



INDIANA COMMISSION *for*
HIGHER EDUCATION

Indiana Board for Proprietary Education

BOARD MEETING
AGENDA
September 13, 2016

AGENDA

Meeting of the Board for Proprietary Education

September 13, 2016
10:00 – 1:00

Indiana Commission for Higher Education
Kent Weldon Board Room
101 West Ohio Street, Suite 300
Indianapolis, IN 46204

(For Conference Call Participants)

1-877-422-1931 Conference Code: 2867447421

I.	Call to Order – 10:00 A.M. (Eastern)	
	Roll Call of Members and Determination of Quorum	
	Executive Director’s Report	
	Consideration of the Minutes of the June 1, 2016 Board Meeting	1
II.	Business Items	
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V.	OLD BUSINESS	
	NEW BUSINESS	
	ADJOURNMENT	

The next meeting of the Board is tentatively scheduled for **December 13, 2016, in Indianapolis, Indiana.**

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STATE OF INDIANA
Board for Proprietary Education

Minutes of Meeting

Wednesday, June 1, 2016

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 9:30 a.m. at 101 West Ohio Street, Suite 300, Kent Weldon Board Room, with Chairman Sauer presiding.

ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present: Rod Haywood, Jr., Ken Konesco, Eric Ogle, Joe Pearson, and Ken Sauer.

Members Absent: Maia Siprashvilli-Lee.

Guests Present: Connie Adelman, Kristen Akers, Chris Artim, Jerry Ausburn, Jeff Biltz, Tom Brouwer, John Carreon, Rachel Durrance, Stephie Guptill, Angela Hughes, Bruce Kepley, Shawntel Landry, Tes Lukomski, Steve McClearn, Jennifer Newham, Eustace Rawlings, Glenna Shelby, Bree Stansberry, Karen Swenson, Steve Wettergreen, and Paul Wolfe

It was determined that there was a quorum for the June 1, 2016 Board meeting.

CONSIDERATION OF THE MINUTES OF THE March 8, 2016 BOARD MEETING

R-16-02.1 **Resolved:** That the Board for Proprietary Education hereby approve the Minutes of the March 8, 2016 regular meeting
(Motion – Konesco, second – Pearson, unanimously approved)

II. EXECUTIVE DIRECTOR'S REPORT

Dr. Sauer began by stating that there were a number of information items that would be discussed at the end of the agenda. With the information items being at the end of the agenda, the Board would move directly to the business items.

III. TIME – SENSITIVE ACTION ITEMS

A. Academic Degree Programs

1. Master of Science in Educational Business Administration to be offered by American College of Education

Representing American College of Education was: Dr. Ausburn, Assistant Dean, Dr. Landry, Provost and Interim President, and Ms. Swenson, and Senior Vice President of Regulatory Affairs and Compliance.

Mr. Miller presented the staff report recommending that American College of Education be granted approval to offer one Master's degree program via distance education.

R-16-02.2 **RESOLVED:** That the Board for Proprietary Education approves by

consent the following recommendation, in accordance with the background information provided in this agenda item.
(Motion – Ogle, second – Konesco, unanimously approved)

2. Associate of Applied Science in Surgical Technology and Central Sterile Processing to be offered by American National University at Indianapolis

Representing American National University was: Mr. Theodore Lukomski, Campus Director at Indianapolis, and Paul Wolfe, Regional Vice President.

Mr. Miller presented the staff report recommending that American National University be granted approval to offer one Associate's degree program at one location.

R-16-02.3 **Resolved:** That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item.
(Motion – Konesco, second – Pearson, unanimously approved)

3. Associate of Science in Accounting Specialist, Business Administration, Healthcare Reimbursement, Human Resource Management, and Medical Office Administration to be offered by Brightwood College at Hammond

Representing Brightwood College was: Mr. Chris Artim, Executive Director at Hammond Campus, Mr. John Carreon, Senior Vice President of Regulatory Affairs and Associate General Counsel, and Rebecca DeVos, Academic Dean, Steve McClearn, Vice President of Online Strategy and Development, and Steve Wettergreen, Vice President of Instructional Design.

