

AGENDA

Board for Proprietary Education

BOARD MEETING

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

Tuesday, September 8, 2015

- 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 JUNE BOARD MEETING 1**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. DECISION ITEMS**
 - A. Academic Degree Programs
 - 1. Harrison College: Four Associate of Applied Science Degree Programs at One Location, Two Associate of Applied Science Degree Programs at One Location, One Baccalaureate Degree Program at One Location, and One Baccalaureate Degree Program at One Location..... 5
 - A.A.S. in Accounting..... 9
 - A.A.S. in Business Management19
 - A.A.S. in Medical Reimbursement Technology29
 - A.A.S. in Paralegal41
 - A.A.S. in Information Technology51
 - A.A.S. in Web Application Development.....63
 - B.S. in Health Care Management73
 - B.S. in Information Technology Leadership83
 - 2. Mid-America College of Funeral Service: One Baccalaureate Degree Program at One Location95
 - B.S. in Funeral Service Management.....97
 - 3. Ottawa University: Two Baccalaureate Degree Programs at One Location.....109
 - B.A. in Marketing111
 - B.S. in Nursing121

4. Salem International University: One Master’s Degree Program
at One Location139
M.B.A.....141

5. The Chicago School of Professional Psychology: One Master’s
Degree Program at One Location149
M.A. in Clinical Mental Health Counseling..... 151

VI. INFORMATION ITEM

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

None.

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

STATE OF INDIANA
Board for Proprietary Education

Minutes of Meeting

Tuesday, June 9, 2015

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 10:00 a.m. at 101 West Ohio Street, 7th Floor Conference Room, with Chairman Dr. Ken Sauer presiding.

II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present:

Rod Haywood, Jr., Ken Konesco, Joe Pearson, Kimberly Perkins and Dr. Ken Sauer.

Members Absent:

None

Members Present by Conference Call:

Eric Ogle

Guests Present:

Connie Adelman, Jeff Blitz, Dr. Kerrie Berends, John Carreon, Mark Chyba, Greg Craddock, Michael Crowley, Robert Rothrock, Glenna Shelby, Greg Schiffler, Vicky Thomas and Gary Zello.

It was determined that there was a quorum for the June 9, 2015 Board meeting.

III. CONSIDERATION OF THE MINUTES OF THE DECEMBER BOARD MEETING

The Board for Proprietary Education approved the Minutes of the March 10, 2015 meeting.

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

IV. EXECUTIVE DIRECTOR'S REPORT

Dr. Sauer provided an update on the BPE Rules. Dr. Sauer commented on the continued efforts to have the BPE Rules published in the Indiana Registry. To-date, we have received comments from the Attorney General's office. The Attorney General's comments will be reviewed by the Board and once we incorporate the changes that were suggested by the Attorney General's office, we will be ready to proceed with the formal process. We have one point to follow-up with Glenna Shelby, Indiana Association of Private Career Schools.

We will be distributing the final copy to all Board members before being published with the Indiana Register. If there are any remaining or additional comments from the Board, we will address these comments with the Board members by phone or email before final processing and submission to the Indiana Register.

Ross Miller provided an update on the closure of Everest College at Merrillville, Indiana. Everest College was nationally accredited by Accrediting Council for Independent Colleges & Schools (ACICS). Everest College has been in operation under various names for the past 12 to 15 years. The student enrollment was approximately 100 students since July 2014 to June 2015.

United States Department of Education withheld Title IV funding for the eligible students and as a result the institution was facing closure. This past spring the institution began a teach-out plan. The institution officially closed on June 1, 2015, after the completion of the Teach Out Plan. Students had been offered the options of completing their program or having their Title IV student loans forgiven. Mr. Konesco asked how many students were affected by the closing and Mr. Miller responded approximately 60 students or more during the teach-out phase. Mr. Konesco asked if the CCSAF fund would be used by the closure. Mr. Miller replied no, students were able to complete their programs or have their loans forgiven.

Mr. Miller stated on June 9, 2015, an article was printed in the *Chronical of Higher Education* which stated that the U.S. Department of Education announced the plan to forgive federal student loans for students who attended Corinthian Colleges.

Dr. Sauer asked do we have an accurate count of how many students were affected by the Teach-Out and Loan Forgiveness processes. Dr. Sauer asked Mr. Miller to inquire about the final numbers of students that were totally affected with the Teach-Out and Title IV student loan forgiven. Mr. Miller responded that the student loan discharge announcement was just made that morning. Dr. Sauer will be scheduling a meeting with the BPE Planning Committee and Board Meeting to discuss in further details about the process. Dr. Sauer stated that this would be a good case study for the Planning Committee.

V. TIME – SENSITIVE ACTION ITEMS

A. Academic Degree Programs

1. Art Institute of Indianapolis: New Degree Requests

Representing Art Institute of Indianapolis was: Greg Craddock, Academic Department, Director of Design, Robert Rothrock, Academic Department Director of Media and Gary Zello, Dean of Academic Affairs.

Mr. Ross Miller presented the staff report recommending that Art Institute of Indianapolis be granted approval to offer four baccalaureate degree programs at one location.

- *B.S. in Instructional Technology and Design*
- *B.S. in Marketing and Entertainment Management*
- *B.S. in Professional Writing for Creative Arts*
- *B.S. in Software Development for Creative Technologies*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to the Art Institute of Indianapolis to award the above mentioned programs with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of the program. Mr. Joe Pearson seconded the motion.

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

**2. Harrison College:
New Degree Requests**

Representing Harrison College was: Jeff Blitz, Director of Accreditation Compliance, Michael Crowley, Vice President of Legal and Compliance, Mark Chyba, International Student Advisor, Greg Schiffli, National Dean, School of Business and Vicki Thomas, Associate National Dean, School of Business.

Mr. Ross Miller presented the staff report recommending that Harrison College be authorized to offer one associate of applied science degree program at seven locations, one associate of applied science degree program at nine locations, one associate of science degree program at two locations, one associate of science degree program at one location, and one baccalaureate degree program at four locations.

- *A.A.S. in Accounting*
- *A.A.S. in Medical Assisting*
- *A.A.S. in Surgical Technology*
- *A.S. in Logistics*
- *B.S. in Accounting*

The Board expressed significant concerns concerning the required Licensures and Certifications for the A.S. in Accounting and A.S. in Logistics. Dr. Sauer stated that it is imperative to properly research more licensures and certifications for these programs and all future programs in order to prepare the students academically and professional employment. Dr. Sauer requested that Harrison College submit licensure and certification information to Mr. Miller after the institution has conducted additional research with the following companies.

- American Production & Inventory Control Society (APICS)
- Manufacturing Skill Standards Council (MSSC)
- American Society of Transportation (AST)

The Board members requested a revised document be submitted to Mr. Miller for review on the A.S. in Accounting, pg. 82, "Transferability of Associate of Science degrees," which was not completed correctly.

Dr. Sauer stated he would like to have a meeting with Greg Schiffli and Michael Crowley, the counsel for Harrison College to discuss in further detail logistic program licensures and certifications.

Mr. Rod Haywood, Jr., made the motion to approve the staff recommendation to grant approval to Harrison College at several locations to award the above mentioned programs Mr. Joe Pearson seconded the motion.

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

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

Representing Kaplan University was: Dr. Kerrie Berends, Program Chair of Health Sciences, and John Carreon, Vice President of State Affairs and Associate General Counsel.

Mr. Ross Miller presented the staff report recommending that Kaplan University be granted approval to offer one Associate of Science degree program at one location.

- *A.S. in Health Science*

Mrs. Kimberly Perkins made the motion to approve the staff recommendation to grant approval to Kaplan University at Indianapolis to award the above mentioned program . Mr. Rod Haywood, Jr., seconded the motion.

The motion was approved by Rod Haywood, Jr., Ken Konesco, Eric Ogle, Joe Pearson, Kimberly Perkins and Dr. Ken Sauer.

VI. INFORMATION ITEM

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

IX. ADJOURNMENT – approximately 11:24 a.m.

The next meeting of the Board will be on Tuesday, September 8, 2015 at 10:00 am – 12:30 pm.

Dr. Ken Sauer, Chairman

Date

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 8, 2015

DECISION ITEM A-1:

Harrison College:

Four Associate of Applied Science Degree Programs at One Location, Two Associate of Applied Science Degree Programs at One Location, One Baccalaureate Degree Program at One Location, and One Baccalaureate Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Applied Science (A.A.S.) in Accounting, A.A.S. in Business Management, A.A.S. in Medical Reimbursement Technology, A.A.S. in Paralegal, A.A.S. in Information Technology, A.A.S. in Web Application Development, Bachelor of Science (B.S.) in Health Care Management, and B.S. in Information Technology Leadership 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 3,498 students in the fall of 2014 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
Accounting at
Indianapolis Northwest*

This program consists of 90 quarter credit hours, with 78% of the courses in the specialty. The Indianapolis Northwest program faculty consists of four individuals, of whom three are full-time and the fourth is part-time. Of the four individuals, each has a Master's degree.

*Associate of Applied Science (A.A.S) in
Business Management at
Indianapolis Northwest*

This program consists of 90 quarter credit hours, with 78% of the courses in the specialty. The Indianapolis Northwest program faculty consists of four individuals, of whom all are full-time. Of the four individuals, each has a Master's degree.

*Associate of Applied Science (A.A.S) in
Medical Reimbursement Technology at
Indianapolis Northwest*

This program consists of 94 quarter credit hours, with 83% of the courses in the specialty. The Indianapolis Northwest program faculty consists of four individuals, of whom two are full-time and two are part-time. Of the four individuals, two have a Master's degree, one has a Baccalaureate degree, and one has an Associate's degree.

*Associate of Applied Science (A.A.S.) in
Paralegal at
Indianapolis Northwest*

This program consists of 90 quarter credit hours, with 82% of the courses in the specialty. The Indianapolis Northwest program faculty consists of two individuals, of whom one is full-time and one is part-time. Of the two individuals, one has a Juris Prudence and the remaining individual has a Master's degree.

*Associate of Science (A.A.S) in
Information Technology at
Indianapolis*

This program consists of 90 quarter credit hours, with 82% of courses in the specialty. The Indianapolis program faculty consists of three individuals, of whom one is full-time and two are part-time. Of the three individuals, each has a Master's degree.

*Associate of Science (A.A.S) in
Web Application Development at
Indianapolis*

This program consists of 90 quarter credit hours, with 82% of courses in the specialty. The Indianapolis faculty consists of two individuals, of whom both are part-time. Of the two individuals, each has a Master's degree.

*Bachelor of Science (B.S.) in
Health Care Management at
Indianapolis Northwest*

This program consists of 180 quarter credit hours, with 60% of the courses in the specialty. The Indianapolis Northwest program faculty consists of one full-time individual. That individual has a Master's degree.

*Bachelor of Science (B.S.) in
Information Technology Leadership at
Indianapolis*

This program consists of 180 quarter credit hours, with 62% of the courses in the specialty. The Indianapolis Northwest program faculty consists of three individuals, of whom one is full-time and two are part-time. Of the three individuals, each has a Master's degree.

Supporting Documents

Degree Applications

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College—Indianapolis Northwest

Name of Program Accounting

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

Name of Person Preparing this Form Jeffrey Biltz

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared 7/1/2015 Initial or Renewal
(Revise date after any revision) **Revised: 7/10/2015**

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 students with specific preparation for private and public accounting as well as the advanced areas of general accounting affording students with the opportunity to pursue careers in private business, public accounting and government. The program also seeks to provide foundation for the student to begin a career in cost accounting, tax accounting, or internal auditing.

Upon graduation, a student will:

1. Interpret financial results arising from business events
2. Understand the relationship between financial statements, payroll, income tax statements and business operations
3. Summarize the implications of corporate governance and ethical operating decisions

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: Accounting

Total Course Hours: 90 Check one: Quarter Hours Semester Hours _____ Clock Hours _____

Tuition : \$36,000 Length of Program: 24 Months

SPECIALTY COURSES:		
Course Number	Course Title	Course Hours
ACC1010	Accounting I	4
ACC1020	Accounting II	4
ACC1050	Payroll/10 Key	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting	4
ACC2010	Accounting III	4
ACC2020	Cost Accounting	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
FIN2000	Introduction to Finance	4
FIN2800	Personal Finance and Investments	4
HR2100	Human Resource Law	4
MGT2000	Management	4
INT2990 OR	Internship	4
BUS2990	Lower Division Capstone	
CPU1000	Computers and Office Automation	4

CD1000	Career Development	0
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
ECN2000	Macroeconomics	4
MAT1500	Introductory Algebra	4
SPC1010	Presentation Skills	4
SOC1050 or PSY1060	Sociology or Psychology	4

Number of Credit/Clock Hrs. in Specialty Courses: 70 / 90 Percentage: 78%

Number of Credit/Clock Hrs. in General Courses: 20 / 90 Percentage: 22%

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:
Indianapolis Northwest**

Location: Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

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

Institution: **Harrison College**
Degree Program: **Accounting, AAS**
Locations: **Indianapolis Northwest**

State Licensure

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

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

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

+++++

Professional Certification

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

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?

The Harrison College Accounting AAS degree is designed to prepare students for a variety of career opportunities upon graduation. Graduates of the AAS program are eligible to sit for CB certification, however, two years of field experience is required before one would be granted the opportunity to use the CB title. Other certifications are not available without further education and/or industry experience.

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Please explain the rationale for choosing each professional certification:

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

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

Professional Industry Standards/Best Practices

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

Each accounting course taught within the program focuses on a different concentration or group of industry standards and/or best practices. Harrison College reached out to business and community representatives to help guide the ongoing review of the program.

If so, please identify

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

The following are examples of key summary level program concepts that incorporate professional industry standards and/or best practices:

- o **Financial accounting and reporting for business, not-for-profit and government organizations**
- o **Auditing**
- o **Payroll**
- o **Managerial and cost accounting**
- o **Taxation**
- o **Fraud examination**
- o **Internal controls and risk assessment**
- o **Financial statement analysis**
- o **Accounting research and analysis**
- o **Accounting information services**
- o **Ethics**

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

Standards and best practices emanate from the Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), American Accounting Association, the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS).

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Yes.

If so, please list the baccalaureate degree(s): **Bachelor of Science, Accounting.**

+++++

Job Titles

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

Job titles include bookkeeper, accounting clerk, accounting assistant, accounts payable or accounts receivable clerk, billing coordinator and fiscal technician. Broad job categories include general accounting, cost accounting, tax accounting, payroll, or internal auditing.

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 Northwest**

Name of Program **Business Management**

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

Name of Person Preparing this Form **Jeffrey Biltz**

Telephone Number **317-447-6063** **Application Type**

Date the Form was Prepared **7/1/2015** **Initial** or Renewal
(Revise date after any revision) **Revised: 7/10/2015**

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 students with an extensive business background, focusing on principles of management. The program includes specialized courses in the use of electronic software designed to enhance the effectiveness of one's ability to plan, implement, monitor and evaluate the status of a project. Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

Upon graduation, a student will:

1. Plan, organize, lead and control in the globally-connected workplace.
2. Create and manage documents, spreadsheets and presentations for effective and efficient business leadership.
3. Recognize and interpret financial information and trends for strategic planning.
4. Cultivate relationships between external and internal customers.
5. Adhere to a professional code of conduct and ethics as it applies to the business environment.

