Development of the Aviation/Aerospace Industry	3
ASCI 644	Integrated Logistics in Aviation Management	3
ASCI 645	Airport Operations and Management	3
ASCI 646	Airline Operations and Management	
Students must complete 9 credit hours from the preceding list of courses		

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

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:	14	Full-time:	14	Part-time:	-
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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
Anderson, Kent	D.B.A. in Management	30+	15		X	
Bellnap, Mark	Doctor of Public Administration	30+	8		X	
Carlton, Larry	D.B.A.	30+	17		X	
Douglass, Merrill	D.B.A	30+	9		X	
Harsha, Robert	Master of Education	30+	24		X	
Henkel, Thomas	Doctor of Education	30+	28		X	
Hernandez, David	Ph.D. in Electrical Engineering	12				
Materna, Robert	Ph.D. in International Business	20+	10		X	
Rietsema, Kees	Ph.D. in Business	30+	10		X	
Ross, Patrick	Doctor of Education	30+	15		X	
Schultz, James	Doctor of Education	30+	22	30+	X	
Walter, Tommy	Doctor of Education	30+	10		X	

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Master of Science in Engineering Management
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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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.

INDIANA BOARD FOR
PROPRIETARY EDUCATION

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 Embry-Riddle Aeronautical University

Name of Program Master of Science in Leadership

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

Name of Person Preparing this Form Dustin M. Heil

Telephone Number 386-226-4936 Application Type

Date the Form was Prepared 8/30/2013 **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 Leadership degree helps students develop the competencies that are essential for leading an organization effectively.

Through this comprehensive curriculum, you will learn how to:

- Inspire the best from those around you
- Communicate powerfully and develop additional sources of influence
- Understand your leadership capacities and minimize your blind spots
- Coach and mentor others to achieve their potential
- Analyze and diagnose organizational issues that impact your team's performance
- Anticipate the need for organizational change and renewal
- Establish and foster a high-performing culture across your organization

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 Leadership

TOTAL COURSE HOURS: 36 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$545.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MSLD 500	Leadership Foundations in Research	3
MSLD 511	Organizational Leadership	3
MSLD 520	Management Skills for Leaders	3
MSLD 521	Leadership Communication	3
MSLD 630	Organizational Change and Development	3
MSLD 631	Leading High Performance Teams	3
MSLD 632	Decision Making for Leaders	3
MSLD 633	Strategic Leadership	3
MSLD 634	Leadership Ethics and Corporate Social Responsibility	3
MSLD 690	Graduate Leadership Capstone	3
	ELECTIVE COURSES	
	Select any two graduate level courses of 3 credits from the College of Business	6
	Total Degree Requirement	36

Number of Credit/Clock Hrs. in Specialty:	<u>30</u>	/	<u>36</u>	Percentage:	<u>83</u>
Number of Credit/Clock Hrs. in General Courses:	<u>6</u>	/	<u>36</u>	Percentage:	<u>17</u>
Total					

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

**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:	18	Full-time:		Part-time:	18
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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
Barta, Marguerite	Ph.D. - Doctor of Philosophy	20	1			X
Beasley, Sheri	Ph.D. - Doctor of Philosophy	17	1			X
Bryant, Sandra	Ph.D. - Doctor of Philosophy	25	1			X
Egrie, Jennifer	D.B.A. - Doctor of Business Administration	8	1			X
Erickson, Robert	Ph.D. - Doctor of Philosophy	22	1			X
Gibbs, Samuel	D.Mgt. - Doctor of Management	7	1			X
Green, Carolyn	D.Mgt. - Doctor of Management	7	1			X
Limas, Joe	D.Mgt. - Doctor of Management	14	1			X
Nichols, Charles	Ph.D. - Doctor of Philosophy	17	13			X
Ross, Tara	Ph.D. - Doctor of Philosophy	23	1			X
Runyon, Richard	D.Mgt. - Doctor of Management	3	1			X
Smith, Thomas	Ph.D. - Doctor of Philosophy	27	1			X
Sorden, Steve	Ed.D. - Doctor of Education	17	1			X
Spruill, Edric	D.Mgt. - Doctor of Management	15	1			X
Sulton, James	Ed.D. - Doctor of Education	10	1			X
Watkins, Nancy	Ed.D. - Doctor of Education	19	1			X
Wells, Lenard	Ph.D. - Doctor of Philosophy	20	1			X
Whitaker, Mary	Ph.D. - Doctor of Philosophy	7	1			X

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Master of Science in Leadership
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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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.

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**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 Embry-Riddle Aeronautical University

Name of Program Master of Science in Occupational Safety Management

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

Name of Person Preparing this Form Dustin M. Heil

Telephone Number 386-226-4936 Application Type

Date the Form was Prepared 8/30/2013 **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 risk of workplace injuries, illnesses and fatalities present a serious threat in any industry. Organizations rely heavily upon safety professionals to help them mitigate these risks and maintain a safe and healthy work environment. This graduate degree program helps students develop the skills and knowledge they need to effectively anticipate, recognize, evaluate, prevent and control workplace safety and occupational health hazards within numerous industries.

Through the focused curriculum, which includes writing case studies, writing safety policies and initiatives, and participating in collaborative projects, you will gain a solid foundation in the critical aspects of occupational safety, including:

- Safety management
- Ergonomics
- Systems safety
- Industrial toxicology
- Safety legislation
- Regulatory compliance
- Environmental protection

The intensive research component will expose students to statistics and research methodology that is both applicable to the workplace and good preparation for a doctoral program. And through the graduate capstone project, students will explore a real-world safety problem, applying their new knowledge to develop a workable solution.

The Occupational Safety Management coursework also helps prepare students for certification by the Board of Certified Safety Professionals.

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 Occupational Safety Management

TOTAL COURSE HOURS: 36 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$545.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SFTY 510	Industrial Hygiene and Toxicology	3
SFTY 530	Safety, Health and Environmental Legislation, Litigation & Compliance	3
SFTY 540	Disaster Preparedness and Emergency Response	3
SFTY 570	Fire Safety Management	3
SFTY 580	Environmental Protection for the Safety, Health and Environmental Manager	3
SFTY 590	Hazard Control Methods in Occupational Safety and Health	3
SFTY 600	Occupational Safety and Health Management	3
SFTY 619	Human Factors and Ergonomics	3
SFTY 630	System Safety Programs	3
SFTY 691	Graduate Capstone Course	3
RSCH 665	Statistical Analysis	3
RSCH 670	Research Methods	3
Total Degree Requirement		36

Number of Credit/Clock Hrs. in Specialty: 36 / 36 Percentage: 100
 Number of Credit/Clock Hrs. in General Courses: 0 / 36 Percentage: 0
 Total

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

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**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:	14	Full-time:	4	Part-time:	10
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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
Earnshaw, Keith	Ph.D. - Doctor of Philosophy	30 +	6			X
Hamilton, John	J.D. - Juris Doctorate	30 +	20			X
Hardy, Karim	D. - Doctoral	7	1		X	
Joseph, Ajit	Ph.D. - Doctor of Philosophy	20	1			X
Marcham, Cheryl	Ph.D. - Doctor of Philosophy	9	7			X
Martin, Dawn	Ph.D. - Doctor of Philosophy	17	3			X
McAndrew, Ian	M.S. - Master of Science	20	9		X	
Miller, Brenda	Ed.D. - Doctor of Education	20	20			X
Moran, Katherine	Ed.D. - Doctor of Education	20	16		X	
Selden, Meridith	Ph.D. - Doctor of Philosophy	7	1			X
Smith, Todd	Ph.D. - Doctor of Philosophy	18	2		X	
Springer, Aaron	J.D. - Juris Doctorate	30 +	16			X
Velazques-delgado, Domingo	Ph.D. - Doctor of Philosophy	20	1			X
Williams, Alan	M.B.A. - Master of Business	30 +	10			X

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Master of Science in Occupational Safety Management
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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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.

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**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 Embry-Riddle Aeronautical University

Name of Program Master of Science in Space Education

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

Name of Person Preparing this Form Dustin M. Heil

Telephone Number 386-226-4936 Application Type

Date the Form was Prepared 8/30/2013 **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 Space Education (MSSE) was developed and is offered in collaboration with Nova Southeastern University's Fischler School of Education and Human Services. * This fully online program unites Embry-Riddle's aerospace expertise with Nova Southeastern's esteemed education curriculum. For elementary and secondary school educators as well as those in private industry, such as museum and science center personnel, this program offers the once-in-a-lifetime opportunity to learn about space from the people making history today – and to impart that knowledge to those who will lead the missions of tomorrow.

The program covers critical concepts in space studies and teaches effective strategies for applying those concepts in an educational context. Convenient online delivery makes it possible for all educators, even those employed full time, to enhance their teaching ability and earning power with an advanced specialized degree.

** Nova Southeastern University courses are online. Individual courses may require a practical field experience that can be completed at a local school of your choice.*

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 Space Education

TOTAL COURSE HOURS: 36 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$545.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Space Studies Focus	
	Embry-Riddle Aeronautical University Courses	21
	Nova Southeastern University Courses	15
	<u>Total Degree Requirement</u>	<u>36</u>
	ERAU Course Selection	3
ASCI 511	Earth Observation and Remote Sensing	3
ASCI 512	Space Mission and Launch Operations	3
ASCI 513	Space Habitation and Life Support Systems	3
ASCI 603	Aircraft and Spacecraft Development	3
ASCI 604	Human Factors in the Aviation/Aerospace Industry	3
	ELECTIVE COURSES	
	Select any two from the following electives	
ASCI 514	Computer-Based Instruction	3
ASCI 601	Applications in Space: Commerce, Defense and Exploration	3
ASCI 610	Instructional Systems Design Project	3
ASCI 611	Aviation/Aerospace systems Safety	3

ASCI 614	Aviation/Aerospace Curriculum Development	3
ASCI 634	Aviation/Aerospace Systems Safety	3
ASCI 636	Advanced Aviation/Aerospace Planning Systems	3
ASCI 654	Adult Teaching and Learning Techniques	3
Total ERAU credits		21

Number of Credit/Clock Hrs. in Specialty: $\frac{15}{36}$ / $\frac{36}{36}$ Percentage: $\frac{42}{58}$
Number of Credit/Clock Hrs. in General Courses: $\frac{21}{36}$ / $\frac{36}{36}$ Percentage: $\frac{58}{58}$
Total

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

**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:	9	Full-time:	9	Part-time:	-
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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
Carlton, Larry	Doctor of Business Administration	30+	17		X	
Godsey, Orin L.	Master of Business Administration	20	16		X	
Holley, Samuel	Ph.D. in Education	30+	13		X	
McAndrew, Ian	Ph.D. in Mechanical Engineering	20	9		X	
Moran, Katherine	Doctor of Education	20	16		X	
Poole, William	Master of Business Administration	30+	20		X	
Schultz, James	Doctor of Education	30+	22	30+	X	
Teepie, William	Master of Business Administration	30+	31	30+	X	
Watret, John	Ph.D. in Mathematics	30+	24		X	

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Master of Science in Space Education
Locations: Indianapolis, Indiana

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:
The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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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.

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**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 Embry-Riddle Aeronautical University

Name of Program Master of Science in Systems Engineering

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

Name of Person Preparing this Form Dustin M. Heil

Telephone Number 386-226-4936 Application Type

Date the Form was Prepared 8/30/2013 **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.

Complex engineering projects are at the heart of modern business. In order to innovate, adapt, thrive, and survive, organizations must undertake efforts that require the coordination of different teams, the understanding of complex technology and tools, and the integration of interdepartmental work processes. Leaders who can effectively manage these efforts are in high demand across many industries.

The Master of Science in Systems Engineering (MSSysE) degree program prepares and qualifies students to take on such a role. Through this focused curriculum, students will establish a solid foundation of fundamental systems-engineering knowledge, learning how to apply a systems perspective to business and technology.