Mr. Miller presented the staff report recommending that Brightwood College be granted approval to offer five Associate's degree programs at one location.

R-16-02.4 **Resolved:** That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item.
(Motion – Haywood, second – Konesco, unanimously approved)

4. Associate of Science in Business and Project Management to be offered by Brown Mackie College at Fort Wayne, Indianapolis, and South Bend

This degree program proposal was voluntarily withdrawn by the institution.

5. Associate of Science in Engineering Fundamentals, Bachelor of Science in Communication, Engineering Technology, Interdisciplinary Studies, Logistics and Supply Chain Management, Safety Management, and Unmanned Systems Application to be offered by Embry-Riddle Aeronautical University at Indianapolis

Representing Embry-Riddle Aeronautical University was: Ms. Rachel Durrance, Assistant Director of State Authorizations, and Ms. Brienne Stansberry, Associate Director and Department Head of State authorization.

Mr. Miller presented the staff report recommending that Embry-Riddle Aeronautical

University one Associate's degree program and six Bachelor's degree programs at one location.

R-16-02.5 **Resolved:** That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item.
(Motion – Ogle, second – Haywood, unanimously approved)

IV. INFORMATION ITEM

Dr. Sauer began by introducing the topic of Accrediting Council for Independent Colleges and Schools (ACICS) by reviewing the work of the Planning Committee at its last meeting. The Planning Committee discussed the 13 Attorneys General letter to the National Advisory Committee on Institutional Quality and Integrity (NACIQI) opposing renewal of recognition of ACICS by the United State Department of Education (USDOE). Secondly, the Planning Committee discussed the ACICS Show-Cause Directive letter to ITT Educational Services, Inc. Dr. Sauer explained that the ACICS Financial Show-Cause Directive letter to the Education Management Corporation had not been issued at the time that the Planning Committee met.

Dr. Sauer stated that he, Commissioner Lubbers and Mr. Miller had a meeting with ITT Educational Services, Inc. executive staff, and that he and Mr. Miller also had a meeting with Education Management Corporation to discuss the ACICS letters to those respective institutions. Dr. Sauer emphasized that the information presented today was strictly information, but that the Planning Committee could meet again to discuss these items or have them brought before the full Board. Dr. Sauer expected that as further information became available that the Board would have a chance for a larger discussion. Mr. Ogle expressed his concern for the role of the Board in protecting students. Mr. Konesco stated that in the case of ITT Educational Services, ACICS had requested a teach-out plan. Mr. Miller stated that one of the first concerns of the Board would be to secure the student records should the teach-out plan be implemented.

Dr. Sauer turned to Mr. Miller for an outline of the information items. Mr. Miller began by stating that the National Advisory Committee on Institutional Quality and Integrity (NACIQI) has a rotation of reviewing recognized accreditors, and that ACICS is one such accreditor currently under review. NACIQI advises the Secretary of Education in the final determination of renewal of USDOE recognition. ACICS was scheduled for review of recognition during the June 22nd through 24th, 2016 NACIQI meeting.

Dr. Sauer stated that he and Mr. Miller had spoken to the ACICS leadership and that it was very clear that the process of review had a timeline that would take time before conclusion. Further, state agencies and accreditors would need to work more closely in support of the oversight triad of institutions.

Mr. Miller stated that the Board authorized 11 institutions with 34 campuses in Indiana that had ACICS accreditation. Mr. Konesco asked the ITT Educational Services staff present at the meeting if the institution is expected to meet the June 15, 2016 deadline for submission of documents. Mr. Brouwer replied that he was confident in their ability to meet the requirements of document submission.

Mr. Miller stated that the ACICS Financial Show-Cause Directive to Education Management Corporation was narrowly focused and stemmed from the financials of one location in York,

Pennsylvania. With no further questions or comments Dr. Sauer adjourned the meeting.

OLD BUSINESS
NEW BUSINESS

There was none.