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: Business Management

Total Course Hours: 90 Check one: Quarter Hours Semester Hours _____ Clock Hours _____

Tuition : \$36,000 Length of Program: 24 Months

SPECIALTY COURSES:		
Course Number	Course Title	Course Hours
ACC1010	Accounting I	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
FIN2000	Introduction to Finance	4
HR2100	Human Resource Law	4
INT2990 or BUS2990	Internship or Lower Division Capstone	4
BUS2000	Business Communication	4
MGT2000	Management	4
MGT2200	Leadership	4
BUS2500	Global Business and Culture	4
MGT2600	Project Management I	4
MGT2650	Project Management II	4
MKG1200	Marketing	4
	Professional Elective I	4
	Professional Elective II	4
CPU1000	Computers and Office Automation	4

CD1000	Career Development	0
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
ECN2000	Macroeconomics	4
MAT1500	Introductory Algebra	4
SPC1010	Presentation Skills	4
PSY2000	Critical Thinking and Problem Solving	4

Number of Credit/Clock Hrs. in Specialty Courses: 70 / 90 Percentage: 78%

Number of Credit/Clock Hrs. in General Courses: 20 / 90 Percentage: 22%

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:

Indianapolis Northwest Location:

Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

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

Institution: **Harrison College**
Degree Program: **Business Management, AAS**
Locations: **Indianapolis Northwest**

State Licensure

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

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

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

+++++

Professional Certification

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

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

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Please explain the rationale for choosing each professional certification:

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

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

Professional Industry Standards/Best Practices

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

Each business course taught within the program focuses on a different concentration or group of industry standards and/or best practices. Certifications and licensure is not required for entry level business positions. Harrison College continually reaches out to business and community representatives to help guide the ongoing review of the program.

If so, please identify

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

The following are examples of key summary level Business program concepts that incorporate professional industry standards and/or best practices:

- Global business awareness
- Stakeholder satisfaction
- Critical thinking and research skills
- Environmental considerations and factors
- Accounting
- Marketing and sales
- Quantitative methods
- Principles of economics
- Human resources and law
- Finance
- Strategic management
- Quality assurance
- Project management standards
- Business ethics

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

Standards and best practices emanate from the Project Management Institute (PMI), Society for Human Resource Management (SHRM), Small Business Administration (SBA), Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), American Accounting Association, the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS).

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Yes.

If so, please list the baccalaureate degree(s): **Bachelor of Science, Business Management.**

+++++

Job Titles

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

Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

**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 Northwest

Name of Program Medical Reimbursement Technology

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

Name of Person Preparing this Form Jeffrey Biltz

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared 7/6/2015 Initial or Renewal
(Revise date after any revision) **Revised: 8/27/2015**

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 students with the knowledge and skills needed to apply coding classification systems for billing medical professional services to insurance companies, maintaining patient accounts and performing billing procedures for optimal claim reimbursement. Students will be trained to utilize medical office software programs to input patient insurance and registration data, manage health information files, schedule appointments and submit electronic claims forms. Emphasis will be placed on the importance of compliance with state and federal regulations and managed care policies. A high degree of accuracy and a working knowledge of medical terminology, diseases and treatments are important skills for this profession.

PROGRAM OBJECTIVES

Upon graduation, students will be able to:

1. Perform administrative aspects of health care providers' business operations.
2. Prepare accurate health claims for medical reimbursement.
3. Manage accurate patient records complying with scope of legal and regulatory boundaries.
4. Audit and interpret medical information for efficient reporting to appropriate agencies.
5. Conduct self in ethical and professional manner while functioning as an integral member of the health care team.
6. Prepare to take professional credentialing exam and demonstrate a commitment to lifelong learning through professional development to ensure up-to-date knowledge.

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
PSY1060	Psychology	4
MAT1500	Introductory Algebra	4
	Elective	4

Number of Credit/Clock Hrs. in Specialty Courses: 74 / 94 Percentage: 83%

Number of Credit/Clock Hrs. in General Courses: 16 / 94 Percentage: 17%

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:

Indianapolis Northwest Location:

Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

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

Institution: **Harrison College**
Degree Program: **Medical Reimbursement Technology, AAS**
Locations: **Indianapolis Northwest**

State Licensure

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

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

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

+++++

Professional Certification

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

The professional certifications available are the Certified Professional Coder (CPC), Certified Professional Coder-Payer (CPC-P), and the Certified Coding Associate (CCA)

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 graduates of this program do not need national professional certification in order to obtain employment in the field, there are nationally recognized certifications for which students are prepared to take.

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Graduates from the Medical Reimbursement Technology program are eligible to take entry-level medical coding or billing certification exams through two nationally recognized organizations.

The American Academy of Professional Coders (AAPC) offers the

- Certified Professional Coder (CPC) a
- Certified Professional Coder-Payer (CPC-P)

The American Health Information Management Association (AHIMA) offers the

- Certified Coding Associate (CCA)

Please explain the rationale for choosing each professional certification:

Graduates of the program will be prepared and encouraged to take the CPC, CPC-P, or CCA credentialing exam to obtain a national professional certification to have substantially better prospects for employment. The AAPC and AHIMA are the largest nationally recognized medical coding organizations.

Although obtaining a credential is not required for employment in the field, employers seek applicants with proven knowledge in medical coding and billing. In addition, some employers limit access for data entry into electronic medical records unless the individual has a recognized credential.

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

The INS2990 Coding Certification Preparation Capstone course includes a comprehensive review and knowledge assessment in preparation for taking a national credentialing exam.

Professional Industry Standards/Best Practices

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

The courses taught within the Medical Reimbursement Technology program incorporate professional medical coding and billing industry knowledge expectations for best practices.

If so, please identify

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

The following are examples of key summary level program concepts that incorporate professional industry knowledge expectations for best practices established by the AAPC and AHIMA billing and coding certification exam content:

- Human anatomy
- Medical terminology
- Types of health insurance plans
- Health care federal, state, and local laws and regulations
- Coding codes and guidelines
- CPT
- HCPCS
- ICD-9 & ICD-10
- Medical records
- Patient data entry

- Practice management software
- Health claims forms
- Billing and reimbursement processes
- Chart audits
- Compliance procedures and practices
- Ethics
- Patient advocacy

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

The American Academy of Professional Coders (AAPC) and The American Health Information Management Association (AHIMA) are the major national professional organizations that set the industry education standards for the coding and billing education expectations for best practices.

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

The state of Indiana does not require specialized licensure or certification to work in the Medical Reimbursement Technology field, therefore specialized accreditation for the Medical Reimbursement Technology program is not required.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

No.

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

+++++

Job Titles

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

Graduates of the program can pursue Medical Coding Specialist, Medical Biller, Health Insurance Specialist, Cancer Registrar, Medical Records Technician, and Medical Reimbursement Technologist employment opportunities.

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College—Indianapolis Northwest

Name of Program Paralegal

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

Name of Person Preparing this Form Jeffrey Biltz

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared 7/1/2015 Initial or Renewal
(Revise date after any revision) Revised: 8/10/2015

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 help prepare students for a career as a legal assistant or paralegal. Career opportunities may include employment by an individual or institution performing legal work for which a lawyer is ultimately responsible. Students seek to develop professional competence and the specialized skills necessary to effectively communicate and solve issues under the supervision of an attorney. The program prepares individuals to perform legal research, drafting and investigation, record-keeping and review and related administrative functions under the supervision of an attorney. This includes instruction in legal research, drafting discovery and other legal documents, courthouse procedures and legal specializations.

PROGRAM OBJECTIVES

Upon graduation, students will be able to:

1. Display the research, investigation and writing and communication skills necessary to draft legal documents under the supervision of an attorney.
2. Use critical thinking skills to assist a supervising attorney in identifying and resolving factual and legal issues.
3. Adhere to the legal ethics rules.
4. Conduct self in a professional manner while functioning as a member of the legal team.

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: Paralegal

Total Course Hours: 90 Check one: Quarter Hours Semester Hours _____ Clock Hours _____

Tuition : \$36,000 Length of Program: 24 Months

SPECIALTY COURSES:		
Course Number	Course Title	Course Hours
PL1000	Introduction to Law	4
PL1010	Legal Ethics	4
PL1050	Technology in the Law Office	4
PL1100	Legal Research and Writing I for Paralegals	4
PL1200	Interviewing and Investigating	4
PL1210	Civil Litigation	4
PL2100	Legal Research and Writing II for Paralegals	4
PL2200	Administrative Law	4
PL2210	Family Law	4
PL2220	Criminal Law and Procedure for Paralegals	4
PL2300	Contracts	4
PL2310	Real Estate	4
PL2350	Torts	4
PL2500	Paralegal Capstone	4
	Professional Elective	4
CPU2120	Word Processing	4
CPU1000	Computers and Office Automation	4

CD1000	Career Development	0
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
PSY1060 or SOC1050	Psychology or Sociology	4
MAT1500	Introductory Algebra	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty Courses: 74 / 90 Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 16 / 90 Percentage: 18%

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:

Indianapolis Northwest

Location: Ground floor of the Indianapolis Northwest campus facing the main front desk.

All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

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

Institution: **Harrison College**
Degree Program: **Paralegal, AAS**
Locations: **Indianapolis Northwest**

State Licensure

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

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

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

+++++

Professional Certification

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

Graduates of this program may seek certification by the State to practice their profession in Indiana, however, it is not required. Certification may also be acquired through professional certification offered by the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA).

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

Graduates of this program are prepared to take certification exams, such as those offered by the National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA). These certifications can enhance career prospects with some employers. It is important to note that graduates of this program do not need national professional certification in order to obtain employment in the field, and such certification is viewed differently by each employers.

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify
Each specific professional certification: **Certified Paralegal (CP)**

The national organization issuing each certification: **National Association of Legal Assistants (NALA) and the National Federation of Paralegal Associations (NFPA)**

Please explain the rationale for choosing each professional certification: **Introduction to the Law (PL1000) → Legal Ethics (PL1010) → Technology in the Law Office (PL1050) → Legal Research and Writing I for Paralegals (PL1100) → Interviewing and Investigation (PL1200) → Civil Litigation (PL1210) → Legal Research and Writing II for Paralegals (PL2100) → Administrative Law (PL2200) → Family Law (PL2210) → Criminal Law and Procedure for Paralegals (PL2220) → Contracts (PL2300) → Real Estate (PL2310) → Torts (PL2350) → Professional Elective (PL) → Paralegal Capstone (PL2500)**

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

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

Professional Industry Standards/Best Practices

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

Harrison College actively reviews programs on a regular cycle for relevancy and content. The paralegal program is undergoing such a review, and as such, best operational practices and requisite content are being implemented. The program also receives input from faculty who are field practitioners and advisory committees composed of such.

If so, please identify

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

The following are examples of key concepts that incorporate professional industry standards and/or best practices:

- **Ethical Standards**
- **Research Methodology**
- **Document Construction**
- **Technical Proficiency**
- **Emerging Legal Principles**

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

Standards and best practices emanate from the American Bar Association (ABA), National Association of Legal Assistants (NALA), and the National Federation of Paralegal Associations (NFPA).

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

No.

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

+++++

Job Titles

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

Graduates of the program can pursue entry-level positions in the public and private sector and contribute to the advancement of the legal profession. Paralegals may not provide legal services directly to the public, except as provided by law.

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 (Downtown) / Online

Name of Program Information Technology

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

Name of Person Preparing this Form Jeffrey Biltz

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared 6/29/15 Initial or Renewal
(Revise date after any revision) Revised: 7/10/2015

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

This degree seeks to provide a foundation in both the business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications instruction with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum helps provide students with the skills necessary to start their careers as professionals in the information technology industry.

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: _____ **Information Technology**

Total Course Hours: **90** Check one: Quarter Hours Semester Hours _____ Clock Hours _____

Tuition : **\$36,000** Length of Program: **24 Months**

SPECIALTY COURSES:		
Course Number	Course Title	Course Hours
CPU1000	Computer and Office Automation	4
ITS1000	Introduction to Technical Computer Concepts	4
ITS1500	Computer Systems & Emerging Technologies	4
ITS1505	Computer Systems & Emerging Technologies II	4
ITS1550	Computer Network Infrastructure	4
ITS1560	Computer Network Infrastructure II	4
ITS1650	Help Desk Procedures	4
ITS1660	Customer Service Skills for IT Technicians	4
ITS1680	CompTIA Strata Certification	4
ITS2000	Windows Administration	4
ITS2010	Windows Enterprise Desktop Support	4
ITS2300	Strategies and Ethics for the IT Professional	4
ELECTIVE	Professional Elective/Concentration I	4
ELECTIVE	Professional Elective/Concentration II	4
ELECTIVE	Professional Elective/Concentration III	4
ELECTIVE	Professional Elective/Concentration IV	4
ELECTIVE	Professional Elective/Concentration V	4

CD1000	Career Development	0
GS1000	Success Strategies	6

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	
OR		
SOC1050	Sociology	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty Courses: 74 / 90 Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 16 / 90 Percentage: 18%

If applicable:

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

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

Location: The library is located on the campus at: 550 East Washington Street, 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 www.harrison.edu/library features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday – Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available Monday – Thursday 8:00 AM – 6:00 PM and Friday 8:30 AM – 3:00 PM , plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the library with the assistance of one work study student at 25 hours per week to cover extended evening hours. Students are also served by over 13 full time professional librarians from other Harrison College campuses 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 2500 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 47,000 full-text e-Books. Students also have access to additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

The campus subscribes to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning. Students also have access to thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Indianapolis Public Library Central Library is approximately 1.3 miles from the campus. There are 23 branches of the Indianapolis Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

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

Institution: **Harrison College**
Degree Program: **Information Technology AAS**
Locations: **Indianapolis (Downtown)/Online**

State Licensure

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

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

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

+++++

Professional Certification

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

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

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Please explain the rationale for choosing each professional certification:

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

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

- ITS 1660, ITS1500 & 1505, and ITS1550 & 1560— CompTIA IT Fundamentals, A+, and Network+ certifications

CompTIA is the leading provider of vendor-neutral IT certifications in the world. Thousands of companies depend on CompTIA standards to provide a reliable predictor of employee success.

- ITS2010 & ITS2000— Microsoft Windows Enterprise Desktop & Windows Server certifications

Professional Industry Standards/Best Practices

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

If so, please identify

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

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

Any course within this program that includes networking concepts (ITS1500, ITS1505, ITS1550, ITS1560, and all ITS Professional Electives) are based on the Institute of Electrical and Electronics Engineers (IEEE) 802.x technology standards. All ITS courses, except ITS2300, also utilize aspects of the Information Technology Infrastructure Library (ITIL) which is a set of practices that align IT services with the needs of business. ITIL describes processes, procedures, tasks, and checklists that are not specific to any one organization, but can be applied by any organization needing to maintain a minimum level of competency. ITS2300 class is based on the Association of Information Technology Professional’s Code of Ethics and Standards of Conduct.

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not applicable to this program.

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

+++++

Job Titles

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

- Help Desk Technician
- Desktop Support Analyst
- Network Support Analyst
- Network Administrator

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College—Indianapolis (Downtown)/Online

Name of Program Web Application Development

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

Name of Person Preparing this Form Jeffrey Biltz

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared 7/1/2015 Initial or Renewal
(Revise date after any revision) Revised: 7/10/2015

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

The Web Application Development program teaches students how to execute responsibilities related to designing, creating, and maintaining web sites and web applications. Through classroom theory and project-based modeling, students learn how to plan, design, and author, with appropriate coding tools, web applications and web sites from the most basic to the media enriched projects enjoyed by people every day. This program is designed to allow graduates to start careers in a multitude of entry-level web design and web development positions. These would include such positions as web applications developer, web designer, app developer, web/software developer, and website developer.