The program is offered in two tracks, allowing students to tailor their education to their career goals. The Technical track concentrates on system design, analysis, and implementation. The Engineering Management track concentrates on organization, process, and management.

The MSSysE delivers exceptional learning and an esteemed credential for systems engineers entering the field, engineers wishing to broaden their perspective or advance to management positions, and managers seeking the knowledge and skills necessary for engineering products and services from a systems perspective.

I. 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 Systems Engineering

TOTAL COURSE HOURS: 30 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 2 years TUITION: \$1050.00 a credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SYSE 500	Fundamentals of Systems Engineering	3
SYSE 530	System Requirements Analysis and Modeling	3
SYSE 560	Introduction to System Engineering Management	3
SYSE 625	System Quality Assurance	3
SYSE 697	Systems Engineering Project	3
	Select Track from the following	
	TOTAL HOURS	18
	Technical Track	
SYSE 610	System Architecture Design and Modeling	3
	Engineering Management Track	
SYSE 660	Organizational Systems Management	3
	ELECTIVE COURSES	
	Electives will be chosen from existing Embry-Riddle Daytona Beach and Worldwide courses in other disciplines, and must be approved by the student's advisor or program coordinator.	12
	Total Degree Requirement	30

Number of Credit/Clock Hrs. in Specialty: 18 / 30 Percentage: 60
 Number of Credit/Clock Hrs. in General Courses: 12 / 30 Percentage: 40
 Total

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:

Hunt Library, Embry-Riddle Aeronautical University 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114-3900. Open Monday through Friday 8:00 am to 5:00 pm with 40 full and part time staff. The Hunt Library provides access to materials, information resources, services and facilities to students, faculty and staff in support of the University's commitment to excellence in teaching, learning and research. As an academic support unit, the library maintains flexibility and is proactive in meeting the changing information needs of its clientele. The Hunt Library is the primary information center for the Daytona Beach Campus as well as for Embry-Riddle Worldwide and Worldwide Online students. The library links the information needs of the University community with existing resources either locally or through sharing agreements and technological resources.

2. Number of volumes of professional material:

Refer to Attachment A.

3. Number of professional periodicals subscribed to:

Refer to Attachment A.

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

Indianapolis Public Library's with Central Library located at One Library Square 40 E. St. Clair St. Indianapolis, IN 46204, 317-275-4100 and 22 branches located throughout the Indianapolis Marion country region.

**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:	9	Full-time:	9	Part-time:	0
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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
Anderson, Kent	D.B.A. in Management	30+	15		X	
Bellnap, Mark	Doctor of Public Administration	30+	8		X	
Carlton, Larry	D.B.A.	30+	17		X	
Conway, Bruce A.	Ph.D. in Engineering	48	35	10	X	
Douglass, Merrill	D.B.A	30+	9		X	
Hernandez, David	Ph.D. in Electrical Engineering	12			X	
Materna, Robert	Ph.D. in International	20+	10		X	
Rietsema, Kees	Ph.D. in Business	30+	10		X	
Whitacre, Walter E.	Ph.D. in Management of	32	10	N/A	X	

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

Institution: Embry-Riddle Aeronautical University
Degree Program: Master of Systems Engineering
Locations: Indianapolis campus, Indiana

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:

The State agency issuing the license(s):

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++++

Professional Certification

Does a graduate of this program need 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

The specific professional certification(s) needed:

The national organization issuing the certification(s):

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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.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 10, 2013

DECISION ITEM A-2:

Franklin University of Ohio at Indianapolis: Two Associate and Two Baccalaureate Degree Programs Offered at One Location

Staff Recommendation

That the Board for Proprietary Education approve the A.S in Communications, A.S. in Public Relations, B.S. in Emergency Management and Homeland Security, and B.S. in Internet Marketing, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Franklin University of Ohio at Indianapolis is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. HLC accredits Franklin University of Ohio in three states including Indiana. The National Center for Education Statistics (NCES) does not presently list enrollment data for Franklin University of Ohio at Indianapolis.

Degree Program Profiles

Associate of Science (A.S.) in Communications at Indianapolis

This program consists of 64 semester hours, with 52% of the courses in the specialty. The faculty consists of five individuals, of whom three are full-time and two are part-time. Of the five individuals, four have a Doctoral degree and one has a Master's degree.

Associate of Science (A.S.) in Public Relations at Indianapolis

This program consists of 64 semester hours, with 55% of the courses in the specialty. The faculty consists of five individuals, of whom two are full-time and three are part-time. Of the five individuals, two have a Doctoral degree and three have a Master's degree.

*Bachelor of Science (B.S.) in Emergency Management and
Homeland Security
at Indianapolis*

This program consists of 124 semester hours, with 60% of the courses in the specialty. The faculty consists of five individuals, of whom two are full-time and three are part-time. Of the five individuals, two have a Doctoral degree and three have a Master's degree.

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

This program consists of 124 semester hours, with 60% of the courses in the specialty. The faculty consists of seven individuals, of whom four are full-time and three are part-time. Of the seven individuals, three have a Doctoral degree and four have a Master's degree.

Supporting Documents

Degree Applications

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

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 Franklin University of Ohio

Name of Program Communications

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

Name of Person Preparing this Form Leslie Weibush

Telephone Number 614-947-6145 Application Type

Date the Form was Prepared 10/16/2013 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.

Communication skills are critical to career survival in the complex organizations of the 21st century and the Communications major (COMM) is an innovative program designed to enable students to achieve professional success through effective communication. The program emphasizes professional ethics, communication, collaboration, and creativity. The Communications program is designed to provide a solid understanding of the communication discipline while helping students develop specific knowledge and skills needed to succeed in competitive professional environments.

Students will compose messages for a variety of audiences using current communications formats, media, and technologies. All courses include current technologies and strategies employed by leading communication professionals. Students will create a customized professional communications portfolio to showcase their work. Our students and alumni are part of a larger community of communication professionals which literally spans the globe. Career choices for program graduates include technical writer, corporate communications, public relations, interactive communication management, training, recruiting, community relations, and web-page content developer.

Program graduates should be able to identify, structure, and manage the internal and external communication needs for for-profit and not-for-profit organizations. Specifically, graduates will do the following:

- Apply ethical reasoning to professional communications
- Demonstrate a grasp of communication processes, organizational systems, and the dynamics of leadership and groups
- Apply the forms of effective communication
- Demonstrate a grasp of human behavior in an organizational culture

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: AS Communications

TOTAL COURSE HOURS: 64 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: Varies TUITION: \$444/credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>Composition</u>	<u>Choose 1 course in English Composition</u>	<u>3</u>
<u>COMM 107</u>	<u>Introduction to Web Presentation & Publishing</u>	<u>1</u>
<u>COMM 150</u>	<u>Interpersonal Communication</u>	<u>4</u>
<u>COMM 315</u>	<u>Communication Ethics</u>	<u>4</u>
<u>COMM 321</u>	<u>Organizational Communication</u>	<u>4</u>
<u>COMM 335</u>	<u>Communication in Groups and Teams</u>	<u>4</u>
<u>GRPH 117</u>	<u>Graphic Editing Software</u>	<u>1</u>
<u>MKTG 300</u>	<u>Marketing</u>	<u>4</u>
<u>SPCH 100</u>	<u>Speech Communication</u>	<u>4</u>
<u>WRIT 320</u>	<u>Business & Professional Writing</u>	<u>4</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>Humanities</u>	<u>Choose 2 courses from the Humanities discipline</u>	<u>6</u>
<u>Mathematics</u>	<u>Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, MATH 220 Business Calculus, or MATH 215 Statistical Concepts</u>	<u>3</u>
<u>Sciences</u>	<u>Choose 2 courses from the Science discipline; one with a laboratory component.</u>	<u>6</u>

Social/Behavioral Sciences	Choose from the Anthropology, Economics, Psychology, and Sociology disciplines (courses must be in at least 2 different disciplines)	6
ECON 210	Introduction to Microeconomics OR	4
	ECON 220 Introduction to Macroeconomics	
HUMN 305	Global Issues	4
PF 321	Learning Strategies	2

Number of Credit/Clock Hrs. in Specialty:	<u>33</u>	/	<u>64</u>	Percentage:	<u>52%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>31</u>	/	<u>64</u>	Percentage:	<u>48%</u>
	<u>64</u>		<u>64</u>		<u>100%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u> </u>	/	<u> </u>	Percentage:	<u> </u>

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:

The Franklin University Nationwide Library supports student learning and effective teaching by providing services and resources to meet the information needs of the University's constituencies. The location of the library (Learning Resource Center) at Franklin University's Indianapolis location is Room 01 of the Lake Point Center 5 facility, 8415 Allison Pointe Blvd, Indianapolis, IN 46250.

Hours: Monday – Thursday 9am-6pm*; Friday 9am-5pm (Eastern Standard Time)

*The Learning Resource Center is open until 9pm on nights that classes are in session.

There is one full-time Learning Resources Coordinator (Librarian) at the Indianapolis location. This individual is credentialed with a Master's degree in Library and Information Science (MLIS) from an American Library Association-accredited institution.

In addition to the library facility at the Indianapolis location, all Franklin University students have access to services provided electronically or by phone through the Nationwide Library at Franklin's main campus in Columbus, Ohio during its hours of operation: Monday – Thursday 8am-10pm; Friday 8am-5pm; Saturday 8am-4pm; Sunday 1pm-5pm (Eastern Standard Time). These services include research assistance from a staff of eight full-time librarians, all credentialed with MLIS degrees from ALA-accredited institutions. Librarians can assist students remotely over the phone, by email, and by instant message chat (i.e. LibChat). The main point of access for these remote services is the Franklin University Nationwide Library's website: <http://www.franklin.edu/library/>

2. Number of volumes of professional material:

The Learning Resources Center at Franklin University's Indianapolis location contains a collection that supports the academic programs offered at that location. The Learning Resources Center currently holds 148 volumes in print, which comprise reference and ready reference materials. The collection will grow as necessary with the addition of new programs at the Indianapolis campus; the University Library makes a concerted effort to purchase most books and periodicals in electronic format to support its large number of online students who use library services remotely. The Library has a vast collection of electronic books, journals, and databases, which are accessible both on- and off-campus by all Franklin University students, 24 hours a day, 7 days a week.

To support its philosophy of meeting the information needs of the students it serves, Franklin University Nationwide Library holds membership in strategic library resource consortiums to provide a greater selection of electronic resources to all students, regardless of their location. The Library's membership in two Ohio-based consortiums, OhioLINK and OhioNET, gives it leverage to afford subscriptions to a large variety of electronic databases, which include electronic journals, books (i.e. ebooks), digital film, images and multimedia content. These electronic resources are available to Franklin University's Indianapolis students as well, through their myFranklin username and password.

Through Franklin University Library's OhioLINK consortium membership alone, the following amounts of resources are available remotely to all currently enrolled Franklin students:

- 150 electronic research databases
- 18,124 electronic journals
- Millions of electronic articles
- 62,000 electronic books (ebooks)
- Thousands of digital images, videos and sounds
- 26,000 theses and dissertations

In addition to consortium-sourced databases, the Library subscribes to many standalone (i.e., non-consortium) databases as well. All electronic resources are purchased to support the curriculum of Franklin University. For example, in support of the University's Business Administration degree programs, the Library subscribes to subject-specific databases like Standard and Poor's, Morningstar, and Business and Company Resource Center, among many others, to provide students with access to financial material and business periodicals not freely available online.