V. ADJOURNMENT

The meeting was adjourned at 11:50 A.M.

Dr. Ken Sauer, Chairman

Date

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 13, 2016

DECISION ITEM A-1:

Caris College: One Associate's Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Applied Science (A.A.S.) in Diagnostic Medical Sonography in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Caris College is nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES). Caris College has been in operation since 2005, and was previously authorized by the Office for Career and Technical Schools (OCTS). The National Center for Education Statistics (NCES) does not presently list enrollment data for Caris College.

Degree Program Profile

*Associate of Applied Science (A.A.S.) in
Diagnostic Medical Sonography at
Jeffersonville*

This program consists of 113 quarter credit hours, with 76% of the courses in the specialty. The program faculty consist of 6 individuals, of whom 1 is full-time, and the remaining 5 are part-time. Of the 6 individuals, 2 have a master's degree, 1 has a baccalaureate, 2 have an associate's, and 1 has a diploma.

Supporting Document

Degree Application

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Caris College</u>	
Program name and Suggested CIP Code:	<u>Assoc. of Applied Science in Diagnostic Medical Sonography CIP Code: 51.0910 DMS/Sonographer and Ultrasound Technician</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>Leeanne Minton, M.S., RT(R), RDMS(AB)</u>	
Telephone Number	<u>812-725-9456</u>	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>June 26, 2016</u>	<input checked="" type="checkbox"/> Initial or <input type="checkbox"/> Renewal
	Revised: September 1, 2016	

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

The Diagnostic Medical Sonography program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psycho-motor (skills), and affective (behavior) learning domains. The Diagnostic Medical Sonography program at Caris college is designed to prepare students to perform diagnostic ultrasound examinations required of an entry-level general sonographer to include, but not be limited to, abdomen, gravid and non-gravid females, superficial structures and specialized procedures.

The Diagnostic Medical Sonography Program will:

1. Prepare the student to become a Diagnostic Medical Sonographer, allowing them to work in any hospital, imaging center, or OB/Gyn office.
2. Instruct courses in patient care, anatomy and physiology, medical terminology, abdominal sonography, small parts, and specialized sonography, gynecology/ obstetric sonography, sonography physics and instrumentation, sterile techniques, OSHA, and HIPAA training, CPR.
3. Provide lab centered hands-on training that includes taking vital signs, moving patients, positioning patients, performing ultrasounds of the abdomen, gynecology/ obstetric, small parts, and specialized procedures.
4. Prepare students by allowing them to practice their skills learned in the lab in a healthcare setting under the supervision of the practicing clinician during their clinical rotations. The students will be able to perform ultrasound of the abdomen, gynecology/ obstetric, small parts, and specialized procedures as well as moving and positioning patients.
5. Facilitate each student to recognize normal and abnormal pathology of the human body. As well as describe their findings to an interpreting physician.

At the completion of the DMS program, the student will have the ability to obtain employment as a sonographer and sit for the credentialing examination.

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

Name of Program: _____ Associates of Applied Science

Total Course Hours: 2070 clock hours Check one: Quarter Hours X
113 crH Semester Hours _____
 Clock Hours _____

Tuition : 31,400.00 Length of Program: 80 weeks or 20 months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MED 120	Medical and Legal Ethics	2
PAT 105	Introduction to Patient Care and Sonography	4
SON 100	Essentials of Sonography	4
SON 100L	Essentials of Sonography Lab	2
SON 110	Abdominal Sonography	4
SON 110L	Abdominal Sonography Lab	4
SON 120	Small Parts and Specialized Sonography	4
SON 120L	Small Parts and Specialized Sonography Lab	2
SON 130	Obstetrics / Gynecology Sonography	4
SON 130L	Obstetrics / Gynecology Sonography Lab	2
SON 101	Sonography Physics	8
SON 140	Ultrasound Seminar	4
SON 111	Clinical 1	11
SON 121	Clinical 2	11
SON 131	Clinical 3	11
SON 141	Clinical 4	11

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MAT 108	College Algebra	4
PHY 100	General Physics	4
ENC 101	Interpersonal Communications	4
BUS 115	Professional Development	2
ANP 101	Anatomy & Physiology 1	4
ANP 102	Anatomy & Physiology 2	4
MED 100	Medical Terminology	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 88 / 1820 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 25 / 250 Percentage: 24%

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:

At Caris College, a resource library is available for student's research assignments and study promotion. It is located on the first floor of the campus. The student has the ability to review or check out any textbooks or resource material to aid them in their studies. Any faculty member of the college can assist the student in the check-out process.