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: _____ **Web Application Development**

Total Course Hours: **90** Check one: Quarter Hours **X**
 _____ Semester Hours _____
 _____ Clock Hours _____

Tuition : **\$36,000** Length of Program: **24 Months**

SPECIALTY COURSES:		
Course Number	Course Title	Course Hours
BUS1000	Principles of Business	4
CPU1000	Computer and Office Automation	4
ITS1000	Introduction to Technical Computer Concepts	4
ITS1665	Client-Developer Relationship	4
ITS2300	Strategies and Ethics for the IT Professional	4
ITS2405	Web Technologies	4
ITS2410	Introduction to Programming w/Python	4
ITS2415	JavaScript Principles	4
ITS2420	PhP/MySQL Programming I	4
ITS2425	Java Programming I	4
ITS2430	Ruby-on-Rails Essentials	4
ITS2435	ASP.Net Basics	4
ITS2440	Java Programming II	4
ITS2445	Advanced Ruby-on-Rails	4
ITS2450	PhP/MySQL Programming II	4
ITS2490	Web Development Capstone	4
ELECTIVE	Professional Elective I	4

CD1000	Career Development	0
GS1000	Success Strategies	6
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY1060	Psychology	4
OR		
SOC1050	Sociology	4
SPC1010	Presentation Skills	4

Number of Credit/Clock Hrs. in Specialty Courses: 74 / 90 Percentage: 82%

Number of Credit/Clock Hrs. in General Courses: 16 / 90 Percentage: 18%

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:
INDIANAPOLIS DOWNTOWN/ONLINE**

Location: The library is located on the campus at: 550 East Washington Street, 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 www.harrison.edu/library features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday – Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available Monday – Thursday 8:00 AM – 6:00 PM and Friday 8:30 AM – 3:00 PM , plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the library with the assistance of one work study student at 25 hours per week to cover extended evening hours. Students are also served by over 13 full time professional librarians from other Harrison College campuses 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 2500 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 47,000 full-text e-Books. Students also have access to additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

The campus subscribes to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning. Students also have access to thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Indianapolis Public Library Central Library is approximately 1.3 miles from the campus. There are 23 branches of the Indianapolis Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

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

Institution: **Harrison College**
Degree Program: **Web Application Development AAS**
Locations: **Indianapolis Downtown & Online**

State Licensure

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

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

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

+++++

Professional Certification

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

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

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Please explain the rationale for choosing each professional certification:

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

Even though professional certification is not required for employment in the field, there are national recognized professional certifications available.

- ITS2405 – CIW Site Development Associate
- ITS2425 and ITS2440 – Oracle Java Associate
- ITS2435 – Microsoft Certified Professional Developer
- ITS2430 and ITS2445 – Ruby Association Certified Ruby Programmer

+++++

Professional Industry Standards/Best Practices

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

If so, please identify

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

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

All Web design courses within the Web Application Development AAS degree program have been developed to ensure compliance with the World Wide Web Consortium (W3C) Standards. These standards define an Open Web Platform for application development that enables developers to build interactive experiences that are available on any computing device. The technical specifications that make up these standards have been designed to ensure technical and editorial quality.

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Web Application Development field, therefore specialized accreditation for the Web Application Development program is not required.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not applicable to this program.

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

+++++

Job Titles

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

- Web applications developer
- Web designer
- Applications (App) developer
- Web/software developer
- Website developer

This page intentionally left blank.

This page intentionally left blank.

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Harrison College—Indianapolis Northwest</u>
Name of Program	<u>Health Care Management</u>
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>BS</u>
Name of Person Preparing this Form	<u>Jeffrey Biltz</u>
Telephone Number	<u>317-447-6063</u> <u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>7/6/2015</u> <u>Initial</u> or Renewal Revised: 7/10/2015

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

The Health Care Management program seeks to provide students with an overview of accounting, marketing, finance, law and management to help prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork through classroom activities and develop leadership skills through involvement with health services institutions and professional organizations. Professional ethics and its application with the health care business environment, is also targeted.

PROGRAM OBJECTIVES

Upon graduation, students will be able to:

1. Acquire a foundation in health services organization from the perspective of management, including design and implementation, quality and assessment.
2. Be able to manage the financial aspects and administrative duties of a health services facility or related business.
3. Integrate communication techniques—verbal, non-verbal, written and electronic – to effectively collaborate with diverse employees, team members and the community in compliance with regulatory standards and guidelines for the health care environment.
4. Be able to research, organize, design and implement health services initiatives and critically assess outcomes.
5. Demonstrate the behaviors consistent with the moral, ethical and legal requirements for the health care environment.
6. Conduct oneself in a manner that reflects a pattern of professional and personal accountability, self-development and lifelong learning..

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: _____ **Health Care Management**

Total Course Hours: **180** Check one: Quarter Hours **X**
 _____ Semester Hours _____
 _____ Clock Hours _____

Tuition : **\$72,000** Length of Program: **44 Months**

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1010	Accounting I	4
ACC1020	Accounting II	4
BUS1050 or PHM1100	Business Math or Medical Calculations	4
BUS3650	Business Statistics	4
FIN3500	Finance for Managers	4
HCM2010	Organization of Health Services in the United States	4
HCM3300	Managerial Applications of Health Services Law	4
HCM4050	Design and Implementation of Health Care Initiatives	4
HCM4250	Health Services in Society	4
HCM4400	Quality and Assessment in Health Care	4
HCM4650	Applying Theory to Practice - Capstone	4
HIM1220	Introduction to Health Information Management	4
HR2100	Human Resource Law	4
INS1220	Basic Insurance	4
MED1010 or NUR1015	Medical Terminology or Nursing Fundamentals	4
MED1020 or NUR2105	Medical Law and Ethics or Health Promotion and Management of Care	4
MED2200	Medical Office Administration	4
MED2210	Medical Office Software	4
MGT2000	Management	4
MGT2200	Leadership	4
MGT3000	Business Ethics	4
MGT3100	Technology for Managers	4
MGT4650	Strategic Management	4
MKG1200	Marketing	4
PHY1020	Anatomy and Physiology I	4

PHY1030	Anatomy and Physiology II	4
PHY1260 or NUR1055	Pathophysiology or Adult Health and Illness I	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
COM2060	Composition II	4
HUM1500	Introduction to Humanities	4
MAT1500	Introductory Algebra	4
MAT2000	College Algebra	4
PSY1060	Psychology	4
POL2000	American Government	4
PSY2000	Critical Thinking and Problem Solving	4
SOC2050	Societal Problems	4
SPC1010	Presentation Skills	4
Elective	Behavioral and Social Science Electives	8
Elective	Science Electives	8
CPU1000	Computers and Office Automation	4
CPU2200	Spreadsheets	4
INF1100	Information Literacy	2
CD1000	Career Development	0
GS1000	Success Strategies	6

Number of Credit/Clock Hrs. in Specialty Courses: 108 / 180 Percentage: 60%

Number of Credit/Clock Hrs. in General Courses: 72 / 180 Percentage: 40%

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:
Indianapolis Northwest**

Location: Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

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

Institution: **Harrison College**
Degree Program: **Health Care Management, BS**
Locations: **Indianapolis Northwest**

State Licensure

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

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

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

+++++

Professional Certification

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

There are no professional certifications for graduates of similar Health Care Management programs.

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

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Please explain the rationale for choosing each professional certification:

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

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

Professional Industry Standards/Best Practices

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

The courses taught within the Health Care Management program incorporate the best practices from the business and the clinical health care programs.

If so, please identify

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

- **Human anatomy and medical terminology**
- **Medical practice management software**
- **Health care records**
- **Financial accounting and reporting**
- **Leadership**
- **Strategic Management**
- **Medical Law and Ethics**
- **Health care services**

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

Best practice for medical field courses derive from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards and Guidelines. Best practices for the business field courses emanate from the Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), American Accounting Association, the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS).

In addition, recommendations on best practices to meet industry expectations are obtained from Advisory Board members representing the community of interest.

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

The state of Indiana does not require specialized licensure or certification to work in the Health Care Management field, therefore specialized accreditation is not required.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

N/A

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

+++++

Job Titles

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

Graduates of the program can pursue business administrators or clinical facility administration careers. These might include physician’s office or clinic manager, health care facility business manager, health care compliance or quality control director, and health care services administrator.

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College—Indianapolis (Downtown)/Online

Name of Program Information Technology Leadership

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

Name of Person Preparing this Form Jeffrey Biltz

Telephone Number 317-447-6063 Application Type

Date the Form was Prepared 7/1/2015 Initial or Renewal
(Revise date after any revision) Revised: 7/10/2015

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

The Information Technology Leadership program is designed to provide a strong foundation in both business and technology skills that are core essentials in information technology careers. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skill in the areas of hardware fundamentals, networking fundamentals, and operating systems. Students will also have the opportunity to develop leadership and business skills, as well as an understanding of professional aptitude within the business environment. This program helps provide the necessary skills for students to start their careers as professionals in the information technology industry.

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: Information Technology Leadership

Total Course Hours: 180 Check one: Quarter Hours Semester Hours _____ Clock Hours _____

Tuition : \$72,800 Length of Program: 48 Months

SPECIALTY COURSES:		
Course Number	Course Title	Course Hours
BUS1000	Principles of Business	4
BUS1010	Business Law	4
BUS2000	Business Communication	4
HR2100	Human Resource Law	4
HR3400	Human Resource Management	4
ITS1000	Introduction to Technical Computer Concepts	4
ITS1500	Computer Systems & Emerging Technologies I	4
ITS1505	Computer Systems & Emerging Technologies II	4
ITS1550	Computer Network Infrastructure	4
ITS1560	Computer Network Infrastructure II	4
ITS1650	Help Desk Procedures	4
ITS1660	Customer Service Skills for IT Technicians	4
ITS1680	CompTIA IT Fundamentals Certification	4
ITS2000	Windows Administration	4
ITS2010	Windows Enterprise Desktop Support	4
ITS2300	Strategies & Ethics for the IT Professional	4
ITS3100	Information Systems Management	4
ITS4660	Wireless Security	4

MGT2000	Management	4
MGT3000	Business Ethics	4
MGT4100	Managing in a Global Environment	4
MGT4650	Strategic Management	4
ELECTIVE	Professional Elective/Concentration I	4
ELECTIVE	Professional Elective/Concentration II	4
ELECTIVE	Professional Elective/Concentration III	4
ELECTIVE	Professional Elective/Concentration IV	4
ELECTIVE	Professional Elective/Concentration V	4
ELECTIVE	Professional Elective/Concentration VI	4

GENERAL EDUCATION/LIBERAL ART COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
COM2060	Composition II	4
ECN2000	Macroeconomics	4
ECN3100	Microeconomics	4
HUM1500	Introduction to Humanities	4
MAT1500	Introductory Algebra	4
MAT2000	College Algebra	4
POL2000	American Government	4
PSY1060	Psychology	
OR		
SOC1050	Sociology	4
PSY2000	Critical Thinking and Problem Solving	4
SOC2030	Organizational Behavior	4
SPC1010	Presentation Skills	4
ELECTIVE	SCIENCE Elective 1	4
ELECTIVE	SCIENCE Elective II	4

FOUNDATION COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CD1000	Career Development	0
CPU1000	Computer and Office Automation	4
INF1100	Information Literacy	2
GS1000	Success Strategies	6

Number of Credit/Clock Hrs. in Specialty Courses: 112 / 180 Percentage: 62%

Number of Credit/Clock Hrs. in General Courses: 68 / 180 Percentage: 38%

If applicable:

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

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

Location: The library is located on the campus at: 550 East Washington Street, 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 www.harrison.edu/library features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday – Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available Monday – Thursday 8:00 AM – 6:00 PM and Friday 8:30 AM – 3:00 PM , plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the library with the assistance of one work study student at 25 hours per week to cover extended evening hours. Students are also served by over 13 full time professional librarians from other Harrison College campuses 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 2500 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 47,000 full-text e-Books. Students also have access to additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

The campus subscribes to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning. Students also have access to thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest,

LexisNexis, and Gale.

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

The Indianapolis Public Library Central Library is approximately 1.3 miles from the campus. There are 23 branches of the Indianapolis Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

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

Institution: **Harrison College**
Degree Program: **Information Technology Leadership BS**
Locations: **Indianapolis (Downtown)/Online**

State Licensure

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

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

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

+++++

Professional Certification

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

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

Graduates of this program do not need national professional certification in order to obtain employment in the field.

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

Please explain the rationale for choosing each professional certification:

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

Even though professional certification is not required for employment in the field, there are national recognized professional certifications available.

- ITS 1660, ITS1500 & 1505, and ITS1550 & 1560— CompTIA IT Fundamentals, A+, and Network+ certifications. CompTIA is the leading provider of vendor-neutral IT certifications in the world.

Thousands of companies depend on CompTIA standards to provide a reliable predictor of employee success.

- ITS2010 & ITS2000—Microsoft Windows Enterprise Desktop & Windows Server certification

Professional Industry Standards/Best Practices

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

If so, please identify

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

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

Any course within this program that includes networking concepts (ITS1500, ITS1505, ITS1550, ITS1560, and all ITS Professional Electives) are based on the Institute of Electrical and Electronics Engineers (IEEE) 802.x technology standards. All ITS courses, except ITS2300, also utilize aspects of the Information Technology Infrastructure Library (ITIL) which is a set of practices that align IT services with the needs of business. ITIL describes processes, procedures, tasks, and checklists that are not specific to any one organization, but can be applied by any organization needing to maintain a minimum level of competency. ITS2300 class is based on the Association of Information Technology Professional’s Code of Ethics and Standards of Conduct.

+++++

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?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not applicable to this program.

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

+++++

Job Titles

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

- Help Desk Technician
- Desktop Support Analyst
- Network Support Analyst
- Network Administrator

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 8, 2015

DECISION ITEM A-2:

**Mid-America College of Funeral Service:
One Baccalaureate Degree Program at One Location**

Staff Recommendation

That the Board for Proprietary Education approve the Bachelor of Science (B.S.) in Funeral Service Management in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Mid-America College of Funeral Service is nationally accredited by the American Board of Funeral Service Education, Committee on Accreditation. The institution has one campus in Indiana. The National Center for Education Statistics (NCES) lists a total enrollment of 58 students in the fall of 2014 at the Jeffersonville campus.

Degree Program Profiles

*Bachelor of Science (B.S.) in
Funeral Service Management at
Jeffersonville*

This program consists of 180 quarter credit hours, with 73% of the courses in the specialty. The program faculty consists of seven individuals, of whom five are full-time and two are part-time. Of the seven individuals, two have a Master’s degree and five have a Baccalaureate degree.

Supporting Documents

Degree Application

This page intentionally left blank.

This page intentionally left blank.

**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 Mid-America College of Funeral Service

Name of Program Bachelor of Science in Funeral Service Management

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

Name of Person Preparing this Form Lauren M. Budrow

Telephone Number 812-288-8878 Application Type

Date the Form was Prepared July 1, 2015 Initial
(Revise date after any revision) **Revised: 8/24/2015**

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

Mid-America College of Funeral Service would like to offer a Bachelor of Science degree in Funeral Service Management that has upper level course offerings in funeral service-related topics. This advanced degree would allow AAS degree graduates from this institution (and other ABFSE accredited institutions) a well-rounded education in topics that directly relate to the profession in which they will be employed. The decision to add this degree stems from employer feedback. Leaders within the funeral service profession feel that associate degree graduates need additional course work in the rapidly changing areas of the death care industry. A Bachelor of Science degree in Funeral Service Management includes higher level courses in the specific field of study that would benefit both the student and the employer.

This bachelor's degree is designed for the working funeral service apprentice or licensee. So students can work full-time while employed, this degree can be accomplished online through Mid-America College. Prior to licensure, graduates must complete an apprenticeship in their specific state. Graduates may find themselves employed great distances from the Jeffersonville, IN location, and those graduates who have attained licensure may be unable to take the time away from their work to attend classes on campus. Minnesota and Ohio currently require licensees to have a bachelor's degree in order to be licensed, and there are currently 7 other mortuary schools offering a Bachelor of Science degree, and only one school of mortuary science that offers an entire bachelor's degree in funeral service online.