The General Education courses are also supported by electronic journal article databases such as Global Issues in Context and Academic Search Complete, as well as electronic book databases like ebrary, ACLS Humanities, and netLibrary. These resources are easily accessible with a student's myFranklin username and password, whether they are on campus or a distance learner. A full list of the University's electronic databases can be found on the library website at <http://www.franklin.edu/library/articles-databases/>

3. Number of professional periodicals subscribed to:

Franklin University's Nationwide Library provides access to over 150 electronic research databases containing over 18,000 journal and magazine titles, representing millions of full-text articles. There are over 12.5 million full-text scholarly articles available in the Electronic Journal Center database alone. The Learning Resources Center relies on these electronic journal subscriptions to assist Indianapolis students with the periodical resources they need for research and assignments.

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

IUPUI: Indiana University – Purdue University Indianapolis

<http://www.ulib.iupui.edu>

Borrower card information: <http://www.ulib.iupui.edu/libinfo/borrowerscard>

- Residents of the State of Indiana over the age of 16 can get an IUPUI University Library Borrower's Card
- Collection includes print periodicals and government documents

Indianapolis Marion County Public Library

<http://www.imcpl.org>

Library card information: <http://www.imcpl.org/using/getacard.html>

- IMCPL's home page has a link for College Help – live help for college-based curriculum

State Library of Indiana

<http://www.in.gov/library>

Library card information: <http://www.in.gov/library/2451.htm>

- Any citizen of the State of Indiana is eligible to obtain a State Library card.
- Collection includes electronic databases and talking books.

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

Doc.: degreappform.doc

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: 5 Full-time: 3 Part-time: 2

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
Rebecca Johnston-Gilbert	MBA, Marketing	5	5	0		X
Dr. Brenda Jones	Ph.D., Communications	18	5	8	X	
Dr. Sharon Massen	Ph.D., Educational Leadership	16	15	10		X
Dr. Michael W. Posey	Ph.D., Higher Education Administraton	16	14	8	X	
Dr. Joanna Williamson	Ph.D., Strategic Marketing Communication	28	2	26	X	

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**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

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>Franklin University</u>	
Name of Program	<u>Public Relations</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AS</u>	
Name of Person Preparing this Form	<u>Leslie Weibush</u>	
Telephone Number	<u>614-947-6145</u>	<u>Application Type</u>
Date the Form was Prepared	<u>10/16/13</u>	<input checked="" type="checkbox"/> New <input type="checkbox"/> 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 Public Relations major is a dynamic program designed to prepare students to become effective public relations professionals within interdisciplinary and diverse environments. The major is designed to provide a solid foundation of knowledge about the public relations industry as well as develop the skill sets specific to today's public relations professionals. Emphasis is placed on four central areas of the profession - relationship building, advocacy, ethics, and communication.

Students in this major will apply their knowledge of public relations in developing PR campaigns, managing media relations, developing image and identity, and improving the effectiveness of external communications in a variety of settings. Students will learn to write for a variety of media and will utilize the latest technology to conduct their public relations efforts. Students will develop a portfolio of public relations experiences as well as have the opportunity to participate in project based internships to gain practical experience in the field.

The program outcomes for the Franklin University Public Relations major mirror the professional competencies and standards of the Public Relations Society of America. Specifically, graduates will do the following:

1. Acquire the knowledge and skills necessary to be an effective public relations professional
2. Demonstrate the ability to integrate and apply conceptual and technical competencies within public relations contexts
3. Apply appropriate communication skills to systematically address public relations issues within a societal, cultural, and environmental context
4. Acquire practical, real-life experience within a public relations context

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: Public Relations

TOTAL COURSE HOURS: 64 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: Varies TUITION: \$444 per credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COMM 150	Interpersonal Communication	4
Composition	Choose one course in English Composition	3
MKTG 300	Marketing	4
WRIT 320	Business & Professional Writing	4
PBRL 325	Public Relations	4
PBRL 350	Media Research & Writing	4
PBRL 425	Crisis & Media Communication	4
PSYC 110	General Psychology OR	4
	SOCL 110 – Introduction to Sociology (4)	
SPCH 100	Speech Communication	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Mathematics	Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, or MATH 220 Business Calculus	3
Sciences	Choose two courses from the Science discipline; one with a laboratory component	6
Social Sciences	Choose from the Anthropology, Economics, Psychology, and Sociology disciplines (courses must be in two different disciplines)	6
Humanities	Choose two courses from the Humanities discipline	6



Course Number	Course Title	Course Hours
HUMN 305	Global Issues	4
PF 321	Learning Strategies	2
	General Education Electives	2

Number of Credit/Clock Hrs. in Specialty:	<u>35</u>	/	<u>64</u>	Percentage:	<u>55%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>29</u>	/	<u>64</u>	Percentage:	<u>45%</u>
If applicable:	<u>64</u>		<u>64</u>		<u>100%</u>
Number of Credit/Clock Hrs. in Liberal Arts:	<u> </u>	/	<u> </u>	Percentage:	<u> </u>

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:

The Franklin University Nationwide Library supports student learning and effective teaching by providing services and resources to meet the information needs of the University’s constituencies. The location of the library (Learning Resource Center) at Franklin University’s Indianapolis location is Room 01 of the Lake Point Center 5 facility, 8415 Allison Pointe Blvd, Indianapolis, IN 46250.

Hours: Monday – Thursday 9am-6pm*; Friday 9am-5pm (Eastern Standard Time)

*The Learning Resource Center is open until 9pm on nights that classes are in session.

There is one full-time Learning Resources Coordinator (Librarian) at the Indianapolis location. This individual is credentialed with a Master’s degree in Library and Information Science (MLIS) from an American Library Association-accredited institution.

In addition to the library facility at the Indianapolis location, all Franklin University students have access to services provided electronically or by phone through the Nationwide Library at Franklin’s main campus in Columbus, Ohio during its hours of operation: Monday – Thursday 8am-10pm; Friday 8am-5pm; Saturday 8am-4pm; Sunday 1pm-5pm (Eastern Standard Time). These services include research assistance from a staff of eight full-time librarians, all credentialed with MLIS degrees from ALA-accredited institutions. Librarians can assist students remotely over the phone, by email, and by instant message chat (i.e. LibChat). The main point of access for these remote services is the Franklin University Nationwide Library’s website: <http://library.franklin.edu/>

2. Number of volumes of professional material:

The Learning Resources Center at Franklin University’s Indianapolis location contains a collection that supports the academic programs offered at that location. The Learning Resources Center currently holds 148 volumes in print, which comprise reference and ready reference materials. The collection will grow as necessary with the addition of new programs at the Indianapolis campus; the University Library makes a concerted effort to purchase most books and periodicals in electronic format to support its large number of online students who use library services remotely. The Library has a vast collection of electronic books, journals, and

databases, which are accessible both on- and off-campus by all Franklin University students, 24 hours a day, 7 days a week.

To support its philosophy of meeting the information needs of the students it serves, Franklin University Nationwide Library holds membership in strategic library resource consortiums to provide a greater selection of electronic resources to all students, regardless of their location. The Library's membership in two Ohio-based consortiums, OhioLINK and OhioNET, gives it leverage to afford subscriptions to a large variety of electronic databases, which include electronic journals, books (i.e. ebooks), digital film, images and multimedia content. These electronic resources are available to Franklin University's Indianapolis students as well, through their myFranklin username and password.

Through Franklin University Library's OhioLINK consortium membership alone, the following amounts of resources are available remotely to all currently enrolled Franklin students:

- 150 electronic research databases
- 18,124 electronic journals
- Millions of electronic articles
- 62,000 electronic books (ebooks)
- Thousands of digital images, videos and sounds
- 26,000 theses and dissertations

In addition to consortium-sourced databases, the Library subscribes to many standalone (i.e., non-consortium) databases as well. All electronic resources are purchased to support the curriculum of Franklin University. For example, in support of the University's Business Administration degree programs, the Library subscribes to subject-specific databases like Standard and Poor's, Morningstar, and Business and Company Resource Center, among many others, to provide students with access to financial material and business periodicals not freely available online.

The General Education courses are also supported by electronic journal article databases such as Global Issues in Context and Academic Search Complete, as well as electronic book databases like ebrary, ACLS Humanities, and netLibrary. These resources are easily accessible with a student's myFranklin username and password, whether they are on campus or a distance learner. A full list of the University's electronic databases can be found on the library website at <http://www.franklin.edu/library/articles-databases/>

3. Number of professional periodicals subscribed to:

Franklin University's Nationwide Library provides access to over 150 electronic research databases containing over 18,000 journal and magazine titles, representing millions of full-text articles. There are over 12.5 million full-text scholarly articles available in the Electronic Journal Center database alone. The Learning Resources Center relies on these electronic journal subscriptions to assist Indianapolis students with the periodical resources they need for research and assignments.

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

IUPUI: Indiana University – Purdue University Indianapolis

<http://www.ulib.iupui.edu>

Borrower card information: <http://www.ulib.iupui.edu/libinfo/borrowerscard>

- Residents of the State of Indiana over the age of 16 can get an IUPUI University Library Borrower's Card
- Collection includes print periodicals and government documents

Indianapolis Marion County Public Library

<http://www.imcpl.org>

Library card information: <http://www.imcpl.org/using/getacard.html>

- IMCPL's home page has a link for College Help – live help for college-based curriculum

State Library of Indiana

<http://www.in.gov/library>

Library card information: <http://www.in.gov/library/2451.htm>

- Any citizen of the State of Indiana is eligible to obtain a State Library card.
Collection includes electronic databases and talking books.

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

Doc.: degreappform.doc

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: 5 Full-time: 2 Part-time: 3

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
Jessica Hamlin	MA, Telecommunications	15	4	0		X
Dr. Brenda Jones	Ph.D., Communications	18	5	8	X	
Thomas McClain	MA, Political Science	36	7	0		X
Dr. Michael W. Posey	Ph.D., Higher Education Administration	16	14	8	X	
Jaron Terry	MS, Mass Communication	33	3	0		X

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 Franklin University

Name of Program Emergency Management & Homeland Security

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

Name of Person Preparing this Form Leslie Weibush

Telephone Number 614-947-6145 Application Type

Date the Form was Prepared _____ 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 Emergency Management & Homeland Security program is a change from Franklin University's currently approved Safety, Security, and Emergency Management program.*

The major in Emergency Management & Homeland Security (SEMT) is a traditional degree program that will prepare students for movement into positions of increased leadership and management responsibility in a variety of intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies. The traditional nature of the SEMT Major (no technical credit required for entry into the program) opens the area of study to a wider population of potential students. The SEMT major integrates courses in public management, leadership, emergency management and homeland security to provide students with the educational background necessary for successful leadership in intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies in the 21st century.

