

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

AGENDA MATERIALS

September 17, 2013



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AGENDA

Board for Proprietary Education

BOARD MEETING

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

Tuesday, September 17, 2013

I.	CALL TO ORDER –10:00 a.m.	
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VI. OLD BUSINESS

None.

VII. NEW BUSINESS

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

**STATE OF INDIANA
Board for Proprietary Education**

Minutes of Meeting

Tuesday, June 18, 2013

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:

Ken Sauer, Lloyd Garrison, Ken Konesco, Joe Pearson, Kimberly Perkins, and Linda Woloshansky

Guests Present:

Melody Murphy, Betsy Datema, Dr. Renat Letfullin, Rocky Rothrock, Greg Craddone, Susan Fisher, Doris Combs, James Abraham, Louis Reeves, John Carreon, Jason Warr, Ashly Stage, Krystal Belton, Dr. Dennis Trinkle, Mark Chyba, Mary Bold, Shawntel Landry, Amber Nicole Ying, Karen Swenson, Stephanie Brown, Jeff Golc, and Glenna Shelby

It was determined that there was a quorum for the June 18, 2013 Board meeting.

III. CONSIDERATION OF THE MINUTES OF THE DECEMBER BOARD MEETING

The Board for Proprietary Education approved the Minutes of the March 17, 2013 meeting.

Mr. Ken Konesco moved for acceptance. Mr. Lloyd Garrison seconded the motion. It was unanimously approved.

IV. EXECUTIVE DIRECTOR'S REPORT

Chairman Sauer said the next item deals with the electronic meeting policy. As a result of legislation passed during the last session of the general assembly, it is now possible for the Board to incorporate electronic participation, both in actual board meetings as well as committee meetings. At present, there is no formal committee. This policy would allow board members to fully participate in board meetings via conference call, including voting. This particular policy is modeled after the policy that was approved by the Commission for Higher Education. The agency approved it without any modification. This will allow more flexibility in board and committee meetings. There needs to be a formal policy in place, thus the reason for being on today's agenda. There was a very thorough discussion concerning this policy.

Mr. Ken Konesco asked for verification that the schools know that we would never get to the point that nobody would be at the meetings. Chairman Sauer stated that a quorum would still be required at the meetings.

Mr. Joe Pearson moved for acceptance of this policy. Ms. Linda Woloshansky seconded the motion. It was unanimously approved.

V. Establishment of Planning Committee

The electronic policy that was just approved allows for committees to participate in this manner. Having people at the meetings is not a requirement, although there is a clear preference, it would still be possible to conduct a meeting by electronic means, as long as there was a place that the meeting would originate and people could gather to listen and participate. The Board room on the fifth floor (CHE place) would originate. It would be encouraged that committee members be there in order to have a face-to-face conversation.

It was later explained by Chairman Sauer that the main reason for the planning committee is to help the staff by having more conversations involving the staff. The electronic meeting policy would help to facilitate conversations. The planning committee does not preclude participation of board members who are not on the planning committee. Perhaps one of the ways to have the planning committee is to have monthly conference calls, in addition to regular Board meetings. That would allow us to make progress on certain issues. This would also help the staff in establishing priorities.

Ms. Kimberly Perkins moved for acceptance of this planning committee policy. Mr. Ken Konesco seconded the motion. It was unanimously approved.

VI. EXECUTIVE DIRECTOR'S REPORT

Chairman Sauer reported that the agent permits were eliminated as a result of the legislation passing in the last general assembly. It was stated by Ms. Tara Adams that the last agent card was issued on April 29, 2013.

The next item discussed was the SARA (State Authorization Reciprocity Agreement). This discussion concerned a national and regional movement in putting together a more rational and sensible way in which states can oversee programs delivered to their state via distance education by institutions outside their state. One aspect of this is the four regional compacts: the Midwestern Higher Education Compact (MHEC). MHEC has 12 member states (Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin). The compacts were created to encourage resource-sharing and collective action among member higher education systems. States that wish to join the interstate reciprocity agreement are permitted to join by January 2014.

Mr. Ken Konesco shared with the Board of a meeting he had the privilege of attending recently in which Mr. Mitch Daniels, Purdue University President, was a guest speaker. Mr. Konesco reported that Mr. Daniels commented on accountability several times during his speech. All institutions need to be held accountable and need to provide value to their students. Mr. Daniels said that higher education has to be transformed.

VII. Decision Items

A. American College of Education New degree requests

Representing American College of Education were the following:

Dr. Mary Bold
Dr. Shawntel Landry
Amber Nicole
Karen Swenson

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

- *Bachelor of Arts in Leadership Studies*
- *Bachelor of Science in Health and Wellness Services Management*
- *Bachelor of Science in Nursing (RN-BSN)*

American College of Education is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has offices in Indianapolis, Indiana and Dallas, Texas.