Phase I – Complete General Education Requirements (48 quarter credits)

Areas to include: Humanities, Natural Sciences, Math, Business, and Social Sciences

The general education courses can be completed at other institutions and transferred in, or taken at Mid-America College. Students can transfer up to the 48 credits in equivalent courses where they have earned a C or greater.

Phase II – Complete the Funeral Service Core Courses (88 quarter credits)

An Associate of Applied Science in Funeral Service is complete at this point. Students of other ABFSE accredited funeral service programs may transfer core course credit towards this degree. Graduates must take and pass both sections of the National Board Examination for Funeral Service as a prerequisite for continuing on to earn the BS degree.

Phase III – Complete the BS degree in Funeral Service Management (44 quarter credits)

These BS required core courses can be completed online so the graduate can work, apply course knowledge in his/her current workplace while earning money and completing requirements towards specific state licensure. Upon successful completion of the program students will be awarded a Bachelor of Science degree in Funeral Service Management.

Mid-America College currently offers a total of 44 courses. The breakdown is as follows:

- 10 general education courses on campus
- 10 general education courses online
- 24 funeral service courses on campus

22.7% of total course offerings are available online

The new courses would expand that number to 53 courses. The breakdown would be as follows:

- 10 general education courses on campus
- 10 general education courses online
- 24 funeral service courses on campus
- 9 funeral service courses online

35.8% of total course offerings would be available online

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: _____ **Bachelor of Science in Funeral Service** _____

Total Course Hours: 180 Check one: Quarter Hours 180

Semester Hours _____

Clock Hours _____

Tuition : **\$3700/quarter** Length of Program: 8 quarters (if full-time)
(or \$250/credit) (per credit if part-time)

GENERAL EDUCATION:		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE-HUM 115	English Grammar and Composition	5
GE-HUM 215	Advanced Composition and Business Communications	5
GE-SOC 134	Sociology I	5
GE-SOC 244	Sociology II	5
GE-BUS 127	Business Mathematics	5
GE-BUS 275	Introduction to Business	5
GE-SCI 154	Science Survey I	4
GE-SCI 254	Science Survey II	4
GE-SOC 145	United States History I	5
GE-SOC 245	United States History II	5

		48
--	--	----

SPECIALTY COURSES:		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BFS 310	Thanatology	5
BFS 320	Experiencing World Religions for Funeral Service	5
BFS 330	Intercultural Appreciation for the Funeral Service	5
BFS 340	Workplace Communications for Funeral Service	5
BFS 350	Hospitality and Event Planning for Funeral Service	4
BFS 360	Entrepreneurship: Funeral Home Ownership	5
BFS 370	Marketing Funeral Service – Inside the Box	5
BFS 380	Fundamentals of Preneed Sales	5
BFS 390	Stress Management for the Funeral Professional	5
SS 333	Funeral Service History	3
BM 354	Communications	4
BM 324	Small Business Management	4
PHT 314	Embalming I	4
PHT 345	Pathology	5
PHT 334	Anatomy I	4
SS 444	General Psychology	4
LER 413	Law I (Mortuary Law)	3
BM 415	Mortuary Administration I (Funeral Directing)	5
PHT 414	Embalming II	4
PHT 464	Microbiology	4
PHT 434	Anatomy II	4

SS 543	Psych and Counseling	3
LER 513	Law II (Business Law)	3
BM 513	Mortuary Administration II (Merchandising)	3
PHT 524	Restorative Art I	4
PHT 554	Chemistry I (inorganic)	3
BM 535	Accounting	5
SS 655	Funeral Service Sociology	5
PHT 682	Senior Project	2
BM 613	Mortuary Administration III (Marketing)	3
PHT 623	Restorative Art II	3
PHT 652	Chemistry II (organic)	3
BM 683	Capstone Review	3
		132

Number of Credit/Clock Hrs. in Specialty Courses: 132 / 180 Percentage: 73%

Number of Credit/Clock Hrs. in General Education: 48 / 180 Percentage: 27%

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:

The Mid-America College library is open to students during regular office hours, Monday-Friday from 7:00am-4:00pm. Classes occur from 7:30am-1:20pm Monday-Thursday so students have access to the library for extended time after their classes and then all day on Fridays. Our librarian is part-time and comes in to assist students on Tuesdays, and when students or instructors have requested her assistance on non-regularly scheduled days during the week. Mid-America College has a Destiny software account with Follett and students can access additional materials when they are not on campus.

Through Mid-America College's online Destiny library, students can have access 24/7 to more than 9 million high-quality MARC records for print materials. The database is continuously updated with new records, allowing students improved search results with the addition of reading and interest

levels, subject headings, summary and content notes, and review sources. The system has a federated search tool that allows students to search resources simultaneously with a single search. By presenting a single, familiar interface for searching these data sources, our students will find the information they need quickly and effectively, and will have available valuable research databases. Other content enrichment services to titles in the Destiny library collection include: content with cover photos, title profiles, table of contents, brief summaries, author notes, first chapter or excerpts, and published reviews.

2. Number of volumes of professional material:

The Mid-America College library has approximately 900 titles onsite. These titles range across all course content within the curriculum: history, management, grief and bereavement, English grammar, sociology topics.

3. Number of professional periodicals subscribed to:

Because funeral service is a small profession, the number of professional periodicals available is limited. We provide the main publications within the funeral industry:

- Dodge Chemical
- The Director
- Southern Calls
- International Cemetery, Cremation and Funeral Association
- American Cemetery
- Funeral Business Advisor
- Connecting Directors
- Wilbert Updater
- Casket & Funeral Supply Association of America

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

The Jeffersonville Township Public Library is located at 211 E Court Ave, Jeffersonville, IN 47130, which is approximately 3.0 miles away from Mid-America College.

The Louisville Free Public Library has multiple locations in the Louisville area, the closest of which is located at 301 York Street Louisville, Kentucky 40203, which is approximately 6.0 miles away from Mid-America College.

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:	5	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
Bridgewater, Gary	BS	37	25	0	X	
Budrow, Lauren	MS	10	1	3	X	
Chism, Shelby	BS	3	2	0	X	
Gohmann, Louise	BA	5	1	0	X	
Hutchings, Marcella	BS	6	1	6		X
Lewis, Calvin	BA	12	1	0		X
Perkins, Alisa	MS	8	8	8	X	

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

Institution: Mid-America College of Funeral Service
Degree Program: Bachelor of Science in Funeral Service Management
Location: Jeffersonville, 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?

Yes. See the link for the IN State Board of Funeral and Cemetery regulations:
http://www.in.gov/pla/files/SBFCS_January_2015_EDITION.pdf

If so, please identify

The specific license(s) needed: Funeral Director and Embalmer

The State agency issuing the license(s): Indiana Professional Licensing Agency, or whatever particular state where the graduate intends to practice.

+++++

Professional Certification

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

This is a program designed for graduates to obtain licensure to practice funeral service and embalming. There are other certifications available to funeral service professionals, such as the Certified Funeral Service Practitioner (CFSP) from the Academy of Funeral Service Professionals, Celebrant certification, Cremation Arranger certification, and Crematory Operator certification. The International Cemetery, Cremation and Funeral Association (ICCFA) provides the Cremation Arranger and Operator certificate training for Mid-America College students at no additional cost to the student.

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: CFSP, Cremation Arranger, Crematory Operator, Celebrant.
The national organization issuing each certification:

- ICCFA Cremation Arranger and Crematory Operator certificates

- Cremation Association of North America
- Academy of Funeral Service Practitioners
- Insight Institute

Please explain the rationale for choosing each professional certification:

Cremation is a nationally growing aspect of funeral service. It is imperative that graduates of funeral service degree programs understand the process of cremation, know the unique products available to families who choose cremation for disposition, and learn how to communicate and plan specialized events that are often associated with memorial services following cremation.

With the rise in secularization, celebrant services are becoming increasingly popular. Students must be aware of alternate officiants to offer to families when making funeral arrangements. Mid-America College does not provide the celebrant training, but it does educate students on the value of the celebrant in the funeral. Oftentimes graduates will leave mortuary school and pursue the celebrant training so they can perform graveside services when clergy have not been requested.

Currently, Indiana requires 10 hours of continuing education every 2 years for funeral directors to maintain their license in the State. It is being proposed that this number of hours be increased to 30 hours every 2 years. Continuing education is not only necessary for licensing, it sets up a system of having a profession that is committed to life-long learning on the various topics surrounding funeral service. The Academy of Funeral Service Practitioners offers the CFSP certification. This certification is granted after a member has earned an initial 180 hours of continuing education. Members are then required to earn an additional 20 hours every year to stay current. Mid-America College students are able to jump-start this certification by applying their mortuary education towards the initial 180 hours.

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

The entire funeral service curriculum is geared towards continued learning.

1. The Communications courses focus on how to speak publicly and in a private funeral arrangement setting. This prepares students for the celebrant training where they will also be speaking in front of small or large gatherings.
2. The Marketing for Funeral Service and the Mortuary Administration courses prepare students for how to present cremation and more traditional products and services to families.
3. The Religion and Sociology courses prepare students for the various cultures and religious preferences they will see when serving families. Many religions prefer cremation and being aware of those preferences helps a student become a better service provider.

Many of the courses can be applied towards gaining the CFSP certification already mentioned.

+++++

Professional Industry Standards/Best Practices

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

If so, please identify

The program incorporates the guiding principles and standards of the funeral industry. This includes curricular concentration areas and integrity and ethical standards. There is a certain expectation of professionalism and a skillset for graduates from a funeral service program: entry-level embalming

abilities, knowledge of restorative art practices, small business management, legal and ethical obligations, skills to arrange funeral services, and the knowledge of anatomical structures and functions of the human body. Mid-America College requires its students to behave in a professional manner that aligns with the values of the profession.

The Indiana Funeral Director Association has a Code of Ethics it holds the State’s licensees to: <http://www.infda.org/code-of-ethics>

Additionally, the National Funeral Director Association has a Code of Professional Conduct for all funeral service practitioners: <http://nfda.org/about-nfda-/code-of-professional-conduct.html>

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: From the American Board of Funeral Service Education curriculum outlines

+++++

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? YES

If so, please identify the specialized accrediting agency: Mid-America College and its current funeral service education offerings are accredited by the American Board of Funeral Service Education (ABFSE). Mid-America College is assessed and reviewed on a regular basis to ensure that we are meeting the standards set forth by the ABFSE.

+++++

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? YES

If so, please list the baccalaureate degree(s): Bachelor of Science in Funeral Service Management

+++++

Job Titles

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

- Funeral Director and/or Embalmer
- Funeral Home Manager
- Embalming Supervisor
- General Manager

A Bachelor of Science in Funeral Service Management degree gives Mid-America College graduates a competitive advantage for initial hire. This degree may also increase the opportunities for a newly licensed practitioner to move into a management role sooner than without the additional education.

The bachelor's degree makes current graduates more attractive to prospective employers. It may not be necessary to have a BS degree to obtain licensure in some states, but with Indiana considering making a bachelor's degree the minimum requirement for licensure it would be a benefit to Indiana students to be able to complete their entire BS degree at Mid-America College.

This page intentionally left blank.

This page intentionally left blank.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 8, 2015

DECISION ITEM A-3:

Ottawa University: Two Baccalaureate Degree Programs at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Bachelor of Arts (B.A.) in Marketing and Bachelor of Science (B.S.) in Nursing in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

Ottawa University is regionally accredited by the Higher Learning Commission of the North Central Association (HLC). HLC accredits Ottawa University in four states including Indiana. The National Center for Education Statistics (NCES) lists a total enrollment of 95 students in the fall of 2014 at the Jeffersonville campus.

Degree Program Profiles

Bachelor of Arts (B.A.) in Marketing at Jeffersonville

This program consists of 124 semester credit hours, with 21% of the courses in the specialty. Students may transfer up to 55% of credits from a regionally accredited institutional Associate of Science (A.S.) or Associate of Applied Science (A.A.S.) degree program. The Jeffersonville program faculty consists of 11 individuals, of whom 1 is full-time and the remaining 10 are part-time. Of the 11 individuals, 5 have a doctoral degree, and the remaining 6 have a Master's degree.

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

This program consists of 124 semester credit hours, with 30% of the courses in the specialty. Students may transfer up to 49% of credits from a regionally accredited institutional A.S. or A.A.S. in Nursing degree program. The Jeffersonville program faculty consists of 11 individuals, of whom 1 is full-time and the remaining 10 are part-time. Of the 11 individuals, 3 have a doctoral degree, and the remaining 8 have 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 Ottawa University, 287 Quarter Master Court, Jeffersonville, IN 47130

Name of Program Marketing

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

Name of Person Preparing this Form Orville Blackman, Ph.D., Campus Executive/Dean

Telephone Number 812-827-2750 Application Type

Date the Form was Prepared 01/01/2015 Initial or Renewal
(Revise date after any revision) **Revised: 8/26/2015**

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

The requirements for an Ottawa University Bachelor of Arts degree specify what the faculty believes to be essential for a lifelong pursuit of a liberal education. These requirements allow each student the freedom to select or design a course of study. At the same time, the requirements provide a common structure to promote the balance and coherence necessary for truly liberal study; thus, every student is called upon to select courses in such a way that work in one subject illuminates and is illuminated by the study of another.

Ottawa University's mission statement gives further clarity and focus to academics. The mission statement reads in part: "The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life." The Faculty at Ottawa University foster an attitude of service that reflects the institution's mission. The mission is also reflected in the academic program—including liberal arts studies, major area coursework, and electives—which is designed to help students acquire the knowledge, skills and values that prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

Building upon the foundation of Ottawa University's general education/liberal arts common course structure, students become reflective inquirers in their chosen fields of study. The major, the student's chosen program of study, provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program. The major is chosen after the student and his/her faculty advisor explore the options that are most valuable for the student's educational goals. With faculty guidance and approval, students may complete double majors or design individualized programs of study. The major that is ultimately

chosen may prepare a student for a professional career, advanced graduate studies and/or personal fulfillment. The Jeffersonville, Indiana campus of Ottawa University offers three majors: business administration, human resources, and management.

The goal of a major is to assist students to research and organize content in that area, create and articulate original views, integrate knowledge and solve problems. To achieve this goal, students are guided into a balanced major area in which assignments and activities are presented to foster intellectual and personal growth.

Learning Outcomes for All Ottawa University Majors

To demonstrate intellectual growth and competence in the major students will:

1. Acquire, comprehend, organize, and apply knowledge within the major area.
2. Analyze and evaluate knowledge within the major area.
3. Solve problems presented by the major field.
4. Demonstrate oral and written competence in the major field.

To demonstrate personal growth through the major students will:

5. Describe the significance and value of the major in meeting the needs of a global community.
6. Exhibit behaviors indicative of continued learning in the field.

Marketing

The marketing major is designed to provide an understanding of the basic concepts of marketing. It offers students an opportunity to think critically and apply learned principles to the marketing function. OU marketing graduates leave prepared to practice marketing in changing and competitive environments. As the major offers some flexibility in curriculum, students can gain specific areas of professional knowledge in sales, public relations, e-commerce and advertising, as well as international and sports markets.