The educational objectives of the Emergency Management & Homeland Security Major are to enable graduates to:

- Apply principles of leadership, basic accounting, fiscal management, and budgeting in support of the leadership and vision of appropriate intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Compare and contrast the similarities and differences between the roles of managers and leaders in intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies

- Apply basic management skills of planning, organizing, staffing, directing, coordinating, managing change, and decision making within appropriate intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Apply critical thinking, reasoning, and analytical skills required for ethical decision making and problem solving in intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Apply appropriate ethical principles, laws, and human relations skills to all applicable areas of operations in intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Demonstrate the ability to make optimal use of available assets, resources, communication, and evolving technology to successfully administer Emergency Management & Homeland Security operations and projects in intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Apply appropriate federal laws, regulations, and guidelines regarding emergency management and homeland security to local intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Use clear and effective oral and written communication strategies coupled with strong interpersonal, technology, and social media skills to facilitate building collaborative partnerships in intergovernmental, interagency, and interdisciplinary Emergency Management & Homeland Security agencies
- Assess risks and threats, design response plans, exercise and evaluation programs, and use of technology that coordinate public and private resources to effectively manage disaster prevention, improve emergency response, enhance recovery, and effectively mitigate disasters

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: Emergency Management & Homeland Security

TOTAL COURSE HOURS: 124 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: Varies TUITION: \$444/credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PUAD 295	American Government in Action	4
PUAD 450	Leadership for Public & Nonprofit Organizations	4
SEMT 335	Introduction to Emergency Management & Homeland Security	4
SOCL 110	Introduction to Sociology	4
	University Electives	22
PUAD 420	Public & Nonprofit Fiscal Administration	4
SEMT 322	Ethics & Leadership in Safety, Security & Emergency Agencies	4
SEMT 326	Security Operations Theory & Practice	4
SEMT 328	Emergency Management Theory & Practice	4
SEMT 424	Labor Relations & Public Sector Bargaining	4
SEMT 432	Homeland Security – Theory & Practice at the Local Level	4
SEMT 495	Emergency Management & Homeland Security Capstone	4
	Major Area Electives – <u>Select 8 hours</u> from the following	8
PSMT 315	Contemporary Issues in Public Safety Management (4)	
SEMT 410	Emergency Management & Homeland Security Internship (1-4)	
SEMT 436	Risk Management & Threat Assessment (4)	
SEMT 438	Principles of Security Management (4)	

SEMT 480	Special Topics in Emergency Management & Homeland Security (1-4)	
SEMT 499	Independent Studies in Emergency Management & Homeland Security (1-4)	
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Composition	Choose 1 course in English Composition	3
Mathematics	Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, MATH 220 Business Calculus, or MATH 215 Statistical Concepts	3
Sciences	Choose 2 courses from the Science discipline; one with a laboratory component.	6
Social/Behavioral Sciences	Choose from the Anthropology, Economics, Psychology, and Sociology disciplines (courses must be in at least 2 different disciplines)	6
Humanities	Choose 2 courses from the Humanities discipline	6
COMP 106	Introduction to Spreadsheets	1
COMP 108	Introduction to Databases	1
ECON 210	Introduction to Microeconomics OR ECON 220 Introduction to Macroeconomics (4)	4
HUMN 305	Global Issues	4
MATH 215	Statistical Concepts	4
PF 321	Learning Strategies	2
SPCH 100	Speech Communication OR COMM 150 Interpersonal Communication (4)	4
WRIT 320	Business & Professional Writing	4
	General Education Elective	2

Number of Credit/Clock Hrs. in Specialty:	<u>74</u>	/	<u>124</u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>50</u>	/	<u>124</u>	Percentage:	<u>40%</u>
	Total		<u>124</u>		<u>100%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>0</u>	/	<u>0</u>	Percentage:	<u>n/a</u>

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:

A selection of reference library materials is located at Franklin University's Indianapolis location in Room 01 (Learning Resource Center) of the Lake Point Center 5 facility, 8415 Allison Pointe Blvd, Indianapolis, IN 46250. The hours for this facility are: Monday – Thursday 9am-6pm*; Friday 9am-5pm (Eastern Standard Time). **The Learning Resource Center is open until 9pm on nights that classes are in session.*

If students at Franklin University's Indianapolis location require research assistance, they are directed to the Franklin University Nationwide Library, available online at <http://library.franklin.edu>, and located on the Main Campus in Phillips Hall, 303 South Grant Avenue, Columbus, Ohio 43215. The hours of operation are Monday – Thursday 8am-10pm; Friday 8am-5pm; Saturday 8am-4pm; Sunday 1pm-5pm (Eastern Standard Time).

Franklin University's Nationwide Library is fully equipped to assist both face-to-face and online students through the resources and services it provides. A staff of eight full-time, MLIS-credentialed librarians are available in person, over-the-phone, and online via instant message chat and email to help students wherever they reside.

2. Number of volumes of professional material:

The Learning Resources Center at Franklin University's Indianapolis location contains a print collection that supports the academic programs offered at that location. The Learning Resources Center currently holds 148 volumes in print, which comprise reference and ready reference materials. The collection will grow as necessary with the addition of new programs at the Indianapolis campus; the Franklin University Nationwide Library makes a concerted effort to purchase most books and periodicals in electronic format to support its large number of online students who use library services remotely. The Library has a vast collection of electronic books, journals, and databases, which are accessible both on- and off-campus by all Franklin University students, 24 hours a day, 7 days a week.

To support its philosophy of meeting the information needs of the students it serves, Franklin University Nationwide Library holds membership in strategic library resource consortiums to provide a greater selection of electronic resources to all students, regardless of their location. The Library's membership in two Ohio-based consortiums, OhioLINK and OhioNET, gives it leverage to afford subscriptions to a large variety of electronic databases, which include electronic journals, books (i.e. ebooks), digital film, images and multimedia content. These electronic resources are available to Franklin University's Indianapolis students as well, through their myFranklin username and password.

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- 150 electronic research databases
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- Thousands of digital images, videos and sounds
- 26,000 theses and dissertations

In addition to consortium-sourced databases, the Library subscribes to many standalone (i.e., non-consortium) databases as well. All electronic resources are purchased to support the curriculum of Franklin University. For example, in support of the University's Business

Administration degree programs, the Library subscribes to subject-specific databases like Standard and Poor's, Morningstar, and Business and Company Resource Center, among many others, to provide students with access to financial material and business periodicals not freely available online.

The General Education courses are also supported by electronic journal article databases such as Global Issues in Context and Academic Search Complete, as well as electronic book databases like ebrary, ACLS Humanities, and netLibrary. These resources are easily accessible with a student's myFranklin username and password, whether they are on campus or a distance learner. A full list of the University's electronic databases can be found on the library website at <http://library.franklin.edu/find-it/databases>.

3. Number of professional periodicals subscribed to:

Franklin University's Nationwide Library provides access to over 150 electronic research databases containing over 18,000 journal and magazine titles, representing millions of full-text articles. There are over 12.5 million full-text scholarly articles available in the Electronic Journal Center database alone. The Learning Resources Center relies on these electronic journal subscriptions to assist Indianapolis students with the periodical resources they need for research and assignments.

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

IUPUI: Indiana University – Purdue University Indianapolis

<http://www.ulib.iupui.edu>

Borrower card information: <http://www.ulib.iupui.edu/libinfo/borrowerscard>

- Residents of the State of Indiana over the age of 16 can get an IUPUI University Library Borrower's Card
- Collection includes print periodicals and government documents

The Indianapolis Public Library

<http://www.imcpl.org>

Library card information: <http://www.imcpl.org/using/card/>

- IMCPL's research page has a link for College Help – live help for college-based curriculum

State Library of Indiana

<http://www.in.gov/library>

Library card information: <http://www.in.gov/library/2451.htm>

- Any citizen of the State of Indiana is eligible to obtain a State Library card.
- Collection includes electronic databases and talking books.

**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:	5	Full-time:	2	Part-time:	3
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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
Dr. Redd Branner	Ph.D., Organizational Management	21	4	4	X	
Lee Foster	MS, Criminal Justice	10	2	0		X
Dr. Alexander Heckman	Ph.D., Public Policy & Management	10	3	8	X	
Nicole Prysock	MS, Administration of Justice	20	1	0		X
Barbara Riley	MA, Political Science	18	1	0		X

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

Institution: Franklin University
Degree Program: Bachelor of Science Emergency Management & Homeland Security
Locations: Columbus, Ohio, Indianapolis, Indiana

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):

Licensure is not required for graduates of the Bachelor of Science Emergency Management & Homeland Security program.

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

Graduates of the Bachelor of Science Emergency Management & Homeland Security program do not need professional certification to find employment nor do they have better prospects for employment in Indiana upon completion of this program.

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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

Specialized Accreditation is not required for the Bachelor of Science Emergency Management & Homeland Security program.

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**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

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 Franklin University

Name of Program Internet Marketing

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

Name of Person Preparing this Form Leslie Weibush

Telephone Number 614-947-6145 Application Type

Date the Form was Prepared _____ 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 Internet Marketing program is a change from Franklin University's currently approved eMarketing program.*

Internet Marketing is an innovative and interdisciplinary major. With the explosive growth of the Internet, electronic commerce and Internet marketing, successful businesses are increasingly utilizing the Internet and related electronic commerce technologies. These business initiatives require graduates who understand current and future trends in Internet marketing and electronic commerce and are prepared to manage the analysis, design, implementation, marketing and operation of digital information systems.

Internet marketing has expanded beyond its early roots in electronic funds transfer and data interchange to embrace the use of Internet technologies for such applications as Web-based retailing, electronic supply chain management, Web marketing and Web publishing. The Internet Marketing major is designed to meet that demand. Students earning a Bachelor of Science in Internet Marketing will acquire Web development, marketing, graphics design, and electronic commerce system skills as well as knowledge of the technology of databases, user interface design, networking and management information systems.

Students are provided the background needed for a position as a director of Internet marketing or manager of e-commerce. The Internet Marketing major focuses on those skills necessary to marketing products and services in the information age. Topics covered in the Internet Marketing major include Web design, electronic commerce, marketing research, and marketing behavior.

The Internet Marketing curriculum is designed to reflect both theory and actual professional experience. Full-time professors have held high-level positions in industry and adjunct faculty hold professional-level industry positions within the field. Strong ties to industry are an integral part of the Internet Marketing major. An Advisory Board, consisting of practicing leaders in the field, meets on a regular basis to discuss the program and is dedicated to playing an integral role

in the development of a relevant curriculum.

Upon completion of the Internet Marketing program, graduates will be able to:

- Design a web marketing strategy
- Analyze and assess national and international questions of law as they relate to Internet marketing practices
- Integrate the Web and other Internet technologies into business processes
- Analyze companies' search engine marketing strategies and identify optimal solutions for maximum return on investment
- Differentiate the influences of various Internet technologies on consumer and business buying behaviors
- Analyze and evaluate website design, development, and implementation for website performance

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: Internet Marketing

TOTAL COURSE HOURS: 124 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: Varies TUITION: \$444/credit hour

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACCT 215	Financial Accounting	4
ACCT 225	Managerial Accounting	4
BSAD 220	Business Law	4
ECON 210	Introduction to Microeconomics	4
FINA 301	Principles of Finance	4
MGMT 312	Principles of Management	4
MKTG 300	Marketing	4
COMM 107	Introduction to Web Presentation & Publishing	1
EMKT 340	Internet Marketing	4
EMKT 345	Social Media Marketing	4

EMKT 415	Search Engine Marketing	4
EMKT 430	Web Analytics	4
EMKT 450	Cyber Law	4
EMKT 495	Integrated eMarketing	4
GRPH 117	Graphic Editing Software	1
GRPH 210	Fundamentals of Graphic Design	4
MKTG 332	Marketing Research	4
	University Electives	12

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Composition	Choose 1 course in English Composition	3
Mathematics	Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, MATH 220 Business Calculus, or MATH 215 Statistical Concepts	3
Sciences	Choose 2 courses from the Science discipline; one with a laboratory component.	6
Social/Behavioral Sciences	Choose from the Anthropology, Economics, Psychology, and Sociology disciplines (courses must be in at least 2 different disciplines)	6
Humanities	Choose 2 courses from the Humanities discipline	6
COMP 106	Introduction to Spreadsheets	1
COMP 108	Introduction to Databases	1
ECON 220	Introduction to Macroeconomics	4
HUMN 305	Global Issues	4
MATH 215	Statistical Concepts	4
PF 321	Learning Strategies	2
SPCH 100	Speech Communication	4
	OR COMM 150 Interpersonal Communication (4)	
WRIT 320	Business & Professional Writing	4
	General Education Elective	2

Number of Credit/Clock Hrs. in Specialty:	<u>74</u>	/	<u>124</u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>50</u>	/	<u>124</u>	Percentage:	<u>40%</u>
Total					

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>0</u>	/	<u>0</u>	Percentage:	<u>n/a</u>
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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:

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2. Number of volumes of professional material:

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3. Number of professional periodicals subscribed to:

Franklin University's Nationwide Library provides access to over 150 electronic research databases containing over 18,000 journal and magazine titles, representing millions of full-text articles. There are over 12.5 million full-text scholarly articles available in the Electronic Journal Center database alone. The Learning Resources Center relies on these electronic journal subscriptions to assist Indianapolis students with the periodical resources they need for research and assignments.