Caris College also has a virtual library to aid in the students' needs. The library can be accessed by any computer on campus and allows additional resources that may otherwise be unavailable to students.

The resource and virtual library's hours of availability are from 8am to 10pm Monday -Friday, during the college's hours of operation. On the weekend, the student can access the library by an arranged appointment time with the instructor.

2. Number of volumes of professional material:

Caris College's resource library has 3-5 reference texts for each course taught in Sonography along with a variety of periodicals provided by the Society of Diagnostic Medical Sonography. Since Caris College subscribes to the SDMS, we have access to over 300 articles and learning opportunities pertaining to peer-reviewed journals, articles, application training, JDMS, registry review, work study sessions, and a variety of webinars pertaining to all specialties of sonography. Our virtual library also offers at least 10 different databases for scholarly and professional journals.

3. Number of professional periodicals subscribed to:

Society of Diagnostic Medical Imaging: www.sdms.org

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

Jeffersonville Township Public Library: 211 E Court Ave, Jeffersonville, Indiana 47130-(1.5 miles away from campus)

Sellersburg Library: 430 N Indiana Ave, Sellersburg, Indiana 47172-(8.3 miles away from campus)

Charlestown Library: 51 Clark Rd. Charlestown, Indiana 47111-(14.6 miles away from campus)

New Albany-Floyd County Library: 180 W Spring St. New Albany, Indiana 47150-(5.4 miles away from campus)

Clarksville Township Public Library: 1312 Eastern Blvd, Clarksville, Indiana 47129-(1.8 miles away from campus)

Harrison County Public Library: 105 N Capitol Ave, Corydon, Indiana 47112-(30 miles away from campus)

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

Institution: Caris College

Degree Program: Associates of Occupational Science in Diagnostic Medical Sonography

Locations: Caris College: 1615 Spring Street Suite B, Jeffersonville, Indiana 47130

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, the student does not need to be licensed by the State to practice their profession in Indiana.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

American Registry of Radiologic Technologist in Sonography and American Registry of Diagnostic Medical Sonographers

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

Yes

If so, please identify

Each specific professional certification: ARRT (S) and RDMS (AB)(BR)(OB/GYN)(MSK)

The national organization issuing each certification:

American Registry of Radiologic Technologists (ARRT) and American Registry of Diagnostic Medical Sonographers (RDMS)

Please explain the rationale for choosing each professional certification:

It is not required to be nationally registered but hospitals are requiring individuals to become registered. If Caris College has an Associates program in Sonography, each student will have the opportunity and the knowledge to sit for the ARRT registry. This will make each student more marketable.

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

Anatomy and Physiology 1 & 2, College Algebra, Medical Terminology, Intro to Patient Care and Sonography, General Physics, Essentials of Sonography and Lab, Abdominal Sonography and Lab, Sonography Physics, Obstetrics / Gynecology Sonography and Lab, Medical and Legal Ethics, Small Parts and Specialized Sonography and lab, Ultrasound Seminar, Clinical 1,2,3, and 4

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Professional Industry Standards/Best Practices

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

Yes

If so, please identify

The specific professional industry standard(s) and/or best practice(s): Legal Ethics/HIPPA, ergonomics, infection control

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

The Occupational Safety and Health Administration sets rules and guidelines that all Health Care workers should follow. At Caris College we teach the students the importance of following all the rules and guidelines set up by OSHA. We teach the importance of following medical and legal ethics along with infection control and how to utilize standard precautions and isolation techniques. The students are also trained to employ the best ergonomic practices to reduce work related injuries.