University-wide and Associated Program Learning Outcomes:

COGNITIVE LEARNING OUTCOMES:

To demonstrate Intellectual Growth and Competence through the Marketing Major students will:

- 1. Acquire, comprehend, organize, and apply knowledge within the major area.**
 - a) Understand marketing's role within organizations and the concepts and processes that are critical to the field.
 - b) Generation and application of research techniques and data to acquire insights and understanding into specific marketing problems.
- 2. Analyze and evaluate knowledge within the major area.**
 - a) Ability to identify and define marketing problems through analysis and critical thinking.
- 3. Solve problems presented by the major field.**
 - a) Ability to implement creativity and utilize effective methods, procedures and techniques to strategically plan, make decisions and solve problems.
- 4. Demonstrate oral and written competence in the major field.**
 - a) Utilization of clear, effective and appropriate communication in a variety of organizational settings.

AFFECTIVE LEARNING OUTCOMES:

To demonstrate **Personal Growth through the Marketing Major**, students will:

5. Describe the significance and value of the major in meeting the needs of a global community.

a) Identify and analyze diverse markets through understanding consumer needs, wants, interests, behaviors and trends, as well as political, social, legal, economic and theological environmental influences that affect organizations.

b) Understand the nature of global competition and marketing’s legal, ethical and moral roles in society.

6. Exhibit behaviors indicative of continued learning in the field.

a) Ability to recognize opportunities, discover new ways of thinking and be flexible in approaches toward business decisions.

PRIMARY ASSESSMENT STRATEGY: CAPSTONE COURSE OAD 49700 STRATEGIC MARKETING

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: Marketing

Total Course Hours: 124 credit hours Check one: Quarter Hours _____

 Semester Hours X

 Clock Hours _____

Tuition : \$435.00 per credit hour Length of Program: Degree Completion Program*

*Note: Minimum of 24 OU credits; can be completed in 12 months – up to 5 years, although no time limitation

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
OAD 31863	Principles of Marketing	3
OAD 40864	International Marketing Communication	3
OAD 41264	Marketing Research & Analysis	3
OAD 41334	Integrated Marketing Communication	3
OAD 41364	Consumer Buying Behavior	3
OAD 41434	Supply Chain Management & Logistics	4
OAD 41534	Digital Marketing	3
OAD 49700	Strategic Marketing (Capstone)	4
		26

GENERAL EDUCATION COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC 20364	Accounting for Business Operations	4
ECO 20163	Macroeconomics	3

ECO 20263	Microeconomics	3
MAT 20143	Business Mathematics	3
OAD 30763	Business Statistics	4
OAD 31664	Business Ethics	<u>3</u>
		20
<u>LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LAS 30012	Writing and Critical Thinking in the Liberal Arts	4
LAS 45012	Global Issues in the Liberal Arts	4
UNV 11000	Seminar for Significance	<u>2</u>
		10

GENERAL ELECTIVES AND MAJOR ELECTIVES:
68 semester credit hours can be transferred to Ottawa University from another regionally accredited institution as part of a conferred AS or AAS degree but of that 68 hours, 24 hours must satisfy the AREAs below:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AREA I	Art/Expression (Art, Music, Creative Writing, Composition, Dance, Foreign Language, Literature, Oral, Interpersonal, Persuasive Communication)	6
AREA II	Social/Civic (Psychology, Sociology, Political Science, Anthropology, History, Economics)	6
AREA III	Science/Description (Accounting, Biological Sciences, Computer Languages, Health and Nutrition, Mathematics/Statistics/Logic, Physics, Chemistry)	6
AREA IV	Value/Meaning (Art, Ethics, Ethnic Relations, Foreign Language, Music, Dance, Literature, Philosophy, Religion, Cultural Studies)	6
<u>REMAINING ELECTIVES: (in any subject AREAs)</u>		<u>44</u>
		68
NOTE: 16 of the 44 Remaining Electives credit hours may be used to earn a <u>Digital Media Marketing Concentration:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
OAD 40363	Advertising Strategies	4

OAD 42364	Web Marketing	4
OAD 42463	Social Media Marketing	4
OAD 42563	Mobile Media Marketing	<u>4</u>
		16

AND/OR

12 of the 44 Remaining Electives credit hours may be used to earn a Public Relations Concentration:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
OAD 39764	Public Relations Writing	3
OAD 40563	Public Relations	3
OAD 42663	Corporate Communication	3
OAD 42763	Media Relations and Campaigns	<u>3</u>
		12

Number of Credit/Clock Hrs. in Specialty Courses: 26 / 124 Percentage: 21%

Number of Credit/Clock Hrs. in General Courses: 20 / 124 Percentage: 16%

Number of Credit/Clock Hrs. in Liberal Arts: 10 / 124 Percentage: 8%

Number of Credit/Clock Hrs. in General Elective and Major Elective including Breadth Areas: 68 / 124 Percentage: 55%

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 Myers Library, located on the grounds of The College in Ottawa, Kansas, serves not only The College but also the adult campuses throughout the United States and the International Instructional Sites through the electronic delivery of many resources and services.

The Myers Library collection currently contains over 80,600 books and other printed materials, over 4,500 e-books, approximately 110 print periodical titles, nearly 15,000 periodical volumes, audiocassettes, videos, dvds, and other multimedia materials.

The library website is a centralized portal for library communications and services. The website provides students with access to the library catalog, hours of operation, subscription databases, online book orders, electronic books, Web directories, search engines, specialized subject resource links, and bibliographic aids. Access to the library catalog, electronic databases, reference services,

and other resources are available to students, faculty and staff via the Internet.

Specific assistance to Indiana students is provided by Ottawa University Myers Librarians if they have reference questions or questions about the databases. Ottawa University currently employs three full-time librarians in addition to a part-time cataloguing position. In 2012, the university hired its first-ever Information Literacy Librarian, who has been instrumental in developing a plethora of materials, including 19 research and writing guides. Indiana students are also supported through an appointed library liaison who provides information regarding resources available at the Ottawa University Myers Library, the Ottawa University databases, and partnering libraries.

OUIIN students also have access to public libraries and other academic institutions in Southern Indiana. Students can obtain information on these privileges through their Ottawa University Library Liaison.

2. Number of volumes of professional material:

The majority of library resources available to students today are digital, in the form of e-books and online databases and in Kansas, specifically. In 2012-13 the Myers Library purchased 70,000 e-books. The collection has grown to over 120,000 titles. Students and faculty university-wide also have access to 31 online databases purchased by the library, along with the EOS Library catalog, Periodicals A to Z, LinkSource, LibGuides and the Ebsco Discovery Service.

3. Number of professional periodicals subscribed to:

The Myers Library provides access to the online databases through the Myers' Library website. All databases can be accessed from home. The Myers library maintains subscriptions to 10 electronic databases that offer indexes, abstracts, full text of journals and other resources from leading information providers. Collectively these databases cover a wide range of academic disciplines including the arts, sciences, business, humanities, technology, human resources and education.

Via the Ottawa University online databases, students have access to the following databases and materials, many of which link to professional periodicals:

Periodicals A-Z

The Ebsco Periodicals A-Z is a search tool located on the library webpage that provides access to searching the library's full-text databases by subject or journal title and can be found at <http://atoz.ebsco.com/titles.asp?Id=DVOU&sid=54547740&TabID=2>

Ebsco Linksource

The EbscoHost database includes an OpenURL Resolver called LinkSource which links out to full-text resources when only an abstract is available in this database. Students may access full-text resources through linksource in GoogleScholar and a variety of full-text web

resources using this resolver tool.

Extra Resources

The library website provides links to area newspapers, the Kansas Library Catalog, and Search engines on the web. The Research Help link provides students with tutorials that can help with searching the databases.

Collectively, these databases cover a wide range of subject areas that includes the majors, minors and course offerings made to students university-wide at Ottawa University. Most of the library databases offer tutorials regarding how to conduct searches to find relevant materials. The majority of the library databases are also accessible to users via mobile devices.

In addition to licensed databases, the library provides a directory of open access e-journals. Academic disciplines represented within these journals include business, education, science (medicine, nursing, science, and technology) and social science (anthropology, law, psychology, sociology, and social work). The library also provides a list of web resources by subject, which organizes over 300 websites related to academic disciplines as divergent as gerontology and world literature or public speaking and physics.

In October 2013 the library's visibility among all students was again increased when access to library materials and resources were made available directly within the Blackboard learning management system, which is used for nearly every course to some extent. Future plans include the creation of customized modules that contain course-specific library resources that will be embedded directly within the course sites. Collectively, these initiatives and the data showing their impact illustrate that the Ottawa University librarians have created an organic, immersive, and ubiquitous information discovery environment for faculty and students across all campuses.

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

- Jeffersonville Township Public Library
- New Albany Free Public Library
- Indiana University Southeast
- Jefferson Community College
- University of Louisville
- Bellarmine University
- Hanover College
- Spalding University
- Ivy Tech State Technical College
- Harrison County Public Library
- Louisville Free Public Library

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

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

Total # of Faculty in the Program:	11	Full-time:	1	Part-time:	10
---	-----------	-------------------	----------	-------------------	-----------

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
Blackman, Orville	Ph.D.	28	2	9	X	
Kamal, Ayesha	Ed.D.	17	11	11		X
Keller, Gary	Ph.D.	16	3	16		X
Meaux, Ivan Wayne	Ph.D.	24	12	19		X
Olufeso, Victor	MBA	10	2	0		X
Roberts, Gary	MBA	28	8	2		X
Rutley, Carla	MBA	24	10	0		X
Thompson, Kenisha	MBA	12	<2 yr	0		X
Wheatley, John	MBA	6	2	0		X
Whitney, Jessica	MBA	10	3	0		X
Williams, Ann	Ph.D.	16	8	16		X

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

Institution: Ottawa University
Degree Program: Bachelor of Arts - Marketing
Locations: Jeffersonville, 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):

+++++

Professional Certification

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

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:

The national organization issuing each certification:

American Marketing Association

Professional Certified Marketer, <https://www.ama.org/events-training/Certification/Pages/default.aspx>

Society for Marketing Professional Services

Certified Professional Marketer, <https://www.smps.org/Certification/>

Please explain the rationale for choosing each professional certification:

Graduate has the option to identify which of these associations that they want to align with.

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

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
OAD 31863	Principles of Marketing	3
OAD 40864	International Marketing Communication	3
OAD 41264	Marketing Research & Analysis	3
OAD 41334	Integrated Marketing Communication	3
OAD 41364	Consumer Buying Behavior	3
OAD 41434	Supply Chain Management & Logistics	4
OAD 41534	Digital Marketing	3
OAD 49700	Strategic Marketing (Capstone)	4

+++++

Professional Industry Standards/Best Practices

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

If so, please identify

- Marketing Research as a basis for decision making
- Measurement for creating value
- Marketing Accountability

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:

American Marketing Association

+++++

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:

+++++

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? Yes

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

- Bachelor of Arts in Communication
- Bachelor of Arts in English
- Bachelor of Arts Mathematics
- Bachelor of Arts in Christian Ministries
- Bachelor of Arts in Psychology
- Bachelor of Arts in Human Services
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Health Care Management
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Management
- Bachelor of Arts in Human Resources
- Bachelor of Arts in Management of Information Systems
- Bachelor of Arts in History

(Pending Approval)

- Bachelor of Arts in Marketing
- Bachelor of Science in Nursing (RN-BSN)

+++++

Job Titles

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

Sales management, public relations, e-commerce and advertising, as well as international and sports markets.

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 Ottawa University, 287 Quarter Master Court, Jeffersonville, IN 47130

Name of Program RN-to-BSN Nursing

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

Name of Person Preparing this Form Orville Blackman, Ph.D., Campus Executive/Dean

Telephone Number 812-827-2750 **Application Type**

Date the Form was Prepared 06/24/2015 **Initial** or Renewal
(Revise date after any revision) **Revised: 8/26/2015**

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

The requirements for an Ottawa University Bachelor of Arts degree specify what the faculty believes to be essential for a lifelong pursuit of a liberal education. These requirements allow each student the freedom to select or design a course of study. At the same time, the requirements provide a common structure to promote the balance and coherence necessary for truly liberal study; thus, every student is called upon to select courses in such a way that work in one subject illuminates and is illuminated by the study of another.

Ottawa University's mission statement gives further clarity and focus to academics. The mission statement reads in part: "The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life." The Faculty at Ottawa University foster an attitude of service that reflects the institution's mission. The mission is also reflected in the academic program—including liberal arts studies, major area coursework, and electives—which is designed to help students acquire the knowledge, skills and values that prepare them to become fulfilled and productive members of society, and concerned and informed citizens of the world.

Building upon the foundation of Ottawa University's general education/liberal arts common course structure, students become reflective inquirers in their chosen fields of study. The major, the student's chosen program of study, provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program. The major is chosen after the student and his/her faculty advisor explore the options that are most valuable for the student's educational goals. With faculty guidance and approval, students may complete double majors or design

individualized programs of study. The major that is ultimately chosen may prepare a student for a professional career, advanced graduate studies and/or personal fulfillment. The Jeffersonville, Indiana campus of Ottawa University offers three majors: business administration, human resources, and management.

The goal of a major is to assist students to research and organize content in that area, create and articulate original views, integrate knowledge and solve problems. To achieve this goal, students are guided into a balanced major area in which assignments and activities are presented to foster intellectual and personal growth.

Learning Outcomes for All Ottawa University Majors

To demonstrate intellectual growth and competence in the major students will:

1. Acquire, comprehend, organize, and apply knowledge within the major area.
2. Analyze and evaluate knowledge within the major area.
3. Solve problems presented by the major field.
4. Demonstrate oral and written competence in the major field.

To demonstrate personal growth through the major students will:

5. Describe the significance and value of the major in meeting the needs of a global community.
6. Exhibit behaviors indicative of continued learning in the field.

Nursing

Overall Nursing Program Learning Outcomes (RN-to-BSN Completion Program)

The graduate of the BSN program will be able to:

Specialized Knowledge:

Define the essential components of today's professional baccalaureate nurse and compare and contrast to historical perspectives. build upon their knowledge of the nursing process to ensure safe and timely outcomes for individuals, families, and communities across the lifespan.

Integrative Knowledge:

Integrate knowledge from the liberal arts and sciences with the knowledge of nursing theories as a foundation for nursing practice.

Synthesize information obtained from the natural and behavioral sciences in refining both their understanding of and assessment techniques in the patient's presentation and response to normal and abnormal pathophysiological processes across the life span.

Develop collaborative relationships and effective communication skills with other members of the healthcare team to optimize patient care outcomes.

Intellectual Skills:

Utilize information management and health care technology to support the delivery of safe patient care in a variety of health care settings.

Demonstrate critical thinking skills by evaluating evidence based research and disseminating the appropriate findings into best practice decisions.

Adopt current health promotion principles and effective teaching strategies to improve delivery of care.