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

IUPUI: Indiana University – Purdue University Indianapolis

<http://www.ulib.iupui.edu>

Borrower card information: <http://www.ulib.iupui.edu/libinfo/borrowerscard>

- Residents of the State of Indiana over the age of 16 can get an IUPUI University Library Borrower's Card
- Collection includes print periodicals and government documents

The Indianapolis Public Library

<http://www.imcpl.org>

Library card information: <http://www.imcpl.org/using/card/>

- IMCPL's research page has a link for College Help – live help for college-based curriculum

State Library of Indiana

<http://www.in.gov/library>

Library card information: <http://www.in.gov/library/2451.htm>

- Any citizen of the State of Indiana is eligible to obtain a State Library card.
- Collection includes electronic databases and talking books.

**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:	3	Part-time:	4
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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
Angela Johnson	MBA, Marketing	21	10	11		X
Shaun Holloway	MBA, Web Marketing & Development	10	1	7		X
Bruce Ramsey	MBA, Management MS.	33	22	2	X	
Dr. Doug Ross	Ph.D., Business Administration /Marketing	25	17	6	X	
Dr. Beverly Smith	Ph.D., Organizational Management	25	4	1	X	
Jason Thompson	MBA, Marketing /Business Administration	11	1	0		X
Dr. Joanna Williamson	Ph.D., Strategic Marketing Communication	28	2	26	X	

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

Institution: Franklin University
Degree Program: Bachelor of Science Internet Marketing
Locations: Columbus, Ohio, Indianapolis, Indiana

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):

Licensure is not required for graduates of the Bachelor of Science Internet Marketing program.

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

Graduates of the Bachelor of Science Internet Marketing program do not need professional certification to find employment nor do they have better prospects for employment in Indiana upon completion of this program.

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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

Specialized Accreditation is not required for the Bachelor of Science Internet Marketing program.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 10, 2013

DECISION ITEM A-3:

ITT Technical Institute:
One Associate Degree Program at Five Locations

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree in Medical Assisting and Administration at five locations in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

ITT Technical Institute is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has five campuses in Indiana: Fort Wayne, Indianapolis, Merrillville, Newburgh, and South Bend. ACICS accredits ITT Technical Institute in 38 states including Indiana. Listed below are the six campuses ITT Technical Institute operates in Indiana and their Fall 2012 enrollment data as reported to the National Center for Education Statistics (NCES):

Fort Wayne	387
Indianapolis North	5,597
Indianapolis East	230
Merrillville	329
Newburgh	408
South Bend	422

Degree Program Profiles

*Associate of Applied Science (A.A.S.) in
Medical Assisting and Administration at
Fort Wayne, Indianapolis North,
Merrillville, Newburgh, South Bend*

This program consists of 96 quarter credit hours, with 70% of the courses in the specialty. The Fort Wayne faculty consists of ten individuals, of whom six are full-time and four are part-time. Of the ten individuals, each has a Master’s degree. The Indianapolis North faculty consists of 17 individuals, of whom four are full-time and 13 are part-time. Of the 17 individuals, three have a Ph.D., eight have a Master’s degree, and six have a

Bachelor's degree. The Merrillville faculty consists of 15 individuals, of whom ten are full-time and five are part-time. Of the 15 individuals, 14 have a Master's degree and one has a Bachelor's degree. The Newburgh faculty consists of nine individuals, of whom five are full-time and four are part-time. Of the nine individuals, each has a Master's degree. The South Bend faculty consists of 12 individuals, of whom eight are full-time and four are part-time. Of the 12 individuals, one has a Ph.D., and 11 have a Master's degree.

Supporting Documents

Degree Application

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 ITT Technical Institute-Fort Wayne, Indianapolis (North campus), Merrillville, Newburgh, and South Bend locations Name of Program Medical Assisting and Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS Name of Person Preparing this Form Stephanie Brown

Telephone Number 317-582-0712 **Application Type**

Date the Form was Prepared November 25, 2013 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 program exposes students to various medical office administrative services and clinical duties, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. The program includes instruction in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communications, medical office procedures, and clinical diagnostic, examination, testing and treatment procedures.

This degree program offers students enrolled in the program an opportunity to develop knowledge and skills that can help them pursue employment in a variety of entry-level positions in many types of healthcare settings that utilize various aspects of medical assisting and administration.

Graduates of this degree program will have the opportunity for certification when they complete the program. Graduates should be eligible to take the Registered Medical Assistant (RMA) examination offered by the American Medical Technologists (AMT). The Medical Assisting and Administration program is currently not accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep). Graduates are not eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants. Registration and certification requirements for and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, the institution cannot guarantee that graduates will be eligible to take the certification or registration exams at all or any specific time, regardless of their eligibility status upon enrollment.

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: Medical Assisting and Administration

TOTAL COURSE HOURS: 96 Check one: Quarter Hours
 Semester Hours
 Clock Hours _____

LENGTH OF PROGRAM: 7 Quarters TUITION: \$47328 res; \$40896 online

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
HM1120	Medical Terminology for Healthcare Professionals	4.5 / 45
ME1231	Administrative Medical Assisting	4.5 / 56
HM1310	Information Systems and Technology in Healthcare	4.5 / 56
HM2520	Medical Coding I	4.5 / 56
ME1431	Clinical Medical Assisting	4.5 / 56
HM2620	Medical Coding II	4.5 / 56
ME2531	Medical Office Laboratory Procedures	4.5 / 56
ME2610	Medical Reimbursement and Documentation	4.5 / 56
ME2631	Medical Office Specialty Procedures	4.5 / 56
ME2635	Medication Administration	4.5 / 56
ME2799	Medical Assisting and Administration Externship	6.0 / 180
GS1140	Problem Solving Theory+	4.5 / 45
GS1145	Strategies for the Technical Professional+	4.5 / 56
GS2747	Advanced Strategies for the Technical Professional	3.0 / 40

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
MA1210	College Mathematics I+	4.5 / 45
EN1320	Composition I	4.5 / 56
HU1440	Rhetoric in Contemporary Culture	4.5 / 45
AP2535	Human Anatomy and Physiology I	6.0 / 86
SO2550	Sociology	4.5 / 45
AP2630	Human Anatomy and Physiology II	4.5 / 56
PY3150	Psychology	4.5 / 45

Number of Credit/Clock Hrs. in Specialty: 63 / 870 / Percentage: 70%
Number of Credit/Clock Hrs. in General Courses: 33 / 378 Percentage: 30%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: N/A / _____ 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:

Fort Wayne

- The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN
- The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m.
- Library personnel consist of a Library Assistant, Work-study Assistants, and Evening Supervisor

Indianapolis (North campus)

- The Library is located at 9511 Angola Ct., Indianapolis, IN 46268.
- The hours of operation are: 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday.
- A full time librarian and a full time library assistant staff the LRC.

Merrillville

- The Library is located at 8488 Georgia Street, Merrillville, IN.
- Library hours are Monday 7:30 pm to 9:00 pm Monday- Friday and 9:00AM-1:00PM on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

Newburgh

- The Library is located at the institute at 10999 Stahl Road, Newburgh, IN.
- Library hours are 8:00 a.m. until 9.30 p.m Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays.
- Part-time personnel staff the LRC

South Bend

- The Library is located at 17390 Dugdale Drive, South Bend.
- Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is

<http://www.itt-tech.library.com>.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information

delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

Fort Wayne

The on-site library has 2580 volumes of professional material.

Indianapolis

The current on-site LRC collection estimates 1735 volumes of professional material.

Merrillville

The on-site LRC collection estimates 189 volumes of professional material.

Newburgh

The current on-site LRC collection estimates 638 volumes of professional material.

South Bend

The current on-site LRC collection estimates 300 volumes of professional material.

The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

Fort Wayne

33

Indianapolis

24

Merrillville

11

Newburgh

25

South Bend

15

The Virtual Library has licensed access to several large periodical databases representing over 12,000 magazines and journals. These databases include approximately 10+ years of back-issues for most

titles. Of the 12,000, approximately 4600 are non-business.

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

Fort Wayne

Allen County Public Libraries
Indiana University-Purdue University at Fort Wayne

Indianapolis

Butler University
Carmel Clay Public Library (and other local public libraries)
Christian Theological Seminary Library, Indianapolis
Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library

Merrillville

East Chicago Public Library
Lake County Public Library
Gary Public Library

Newburgh

University of Southern Indiana's Library Services, Evansville, IN.
University of Evansville's University Library, Evansville, IN
Willard Library, Evansville, IN
McCullough Library, Evansville, IN
Central Library, Evansville, IN

South Bend

Saint Joseph County Public Library (multiple branches)
Indiana University South Bend
Memorial Hospital of South Bend/Library Services

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

N/A

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

Fort Wayne

**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:	10	Full-time:	6	Part-time:	4
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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
Bentz, Andrew	M.S.	8	3	5		X
Campbell, Candice	M.S.N.	8	6 mo.	0		X
Edwards, Terry	M.S.	41	7	38		X
Isiorho, Edna	M.S.N.	8	3	1	X	
Jenkins, Gretchen	M.S.N.	14	4	0	X	
Kline, Angela	M.S.N.	4	3 mo.	2	X	
Miller, Denise	M.S.N.	32	2	0	X	
Nass, Jessica	M.S.N.	10	1	0	X	
Schroeder, Jaren	M.A.	11	1	7		X
Shade, Gregory	M.S.,Ed.	17	7	0	X	

Indianapolis (North campus)

**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:	17	Full-time:	4	Part-time:	13
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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
Albin, William	MA/Science Education	18	9.5	7.5	x	
Balough, Richard	MA/History	2.5	.5			x
Cherry, Carol Lee	MSN/Nursing	20	4	16	X	
Coffey, Karen	BS/Medical Record Admin	26	5			X
Devi, Sulochana	PhD/Science/Physiology	14	.25	14		x
Drattlo, Heather	BS/Interior Design	6	1			X
Foreman, Lisa	MSN/Nursing Education	12	1		X	
Irungu, Gitau	BS/Mechanical Engineering	11	6			X
Jones, Bradley	BS/Health Information Administration	4	2	1		X
Julius, Patti	BSN/Nursing	22	6	22		x
Keel, April	MBA/Business Administration	7	1.33	2	x	
Kuhn, Elizabeth	Ph.D./English	10	.5	9		x
Lederman, Leah	MA/English	6	4	2		x
Peters, James	BS/Business Management	6	.5			X
Smith, Tracie	MA/English Lit MA/Clinical Psych.	5	1			x
Tavares, Michel	MS/Mathematics	22	4			x
Wilken, Curtis	Ph.D/English	22	7	15		x

Additional faculty will be hired approximately one month in advance of the new program start date so that they can familiarize themselves with the curriculum. As an institution regulated by the Indiana Commission on Proprietary Education, and the State Board of Nursing for the Associate in Science, Nursing program, the Indianapolis campus will comply with standards relative to faculty qualifications.