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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, the program does not need a specialized accreditation for a graduate to earn a professional certificate.

If so, please identify the specialized accrediting agency:

By obtaining an Associates degree, It expedites the process of a graduate qualifying for their examination by the ARRT or ARDMS.

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Transferability of Associate of Science Degrees

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

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

Caris College does not have a baccalaureate degree.

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

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Job Titles

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

- Diagnostic Medical Sonographer
- Ultrasonographer
- Ultrasound technologist
- Ultrasound technician
- Sonographer

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 13, 2016

DECISION ITEM A-2:

Harrison College:

One Associate's Degree Program at One Location and One Associate's Degree Program at Two Locations

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Applied Science (A.A.S.) in Medical Laboratory Technology and A.A.S. in Practical Nursing in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

Harrison College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The institution has 10 campuses in Indiana: Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Indianapolis East, Lafayette, Northwest, and Terre Haute. The National Center for Education Statistics (NCES) lists a total enrollment of 3,040 students in the fall of 2015 at the Indianapolis campus. NCES lists student enrollment data as zero for the nine other Harrison College campuses in Indiana.

Degree Program Profiles

Associate of Applied Science (A.A.S) in Medical Laboratory Technology at Fort Wayne

This program consists of 98 quarter credit hours, with 83% of the courses in the specialty. The Fort Wayne program faculty consists of 6 individuals, of whom 3 are full-time, and the remaining 3 are part-time. Of the 6 individuals, 3 have a master's degree and 3 have a baccalaureate degree.

*Associate of Applied Science (A.A.S) in
Practical Nursing at
Fort Wayne and Indianapolis East*

This program consists of 96 quarter credit hours, with 83% of the courses in the specialty. The Fort Wayne program faculty consists of 3 individuals, of whom 1 is full time, and the remaining 2 are part-time. Of the 3 individuals, each has a master's degree. The Indianapolis East program faculty consists of 6 individuals, of whom 5 are full-time, and the remaining individual is part-time. Of the 6 individuals, each has a master's degree.

Supporting Documents

Degree Applications

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution **Harrison College (Fort Wayne)**

Program name and
Suggested CIP Code: **Medical Laboratory Technology 51.1005**

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

Name of Person Preparing this Form **Kristen Akers**

Telephone Number **317-447-6893** **Application Type**

Date the Form was Prepared **September 1, 2016** Initial or Renewal
(Revise date after any revision)

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

This program seeks to provide a progressive curriculum of general education, basic science, math and clinical and technical instruction. The goal of the program is to provide the academic, professional and clinical skills needed for entry-level positions as a Medical Laboratory Technician. Objectives include the utilization of critical and analytical thinking skills in the application of principles and regulations for quality assurance, accuracy and validity of laboratory tests. Graduates will be able to competently and safely perform procedures in collection, processing and analyzing biological specimens and in the multiple aspects of routine clinical laboratory and other current and emerging diagnostic tests. Graduates will apply professional standards and ethics in the performance of evaluation, quality assessment and management of laboratory results and in the communication of patient information as part of the health care team. The Medical Laboratory Technician usually works in a hospital laboratory setting under the supervision of a Medical Technologist or clinical laboratory professional. The Medical Laboratory Technician may also work in specialized reference laboratories, physician office labs or industrial/research laboratories.

Program Objectives

Upon graduation, students will be able to:

1. Analyze and interpret the results of clinical laboratory tests for accuracy and correlation with other test results.
2. Perform biological testing in clinical laboratory disciplines according to policies and procedures.
3. Maintain laboratory instrumentation according to industry guidelines.
4. Maintain and promote good lab practices.