NRSG 46009	Nursing Leadership and Management	3
NRSG 49003	Professional Nursing: Integration of Concepts	<u>3</u>
		37

GENERAL EDUCATION COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BIO 20342	Human Anatomy and Physiology Lab	2
BIO 20343	Human Anatomy and Physiology	3
BIO 30242	Microbiology Lab	2
BIO 30243	Microbiology	3
CHE 10044	Concepts of Chemistry w/Lab	3
SOC 36000	Statistics for Social Sciences	<u>3</u>
		16

LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LAS 30012	Writing and Critical Thinking in the Liberal Arts	4
LAS 45012	Global Issues in the Liberal Arts	4
UNV 11000	Seminar for Significance	<u>2</u>
		10

GENERAL ELECTIVES AND MAJOR ELECTIVES:

61 semester credit hours can be transferred to Ottawa University from another regionally accredited institution as part of a conferred AS or AAS degree but of that 61 hours, 24 hours must satisfy the AREAs below:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AREA I	Art/Expression (Art, Music, Creative Writing, Composition, Dance, Foreign Language, Literature, Oral, Interpersonal, Persuasive Communication)	6
AREA II	Social/Civic (Psychology, Sociology, Political Science, Anthropology, History, Economics)	6
AREA III	Science/Description (Accounting, Biological Sciences, Computer Languages, Health and Nutrition, Mathematics/Statistics/Logic, Physics, Chemistry)	6
AREA IV	Value/Meaning (Art, Ethics, Ethnic Relations, Foreign Language, Music, Dance, Literature, Philosophy, Religion, Cultural Studies)	6

REMAINING ELECTIVES: (in any subject AREAs) **37**
61



Number of Credit/Clock Hrs. in Specialty Courses:	<u>37</u>	/	<u>124</u>	Percentage:	<u>30%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>16</u>	/	<u>124</u>	Percentage:	<u>13%</u>
Number of Credit/Clock Hrs. in Liberal Arts:	<u>10</u>	/	<u>124</u>	Percentage:	<u>8%</u>
Number of Credit/Clock Hrs. in General Elective and Major Elective including Areas I,II,III & IV:	<u>61</u>	/	<u>124</u>	Percentage:	<u>49%</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 Myers Library, located on the grounds of The College in Ottawa, Kansas, serves not only The College but also the adult campuses throughout the United States and the International Instructional Sites through the electronic delivery of many resources and services.

The Myers Library collection currently contains over 80,600 books and other printed materials, over 4,500 e-books, approximately 110 print periodical titles, nearly 15,000 periodical volumes, audiocassettes, videos, dvds, and other multimedia materials.

The library website is a centralized portal for library communications and services. The website provides students with access to the library catalog, hours of operation, subscription databases, online book orders, electronic books, Web directories, search engines, specialized subject resource links, and bibliographic aids. Access to the library catalog, electronic databases, reference services, and other resources are available to students, faculty and staff via the Internet.

Specific assistance to Indiana students is provided by Ottawa University Myers Librarians if they have reference questions or questions about the databases. Ottawa University currently employs three full-time librarians in addition to a part-time cataloguing position. In 2012, the university hired its first-ever Information Literacy Librarian, who has been instrumental in developing a plethora of materials, including 19 research and writing guides. Indiana students are also supported through an appointed library liaison who provides information regarding resources available at the Ottawa University Myers Library, the Ottawa University databases, and partnering libraries.

OUIIN students also have access to public libraries and other academic institutions in Southern Indiana. Students can obtain information on these privileges through their Ottawa University Library Liaison.

2. Number of volumes of professional material:

The majority of library resources available to students today are digital, in the form of e-books and online databases and in Kansas, specifically. In 2012-13 the Myers Library purchased 70,000 e-books. The collection has grown to over 120,000 titles. Students and faculty university-wide also have access to 31 online databases purchased by the library, along with the EOS Library catalog,

Periodicals A to Z, LinkSource, LibGuides and the Ebsco Discovery Service.

3. Number of professional periodicals subscribed to:

The Myers Library provides access to the online databases through the Myers' Library website. All databases can be accessed from home. The Myers library maintains subscriptions to 10 electronic databases that offer indexes, abstracts, full text of journals and other resources from leading information providers. Collectively these databases cover a wide range of academic disciplines including the arts, sciences, business, humanities, technology, human resources and education.

Via the Ottawa University online databases, students have access to the following databases and materials, many of which link to professional periodicals:

Periodicals A-Z

The Ebsco Periodicals A-Z is a search tool located on the library webpage that provides access to searching the library's full-text databases by subject or journal title and can be found at <http://atoz.ebsco.com/titles.asp?Id=DVOU&sid=54547740&TabID=2>

Ebsco Linksource

The EbscoHost database includes an OpenURL Resolver called LinkSource which links out to full-text resources when only an abstract is available in this database. Students may access full-text resources through linksource in GoogleScholar and a variety of full-text web resources using this resolver tool.

Extra Resources

The library website provides links to area newspapers, the Kansas Library Catalog, and Search engines on the web. The Research Help link provides students with tutorials that can help with searching the databases.

Collectively, these databases cover a wide range of subject areas that includes the majors, minors and course offerings made to students university-wide at Ottawa University. Most of the library databases offer tutorials regarding how to conduct searches to find relevant materials. The majority of the library databases are also accessible to users via mobile devices.

In addition to licensed databases, the library provides a directory of open access e-journals. Academic disciplines represented within these journals include business, education, science (medicine, nursing, science, and technology) and social science (anthropology, law, psychology, sociology, and social work). The library also provides a list of web resources by subject, which organizes over 300 websites related to academic disciplines as divergent as gerontology and world literature or public speaking and physics.

In October 2013 the library’s visibility among all students was again increased when access to library materials and resources were made available directly within the Blackboard learning management system, which is used for nearly every course to some extent. Future plans include the creation of customized modules that contain course-specific library resources that will be embedded directly within the course sites. Collectively, these initiatives and the data showing their impact illustrate that the Ottawa University librarians have created an organic, immersive, and ubiquitous information discovery environment for faculty and students across all campuses.

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

- Jeffersonville Township Public Library
- New Albany Free Public Library
- Indiana University Southeast
- Jefferson Community College
- University of Louisville
- Bellarmine University
- Hanover College
- Spalding University
- Ivy Tech State Technical College
- Harrison County Public Library
- Louisville Free Public Library

IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor.					
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.					
Total # of Faculty in the Program:	11	Full-time:	1	Part-time:	10
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
Ballenger, Callie	MSN	13				X
Ferguson, Dawn	MSN	23	2	10		X
Fields, Vernon	Ph.D.	29				X
Kirkland, Donna	MSN	20		13		X
Kump, Kathy	MSN	29	3	7	X	
Nseir, Stacey	Ph.D.	22				X

Price, Cindy	MSN	40	11	0		X
Reichert, Lisa	MSN	17		17		X
Robinson, Kowanda	MSN	16	2.5	6		X
Santiago, Lawrence	Ed.D.	22				X
Wolf, Norma	MSN	14	2	5		X

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

Institution: Ottawa University
 Degree Program: Bachelor of Science in Nursing (RN-BSN)
 Locations: Jeffersonville, 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? Yes, but this program is a **post-licensure** program only therefore it does not prepare them for licensure as the student is already licensed as an RN.

If so, please identify: N/A – Post-licensure Program

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

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

Organization & Contact Information	Certifications
<p><u>Addictions Nursing Certification Board</u> Phone: (201) 217-9083 Fax: (201) 217-9785</p>	<p>CARN – Certified Addictions Registered Nurse</p>
<p><u>American Association of Critical Care Nurses Certification Corporation</u> Email: certcorp@aacn.org Phone: (800) 899-2226 Fax: (949) 362-2020</p>	<p><i>Specialty Certifications</i> CCRN — Acute/Critical Care Nursing (Adult, Pediatric & Neonatal) CCRN-E — Tele-ICU Acute/Critical Care Nursing (Adult) PCCN — Progressive Care Nursing (Adult) CNML — Nurse Manager and Leader CCRN-K — Acute/Critical Care Knowledge Professional (Adult, Pediatric & Neonatal)</p> <p><i>Subspecialty Certifications</i> CMC — Cardiac Medicine (Adult) CSC — Cardiac Surgery (Adult)</p>
<p><u>American Association of Heart Failure Nurses</u></p>	

<p>Email: information@aahfn.org Phone: 1-888-45-AAHFN (1-888-452-2436) Fax: (856) 439-0525</p>	<p>CHFNC — Certified Heart Failure Nurse</p>
<p>American Board of Neuroscience Nursing Email: info@abnncertification.org Phone: (888) 557-2266</p>	<p>CNRN — Certified Neuroscience Registered Nurse SCRN — Stroke Certified Registered Nurse</p>
<p>American Board of Certification for Gastroenterology Nurses, Inc. Email: info@abcgcn.org Phone: (855) 252-2246 Fax: (312) 673-6723</p>	<p>CGRN — Certified Gastroenterology Registered Nurse</p>
<p>American Board for Occupational Health Nurses Email: info@abohn.org Phone: (630) 789-5799 Fax: (630) 789-8901</p>	<p>COHN – Certified Occupational Health Nurse COHN-S – Certified Occupational Health Nurse-Specialist</p>
<p>American Board of Perianesthesia Nursing, Inc. Email: abpanc@proexam.org Phone: (800) 6ABPANC Fax: (212) 367-4256</p>	<p>CAPA — Certified Ambulatory Perianesthesia Nurse CPAN — Certified Post Anesthesia Nurse</p>
<p>American Holistic Nurses Credentialing Corporation Email: jwebb@ptcny.com Phone: (212) 356-0660</p>	<p>HN-BC — Holistic Nurse, Board Certified HNB-BC – Holistic Baccalaureate Nurse, Board Certified AHN-BC – Advanced Holistic Nurse, Board Certified</p> <p>NC-BC – Nurse Coach, Board Certified HWNC-BC – Health and Wellness Nurse Coach, Board Certified</p>
<p>American Legal Nurse Consultant Certification Board E-mail: info@lnccertified.org Phone: (877) 402-2562 Fax: (312) 673-6655</p>	<p>LNCC — Legal Nurse Consultant Certified</p>
<p>American Nurses Credentialing Center Email: ANCC@ana.org Phone: (800) 284-2378</p>	<p><i>Specialty Certifications</i> <u>RN-BC:</u> Ambulatory Care Nursing Cardiac-Vascular Nursing Faith Community Nursing Gerontological Nursing Informatics Nursing Medical-Surgical Nursing Nursing Case Management Nursing Professional Development Pain Management Nursing</p>

	<p>Pediatric Nursing Psychiatric-Mental Health Nursing Public Health Nursing - Advanced</p> <p><u>RN-BC (these certifications are retired; may be renewed but testing is not an option):</u> Cardiac Rehabilitation Nursing Certified Vascular Nurse College Health Nursing Community Health Nursing General Nursing Practice High-Risk Perinatal Nursing Home Health Nursing Perinatal Nursing School Nursing</p> <p>AFN-BC – Advanced Forensic Nursing NE-BC – Nurse Executive NEA-BC – Nurse Executive, Advanced</p>
<p><u>American Organization of Nurse Executives</u> Email: mmeadows@aha.org Phone: (312) 422-2807</p>	<p>CENP – Certified in Executive Nursing Practice CNML – Certified Nurse Manager and Leader</p>
<p><u>Association of Clinical Research Professionals</u> Email: certification@acrpnnet.org Phone: (703) 254-8100 Fax: (703) 254-8101</p>	<p>CCRC – Certified Clinical Research Coordinator CCRA – Certified Clinical Research Associate</p>
<p><u>Board of Certification for Emergency Nursing</u> Email: bcen@bcencertifications.org Phone: (877) 302-BCEN Fax: (630) 596-8250</p>	<p>CEN – Certified Emergency Nurse CFRN – Certified Flight Registered Nurse CPEN – Certified Pediatric Emergency Nurse CTRN – Certified Transport Registered Nurse</p>
<p><u>Certification Board of Infection Control and Epidemiology, Inc.</u> Email: info@cbic.org Phone: (414) 918-9796 Fax: (414) 276-3349</p>	<p>CIC – Certified in Infection Control</p>
<p><u>Competency & Credentialing Institute</u> (Formerly CBPN - Certification Board Perioperative Nursing) Email: info@cc-institute.org</p>	<p>CNOR – Certified Nurse, Operating Room CRNFA – Certified Registered Nurse First Assistant</p>

Phone: (303) 369-9566 or (888) 257-2667 Fax: (303) 695-8464	
<u>Dermatology Nursing Certification Board</u> Email: dncb@ahint.com Phone: (800) 454-4362 Fax: (856) 439-0525	DNC – Dermatology Nurse Certified
<u>Infusion Nurses Certification Corporation</u> Email: incc@incc1.org Phone: (800) 434-4622 Fax: (781) 440-9409	CRNI — Certified Registered Nurse Infusion
<u>International Association of Forensic Nurses</u> Email: info@forensicnurses.org Phone: (410) 626-7805 Fax: (410) 626-7804	SANE-A — Sexual Assault Nurse Examiner-Adult/Adolescent SANE-P — Sexual Assault Nurse Examiner-Pediatric AFN-BC — Advanced Forensic Nursing
<u>Medical-Surgical Nursing Certification Board</u> Email: https://msncb.org/contact Phone: (866) 877-2676 Fax: (856) 589-7463	CMSRN — Certified Medical-Surgical Registered Nurse
<u>National Board for Certification of Hospice and Palliative Nurses</u> Email: nbchpn@nbchpn.org Phone: (412) 787-1057 Fax: (412) 787-9305	CHPN — Certified Hospice and Palliative Nurse ACHPN — Advanced Certified Hospice and Palliative Nurse CHPPN – Certified Hospice and Palliative Pediatric Nurse CHPCA – Certified Hospice and Palliative Care Administrator CPLC – Certified in Perinatal Loss Care
<u>National Board for Certification of School Nurses</u> Email: certification@nbcsn.org Phone: (844) 808-6276 Fax: (212) 356.0678	NCSN — National Certified School Nurse
<u>National Certification Board for Diabetes Educators</u> Phone: (847) 228-9795 Fax: (847) 228-8469	CDE — Certified Diabetes Educator
<u>The National Certification Corporation</u> Email: https://www.nccwebsite.org/contact.aspx Phone: (312) 951-0207 Fax: (312) 951-9475	<i>Core Certification</i> RNC-OB – Inpatient Obstetric Nursing RNC-MNN – Maternal Newborn Nursing RNC-LRN – Low Risk Neonatal Nursing RNC-NIC – Neonatal Intensive Care Nursing <i>Subspecialties</i> C-EFM – Electronic Fetal Monitoring C-NPT – Neonatal Pediatric Transport
<u>National Certifying Board for Ophthalmic Registered Nurses</u>	CRNO — Certification for Registered Nurses of Ophthalmology

<p>Email: ncborn@aao.org Phone: (415) 561-8513 Fax: (415) 561-8531</p>	
<p>National Certifying Board of Otorhinolaryngology and Head-Neck Nurses Email: info@sohnnurse.com Phone: (386) 428-1695 Fax: (386) 423-7566</p>	<p>CORLN — Certified Otorhinolaryngology Nurse</p>
<p>Nephrology Nursing Certification Commission Email: nncc@ajj.com Phone: (888) 884-NNCC Fax: (856) 589-7463</p>	<p>CNN — Certified Nephrology Nurse CDN — Certified Dialysis Nurse</p>
<p>Oncology Nursing Certification Corporation Email: oncc@oncc.org Phone: (877) 769-ONCC Fax number: (412) 859-6168</p>	<p>AOCN — Advanced Oncology Certified Nurse CPON — Certified Pediatric Oncology Nurse OCN — Oncology Certified Nurse CPHON – Certified Pediatric Hematology Oncology Nurse CBCN – Certified Breast Care Nurse BMTCN – Bone Marrow Transplant Certified Nurse</p>
<p>Orthopaedic Nurses Certification Board Email: oncb@oncb.org Phone: (888) 561-6622</p>	<p>ONC — Orthopaedic Nurse Certified</p>
<p>Pediatric Nursing Certification Board Email: service@pncb.org Phone: (888) 641-2767 Fax: (301) 330-1504</p>	<p>CPN – Certified Pediatric Nurse CPEN – Certified Pediatric Emergency Nurse PMHS – Pediatric Primary Care Mental Health Specialist</p>
<p>Plastic Surgical Nursing Certification Board Email: http://www.aspsn.org/contact.cgi Phone: (877) 337-9315 Fax: (978) 524-8890</p>	<p>CPSN — Certified Plastic Surgical Nurse CANS – Certified Aesthetic Nurse Specialist</p>
<p>Radiologic Nursing Certification Board Email: RNCB@internationalamc.com Phone: (855) 871-6681 Fax: (850) 484-8762</p>	<p>CRN — Certified Radiologic Nurse</p>
<p>Rehabilitation Nursing Certification Board Email: info@rehabnurse.org Phone: (800) 229-7530</p>	<p>CRRN — Certified Rehabilitation Registered Nurse</p>
<p>Society for Clinical Research Excellence Email: http://www.socra.org/contact-socra/contact-us/</p>	<p>CCRP — Certified Clinical Research Professional</p>

Phone: (215) 822-8644	
Wound Ostomy and Continence Nursing Certification Board Email: info@wocncb.org Phone: (888) 496-2622 Fax: (414) 276-2146	CCCN — Certified Continence Care Nurse COCN — Certified Ostomy Care Nurse CWCN — Certified Wound Care Nurse CWOCN — Certified Wound Ostomy Continence Nurse CWON – Certified Wound Ostomy Nurse CFCN – Certified Foot Care Nurse

Each specific professional certification: See above
 The national organization issuing each certification: See above

ANCC Certification Center, <http://www.nursecredentialing.org/Certification.aspx>

Please explain the rationale for choosing each professional certification: A nurse may pursue additional professional certifications in the above categories based on their interest and/or work experience.