Merrillville

**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:	15	Full-time:	10	Part-time:	5
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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
Heather Bowers RN ✓	MS Nursing	8	2	0	X	
Martha Drake RN ✓	MS Nursing	6	June 2013	3	X	
Traci Foster RN	BS Nursing	4	June 2013	0		X
Tamara Guterz RN ✓	MS Nursing	15	1	4	X	
Angelica Herrandez ✓	MS Curriculum	9	June 2013	9		X
Karen Helmecky RN ✓	MS Nursing	20	2	2	X	
Debra Lugar ✓	MS Nursing	20	2	6	X	
Jaycob Knazur ✓	MS Liberal Arts	2	2	0		X
Ben Marrero-Chair ✓	MS Education	18	3	10	X	
Kimberly McIntyre- Borum- Chair ✓	MS Nursing	17	1	15	X	
John Poineau ✓	MS Literature	42	3	42		X
Hope Nalls ✓	MS Nursing	15	2	4	X	
Carly Rossner ✓	MS Biology	4	3	2	X	
Misbah Siddique ✓	MS Biology	4	Sept 2012	2		X
Judith Salitore RN ✓	MS Nursing	40	June 2013	33	X	

Newburgh

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: 9 Full-time: 5 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
Beard, S. Marie	MSN	24	2	0	x	
Garrison, Heather	MS	4	5	2		x
Jarvis, Mary Ellen	MSN	29	3	<1	x	
Lackey, Linda	MSN	14	1	0		x
Mehring, Angela	MSN	14	1	1		x
Moshgbar, Farshad	MS	15	16	0	x	
Seaton, Sarah	MSN	19	4	0	x	
Walton, David	MS	16	4	13	x	
Yazbeck, Helen	MA	4	3	2		x

Medical Assisting and Administration
 Breckinridge School of Nursing and Health Sciences
 @ ITT Technical Institute – South Bend

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: 8 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
Bieber, Cynthia N	MSN BSN Diploma – Nursing	30	1	5	X	
Black, Karla S	MSN BSN AAS	12	3.5	3	X	
Castang, Carol-Ann F	MS BS AAS AAB	4	3	1	X	
Hively, Kimberly A	MLS BA	13	1	13		X
Holdread, Shelly J	MSN BSN AS	4	1	0	X	
Horocho, Debra S	PhD HS MS BS AAN	29	3	10.5	X	
Kois, Lori L	MEd BS	20+	>1	20+		X
Morgan, Mary R	MS BS AAS	16	4	>10	X	
Moyer, Mark D	MSN BSN	15	2	0		X
Newton, Lynda M	MSN BSN AAS	30	2	19	X	
Oliver, Kathy J	MSN BSN AAS	30	1	15	X	
Snyder Jr, William P	MS BA	7	2.5	0		X

08/2013

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

Institution: ITT Technical Institute
Degree Program: Medical Assisting and Administration (AAS)
Locations: Fort Wayne, Indianapolis (North campus), Merrillville, Newburgh, South Bend

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:
The State agency issuing the license(s):

+++++

Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

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:

BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 10, 2013

DECISION ITEM A-4:

Medtech College:

Four Associate Degree Programs at Three Locations

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree program in Cardiovascular Sonographer, A.A.S. in Cardiovascular Technologist, A.A.S. in Occupational Therapy Assistant, and A.A.S. in Magnetic Resonance Imaging Technician in accordance with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of the program in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

Medtech College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has three campuses in Indiana: Fort Wayne, Greenwood, and Indianapolis. Listed below are the three campuses Medtech College operates in Indiana and their enrollment of fall 2012 as reported to the National Center for Education Statistics (NCES):

Fort Wayne	571
Greenwood	742
Indianapolis	1,147

Degree Program Profiles

*Associate of Applied Science (A.A.S.) in
Cardiovascular Sonographer
at Fort Wayne, Greenwood, and Indianapolis*

This program consists of 123 quarter credit hours, with more than 75% of the courses in the specialty. The faculty will be hired pending degree approval.

*Associate of Applied Science (A.A.S.) in
Cardiovascular Technologist
at Fort Wayne, Greenwood, and Indianapolis*

This program consists of 113 quarter credit hours, with more than 75% of the courses in the specialty. The faculty will be hired pending degree approval.

*Associate of Applied Science (A.A.S) in
Magnetic Resonance Imaging Technician
at Fort Wayne, Greenwood, and Indianapolis*

This program consists of 138.5 quarter credit hours, with more than 75% of the courses in the specialty. The faculty will be hired pending degree approval.

*Associate of Applied Science (A.A.S) in
Occupational Therapy Assistant
at Fort Wayne, Greenwood, and Indianapolis*

This program consists of 114.5 quarter credit hours, with more than 75% of the courses in the specialty. The faculty will be hired pending degree approval.

Supporting Documents

Degree Applications

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Indianapolis, Greenwood and Fort Wayne Campuses

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

Name of Institution Medtech College

Name of Program Cardiovascular Sonographer

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

Name of Person Preparing this Form Diana H. Cannon

Telephone Number 678 486-8365 Application Type

Date the Form was Prepared 9/25/13 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 Cardiovascular Program consists of a non-invasive cardiac sonographer and an invasive cardiovascular technologist. In the first year of study in the cardiovascular program, emphasis is placed on teaching the basic sciences and cardiology to both the non-invasive and invasive cardiovascular programs together. As courses advance, the program instruction centers on the students' chosen track of study, either the invasive cardiovascular technology or the noninvasive cardiac sonography field. The students receive mainly didactic and cognitive training at first, but throughout students enter the community for hands-on learning. There are many clinical hours and students will participate in clinical practicums as part of their study.

Upon completion of this program, students will be qualified to obtain employment as Sonographer, Ultrasonographer, Ultrasound Technologist, Ultrasound Technician, Cardiac Sonographer, Cardiac/Vascular Sonographer, Echo Tech (Echocardiographic Technician).

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: Cardiovascular Sonographer

TOTAL COURSE HOURS: 123 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$50,100

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS101	Medical Terminology	5.0
PHY101L	Physics and Physics Lab	4.0
BIO211	Microbiology	5.0
CVT101	Introduction to CVT Profession	2.0
CVT102	Electrocardiology & Cardiology Procedures	3.0
CVT107	Introduction to Patient Care & Clinical Practice	3.0
ENG101	Professional Research and Reporting	3.0
SON101	Physics of Sonography & Instrumentation	4.0
SON102	Cardiovascular Concepts	3.0
SON103	Adult Cardiac Sonography I	3.0
SON204	Adult Cardiac Sonography Procedures Lab I	2.0
SON205	Adult Cardiac Sonography II	3.0
SON206	Adult Cardiac Sonography Procedures Lab II	2.0
SON207	Pediatric Echocardiography & Lab	4.0
SON208	Fetal Echocardiography & Lab	4.0
SON209	Advanced Principles & Cardiac Sonography Practice	3.0
SON210	Clinical Practicum I	12.0
SON211	Clinical Practicum II	12.0
SON212	Clinical Practicum III	12.0
COM 101	Persuasive Speaking	3.0
PR201	Professional Development	3.5
GE101	Academic Success	3.0
IT110	Basic Computers	2.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS150	Anatomy and Physiology I	4.5
HS151	Anatomy and Physiology II	4.5
EN140	English Composition	4.5
PS101	Psychology	4.5
MA120	Math for Allied Health Professionals	4.5

Number of Credit/Clock Hrs. in Specialty: $\frac{100.5}{123}$ Percentage: **81.71%**
 Number of Credit/Clock Hrs. in General Courses: $\frac{22.5}{123}$ Percentage: **18.29%**
100%

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:

Greenwood Campus

Location:

Tilson Building (1530 American Way
Greenwood IN 46143

Staff:

Ashley Dock (Federal Work Study) - Part-time
Steven Vaughn (Federal Work Study) - Part-time
Erin Cupp (Federal Work Study) - Part-time
Kimberly Chaudion (Federal Work Study) - Part-time
Chiquita Carrie (Federal Work Study) - Part-time

Hours of Student Access:

The students have access as long as the building is open

Indianapolis Campus

Location:

6612 E. 75th Street
Indianapolis, IN 46250

Hours of Student Access:

8am-9pm Mon-Thurs, 8am-5pm on Friday

Staff:

1 Full Time Librarian
4 Part Time Federal Work Study Students

Fort Wayne Campus

Location:

Learning Resource Center (LRC)
7230 Engle Rd.
2nd Floor
Fort Wayne, IN 46804

Hours of Student Access:

Monday – Thursday: 7:30 AM – 9:30 PM
Friday: 7:30 AM – 4:30 PM

Staff:

1 Library Services Coordinator (FT): Erin Linsky
6 Work Study Assistants (PT): David Schuler, Krista Powell, Anna Morgan, Jason Walker,
Brandon Higgins, Damon Taylor

2. Number of volumes of professional material:

Greenwood - 1000
Indianapolis - 1500
Fort Wayne - 654

3. Number of professional periodicals subscribed to:

Greenwood - 32
Indianapolis - 3
Fort Wayne - 5

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

Greenwood

- Greenwood Public Library - 310 S Meridian St. Greenwood IN
- White River Library -1664 Library Blvd Greenwood, IN
- Southport Library - 2630 E Stop 11 Rd. Indianapolis, IN
- Clark Pleasant Library - 530 Tracy Rd. #250 New Whiteland, IN

Indianapolis

- Nora Branch - 8625 Guilford Avenue Indianapolis IN 46240
- Lawrence Branch - 7898 N. Hague Road Indianapolis IN 46256

Fort Wayne

- 5630 Coventry Lane Fort Wayne, IN 46804
- 2200 Lower Huntington Road Fort Wayne, IN 46819
- 900 Library Plaza Fort Wayne, IN 46802
- 2215 S. Hanna Street Fort Wayne, IN 46803
- 2201 Sherman Blvd. Fort Wayne, IN 46808

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

Institution:
Degree Program: Cardiovascular Sonographer
Locations: Greenwood, Fort Wayne and Indianapolis Campuses

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? Yes

If so, please identify:
The specific license(s) needed: Registered Cardiovascular Invasive Specialist
The State agency issuing the license(s): *Indiana State Department of Health*

+++++

Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

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

Additional Instructors Will Be Hired Upon Program Approval for the Indiana, Fort Wayne and Greenwood Campuses

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

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

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

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INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Indianapolis, Greenwood and Fort Wayne Campuses

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

Name of Institution	<u>Medtech College</u>
Name of Program	<u>Cardiovascular Technologist</u>
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AAS</u>
Name of Person Preparing this Form	<u>Diana H. Cannon</u>
Telephone Number	<u>678 486-8365</u> <u>Application Type</u>
Date the Form was Prepared	<u>9/25/13</u> <input type="checkbox"/> New <input type="checkbox"/> 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 Cardiovascular Program consists of a non-invasive cardiac sonographer and an invasive cardiovascular technologist. In the first year of study in the cardiovascular program, emphasis is placed on teaching the basic sciences and cardiology to both the non-invasive and invasive cardiovascular programs together. As courses advance, the program instruction centers on the students' chosen track of study, either the invasive cardiovascular technology or the noninvasive cardiac sonography field. The students receive mainly didactic and cognitive training at first, but throughout students enter the community for hands-on learning. There are many clinical hours as students will attend a clinical internship in their chosen field of study as well as continuing didactic training.