The Bachelor of Arts in Leadership Studies consists of 120 semester credit hours with 55% of the courses in the specialty. Students must earn 36 semester credit hours through the American College of Education. Students may have up to 24 semester credit hours of Prior Learning Assessment (PLA).

The Bachelor of Science in Health and Wellness Services Management consists of 120 semester credit hours with 55% of the courses in the specialty. Students must earn 36 semester credit hours through the American College of Education. Students may have up to 24 semester credit hours of PLA.

The Bachelor of Science in Nursing consists of 120 semester credit hours with 50% of the courses in the specialty. Students must earn 30 semester credit hours through the American College of Education. Students may have up to 30 semester credit hours of PLA.

Ms. Linda Woloshansky made the motion to approve the staff recommendation to grant approval to American College of Education to award the above mentioned programs. It was further stated that American College of Education be approved with a stipulation that a criterion for admission to each degree program requires applicants to have earned 60 credit hours from a regionally or nationally accredited institution. Mr. Lloyd Garrison seconded. The motion was unanimously approved that included the stipulation.

**B. Art Institute of Indianapolis
New Degree Requests**

Representing Art Institute of Indianapolis was the following:

Robert Rothrock
Greg Craddon

Art Institute submitted two Baccalaureate degree programs at Indianapolis:

- *Bachelor of Science in Advertising*
- *Bachelor of Science in Designing for Tablets: Digital Publishing*

The Art Institute of Indianapolis is nationally accredited by the Accrediting Council for Independent Colleges and Schools. The National Center for Education Statistics lists a total enrollment of 942 students at the Art Institute of Indianapolis.

The Bachelor of Science in Advertising consists of 180 quarter credit hours, with 70% of the courses in the specialty.

The Bachelor of Science in Designing for Tablets: Digital Publishing consists of 180 quarter-credit hours, with 70% of the courses in the specialty.

Mr. Ken Konesco stated that on page 75 of the report should read 12 quarter credit hours instead of 11 quarter credit hours for the Designing for Tablets: Digital Publishing.

Mr. Ken Konesco stated that page 65 of the report shows Advertising and on page 66 of the report shows Designing for Tablets: Digital Publishing. It was confirmed that it should have listed Advertising in both areas.

Upon further discussion, the Board for Proprietary Education had concerns that the instructors would teach courses outside of their own field of study. The stipulation will be removed if the Art Institute of Indianapolis submits documentation addressing the concerns by Wednesday, July 10, 2013.

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to Art Institute of Indianapolis to award the above mentioned programs. Ms. Linda Woloshansky seconded. The motion was unanimously approved that included the stipulation.

**C. Harrison College at various locations
New degree requests**

Representing Harrison College were the following:

Ms. Krystal Beltom
Mark Chyba
Dr. Lewis Reeds
Ashly Stage
Dr. Dennis Trinkle

Mr. Ross Miller stated that the institution submitted one associate of applied science degree program at five locations, one associate of applied science degree program at two locations, one baccalaureate degree program at five locations, and one master of science degree program at one location:

- *Associate of Applied Science in Criminal Justice at Anderson, Elkhart, Fort Wayne, Indianapolis, and Terre Haute*
- *Associate of Applied Science in Surgical Technology at Fort Wayne and Indianapolis East*
- *Bachelor of Science in Criminal Justice at Anderson, Columbus, Elkhart, Indianapolis, and Terre Haute*

Harrison College is nationally accredited by the Accrediting Commission for Independent Colleges and Schools.

The Associate of Applied Science in Criminal Justice consists of 96 quarter credit hours, with 67% of the courses in the specialty.

The Associate of Applied Science in Surgical Technology consists of 96 quarter credit hours, with 71% of the courses in the specialty.

The Bachelor of Science in Criminal Justice consists of 180 quarter credit hours, with 62% of the courses in the specialty.

The Master of Business Administration consists of 60 quarter credit hours with all of the courses in the specialty.

Mr. Joe Pearson made the motion to approve the staff recommendation to grant approval to Harrison College for the above mentioned programs. Mr. Lloyd Garrison seconded the motion. Mr. Konesco abstained. The motion was carried with five aye votes.

D. ITT Technical Institute of Technology
New degree request

Representing ITT Technical Institute of Technology was Ms. Stephanie Brown.

Mr. Miller stated that the institution submitted one associate of applied science degree at six locations.

- *Associate of Applied Science in Industrial Engineering Technology is offered at Fort Wayne, Indianapolis East, Indianapolis North, Merrillville, Newburgh and South Bend*

ITT Technical Institute is nationally accredited by the Accrediting Commission for Independent Colleges and Schools (ACICS). The institution has five campuses in Indiana: Fort Wayne, Indianapolis, Merrillville, Newburgh, and South Bend. ACICS accredits ITT Technical Institute in 38 states, including Indiana.

The program consists of 93 quarter credit hours with 76% of the courses in the specialty.

There was a concern with the number of hours discussed with Mr. Ken Konesco, being that 93 quarter credit hours is too short for completion of the program. The previous rules state that 96 quarter credit hours would meet the criteria based on the number of clock hours.