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

Name of Program: _____ Medical Laboratory Technology

Total Course Hours: 98 Check one: Quarter Hours X
 _____ Semester Hours _____
 _____ Clock Hours _____

Tuition : \$44,600 Length of Program: 84 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ANP1040	Human Anatomy & Physiology I	4
ANP1050	Human Anatomy & Physiology II	4
EXT2770	MLT Micro-Chemistry-Urine Externship	6
EXT2790	Blood Bank-Hematology-Coag Externship	6
MLT1130	Laboratory Calculations	4
MLT1250	Clinical Techniques and Principles I	4
MLT1430	Urine and Body Fluids	4
MLT1460	Immunoserology	4
MLT1480	Microbiology I	4
MLT2480	Microbiology II	4
MLT2530	Hematology I	4
MLT2540	Hematology II	4
MLT2630	Clinical Chemistry I	4
MLT2640	Clinical Chemistry II	4
MLT2660	Immunochemistry I	4
MLT2670	Immunochemistry II	4
MLT2680	Medical Laboratory Capstone	4
MLT1260	Clinical Techniques and Principles II	4

GS1000	Success Strategies	6
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GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CHM1020	General Chemistry I	4
BIO1100	Biological Science	4
PSY1060	Psychology	4
COM1050	Composition I	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 82 / 98 Percentage: 83.7%

Number of Credit/Clock Hrs. in General Courses: 16 / 98 Percentage: 16.3%

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:

Location: The Library is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the Library website, accessible at all times from any web-connected computer. The Library website at <http://harrison.libguides.com/home/Library> features links to a materials catalog and the online resources.

Hours: The Library is fully staffed Monday – Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian-staffed chat reference is available during normal business hours.

Staff: One full-time librarian is available in the Library with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the Library. Students are also served by over 15 full-time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the Library offers direct access to over 134,000 ebooks.

3. Number of professional periodicals subscribed to:

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 30 print journals chosen to support the various program areas, to meet the general education requirements of this campus and to promote life-long learning.

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

The Indiana University-Purdue University at Fort Wayne Library is located approximately 3.5 miles from campus. This library provides access as a state-funded institution to materials onsite.

The Allen County Public Library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized onsite by any.

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

Institution: Harrison College
Degree Program: Medical Laboratory Technology
Locations: Fort Wayne

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: N/A

The State agency issuing the license(s): N/A

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Professional Certification

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

The certification exam available for the Medical Laboratory Technology program graduate is the Medical Laboratory Technician (MLT) exam through the American Society for Clinical Pathology (ASCP) Board of Certification (BOC).

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

While a certification is not required in the field, most hospital laboratories require ASCP certification. Graduation from the Medical Laboratory Technology program prepares students to take the MLT certification exam.

If so, please identify

Each specific professional certification: Medical Laboratory Technician – MLT (ASCP)

The national organization issuing each certification: American Society for Clinical Pathology (ASCP) Board of Certification (BOC).

Please explain the rational for choosing each professional certification:

While a certification is not required in the field, most hospital laboratories require ASCP certification. Graduates from the Medical Laboratory Technology program prepares students to take the MLT certification exam.

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

- MLT 1430 - Urine and Body Fluids
- MLT 1460 - Immunoserology
- MLT 1480 - Microbiology I
- MLT 2480 - Microbiology II
- MLT 2530 - Hematology I
- MLT 2540 - Hematology II
- MLT 2630 - Clinical Chemistry I
- MLT 2640 - Clinical Chemistry II
- MLT 2660 - Immunohematology I
- MLT 2670 - Immunohematology II
- MLT 2680 - Medical Laboratory Capstone

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Professional Industry Standards/Best Practices

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

The Medical Laboratory Technology (MLT) program meets the curriculum requirements of and is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

If so, please identify

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

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

The Medical Laboratory Technology program curriculum is based on the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) standards. The Harrison Medical Technology programs has NAACLS accreditation, with comparable courses to meet the industry standards outlined in the NAACLS Standards. These include: Medical laboratory technicians perform, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory technician has diverse and multi-level functions in the areas of collecting, processing, and analyzing biological specimens and other substances, principles and methodologies, performance of assays, problem solving, troubleshooting techniques, significance of clinical procedures and results, principles and practices of quality assessment, for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory technicians practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

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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?