Please identify the single course or a sequence of courses that lead to each professional certification?
 The curriculum in an RN-BSN program prepares the student to become a nurse generalist who may pursue additional professional certifications based on their interest and/or work experience (these certifications are optional).

+++++

Professional Industry Standards/Best Practices

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

If so, please identify

- CCNE (Commission on Collegiate Nursing Education)

The specific professional industry standard(s) and/or best practice(s): *The Essentials of Baccalaureate Education for Professional Nursing Practice [American Association of Colleges of Nursing (AACN), 2008; The Guide to the Code of Ethics for Nurses: Interpretation and Application (American Nurses Association, 2008) and The Code of Ethics for Nurses with Interpretive Statements (American Nurses Association, 2001).*

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: American Association of Colleges of Nursing (AACN) and American Nurses Association.

+++++

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? Yes

If so, please identify the specialized accrediting agency: CCNE, <http://www.aacn.nche.edu/ccne-accreditation/about/mission-values-history>

+++++

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? Yes

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

- Bachelor of Arts in Communication
- Bachelor of Arts in English
- Bachelor of Arts Mathematics
- Bachelor of Arts in Christian Ministries
- Bachelor of Arts in Psychology
- Bachelor of Arts in Human Services
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Health Care Management
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Management
- Bachelor of Arts in Human Resources
- Bachelor of Arts in Management of Information Systems
- Bachelor of Arts in History

(Pending Approval)

- Bachelor of Arts in Marketing
- Bachelor of Science in Nursing (RN-BSN)

+++++

Job Titles

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

With a BSN, a nurse can pursue a wide array of specialties and work in a field of choice such as Hospice and Palliative Care, Obstetrics and Gynecology, Pediatrics, Surgery and ICU. A BSN-prepared Registered Nurse can work in leadership roles, advising nurses with associate's degrees or other certifications. The

primary advantages that come with earning a BSN degree include higher salary opportunities and broadened career paths such as nurse administrator and other specialty roles.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 8, 2015

DECISION ITEM A-4:

Salem International University: One Master's Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Master of Business Administration (M.B.A.) in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

Salem International University is regionally accredited by the Higher Learning Commission of the North Central Association (HLC). As of this writing, HLC accredits Salem International University at one campus in Salem, West Virginia. The Carmel, Indiana location would be considered a "course location" by HLC, once approved. The National Center for Education Statistics (NCES) does not presently list enrollment data for Salem International University at Carmel.

Degree Program Profiles

Master of Business Administration (M.B.A.) at Carmel

This program consists of 36 semester credit hour, with 42% of the courses in the specialty. The Carmel program faculty consists of 18 individuals, of whom 3 are full-time and 15 are part-time. Of the 18 individuals, 12 have doctoral degree, 2 have a Juris Prudence, and the remaining 4 individuals have a Master's degree.

Supporting Documents

Degree Application

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Salem International University

Name of Program Business Administration

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

Name of Person Preparing this Form Marty Mehringer

Telephone Number 317-805-1791 Application Type

Date the Form was Prepared 6/30/15 X 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.

Graduates of the MBA will demonstrate the following:

- 1) Ability to integrate skills, concepts, and strategies for effective business leadership and management.
- 2) Technical competencies for succeeding in a global business economy.
- 3) Mastery of business vocabulary for effective communication in a global economy.
- 4) Mastery of the components of the essential elements of change management.
- 5) Ability to apply knowledge, skills, and abilities in solving business problems.

The Master of Business Administration (MBA) degree program is offered in both on campus and via distance education. All students complete the major's core curriculum comprising seven courses (21 credit hours). To complete their degree program, students choose a five-course (15 credit hour) specialization (or minor) in International Business, Health Care Management, Accounting, Finance, Sales Management, Sports and Recreation Management, or Engineering Management. To graduate students must complete a minimum of 36 credit hours and comply with all degree requirements.

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

Name of Program: Master of Business Administration

Total Course Hours: 36 Check one: Quarter Hours _____
Semester Hours X

Tuition :	<u>\$775/credit hour</u> <u>includes books</u>	Length of Program:	<u>Clock Hours</u> <u>12 months (continuous enrollment)</u>
-----------	---	--------------------	--

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
International Business Specialization		
BUS 600	Organizational Behavior, Leadership, and Ethics	3
BUS 640	International Law and Public Policy	3
BUS 650	Global Business Operations	3
BUS660	Management Utilization of Technology	3
BUS 670	Global Challenges of Communication and Human Resource Management	3
Health Care Management Specialization		
HCM 605	Introduction to Health Care Management, and Operations	3
HCM 610	Health Care Law, Policy and Ethics	3
HCM 615	Health Care Finance	3
HCM 620	Organization Behavior and HR Management in Health Care	3
HCM 625	Health Care Planning, Promotion, and Evaluation	3
Accounting Specialization		
ACC 551	Advanced Accounting	3
ACC 552	Accounting Ethics	3
ACC 553	Advanced Auditing	3
ACC 554	Business Law	3
ACC 555	Forensic Accounting	3
Finance Specialization		
FIN 505	Financial Modeling	3
FIN 510	Advanced Corporate Finance	3
FIN 520	International Finance	3
FIN 525	Applied Portfolio Theory	3
FIN 540	Financial Analysis	3
FIN 545	Real Estate and Business Investing (elective substitution for FIN520)	3
Sales Management Specialization		
SAM 605	Negotiations	3
SAM 610	International Sales Management	3
SAM 620	Sales Leadership	3
SAM 625	Advanced Selling Techniques	3
SAM 640	Consumer Behavior	3

Sports and Recreation Management Specialization		
SMG 601	Economics of Sports and Recreation	3
SMG 602	Sports and Recreation Finance	3
SMG 603	Business Law and Governing Agencies in Sports and Recreation	3
SMG 604	Sports and Recreation Planning, Promotion, and Evaluation	3
BUS 600	Organizational Behavior, Leadership and Ethics	3
Engineering Management Specialization		
BUS 630	Foundations of Engineering Management	3
BUS 631	Logistics Research and Design	3
BUS 632	Supply Chain Management	3
BUS 633	Project Management and Budgeting	3
BUS 634	Quality and Risk Management	3
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC 515	Accounting for Managers	3
BUS 500	Applied Business Statistics	3
BUS 505	Business Communications	3
BUS 699	Enterprise Strategic Planning and Change Management	3
ECO 570	Managerial Economics	3
FIN 560	Financial Management	3
MKT 530	Marketing Management	3

Number of Credit/Clock Hrs. in Specialty Courses: 15 / 36 Percentage: 41.67%

Number of Credit/Clock Hrs. in General Courses: 21 / 36 Percentage: 58.33%

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:** N/A for Indiana location; however, students have access to electronic materials via these websites:

<http://salemu.edu/students/library/>

<http://salemu.edu/students/library/databases-online-resources/>

<http://salemu.edu/students/library/Library-Guides/>

- 2. Number of volumes of professional material:** N/A for Indiana location

- 3. Number of professional periodicals subscribed to:** N/A for Indiana location

- 4. Other library facilities in close geographical proximity for student access:** Carmel Clay Public Library

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:	3	Part-time:	15
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
Robert Benson, CPA	M.B.A	23 years	3 years	13 years		X
Dr. Donald Brady	D. Mgmt	26 years	4 years	25 years		X
Michelle Cushnie	Ph.D. HRD	15 years	1 year	1 year		X
Dr. Jennifer Egrie	D.B.A.	22 years	4 years	None		X
Dr. Marc Getty	D.B.A	19 years	8 years	9 years	X	
Dr. Timothy Glaid	D. Mgmt	30 years	8 years	11 years	X	

Dr. Ahmed Kamel	Ph. D Engineering	28 years	5 years	11 years		X
Heather Lafollette	J.D.	19 years	6 months	None		X
Dr. Gerald McNamee	Ph.D Counselor Education	13 years	32 years	None	X	
Dr. Brett Miller	Ph.D. B.A.	22 years	1 year	7 years		X
Dr. Mitchell Miller	D.B.A., C.F.P.	22 years	1 year	14 years		X
Richard Morgan	M.B.A.	19 years	4 years	4 years		X
Dr. Theresa Pavone	Ph. D. Org. Psych.	19 years	1 year	13 years		X
Sandra Pettit	M.B.A.	31 years	6 years	16 years		X
Suzette Pounds, CPA	M.S. Accounting	30 years	3 years	10 years		X
Dr. Thomas Schaefer	D.B.A.	22 years	1 year	8 years		X
Dr. Edric Spruill	D. Mgmt	20 years	4 years	10 years		X
Dustin White	J.D.	20 years	3 years	10 years		X

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

Institution: Salem International University
Degree Program: Masters of Business Administration
Locations: 615 West Carmel Drive, STE 140 Carmel IN 46032

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

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?
No

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

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:

+++++

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 (However, the institution is in candidacy status with ACBSP accreditation for all business programs.)

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

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

+++++

Job Titles

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

- Chief Executives
- General and Operations Managers
- Sales Managers
- Administrative Services Managers
- Industrial Production Managers
- Transportation Managers
- Storage and Distribution Managers
- Construction Managers
- Social and Community Service Managers
- Regulatory Affairs Managers
- Compliance Managers
- Investment Fund Managers
- Supply Chain Managers
- Security Managers
- Loss Prevention Managers
- Wind Energy Operations Managers
- Wind Energy Production Managers
- Cost Estimators
- Management Analysis
- Business Teachers, Postsecondary

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 8, 2015

DECISION ITEM A-5:

**The Chicago School of Professional Psychology:
One Master’s Degree Program at One Location**

Staff Recommendation

That the Board for Proprietary Education approve the Master of Arts (M.A.) in Clinical Mental Health Counseling in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

The Chicago School of Professional Psychology is regionally accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission. As of this writing, WASC accredits The Chicago School of Professional Psychology at five campuses in the U.S. The Logansport campus would be considered a “standalone” or “branch campus” by WASC once approved. The National Center for Education Statistics (NCES) does not presently list enrollment data for The Chicago School of Professional Psychology at Logansport.

Degree Program Profiles

*Master of Arts in
Clinical Mental Health Counseling at
Logansport*

This program consists of 60 semester credit hour, with 100% of the courses in the specialty. The Logansport program faculty consists of three individuals, of whom each is full-time. Of the three individuals each has a doctoral degree.

Supporting Documents

Degree Application

This page intentionally left blank.

This page intentionally left blank.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution The Chicago School of Professional Psychology, instructional site at Four County Counseling Center in Logansport, IN

Name of Program Clinical Mental Health Counseling

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

Name of Person Preparing this Form Stephanie A. Perez, J.D.

Telephone Number 510-593-2922 Application Type

Date the Form was Prepared June 23, 2015 Initial or Renewal
(Revise date after any revision) *Revised: 8/26/2015*

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

The Chicago School of Professional Psychology (TCSPP) is a not-for-profit institution regionally accredited by the Western Association of Colleges and Schools Senior College and University Commission (WSCUC). The main campus of The Chicago School is in Los Angeles, California and it operates branch campuses with administrative and academic capabilities in Chicago, Illinois and Washington D.C. as well as some auxiliary classroom facilities.

With this application, The Chicago School proposes to offer its online blended Master of Arts in Clinical Mental Health Counseling (MA CMHC) program in Indiana. As part of an agreement with the Four County Counseling Center (FCCC), TCSPP will have use of the FCCC facilities in Logansport, Indiana to offer the required residential components of the otherwise online program. FCCC facilities include a classroom/training space and conference room spaces. Students in the program will consist of interested FCCC staff who meet TCSPP's admissions criteria as well as other qualified individuals in the area.

Master of Arts in Clinical Mental Health Counseling Program

The Master of Arts in Clinical Mental Health Counseling consists of sixty (60) semester credit hours of course work and supervised clinical training experiences. Students learn to promote mental wellness, prevention, and resilience in individuals and communities.

The MA CMHC program is based upon the standards developed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in anticipation of a future application for accreditation. The program also incorporates the eight content areas outlined by the National Board of Certified Counselors (NBCC) to prepare those students seeking professional counselor licensure and desiring to begin professional practice at the master’s level.

Structure of the Program

The MA CMHC program is an online blended program structured as follows:

Type of Course	MA CMHC General Online Program	MA CMHC for Indiana Licensure
100% online	45 semester credits hours	42 semester credits hours
Online blended courses with an on-ground residency in Indiana	6 semester credit hours CM 528 Helping Relationships & Skill Development in Counseling CM 543 Group Therapies and Processes of Counseling	6 semester credit hours CM 528 Helping Relationships & Skill Development in Counseling CM 543 Group Therapies and Processes of Counseling
Online courses taken concurrently with practicum or internship in Indiana	9 semester credit hours CM 605 Counseling Practicum CM 615 Internship in Counseling 1 CM 619 Internship in Counseling 2	12 semester credit hours CM 605 Counseling Practicum CM 615 Internship in Counseling 1 CM 619 Internship in Counseling 2 CM 616 Advanced Internship

At the end of year one and year two of the program, students complete CM 528 Helping Relationships & Skill Development in Counseling and CM 543 Group Therapies and Processes of Counseling, respectively. These courses are online but include an intensive onsite residency component consisting of 4.5 days of onsite instruction. The “residency” will be completed at the Four County Counseling Center.

Students will also complete a portion of the required components of their program on-ground in Indiana in a practicum and internship during their final year in the program. Students can apply to complete their practicum and internship under the supervision of a licensed practitioner at Four County Counseling Center or at a different placement site of their choice provided it meets program criteria for an acceptable clinical training site. During completion of the practicum and internship, students are concurrently enrolled in online courses where they complete assignments related to their field experience and receive guidance from a TCSP faculty member. Additional information about the practicum and internship are provided in a separate section of this application.

Admissions Requirements

Application to the MA Clinical Mental Health Counseling program is open to any person who has earned a bachelor degree from a regionally accredited institution and who meets other entrance requirements. Applicants will be judged on their overall ability to do graduate work. Factors that are considered in admission include GPA from undergraduate schools. Generally, an undergraduate GPA of a 3.0 or higher

on a 4.0 scale is required for admission. Applicants must submit official transcripts from all schools where a degree was earned. It is recommended that transcripts are submitted from all schools where credit was received to enhance their applications. Additional factors that are considering in admission include the following:

- Application, including fee (\$50)
- Essay
- Resume
- Three Letters of Recommendation
- Admissions Interview
- Undergraduate coursework with a grade earned of “C” or better in Psychology and Statistics or Research Methods
- Bachelor’s degree from a regionally accredited university

Each applicant is reviewed holistically, taking factors such as personal and professional experience and accomplishments into consideration.