Ms. Stephanie Brown stated that this is a brand new program.

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to ITT Technical Institute of Technology for the Associate of Applied Science in Industrial Engineering Technology program. Ms. Linda Woloshansky seconded the motion. The motion was unanimously approved.

E. Kaplan University
New degree request

Representing Kaplan University was Mr. John Carreon.

Mr. Miller stated that the institution submitted one Master of Science degree program at Indianapolis:

- *Master of Science in Educational Psychology*

Kaplan University is regionally accredited by the Higher Learning Commission of the North Central Association.

The Master of Science in Educational Psychology consists of 52 quarter credit hours, with 73% of the courses in the specialty.

Mr. Lloyd Garrison made the motion to approve the staff recommendation to grant approval to Kaplan University for the Master of Science in Educational Psychology program. Mr. Ken Konesco seconded the motion. The motion was unanimously approved.

F. National American University
New degree request

Representing National American University was Mr. Jason Warr.

Mr. Miller stated that the institution submitted three associate of applied science degree programs and two baccalaureate degree programs at one location:

- *Associate of Applied Science in Accounting*
- *Associate of Applied Science in Electronic Health Record Support Specialist*
- *Associate of Applied Science in Health Information Technology*
- *Bachelor of Science in Business Administration, Emphasis in International Business*
- *Bachelor of Science in Health Care Management*

National American University is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has one campus in Indiana at Indianapolis. HLC accredits National American University in 10 states, including Indiana.

The Associate of Applied Science in Accounting consists of 93 quarter credit hours, with 58% of the

courses in the specialty.

The Associate of Applied Science in Electronic Health Record Support Specialist consists of 93 quarter credit hours, with 56% of the courses in the specialty.

The Associate of Applied Science in Health Information Technology consists of 99 quarter credit hours, with 55% of the courses in the specialty.

The Bachelor of Science in Business Administration Emphasis in International Business consists of 186 quarter credit hours, with 65% of the courses in the specialty.

The Bachelor of Science in Health Care Management consists of 187 quarter credit hours, with 61% of the courses in the specialty. Students have the option to transfer 44.5 credits from a diploma or an associate degree program in nursing or allied health.

Mr. Ken Konesco expressed concern about the conversion of credit hours to clock hours, which are not represented in the program proposal.

Mr. Jason Warr stated that there was no rule requiring 96 quarter credit hours, but 3 quarter credit hours would be added to meet any criteria that the Board requests.

Dr. Sauer clarified that Mr. Konesco's concern was in reference to the A.A.S. in Accounting degree.

Ms. Kimberly Perkins made the motion to approve the staff recommendation to grant approval to National American University for the above mentioned degree programs. Mr. Joe Pearson seconded the motion. The motion was unanimously approved that included the stipulation.

G. National College
New degree request

Representing National College were the following:

Ms. Doris Combs
Mr. James Abraham
Ms. Rebecca Custer

Mr. Miller stated that the institution submitted two associate of applied science degrees at three locations, and one baccalaureate degree at one location:

- *Associate of Applied Science in Cybersecurity at Fort Wayne, Indianapolis, and South Bend*
- *Associate of Applied Science in Network Administration at Fort Wayne, Indianapolis, and South Bend*
- *Bachelor of Arts in Cybersecurity at Indianapolis*

National College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The institution has three campuses in Indiana.

The Associate of Applied Science in Cybersecurity consists of 96 quarter credit hours, with 75% of the courses in the specialty.

The Associate of Applied Science in Network Administration consists of 96 quarter credit hours, with 75% of the courses in the specialty.

The Bachelor of Arts in Cybersecurity consists of 180 quarter credit hours, with 69% of the courses in the specialty.

Mr. Miller made a correction to the Bachelor of Arts in Cybersecurity. It should have read Bachelor of Applied Science in Cybersecurity.

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

H. Radiological Technologies University VT New degree request

Representing Radiological Technologies University VT were the following:

Ms. Melody Murphy
Ms. Betsy Dateman
Dr. Renat Letfullin

Mr. Miller stated that the institution submitted four baccalaureate degree programs at one location:

- *Associate of Science to Bachelor of Science in Mathematics at South Bend*
- *Associate of Science to Bachelor of Science in Physics/Bio Physics Concentration at South Bend*
- *Associate of Science to Bachelor of Science in Physics/Nanotechnology Concentration at South Bend*
- *Associate of Science to Bachelor of Science in Radiation Therapy at South Bend*

The Associate of Science to Bachelor of Science in Mathematics consists of 60 semester credit hours, with 100% of the courses in the specialty.

The Associate of Science to Bachelor of Science in Physics/Bio Physics Concentration consists of 53 semester credit hours, with 100% of the courses in the specialty.

The Associate of Science to Bachelor of Science in Physics/Nanotechnology Concentration consists of 54 semester credit hours, with 100% of the courses in the specialty.