While a certification is not required in the field, most hospital laboratories require ASCP certification. Programmatic accreditation is required for graduates to be eligible to sit for the MLT certification exam.

If so, please identify the specialized accrediting agency:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

Medical laboratory technicians are often employed in a hospital, clinic, diagnostic laboratory, blood bank, physician's laboratory, research laboratory or other medical facility.

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College (Indianapolis East and Fort Wayne)

Program name and
Suggested CIP Code: Practical Nursing 51.1613

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

Name of Person Preparing this Form Kristen Akers

Telephone Number 317-447-6893 **Application Type**

Date the Form was Prepared August 19, 2016 Initial or Renewal
(Revise date after any revision) Revised August 29, 2016

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

The 15-month Practical Nursing Program is designed to provide the knowledge and skills necessary for students to enter a challenging career in nursing. This high-quality education, provided by Registered Nurses and other highly skilled health care professionals, engage the student immediately beginning with nursing foundations, through clinical rotations, and finally a capstone course for NCLEX-PN examination review for state licensure (LPN). Employment opportunities include long-term care practice in nursing homes, hospitals, or rehabilitation centers, and acute care practice in hospitals, urgent care facilities, occupational care centers, or physician offices. Upon graduation, students receive an Associate of Applied Science Degree.

The mission of the Practical Nursing Program is to prepare student nurses for professional nursing practice in the state of Indiana. The program helps develop empathy and assists student nurses to express caring as a fundamental characteristic, which is vital to the nursing process.

The Practical Nursing Program promises to provide a learning environment that is responsive to the needs of a diverse student population and that stresses rigorous high quality education in caring, personalized atmosphere. Behaviors such as critical thinking, strong work ethic, patience, and reflection on experience are all integral parts and form a basis for the practice of professional nursing. This mission is congruent with the needs of all Indiana residents, which is to provide quality education, fulfill economic needs, help eliminate nursing deficits in healthcare, to provide cultural awareness, and to aid in the advancement for all citizens.

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

Name of Program: _____ Practical Nursing _____

Total Course Hours: 96 _____ Check one: Quarter Hours X _____
 Semester Hours _____
 Clock Hours _____

Tuition : \$33,020 _____ Length of Program: 15 months _____

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ANP1040	Human Anatomy & Physiology I	4
ANP1050	Human Anatomy & Physiology II	4
HS270	Pharmacology for Nursing	5
PS151	Patient Interaction	5
PN102	Nursing Foundations I	5
PN104	Nursing Foundations II	5
PN202	Nursing Care: Maternity	5
PN204	Nursing Care: Pediatrics	5
PN206	Nursing Care: Geriatrics	5
PN270	Med-Surg Nursing: Patient Care Concepts	5
PN271	Med-Surg Nursing: Disease and Disorders	5
PN275	NCLEX-PN Exam Review	5
MED1010	Medical Terminology	4
MED1020	Medical Law and Ethics	4
HS265	Comprehensive Pathophysiology	5
PR201	Professional Development	5
CPU1000	Computers and Office Automation	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY1060	Psychology	4
SCI2400	Principles of Nutrition	4

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:

Indianapolis East

Location: The Library is located at the Harrison College - Indy East campus at 8150 Brookville Road, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the Library website, accessible at all times from any web-connected computer. The Library website at <http://harrison.libguides.com/home/Library> features links to a materials catalog and the online resources.

Hours: Monday - Thursday 7:30 AM to 8:30 PM, and Friday 8:00 AM to 2:00 PM. In addition, live online librarian-staffed chat reference is available during normal business hours.

Staff: There is one full time librarian staffing the area. Students are also served by over 15 full-time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Fort Wayne

Location: The Library is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the Library website, accessible at all times from any web-connected computer. The Library website at <http://harrison.libguides.com/home/Library> features links to a materials catalog and the online resources.

Hours: The Library is fully staffed Monday - Thursday 8:15 AM - 5:30 PM, Friday 8:00 AM - 4:00 PM. In addition, live online librarian-staffed chat reference is available during normal business hours.