Upon completion of this program, students will be qualified to obtain employment as Cardiovascular Technologist (CVT), Cardiovascular Technician, Cardiology Technician, Cardiac Technician, EKG/ECG Technician (Electrocardiogram Technician)

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: Cardiovascular Technologist

TOTAL COURSE HOURS: 113 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$50,100

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS101	Medical Terminology	5.0
PHY 101L	Physics and Physics Lab	4.0
SON102	Cardiovascular Concepts	3.0
BIO211	Microbiology	5.0
ENG101	Professional Research and Reporting	3.0
CVT101	Introduction to CVT Profession	2.0
CVT102	Electrocardiology & Cardiac Procedures	3.0
CVT103	Cardiac Cather I	3.0
CVT204	Cardiac Cather II	3.0
CVT205	Introduction to Cardiac Electrophysiology	3.0
CVT206	Advanced Principles & Practice of CVT	3.0
CVT207	Introduction to Patient Care & Clinical Practice	4.0
CVT208	Peripheral Vascular Cather	2.0
SON210	Clinical Practicum I & Clinical Conference	12.0
SON211	Clinical Practicum II & Clinical Conference	12.0
SON212	Clinical Practicum III & Clinical Conference	12.0
COM101	Persuasive Speaking	3.0
PR201	Professional Development	3.5
GE101	Academic Success	3.0
IT110	Basic Computers	2.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS150	Anatomy and Physiology I	4.5
HS151	Anatomy and Physiology II	4.5
EN140	English Composition	4.5
PS101	Psychology	4.5
MA120	Math for Allied Health Professionals	4.5

Number of Credit/Clock Hrs. in Specialty: $\frac{90.5}{113}$ Percentage: **80.09%**
 Number of Credit/Clock Hrs. in General Courses: $\frac{22.5}{113}$ Percentage: **19.91%**
100%

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:

Greenwood Campus

Location:

Tilson Building (1530 American Way
Greenwood IN 46143

Staff:

Ashley Dock (Federal Work Study) - Part-time
Steven Vaughn (Federal Work Study) - Part-time
Erin Cupp (Federal Work Study) - Part-time
Kimberly Chaudion (Federal Work Study) - Part-time
Chiquita Carrie (Federal Work Study) - Part-time

Hours of Student Access:

The students have access as long as the building is open

Indianapolis Campus

Location:

6612 E. 75th Street
Indianapolis, IN 46250

Hours of Student Access:

8am-9pm Mon-Thurs, 8am-5pm on Friday

Staff:

1 Full Time Librarian
4 Part Time Federal Work Study Students

Fort Wayne Campus

Location:

Learning Resource Center (LRC)
7230 Engle Rd.
2nd Floor
Fort Wayne, IN 46804

Hours of Student Access:

Monday – Thursday: 7:30 AM – 9:30 PM
Friday: 7:30 AM – 4:30 PM

Staff:

1 Library Services Coordinator (FT): Erin Linsky
6 Work Study Assistants (PT): David Schuler, Krista Powell, Anna Morgan, Jason Walker,
Brandon Higgins, Damon Taylor

2. Number of volumes of professional material:

Greenwood - 1000
Indianapolis - 1500
Fort Wayne - 654

3. Number of professional periodicals subscribed to:

Greenwood - 32
Indianapolis - 3
Fort Wayne - 5

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

Greenwood

- Greenwood Public Library - 310 S Meridian St. Greenwood IN
- White River Library -1664 Library Blvd Greenwood, IN
- Southport Library - 2630 E Stop 11 Rd. Indianapolis, IN
- Clark Pleasant Library - 530 Tracy Rd. #250 New Whiteland, IN

Indianapolis

- Nora Branch - 8625 Guilford Avenue Indianapolis IN 46240
- Lawrence Branch - 7898 N. Hague Road Indianapolis IN 46256

Fort Wayne

- 5630 Coventry Lane Fort Wayne, IN 46804
- 2200 Lower Huntington Road Fort Wayne, IN 46819
- 900 Library Plaza Fort Wayne, IN 46802
- 2215 S. Hanna Street Fort Wayne, IN 46803
- 2201 Sherman Blvd. Fort Wayne, IN 46808

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

Institution:
Degree Program: Cardiovascular Technologist
Locations: Greenwood, Fort Wayne and Indianapolis Campuses

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? Yes

If so, please identify:
The specific license(s) needed: Certified Cardiographic Technician
The State agency issuing the license(s): *Indiana State Department of Health*

+++++

Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

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

Additional Instructors Will Be Hired Upon Program Approval for the Indiana, Fort Wayne and Greenwood Campuses

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

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

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

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INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Indianapolis, Greenwood and Fort Wayne Campuses

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

Name of Institution Medtech College

Name of Program Magnetic Resonance Imaging Technician

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

Name of Person Preparing this Form Diana H. Cannon

Telephone Number 678 486-8365 Application Type

Date the Form was Prepared 9/25/13 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 MRI Technician Program is designed to prepare the student to perform Magnetic Resonance Imaging examinations of the human body using a powerful magnetic field, radio waves and a computer to produce detailed pictures. The program provides quality lecture, laboratory, and clinical externship in the theoretical knowledge, skills, and responsibilities required to work in the medical field as an entry-level magnetic resonance imaging technologist. The successful program graduate will be able to perform detailed MR images by producing cross-sectional anatomical images of the human body for diagnostic interpretation by a physician/radiologist.

Upon completion of this program, students will be qualified to obtain employment as Magnetic Resonance Imaging MRI Specialist, Magnetic Resonance Imaging MRI Technologist.

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS101	Medical Terminology	5.0
RT101	Fundamentals of Radiologic Science and Health Care	3.0
MR102	MR Safety	3.0
RT103	Patient Care in Radiologic Sciences	4.0
MR107	Computers in Imaging	3.0
MR105	MR Instrumentation	3.0
MR106	MR Patient Management	2.0
MR114	Radiography Pharmacology	2.0
MR109	MR Imaging Formation	5.0
MR111	MR Parameters and Imaging Options	2.0
MR CLN101	Clinical Practicum I	5.0
MR112	MR Imaging Procedures I	5.0
MR CLN102	Clinical Practicum II	5.0
MR201	Quality Assurance	3.0
MR202	MR Imaging Procedures II	5.0
RT203	Radiographic Pathology	3.0
MR CLN201	Clinical Practicum III	5.0
MR205	Image Analysis I	2.0
MR206	Advanced Pathology	3.0
MR CLN202	Clinical Practicum IV	5.0
MR204	MR Imaging Procedures III	5.0
RT207	Digital Image Acquisition and Display	3.0
RT209	Ethics and Law in the Radiologic Sciences	3.0
MR CLN203	Clinical Practicum V	5.0
MR208	Advanced MR Parameters	5.0
RT210	Cross Sectional Anatomy	3.0
RT211	Radiographic Research Paper and Presentation	3.0

MR212	National Certification Review (Capstone)	3.0
MR CLN204	Clinical Practicum VI	1.5
IT110	Basic Computers	2.0
PR201	Professional Development	3.5
GE101	Academic Success	3.0
CO101	Communication	3.0

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS150	Anatomy and Physiology I	4.5
HS151	Anatomy and Physiology II	4.5
EN140	English Composition	4.5
PS101	Psychology	4.5
MA120	Math for Allied Health Professionals	4.5

Number of Credit/Clock Hrs. in Specialty: $\frac{116}{22.5}$ / $\frac{138.5}{138.5}$ Percentage: $\frac{83.76\%}{16.24\%}$
Number of Credit/Clock Hrs. in General Courses: $\frac{22.5}{22.5}$ / $\frac{138.5}{138.5}$ Percentage: $\frac{16.24\%}{100\%}$

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:

Greenwood Campus

Location:

Tilson Building (1530 American Way
Greenwood IN 46143

Staff:

Ashley Dock (Federal Work Study) - Part-time
Steven Vaughn (Federal Work Study) - Part-time
Erin Cupp (Federal Work Study) - Part-time
Kimberly Chaudion (Federal Work Study) - Part-time
Chiquita Carrie (Federal Work Study) - Part-time

Hours of Student Access:

The students have access as long as the building is open

Indianapolis Campus

Location:

6612 E. 75th Street
Indianapolis, IN 46250

Hours of Student Access:

8am-9pm Mon-Thurs, 8am-5pm on Friday

Staff:

1 Full Time Librarian
4 Part Time Federal Work Study Students

Fort Wayne Campus

Location:

Learning Resource Center (LRC)
7230 Engle Rd.
2nd Floor
Fort Wayne, IN 46804

Hours of Student Access:

Monday – Thursday: 7:30 AM – 9:30 PM
Friday: 7:30 AM – 4:30 PM

Staff:

1 Library Services Coordinator (FT): Erin Linsky
6 Work Study Assistants (PT): David Schuler, Krista Powell, Anna Morgan, Jason Walker,
Brandon Higgins, Damon Taylor

2. Number of volumes of professional material:

Greenwood - 1000
Indianapolis - 1500
Fort Wayne - 654

3. Number of professional periodicals subscribed to:

Greenwood - 32
Indianapolis - 3
Fort Wayne - 5

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

Greenwood

- Greenwood Public Library - 310 S Meridian St. Greenwood IN
- White River Library -1664 Library Blvd Greenwood, IN
- Southport Library - 2630 E Stop 11 Rd. Indianapolis, IN
- Clark Pleasant Library - 530 Tracy Rd. #250 New Whiteland, IN

Indianapolis

- Nora Branch - 8625 Guilford Avenue Indianapolis IN 46240
- Lawrence Branch - 7898 N. Hague Road Indianapolis IN 46256

Fort Wayne

- 5630 Coventry Lane Fort Wayne, IN 46804
- 2200 Lower Huntington Road Fort Wayne, IN 46819
- 900 Library Plaza Fort Wayne, IN 46802
- 2215 S. Hanna Street Fort Wayne, IN 46803
- 2201 Sherman Blvd. Fort Wayne, IN 46808

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

Institution:
Degree Program: Magnetic Resonance Imaging Technician
Locations: Greenwood, Fort Wayne and Indianapolis Campuses

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? Yes

If so, please identify:
The specific license(s) needed: Licensed Radiologist
The State agency issuing the license(s): *Indiana State Department of Health*

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? Yes

If so, please identify
The specific professional certification(s) needed: Certified Magnetic Resonance Technician
The national organization issuing the certification(s): The American Registry of Radiologic Technologists (ARRT)

+++++

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

Additional Instructors Will Be Hired Upon Program Approval for the Indiana, Fort Wayne and Greenwood Campuses

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

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

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

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Indianapolis, Greenwood and Fort Wayne Campuses

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

Name of Institution Medtech College

Name of Program Occupational Therapy Assistant

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

Name of Person Preparing this Form Diana H. Cannon

Telephone Number 678 486-8365 Application Type

Date the Form was Prepared 9/25/13 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.

A Certified Occupational Therapy Assistant (COTA) is a health care professional that works under the supervision of an Occupational Therapist Registered (OTR). They provide treatment for individuals across the lifespan and may seek employment in mental health centers, hospitals, outpatient rehabilitation clinics, home health agencies, assisted living centers, skilled nursing facilities, adult day care centers, private practice or in school systems. The COTA practitioner is trained to work with clients to learn or regain functional ability in the areas of rest and sleep; self-care; education, home and work skills; play and leisure; and social participation. The function of the COTA is to incorporate a holistic, whole-person approach to treatment to facilitate improved performance in everyday life functioning and activities.