The Associate of Science to Bachelor of Science in Radiation Therapy consists of 64 semester credit hours, with 100% of the courses in the specialty.

Radiological Technologies University VT obtained national accreditation with the Accrediting Commission for Independent Colleges and Schools (ACICS) at the council meeting on April 12, 2013.

Chairman Sauer clarified that the action to be taken is for the approval of the Bachelor of Science in each of the programs.

Mr. Ken Konesco asked about the University's current enrollment. Ms. Melody Murphy responded that enrollment is currently 45 students and the University anticipates the associate of science path will increase enrollments in both their undergraduate and graduate programs. Ms. Linda Woloshansky asked about the type of students who enroll at the University. Ms. Murphy stated that most of them are currently employed engineers from around the country with past working experience in the fields of radiology and oncology.

Ms. Linda Woloshansky made the motion to approve the staff recommendation to grant approval to Radiological Technologies University VT for the above mentioned degree programs. Mr. Lloyd Garrison seconded the motion. The motion was unanimously approved.

VIII. Adjournment - approximately 11:45 a.m.

The next meeting of the Board will be on Tuesday, June 18, 2013.

Lloyd Garrison, Secretary

Date

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-1:

American College of Education: Two Master Degree Programs Offered Exclusively Via Distance Education

Staff Recommendation

That the Board for Proprietary Education approve the M. Ed. in Instructional Design and Technology, and M. Ed. in School and Community Health Education, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

American College of Education is regionally accredited by the Higher Learning Commission of the North Central Association (HLC). The institution has offices in Indianapolis, Indiana and Dallas, Texas. The National Center for Education Statistics (NCES) lists a total enrollment of 3,423 students in the fall of 2012 at American College of Education.

Degree Program Profiles

Master of Education (M. Ed.) in Instructional Design and Technology

This program consists of 36 semester credit hours, with 100% of the courses in the specialty. The faculty consists of eight individuals, of whom three are full-time and five are part-time. Of the eight individuals, four have a Ph.D., and five have a Doctoral degree.

Master of Education (M. Ed.) in School and Community Health Education

This program consists of 37 semester credit hours, with 100% of the courses in the specialty. The faculty consists of ten individuals, of whom three are full-time and seven are part-time. Of the ten individuals, seven have a Ph.D., and three have a Doctoral degree.

Supporting Documents

Degree Applications

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution American College of Education
Name of Program Master of Education in Instructional Design and Technology
(CIP Code: 13.051 Educational/Instructional Technology)

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

Name of Person Preparing this Form Amber Nicole Ying, J.D.

Telephone Number 317.829.9417 Application Type
July 17, 2013 New Renewal

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

This program is designed to prepare candidates to pursue professions in K-12 education, higher education, government and corporate settings. Candidates in this program will focus on developing the knowledge and skills necessary to develop, implement and evaluate effective instruction both online and face-to-face. The instructional designer pins their work on the question, "How should information be organized for learning?" (Petrina, 2013). The contribution of an instructional designer is to articulate principles that help focus on both details and the big picture, ensuring that delivery matches the content.

Instructional designers may work with schools in implementing new curriculum changes, online programs or developing and training teachers in new initiatives. They may also work as corporate trainers, within a human resources department developing training, developing online courses for higher education institutions, or within a textbook or software company. With the expansion of school systems into virtual high schools and campuses as well as the increase of digitization of instructional content, there is an additional demand for instructional designers in educational settings.

Program Objectives

The objective of the M.Ed. Instructional Design is to prepare students for careers in instructional design. This program is based on a TPACK model emphasizing technological, pedagogical and content knowledge in course design. Additionally, the program outcomes are rooted in the principles of the NETS-C, standards set by the International Society for Technology in Education.

Students in this program will be prepared to:

1. Manage instructional design projects
2. Develop interactive materials using the principles of instructional design
3. Apply educational theories & principles in application of learning technologies
4. Evaluate effectiveness of instructional design & recommend changes
5. Integrate ethical and responsible standards in instructional design and technology

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

NAME OF PROGRAM: Master of Education in Instructional Design and Technology

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

LENGTH OF PROGRAM: 18 Months TUITION: \$215.00/Semester
Credit (Total: \$7,740.00)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
DLID5703	Instructional Design Fundamentals	3
DLID5713	Digital Age Learning Environments	3
DLID5723	Applying Learning Theories in Instructional Design	3
DLID5733	Design of Instructional Media	3
DLID5743	Advanced Design of Instructional Media	3
DLID5753	Promoting and Managing Innovative Change	3
DLID5763	Games and Immersive Learning	3
DLID5773	Online Course Design	3
DLID5783	Engaging Learners in Online Instruction	3
DLID5793	Social and Mobile Learning Environments	3
DLID5803	Evaluation and Assessment of Instructional Design	3
DLID5813	Capstone for Instructional Design	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Number of Credit/Clock Hrs. in Specialty:	<u>36</u> / <u>-</u>	Percentage: <u>100%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>-</u> / <u>-</u>	Percentage: <u>-</u>
Total		
If applicable:		
Number of Credit/Clock Hrs. in Liberal Arts:	<u>-</u> / <u>-</u>	Percentage: <u>-</u>