Staff: One full-time librarian is available in the Library with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the Library. Students are also served by over 15 full-time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

Indianapolis East

The physical collection represents over 850 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 134,000 ebooks.

Fort Wayne

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the Library offers direct access to over 134,000 ebooks.

3. Number of professional periodicals subscribed to:

Indianapolis East

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 30 print journals chosen to support the various program areas, to meet the general education requirements of this campus and to promote life-long learning.

Fort Wayne

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 30 print journals chosen to support the various program areas, to meet the general education requirements of this campus and to promote life-long learning.

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

Indianapolis East

There are five library facilities within close proximity for students. They are: the University of Indianapolis (8.8 miles), Indiana University-Purdue University at Indianapolis (9.3 miles), Indianapolis Central Library (8.6 miles), Warren Township Branch (5.0 miles) and the Franklin Road Branch (2.7 miles).

Fort Wayne

The Indiana University-Purdue University at Fort Wayne Library is located approximately 3.5 miles from campus. This library provides access as a state-funded institution to materials onsite.

The Allen County Public Library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized onsite by any.

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

Institution: Harrison College
Degree Program: Practical Nursing
Locations: Indianapolis East and Fort Wayne

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 and yes.

If so, please identify

The specific license(s) needed: Licensed Practical Nurse (LPN)

The State agency issuing the license(s): Indiana State Board of Nursing

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Professional Certification

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

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

If so, please identify

Each specific professional certification: N/A

The national organization issuing each certification: N/A

Please explain the rationale for choosing each professional certification: N/A

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

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Professional Industry Standards/Best Practices

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

If so, please identify

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

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

The curriculum utilized by MedTech for the LPN program is based on the Standards of Practice and Education Competencies of Graduates of Practice/Vocational Nursing programs as identified by the National Association for Practical Nurse Education and Service. Student learning outcomes focus on providing safe and effective care, effective communication with clients and the healthcare team members, critical thinking and problem focused decision making within the scope of practice for the LPN and ability to demonstrate practical nursing knowledge and skills to respond to the needs of a diverse group of clients. Harrison College will continue to follow the same curriculum to teach out current transfer MedTech students, while simultaneously developing a new curriculum that will be submitted to the BPE and the Indiana State Board of Nursing for approval. The new curriculum will be based on Quality and Safety Education for Nurses (QSEN) competencies, and the National League of Nursing's Outcomes and Competencies for Graduates of Practical/Vocational.

Competencies of current program based on key concepts for best practices for a LPN

- Safety/quality
- Relationship centered care
- Teamwork
- Environment
- Knowledge and science
- Personal/professional development

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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: N/A

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

Upon completion of the Practical Nursing degree program and NCLEX-PN examination for licensure, you can be prepared for LPN jobs in long-term care facilities, home health agencies, long term acute care (LTAC) facilities, rehabilitation centers, urgent care facilities, occupational care centers, physicians' offices or hospitals.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 13, 2016

DECISION ITEM: **Policy on Institutional Creation and Maintenance of Student Records including Academic Transcripts**

Staff Recommendation

That the Board for Proprietary Education adopt the *Policy on Institutional Creation and Maintenance of Student Records including Academic Transcripts*.

Background

Recent closures of proprietary institutions underscore the need for ensuring that student records, including academic transcripts, are readily accessible to students and that institutions maintain student records consistent with national standards, such as those set by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

By statute, proprietary institutions that close deposit their student records with the Indiana Archives and Records Administration, which ensures that records are accessible to students and in a secure environment. The staff concludes that it would be appropriate to adopt the following policy, which shall be a criterion for initial and renewed institutional authorization.

Policy on Institutional Creation and Maintenance of Student Records including Academic Transcripts

Institutions authorized by the Indiana Board for Proprietary Education (IBPE) shall create and maintain adequate student records, including academic transcripts, in accordance with national standards, as a condition of initial and renewed authorization.

Supporting Documents

None.