Program Outcomes

Upon completion of this program students will be able to:

- *Counseling, Prevention, and Intervention:* demonstrate the knowledge, skills, and practices of culturally appropriate diagnosis, treatment, referral, and prevention of mental and emotional disorders.
- *Assessment:* demonstrate the knowledge, skills, and practices of culturally appropriate and holistic clinical evaluation and assessment of normalcy and psychopathology.
- *Diagnosis:* demonstrate the knowledge, skills, and practices of culturally appropriate diagnosis of both psychopathology and normal developmental challenges, including appropriate use of diagnosis during trauma-causing events.
- *Foundations:* Graduates will show a commitment to their identity as counselors through membership and activities in professional organizations, and through ethical behavior in their work with clients and other professionals.
- *Research and Evaluation:* Graduates will competently and critically evaluate clinical mental health counseling research, demonstrate understanding of evidence-based treatments and outcome evaluation, and apply appropriate models of program evaluation.
- *Diversity and Advocacy:* Graduates will demonstrate the knowledge, skills, and practices to deliver culturally appropriate counseling services, advocate for clients, and understand how to influence policy to enhance the practice of clinical mental health counseling.

Students in the MA CMHC program gain experience and training in general counseling competencies including ethics, research, program evaluation, diagnosis, theories, career development, assessment, and counseling interventions. Students receive specialized training that focuses on community, prevention, and early intervention in community settings. Students are prepared in the requisite knowledge, skills, multicultural competence, and self-awareness required of professional counselors.

Field Training: Practicum and Internship

Practicum and internship, sometimes referred to as field training or applied professional practice experiences, provide for the application of theory and the development of counseling skills under the supervision of a qualified practitioner in the field. These experiences offer opportunities for students to counsel and provide other professional services to diverse clientele in their communities.

A practicum or internship site supervisor must have:

- A minimum of a master's degree in counseling or a related profession (e.g., marriage and family therapist, social work, psychologist, psychiatrist) with equivalent qualifications, including appropriate certifications and/or licenses;
- A minimum of two (2) years of pertinent, post-master's professional experience in the program area in which the student is completing clinical instruction;
- Knowledge of the CMHC program's expectations, requirements, and evaluation procedures for students;
- Relevant training in counseling supervision. [Relevant training in counseling supervision can be defined as having a minimum of three clock hours (e.g. workshop, class) in counseling supervision, that includes an understanding of (a) models and theories of counseling supervision, (b) ethical issues relevant to counseling supervision, and (c) multicultural issues relevant to counseling supervision.]; and,
- Malpractice/liability insurance.

The practicum is typically completed during the last three semesters of the nine-semester full-time program. Prior to enrolling in the three credit CM 605 Counseling Practicum, students must complete 24 credits required in the first year of the program with a grade B- or better, be in good academic standing, and meet other specific course prerequisites.

The CMHC program at TCSPP is aligned with the standards of the Council for Accreditation of Counseling and Related Education Programs (CACREP) in anticipation of a future application for accreditation. CACREP defines practicum as a distinctly defined, supervised clinical experience in which the student develops basic counseling skills and integrates professional knowledge. While engaged in practicum and internship students are covered by individual professional counseling liability insurance policies provided by TCSPP. The 100 practicum hours are accrued in one academic term (14 weeks) and include:

1. A minimum of 40 hours of direct service with clients, including experience in individual and group work. CACREP defines direct service as "interaction with clients that includes the application of counseling, consultation, or human development skills." The remaining 60 hours should involve opportunities for the practicum student to become familiar with a variety of professional activities in addition to direct services (e.g., record keeping, referral services, in-services, meetings, conferences, professional development, etc.);

2. Weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision which occurs regularly during the practicum by a qualified on-site practicum supervisor who will be in bi-weekly contact with a supervisor at the institution.
3. An average of one and one half (1 ½) hours per week of group supervision provided on a regular schedule over the course of the student's practicum by a TCSPP CMHC program faculty member.
4. Practicum students are required to record (audio and visual) counseling sessions with clients for the purposes of weekly supervision and/or to participate in live supervision of students' interactions with clients.
5. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum.

By the end of the practicum experience, students will have gained significant practice and skill in the role of a professional mental health counselor.

After completion of the Practicum, students complete CM 615 Internship in Counseling 1 and CM 619 Internship in Counseling 2. Prerequisites for CM 615 and CM 619 are the same as for the CM 605 Practicum. Typically, students complete their practicum and internship at the same site. During the 600-plus hour internship divided over two terms (300+ hours each term), students integrate the skills and knowledge they have learned and developed throughout their academic preparation and practicum. The internship is intended to reflect the comprehensive work experience of a clinical mental health counselor, and students will participate in the full range of roles and responsibilities available at their sites.

Note the practicum and internship experiences are conducted under the direction of a qualified on-site supervisor, and the minimum total number of hours accrued is 700 (i.e. 100 practicum hours + 600 internship hours = 700 total hours). An advanced internship course, CM 616 Advanced Internship, is available as an elective to students who seek licensure as a Clinical Mental Health Counselor in Indiana and need a full year of field work or 900 total hours of internship to be eligible.

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

Name of Program:	Master of Arts Clinical Mental Health Counseling		
Total Course Hours:	60	Check one: Quarter Hours	
		Semester Hours	X
		Clock Hours	
Tuition :	\$64,395	Length of Program:	9 semesters

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>REQUIRED CORE COURSES (51 semester credit hours)</u>		
CM 500	Introduction to Counseling Profession and Ethics (online)	3
CM 507	Theories of Counseling and Psychotherapy (online)	3
CM 514	Diagnosis of Mental Health Issues (online)	3
CM 521	Lifespan Development (online)	3
CM 528	Helping Relationships & Skill Development in Counseling (on-ground residency course)	3
CM 530	Advanced Treatment Planning and Psychopharmacology (online)	3
CM 536	Couples and Family Counseling (online)	3
CM 543	Group Therapies and Processes of Counseling (on-ground residency course)	3
CM 550	Diversity & Multiculturalism (online)	3
CM 564	Career Development & Counseling (online)	3
CM 571	Assessment of Individuals (online)	3
CM 578	Methods of Research & Program Evaluation (online)	3
CM 592	Clinical Mental Health Counseling (online)	3
CM 598	Psychopathology (online)	3
CM 605	Counseling Practicum (online course taken concurrently while student completes practicum)	3
CM 615	Internship in Counseling 1 (online course taken concurrently while student completes internship)	3
CM 619	Internship in Counseling 2 (online course taken concurrently while student completes internship)	3
<u>ELECTIVES (choose courses to total 9 semester credit hours)</u>		
CM 585	Addictions and Substance Abuse (online)	3
CM 595	Human Sexuality (online)	3
CM 599	Traumatic Stress: Causes, Effects, & Contexts (online)	3
CM 616	Advanced Internship (online course taken concurrently while student completes internship)	3

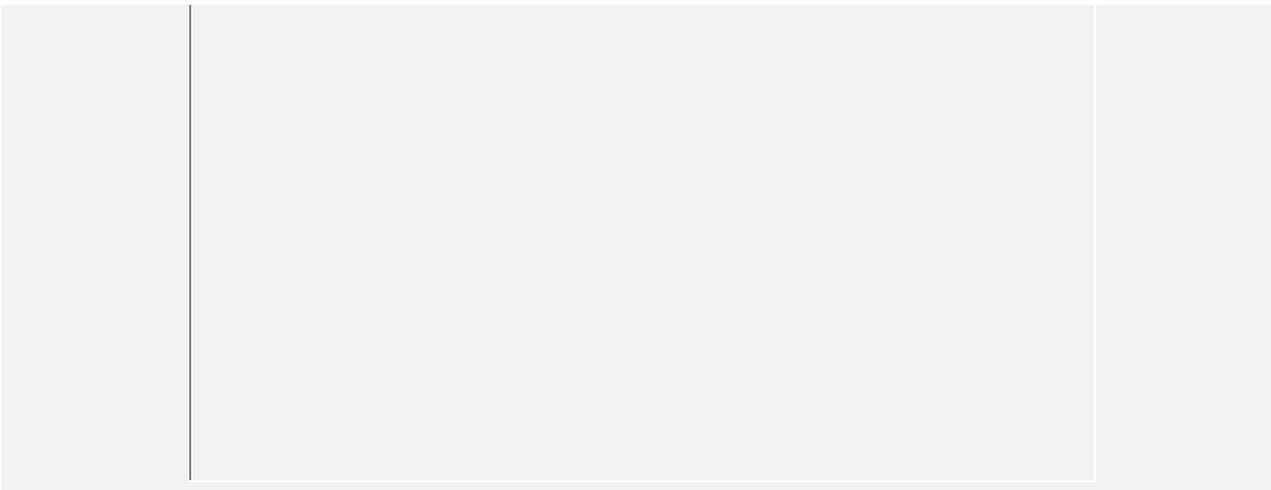
CM 650	Counseling Children & Adolescents (online)	3
CM 655	Counseling: A Global Perspective (online)	3
CM 700	Counseling Mature Adults (online)	3
CM 710	Cognitive-Behavioral Approaches to Counseling (online)	3
MC 610	Professional Military Ethics and Culture (online)	2
MC 650	Military Psychological Assessment (online)	2
MC 660	Military Psychological Interventions (online)	2
CM720	Current Topics in Counseling (online)	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	NONE	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	NONE	



Number of Credit/Clock Hrs. in Specialty Courses: 60 / 60 Percentage: 100%

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

If applicable:

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

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:

Library access is available 24 hours a day, 7 days a week for all electronic materials through the school's library website: www.chi.librarypass.org.

Three full time and three part time librarians are available to students of The Chicago School of Professional Psychology to help answer questions and inquiries via phone, email and in person Physical campus hours vary.

Chicago Campus:

Monday-Thursday	8:00am-9:00pm
Friday-Saturday	8:00am-5:00pm
Sunday	11:00am-5:00pm

LA Campus:

Monday – Friday	9:00am – 5:00pm
Saturday – Sunday	10:00am-5:00pm

DC Campus

Monday-Thursday	9:00am-9:00pm
Friday-Saturday	10:00am-6:00pm
Saturday	9:00am – 4:00pm
Sunday	Closed

2. Number of volumes of professional material:

Chicago Print Books: 14,000

LA Print Books: 2,400

DC Print Books: 708

Electronic Books: 162,778

3. Number of professional periodicals subscribed to:

Electronic Professional Journals: 74,783

Print Journals: 139 (housed solely on the Chicago Campus)

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

The closest campus to Indiana is our Chicago campus, however due to our large electronic presence for our online students with our materials students are encouraged to access the library via the internet. The Chicago School of Professional Psychology offers over 150 databases which include journals, books and a variety of streaming videos. The Chicago School offers the full collection of APA products including psychTHERAPY.

If the student is in Indiana and looking for a place to study or review texts or journals in person, we encourage students to use their local library or a local community college.

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:	3	Full-time:	3	Part-time:	0
---	----------	-------------------	----------	-------------------	----------

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
Kristen Eldredge	Ed.D.	9 years	1.5 years	5 years	X	
Lori Soli	Ph.D.	20 years	0.5 years	17 years	X	
LoriAnn Stretch	Ph.D.	20 years	1 year	17 years	X	

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

Institution: **The Chicago School of Professional Psychology**
Degree Program: **Master of Arts Clinical Mental Health Counseling**
Locations: **Los Angeles, CA**

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

The M.A. in Clinical Mental Health Counseling online degree program aligns with the degree and coursework requirements for licensure as a Licensed Mental Health Counselor (LMHC) or Licensed Mental Health Counselor Associate (LMHCA) in Indiana. Depending on the license, candidates for licensure may be required to meet additional state requirements including a minimum number of hours of post-master’s clinical experience, application, examination, and criminal background check.

If so, please identify

The specific license(s) needed: Licensed Mental Health Counselor Associate (LMHCA); Licensed Mental Health Counselor (LMHC)

The State agency issuing the license(s): Indiana Professional Licensing Agency/ Indiana Behavioral Health and Human Services Licensing Board

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? **National Certified Counselor (NCC)**

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: National Certified Counselor (NCC)

The national organization issuing each certification: National Board for Certified Counselors (NBCC)

Please explain the rationale for choosing each professional certification:

The NCC is the national certification for mental health counselors. National certification from NBCC demonstrates that a counselor has voluntarily met high national standards of practice in counseling. Certification as an NCC requires that licensure applicants successfully pass the National Counselor Exam (NCE). Licensure guidelines in Indiana require a passing score on the NCE for licensing as a LMHCA and a passing score on the National Clinical Mental Health Counseling Examination (NCMHCE) for licensing as a LMHC.

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

- CM 500 - Introduction to the Counseling Profession and Ethics (3 credits)
- CM 507 - Theories of Counseling and Psychotherapy (3 credits)
- CM 514 - Diagnosis of Mental Health Issues (3 credits)
- CM 521 - Lifespan Development (3 credits)
- CM 528 - Helping Relationships & Skill Development in Counseling (3 credits)
- CM 530 - Advanced Treatment Planning and Psychopharmacology (3 credits)
- CM 536 - Couples and Family Counseling (3 credits)
- CM 543 - Group Theories and Processes of Counseling (3 credits)
- CM 550 - Diversity & Multiculturalism (3 credits)
- CM 564 - Career Development & Counseling (3 credits)
- CM 571 - Assessment of Individuals (3 credits)
- CM 578 - Methods of Research & Program Evaluation (3 credits)
- CM 585 - Addictions and Substance Abuse (3 credits)
- CM 592 - Clinical Mental Health Counseling (3 credits)
- CM 605 - Counseling Practicum (3 credits)
- CM 615 - Internship in Counseling (3 credits)

+++++

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):

American Counseling Association Code of Ethics; Council for Accreditation of Counseling and Related Educational Programs (CACREP) Standards (2009; 2016); National Board of Certified Counselors (NBCC) content areas

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

American Counseling Association
Council for Accreditation of Counseling and Related Educational Programs (CACREP)
National Board of Certified Counselors (NBCC)

+++++

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:

The MA CMHC program is based upon the 2009/2016 Standards developed by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). TCSPP intends to pursue accreditation with the Council for Accreditation of Counseling and Related Educational Programs (CACREP) at the earliest possible date, which will be in 2017 when the first online cohort of students enter field work.

+++++

Transferability of Associate of Science Degrees

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

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

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

Not applicable.

+++++

Job Titles

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

Behavior Support Specialist (BSS), Behavioral Health Therapist, Bereavement Counselor, Case Manager, Certified Alcohol and Drug Counselor (CADC), Chemical Dependency Coordinator, Chemical Dependency Therapist, Child Care Counselor, Children's Therapist, Clinical Mental Health Counselor, Clinical Supervisor, College Mental Health Counselor, Correctional Care and Treatment Worker, Correctional Caseworker, Correctional Counselor, Corrections Caseworker, Counselor, Crisis Clinician, Crisis Intervention Therapist, Direct Care Counselor, Domestic Violence Advocate, Elder Counselor, Employee Assistance Program Counselor (EAP Counselor), Family Counselor, Grief Counselor, Group Counselor, Group Home Counselor, Human Service Coordinator, Human Service Counselor, Licensed Chemical Dependency Counselor, Licensed Professional Counselor (LPC), Mental Health Case Manager, Mental Health Clinician, Mental Health Counselor, Mental Health Program Specialist, Mental Health Specialist, Mental Health Therapist, Mental Health/Mental Retardation Supports Coordinator (MH/MR Supports Coordinator), Residential Child Care Counselor, Therapist, Treatment Coordinator