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

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

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

2. Number of volumes of professional material:

Not Applicable

3. Number of professional periodicals subscribed to:

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

EBSCO Discovery Service

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

Articles and E-Journals

1. ArticleFirst

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

- o Produced by: OCLC
- o Vendor: OCLC FirstSearch
- o Coverage: 16,000+ journals
- o Full-text: none
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

2. Child Development & Adolescent Studies (EBSCO)

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

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

3. Clase Periodica

Clase and Periódica are two separate databases in one. Clase indexes documents published since 1975 in Latin American and Caribbean journals in the social sciences and humanities. Periódica includes citations to articles and other documents published since 1978 in Latin American and Caribbean scientific and technological journals.

- o Produced by: Universidad Nacional Autónoma de México (UNAM)
- o Vendor: OCLC FirstSearch
- o Coverage: 2,700+ journals published in Spanish, Portuguese, French, and English languages; 455,000+ citations in Spanish language
- o Full-text: none
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

4. Education Abstracts/Full-Text (Wilson)

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

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

5. Education Research Complete

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

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

6. Education Week

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

7. Educational Administration Abstracts

Educational Administration Abstracts includes bibliographic records covering educational administration, leadership, management, educational research, and other areas. EBSCO has digitized the full archive of this index, bringing coverage back to 1966.

- o Produced by: University Council for Educational Administration, 1966-

- o Vendor: EBSCO
- o Coverage: 280+ journals; 190,000+ bibliographic records
- o Full-text: None
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

8. ERIC

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

- o Produced by: U. S. Dept. of Education, 1966-
- o Vendors: <http://www.eric.ed.gov>, EBSCO, ProQuest, and OCLC
- o All ERIC journal articles and ERIC documents are assigned subject headings from the Thesaurus of ERIC Descriptors:
http://www.eric.ed.gov/ERICWebPortal/resources/html/thesaurus/about_thesaurus.html.
- o Coverage: 1,100+ journals; 500,000+ other publications; 1.3+ million citations
- o Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

9. Google Scholar

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

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

10. GPO Monthly Catalog

GPO Monthly Catalog is the only comprehensive index of government publications. Established in 1876, the U. S. Government Printing Office is the world's largest publisher. Government publications are available on Education and every other subject

in every academic discipline. Most are free from GPO or the issuing agency, and newer ones may be available on the Web. GPO estimates that today 50% of all U.S. government documents are now born digital.

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

11. Medline

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

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

12. OAlster

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

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

13. ProQuest Education Journals

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

- o Producer: ProQuest
- o Vendor: ProQuest

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

ERIC Documents and Educational Tests

1. ERIC

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

All ERIC journal articles and ERIC documents are assigned subject headings from the Thesaurus of ERIC Descriptors:

http://www.eric.ed.gov/ERICWebPortal/resources/html/thesaurus/about_thesaurus.html.

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

2. Mental Measurements Yearbook including Tests in Print

Mental Measurements Yearbook (MMY) is a comprehensive guide to 2,000+ contemporary testing instruments. The MMY series contains reviews and information essential for a complete evaluation of testing products in psychology, education, business, and leadership. First published by Oscar K. Buros, the MMY series allows users to make knowledgeable judgments and informed selection decisions about the increasingly complex world of testing. MMY database includes the MMY archive of all yearbooks from the first edition in 1938 through the 18th yearbook released in 2010. Tests in Print (TIP) is a comprehensive bibliography of all known commercially available tests that are currently in print in the English language. TIP provides vital information to users including test purpose, test publisher, in-print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).

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

3. Tests in Print

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

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

Books and E-Books

1. E-Books

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

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

2. ECO Electronic Collections Online

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

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

3. Education Research Complete

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

issues.

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

4. GPO Monthly Catalog

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

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

5. eBooks (EBSCOHost)

eBooks is a collection of full-text e-books. ACE purchased 2009 and 2010 Education publications, and will continue to update this collection.

- o Producer: EBSCO
- o Vendor: EBSCO
- o Coverage: 2009+ e-books in Education (88 e-books as of November 2012)
- o Full-text: Yes

6. OAlster

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

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

7. PapersFirst

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

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

8. Proceedings

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

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

9. World Almanac

World Almanac database contains Funk & Wagnall's New Encyclopedia, The World Almanac and Books of Facts, The World Almanac of the U. S. A., The World Almanac of U. S. Politics, and The World Almanac for Kids.