Upon completion of this program, students will be qualified to obtain employment as Certified Occupational Therapist Assistant (COTA)

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: Occupational Therapy Assistant

TOTAL COURSE HOURS: 114.5 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$38,700

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS101	Medical Terminology	5.0
OTA101	Introduction to Occupational Therapy	2.0
OTA105	Functional Kinesiology for Occupational Therapy	4.0
OTA110	Kinesiology Laboratory	2.0
OTA130	Mental Health Interventions	2.0
OTA205	Mental Health Interventions Laboratory	4.0
OTA210	Rehabilitation Pathologies and Interventions	4.0
OTA215	Rehabilitation Interventions Laboratory	2.0
OTA220	Level I Fieldwork A- Psychosocial	3.0
OTA140	Documentation Skills I	2.0
OTA225	Pediatrics	2.0
OTA230	Pediatrics Laboratory	2.0
PS115	Human Development Across the Lifespan	2.0
OTA120	Mental Health Pathologies	2.0
OTA125	Activity Analysis and Application of Therapeutic Media	2.0
OTA240	Geriatrics	2.0
OTA250	Geriatrics Laboratory	2.0
OTA206	Program Support and Development	2.0
OTA150	Documentation Skills II	2.0
OTA260	Fieldwork Prep Laboratory: Transitioning from Coursework to Clinic	2.0

OTA270	Level I Fieldwork B - Physical Rehabilitation	2.0
OTA280	Level II Fieldwork A	12.0
OTA290	Level II Fieldwork B	12.0
IT110	Basic Computers	2.0
SO101	Sociology	4.5
CO101	Communication	3.0
PR201	Professional Development	3.5
GE101	Academic Success	3.0

<u>Course Title</u>	<u>Course Title</u>	<u>Course Hours</u>
HS150	Anatomy and Physiology I	4.5
HS151	Anatomy and Physiology II	4.5
EN140	English Composition	4.5
PS101	Psychology	4.5
MA120	Math for Allied Health Professionals	4.5

Number of Credit/Clock Hrs. in Specialty: $\frac{92}{114.5}$ / $\frac{114.5}{114.5}$ Percentage: **80.35%**
Number of Credit/Clock Hrs. in General Courses: $\frac{22.5}{114.5}$ / $\frac{114.5}{114.5}$ Percentage: **19.65%**

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:

Greenwood Campus

Location:

Tilson Building (1530 American Way
Greenwood IN 46143

Staff:

Ashley Dock (Federal Work Study) - Part-time
Steven Vaughn (Federal Work Study) - Part-time
Erin Cupp (Federal Work Study) - Part-time
Kimberly Chaudion (Federal Work Study) - Part-time
Chiquita Carrie (Federal Work Study) - Part-time

Hours of Student Access:

The students have access as long as the building is open

Indianapolis Campus

Location:

6612 E. 75th Street
Indianapolis, IN 46250

Hours of Student Access:

8am-9pm Mon-Thurs, 8am-5pm on Friday

Staff:

1 Full Time Librarian
4 Part Time Federal Work Study Students

Fort Wayne Campus

Location:

Learning Resource Center (LRC)
7230 Engle Rd.
2nd Floor
Fort Wayne, IN 46804

Hours of Student Access:

Monday – Thursday: 7:30 AM – 9:30 PM
Friday: 7:30 AM – 4:30 PM

Staff:

1 Library Services Coordinator (FT): Erin Linsky
6 Work Study Assistants (PT): David Schuler, Krista Powell, Anna Morgan, Jason Walker,
Brandon Higgins, Damon Taylor

2. Number of volumes of professional material:

Greenwood - 1000
Indianapolis - 1500
Fort Wayne - 654

3. Number of professional periodicals subscribed to:

Greenwood - 32
Indianapolis - 3
Fort Wayne - 5

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

Greenwood

- Greenwood Public Library - 310 S Meridian St. Greenwood IN
- White River Library -1664 Library Blvd Greenwood, IN
- Southport Library - 2630 E Stop 11 Rd. Indianapolis, IN
- Clark Pleasant Library - 530 Tracy Rd. #250 New Whiteland, IN

Indianapolis

- Nora Branch - 8625 Guilford Avenue Indianapolis IN 46240
- Lawrence Branch - 7898 N. Hague Road Indianapolis IN 46256

Fort Wayne

- 5630 Coventry Lane Fort Wayne, IN 46804
- 2200 Lower Huntington Road Fort Wayne, IN 46819
- 900 Library Plaza Fort Wayne, IN 46802
- 2215 S. Hanna Street Fort Wayne, IN 46803
- 2201 Sherman Blvd. Fort Wayne, IN 46808

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

Institution:
Degree Program: Occupational Therapy Assistant
Locations: Greenwood, Fort Wayne and Indianapolis Campuses

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? Yes

If so, please identify
The specific license(s) needed: Certified Licensed Occupational Therapy Assistant
The State agency issuing the license(s): *The Indiana Professional Licensing Agency (IPLA)*

+++++

Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

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

Additional Instructors Will Be Hired Upon Program Approval for the Indiana, Fort Wayne and Greenwood Campuses

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

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

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

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 10, 2013

DECISION ITEM A-5:

National College: One Associate Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree program in Tourism and Hospitality Management with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of the program in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

National College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The institution has three campuses in Indiana. ACICS accredits National College in six states including Indiana. The National Center for Education Statistics (NCES) does not presently list enrollment data for National College at Fort Wayne, Indianapolis, or South Bend, Indiana.

Degree Program Profile

*Associate of Applied Science (A.A.S.) in
Tourism and Hospitality Management
at Indianapolis*

This program consists of 96 quarter credit hours, with 75% of the courses in the specialty. The faculty will be hired pending degree approval.

Supporting Documents

Degree Application

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INDIANA BOARD FOR
PROPRIETARY EDUCATION

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 National College, 6060 Castleway W. Dr., Indianapolis, IN 46250

Name of Program Tourism & Hospitality Management

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

Name of Person Preparing this Form David Yeaman

Telephone Number 540-769-8280 Application Type

Date the Form was Prepared 10/1/2013 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.

National College's Tourism and Hospitality Management associate degree program integrates courses in business, hospitality, and tourism; providing students with the skills and expertise they will need to excel in entry-level management, marketing, or operations positions in this exciting industry.

In addition to core coursework requirements, students will have the opportunity to gain practical knowledge through an externship placement with a local tourism/hospitality related business. Computers are used across the curriculum to insure hands-on experience in the latest technology utilized in all tourism and hospitality enterprises.

The Tourism and Hospitality Management program represents a broad range of career opportunities in industries that include: hotel, lodging, and resorts; restaurants, commercial food services and catering; convention, meeting, and event planning; tourism destinations and attractions' leisure, recreation, and athletic program management; airline, rail, cruise and other transportation; spa, golf, and wellness management.

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: Tourism & Hospitality Management

TOTAL COURSE HOURS: 975 Check one: Quarter Hours
96 credits Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 20 months TUITION: \$30,432

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC101	Principles of Accounting I	4
BUS227	Human Resource Management	4
BUS228	Principles of Marketing	4
COM151	The Microsoft Office	4
NTH101	Customer Service & Sales in Tourism	4
NTH125	Popular Destinations	4
NTH194	Food and Beverage Management	4
NTH223	Convention and Event Management	4
NTH230	Survey of Clubs, Spas, Casinos and Resorts	4
NTH292	Lodging Management	4
NTH297	Tourism and Destination Management	4
SELECT 5 (20 Credits)		
BUS101	Introduction to Business	4
COM235	Spreadsheet Applications	4
ENG225	Written Communication	4
NTH145	Hospitality Accounting	4
NTH200	Hospitality Law	4
NTH294	ServSafe Food Manager	4
NTH299	Tourism/Hospitality Externship	4
ELECTIVES (8 Credits)		
ELECT1	Elective	4
ELECT2	Elective	4

GENERAL EDUCATION / LIBERAL ARTS COURSES: (24 Credits) At least one from each discipline required.

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ENG102	Written and Oral Communications English Composition	4

ENG126	Oral Communication	4
	Mathematics, Statistics, and Logic	
LOG215	Thinking Critically	4
MAT101	Understanding Mathematics	4
MAT214	Algebra	4
	Arts and Humanities	
ETH205	Ethics	4
GEN241	Cultural Appreciation	4
	Social and Behavioral Sciences	
POL202	Political Science	4
PSY127	Psychology	4
	Physical/Natural Science	
BIO101	Introduction to Biology	4
ENV101	Environmental Science	4

Number of Credit/Clock Hrs. in Specialty: 72 / 96 Percentage: 75%
Number of Credit/Clock Hrs. in General Courses: / Percentage:
Total

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 24 / 96 Percentage: 25%

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:

Virtual Library access at National College is one of the most reliable and technologically advanced sources in the community for current information. This comprehensive resource consists of eight databases from which students can search thousands of periodicals, newspapers, reference books, and academic journals.

National's Virtual Library features databases relating to the specific fields of study offered by the College: business, computers, health care, prescription drugs, and general academic information, most of which is not available on the World Wide Web. It allows students to search a subject from one or more databases simultaneously. Students have 24 hours a day, 7 days per week access to the virtual library.

National College has over 20 databases as part of its virtual library including the Hospitality, Tourism and Leisure collection. Students have around the clock access to all periodicals and publications as well as having the ability to "ask the librarian" to assist with Online research or general browsing if needed.

The campuses at National College have an on-site comprehensive library which has library staff on hand during the hours of operation. Students are able to get assistance with program specific research or help with general browsing.

The library hours of operation are as follows:
Indianapolis Campus – 8:00a – 10:00p.

2. Number of volumes of professional material:

National College has over 16,000 periodicals, publications, magazines, and journals available to students in various program offerings. Students have around the clock access to all periodicals and publications as well as having the ability to "ask the librarian" to assist with Online research or general browsing if needed. National College has over 20 databases as part of its virtual library including the Hospitality, Tourism and Leisure collection.

3. Number of professional periodicals subscribed to:

National College has over 16,000 periodicals, publications, magazines, and journals available to students in various program offerings. Students have around the clock access to all periodicals and publications as well as having the ability to "ask the librarian" to assist with Online research or general browsing if needed. National College has over 20 databases as part of its virtual library including the Hospitality, Tourism and Leisure collection.

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

The Indianapolis Campus has the Glendale Library in close proximity. Twelve minutes/6.38 miles away from campus, students have the ability to visit this location for access for additional periodicals, publications, and books.

**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 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
*To be determined	MA/BA, respectively	1-5 Years	0 Years	1+ Years	X	X

*Faculty for this program have not been hired – the expected start date of the program is April 28, 2014. Upon hiring, the College will send the Instructor Qualification Record for each faculty member to the Board.

Faculty qualifications will be as follows:

- 50% of our faculty that teach 100/200 level courses will hold Master's degrees or higher.
- All remaining courses will be taught by faculty that hold a Bachelor's degree or higher.

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

Institution: National College
Degree Program: Tourism & Hospitality Management
Locations: Indianapolis, 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?

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

There are no post-graduate certifications of licensure requirements for this program.

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Professional Certification

Does a graduate of this program need 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
The specific professional certification(s) needed:
The national organization issuing the certification(s):

Although acquiring certifications will give graduates more prospects for employment in a related job in Indiana, certification is not required for employment.

Students will be given the opportunity to sit for several industry recognized certifications throughout their training including the National Restaurant Association's ServSafe certification and the American Hotel and Lodging Educational Institute's Guest Service Gold certification and the Lodging certification, among others. These certifications are proven career placement and advancement boosters.

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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

There isn't any "specialized" program accreditation required.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 10, 2013

DECISION ITEM A-6:

Policy on Institutions Seeking Accreditation

Staff Recommendation

That the Board for Proprietary Education approve the Policy on Institutions Seeking Accreditation, dated December 3, 2013

Background

The Indiana Board for Proprietary Education authorizes postsecondary credit bearing proprietary educational institutions that are “accredited by an accrediting agency recognized by the United States Department of Education” or are “seeking and progressing toward accreditation by an accrediting agency recognized by the United States Department of Education.” The policy was drafted to address the criteria an institution must meet to be considered “seeking and progressing toward accreditation.”

There are currently four institutions overseen by BPE that are currently seeking accreditation:

- AC/C Tech
- Indiana Dabney University
- MJS College School of Nursing and Business
- Saint Anthony School of Echocardiography

Supporting Documents

Policy on Institutions Seeking Accreditation, dated December 3, 2013

Policy on Institutions Seeking Accreditation

December 3, 2013

1. Any postsecondary credit bearing proprietary educational institution applying for authorization to operate in the State of Indiana must specify its accreditation status. This applies to out-of-state accredited institutions seeking to open a campus in Indiana, in-state accredited institutions seeking to open a new campus, and all institutions without accreditation.
2. Any out-of-state accredited institution seeking to open a campus in Indiana and any in-state accredited institution seeking to open a new campus shall inform the Board for Proprietary Education of the steps and timeline required to extend its existing accreditation to the new campus. To maintain authorization, the institution must continue to make satisfactory progress toward extending accreditation to the new campus.
3. Institutions that are not accredited by an accreditation agency recognized by the United States Department of Education shall include in their application a plan for becoming accredited, including the name of the accrediting agency from which they are seeking accreditation, the basic steps in the accreditation process, and the timeline for achieving accreditation. To maintain authorization, the institution must continue to make satisfactory progress toward achieving accreditation.
4. All institutions shall promptly report to the Board for Proprietary Education any significant developments related to accreditation and shall include in their renewal applications a status report on accreditation.