- o Producer: World Almanac Education Group
- o Vendor: OCLC FirstSearch
- o Coverage: 32,000 articles since 1998
- o Full-text: Yes

10. WorldCat

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

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

11. WorldCat Dissertations

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

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

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

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

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

Total # of Faculty in the Program:	8	Full-time:	3	Part-time:	5
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Caudill, Jason	Ph.D.	10	2	10	X	
Donovan, Judy	Ed.D.	19	4	18		X
Dutton, Catherine	Ph.D.	5		11	X	
Grimshaw, Brian	Ed.D.	12	<1 Year	12		X
Harrington, Terrance	Ed.D.	14	3	10		X
McPherson, Rebekah	Ph.D.	10	3	9	X	
Summerville, Jennifer	Ph.D.	14	<1 Year	14		X
Yalof, Barbara	Ed.D.	29	<1 Year	29		X

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

Institution: **American College of Education**
Degree Program: **Master of Education in Instructional Design and Technology**
Locations: **Indianapolis (Program Offered 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? No

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

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed: Not Applicable
The national organization issuing the certification(s): Not Applicable

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Program Accreditation

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

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

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

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

Name of Institution American College of Education
Name of Program Master of Education in School and Community Health Education
(CIP Code: 13.1307 Health Teacher Education)

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

Name of Person Preparing this Form Amber Nicole Ying, J.D.

Telephone Number 317.829.9417 Application Type
 New Renewal

Date the Form was Prepared July 17, 2013

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 intended to prepare educators in a variety of health settings, including education in pre K-12 schools, and community institutions and organizations. The US Department of Labor Statistics defines health educators as those that “teach people about behaviors that promote wellness” and “develop programs and materials to encourage people to make healthy decisions.” “Employment of health educators is expected to grow by 37 percent from 2010 to 2020, much faster than the average for all occupations. Growth will be driven by efforts to reduce healthcare costs by teaching people about healthy habits and behaviors” (Bureau of Labor Statistics, n.d. ¶15). A growing need exists for educators who know and engage others in considering health topics, who utilize effective ways to teach and train providers, and who can deliver content to an audience with a range of needs, either within the healthcare industry or school environments to promote healthy life choices. This requires the ability to assess community or organizational needs, determine program priorities, and create and deliver educational content in a manner which can be evaluated for effectiveness whether it is in the public or private sector.

As some employers may require the Certified Health Education Specialist (CHES) credential, the program is designed to prepare interested students for that examination. A Certified Health Education Specialist would be responsible for seven areas:

1. Assess Needs, Assets and Capacity for Health Education
2. Plan Health Education
3. Implement Health Education
4. Conduct Evaluation and Research Related to Health Education
5. Administer and Manage Health Education
6. Serve as a Health Education Resource Person
7. Communicate and Advocate for Health and Health Education

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Graduates with a M.Ed. in School and Community Health Education may work as a Health Educator in a school or school system, design health and wellness programs for a school or school system, design health and wellness programs for a hospital or community center, work as a community health coordinator for a community or hospital system, or provide teaching and training at the community college or university level, community-based organizations, and corporations.

List of Program Outcomes

- Design, construct, and implement developmentally and culturally appropriate health education programs to promote and improve healthy life choices.
- Utilize professional standards to analyze and evaluate program components to establish effective content delivery approaches, including technology to serve school and community needs.
- Implement principles of program design, incorporating critical thinking to increase the integration of content within courses and publications to build knowledge of the ever-changing climate of health issues.
- Analyze data to determine program priorities, framing assessment of program components to meet the content needs identified in school and community settings.
- Coordinate and manage communication of school and community concerns to impact needed change in personal, situational, and community factors influencing health related behaviors.
- Engage in leadership opportunities through building collaborative relationships, establishing research-based and theory-driven approaches, utilizing technical options, and serving as an expert resource.
- Apply research-based strategies to develop health literacy and content knowledge in school and community based programs.

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

NAME OF PROGRAM:	<u>Master of Education in School and Community Health Education</u>		
TOTAL COURSE HOURS:	<u>37</u>	Check one:	Quarter Hours <input type="checkbox"/>
	<u> </u>		Semester Hours <input checked="" type="checkbox"/>
			Clock Hours <input type="checkbox"/>
LENGTH OF PROGRAM:	<u>12-18 Months</u>	TUITION:	<u>\$215.00/Credit (Total: \$7,955.00)</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ED5303	Principles of Human Learning	3
ED5313	School and Community Issues	3
ED5323	Professional Dimensions of Teaching and Learning	3
ED5343	Assessment and Evaluation	3
ED5353	Principles of Program Design & Implementation	3
RES5303	Research Methods and Applied Statistics	3
HLTH5403	Behavioral Diversity in Health Education	3
HLTH5413	Principles and Practice in Health Education	3
HLTH5423	Human Development	3
HLTH5433	Leadership in Health Education	3
HLTH5443	Technology, Leadership and Health Informatics	3
HLTH5453	Inquiry in Special Topics in Health Education	3
HLTH5501	Capstone in Health Education	1

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty: 37 / Percentage: 100%
Number of Credit/Clock Hrs. in General Courses: - / - Percentage: -
Total

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

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

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

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

2. Number of volumes of professional material:

Not Applicable

3. Number of professional periodicals subscribed to:

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

EBSCO Discovery Service

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

Articles and E-Journals

1. ArticleFirst

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

- o Produced by: OCLC
- o Vendor: OCLC FirstSearch
- o Coverage: 16,000+ journals
- o Full-text: none
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.

- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

2. Child Development & Adolescent Studies (EBSCO)

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

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

3. Clase Periodica

Clase and Periódica are two separate databases in one. Clase indexes documents published since 1975 in Latin American and Caribbean journals in the social sciences and humanities. Periódica includes citations to articles and other documents published since 1978 in Latin American and Caribbean scientific and technological journals.

- o Produced by: Universidad Nacional Autónoma de México (UNAM)
- o Vendor: OCLC FirstSearch
- o Coverage: 2,700+ journals published in Spanish, Portuguese, French, and English languages; 455,000+ citations in Spanish language
- o Full-text: none
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

4. Education Abstracts/Full-Text (Wilson)

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

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

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Education Research Complete or Wilson Select Plus.

5. Education Research Complete

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

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

6. Education Week

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

7. Educational Administration Abstracts

Educational Administration Abstracts includes bibliographic records covering educational administration, leadership, management, educational research, and other areas. EBSCO has digitized the full archive of this index, bringing coverage back to 1966.

- o Produced by: University Council for Educational Administration, 1966-
- o Vendor: EBSCO
- o Coverage: 280+ journals; 190,000+ bibliographic records
- o Full-text: None
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

8. ERIC

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materials.

- o Produced by: U. S. Dept. of Education, 1966-
- o Vendors: <http://www.eric.ed.gov>, EBSCO, ProQuest, and OCLC
- o All ERIC journal articles and ERIC documents are assigned subject headings from the Thesaurus of ERIC Descriptors:
http://www.eric.ed.gov/ERICWebPortal/resources/html/thesaurus/about_thesaurus.html.
- o Coverage: 1,100+ journals; 500,000+ other publications; 1.3+ million citations
- o Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

9. Google Scholar

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

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

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- o Vendor: <http://www.gpo.gov/> (1861 to date)
- o Vendor: FirstSearch (1976 to date)
- o Coverage: (GPO): government publications since 1861
- o Coverage (FirstSearch): government publications since 1976
- o Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- o To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.
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- o Producer: U. S. National Library of Medicine
- o Vendors: www.pubmed.gov, FirstSearch
- o Coverage: 19,000+ journals; 19+ million citations
- o Full-text: Yes – some articles are linked to full-text sources
- o To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- o To locate full-text of a specific article not available in this database, try EBSCO's Education Research Complete, ProQuest Education Journals, or Wilson Select Plus.

12. OAlster

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

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

13. ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

1. ERIC

The ERIC (Educational Resources Information Center) database is created and distributed free by the U. S. Dept. of Education. ERIC indexes and abstracts education journals, as well as published and unpublished books, monographs, curriculum guides, American College of Education – M.Ed. in School and Community Health Education (July 17, 2013)

conference papers, proceedings, position papers, teaching guides, and other educational materials.

All ERIC journal articles and ERIC documents are assigned subject headings from the Thesaurus of ERIC Descriptors:

http://www.eric.ed.gov/ERICWebPortal/resources/html/thesaurus/about_thesaurus.html.

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

2. Mental Measurements Yearbook including Tests in Print

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

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

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

3. Tests in Print

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

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

Books and E-Books

1. E-Books

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

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

2. ECO Electronic Collections Online

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

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

3. Education Research Complete

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

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

4. GPO Monthly Catalog

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

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

5. eBooks (EBSCOHost)

eBooks is a collection of full-text e-books. ACE purchased 2009 and 2010 Education publications, and will continue to update this collection.

- o Producer: EBSCO
- o Vendor: EBSCO
- o Coverage: 2009+ e-books in Education (88 e-books as of November 2012)
- o Full-text: Yes

6. OAlster

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

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

7. PapersFirst

PapersFirst is an index of scholarly papers in all academic disciplines presented at worldwide conferences, symposia, expositions, workshops, and meetings that were

received by The British Library Document Supply Centre.

- o Coverage: 6.5+ million papers since 1993
- o Full-text: none

American College of Education – M.Ed. in School and Community Health Education (July 17, 2013)

- o Producer: OCLC
- o Vendor: OCLC FirstSearch
- o To locate libraries that own specific papers in your zip code, go to www.worldcat.org.

8. Proceedings

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

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

9. World Almanac

World Almanac database contains Funk & Wagnall's New Encyclopedia, The World Almanac and Books of Facts, The World Almanac of the U. S. A., The World Almanac of U. S. Politics, and The World Almanac for Kids.

- o Producer: World Almanac Education Group
- o Vendor: OCLC FirstSearch
- o Coverage: 32,000 articles since 1998
- o Full-text: Yes

10. WorldCat

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

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

11. WorldCat Dissertations

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

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

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

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

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

Total # of Faculty in the Program:	10	Full-time:	3	Part-time:	7
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Becerra, Sarah	Ph.D.	8	3	8		X
Davis, Bridgette	Ph.D.	9	2	7		X
Durand, Linetta	Ed.D.	11	2	11	X	
Hamlett, Tiffany	Ph.D.	12	3	9	X	
Hickman, Leshia	Ph.D.	24	2	22		X
Hunter, Darlene	Ph.D.	4	3	3	X	
Rhynders, Patricia	Ph.D.	29	<1 Year	11		X
Vessels, Gordon	Ed.D.	23	4	32		X
Wiginton, Kristin	Ph.D.	25	<1 Year	18		X
Yalof, Barbara	Ed.D.	29	<1 Year	29		X

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

Institution: **American College of Education**
Degree Program: **Master of Education in School and Community Health Education**
Locations: **Indianapolis (Program Offered 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? No

If so, please identify

The specific license(s) needed: Not Applicable

The State agency issuing the license(s): Not Applicable

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Professional Certification

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

If so, please identify

The specific professional certification(s) needed: Not Applicable

The national organization issuing the certification(s): Not Applicable

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Program Accreditation

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

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

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-2:

Art Institute of Indianapolis: One Baccalaureate Degree Program at Indianapolis

Staff Recommendation

That the Board for Proprietary Education approve the B.S. degree in Game Art and Design, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

The Art Institute of Indianapolis is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The National Center for Education Statistics (NCES) lists a total enrollment of 942 students in the fall of 2012 at the Art Institute of Indianapolis.

Degree Program Profiles

*Bachelor of Science (B.S.) in
Game Art and Design
at Indianapolis*

This program consists of 192 quarter-credit hours, with 75% of the courses in the specialty. The faculty consists of nine individuals, of whom one is full-time and eight are part-time. Of the nine individuals, five have a Master's degree, and four have a Baccalaureate degree.

Supporting Documents

Degree Application

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>The Art Institute of Indianapolis</u>		
Name of Program	<u>Game Art and Design, Bachelor of Science</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>Carol Kelley</u>		
Telephone Number	<u>317-613-4800</u>	<u>Application Type</u>	
Date the Form was Prepared	<u>10/3/06</u>	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Renewal

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

Program Mission

The bachelor's degree program in Game Art & Design prepares graduates for careers in the game and other industries as 2D and 3D artists, texture mappers, and project managers; with experience and advancement some graduates may become game and level designers. Graduates will work as members of development teams to produce digital games, interactive entertainment, and educational and training software products.

Program Description

The process of designing and producing digital games and other types of interactive multimedia involves a variety of people utilizing specialized skills. Some of these skills are conceptual: designing game concepts and interactions or creating stories. Some of these skills are artistic: drawing and sketching, creating 3D models, 3D animation, and texture mapping for 3D, using industry standard software; photo manipulation and original creation of 2D art for backgrounds, and characters, and props using imaging software. Some of these skills are managerial: determining budgets and schedules for project completion and assembling the right group of creative people. Game artists may be specialists in one or two aspects of the total game development process, but their value as participants in that process is enhanced by a comprehensive knowledge of the entire operation.

In pursuing the bachelor's degree in Game Art & Design, students are encouraged to master traditional skills through a rich variety of fundamental art courses while learning to use 2D and 3D design tools to create characters, backgrounds, animations, and textures used in producing digital games and related interactive media. In addition, they acquire a level of awareness and knowledge of the terminology used in programming and scripting to be able to converse intelligently with programmers. The bachelor's degree program also provides a unique learning opportunity in the management of projects and game development teams. Anticipated assignments and projects include designing gameplay and back stories; creating characters and

related environments; employing 3D modeling and animation software to create game art; employing 2D image software to create backgrounds and 3D textures; and applying knowledge of games to evaluate game products.

Program Need

According to the report Digital Games: A Technology Forecast published in February 2004 by the IC2 Institute and the Digital Media Collaboratory in Austin, Texas:

The US game market has exhibited strong growth over the past six years in spite of US economic conditions and the downturn of the US economic market. Cheap, high-performance, highly reliable game consoles and network connectivity have fueled recent growth. According to the Entertainment Software Association (ESA), the US game market grew by 8% between 2001-2002 (ESA, 2003) while US GDP grew by only 2.4% during the same period (US Department of Commerce, Bureau of Economic Analysis, 2003).

The game industry is transforming from standalone to network-dependent gaming and game interfaces, environments, and tools are evolving our concepts of cyberspace, media, computer mediated communication (CMC), and educational technology in profound ways.

This industry requires a wide range of occupations: game designers, electronic artists, software engineers, writers, audio composers and engineers, video composers, producers, and business managers. The game industry, with its strong links to media and the informatics industry, absorbs many technologies and techniques from these industries. There is opportunity for crossover employment from gaming to other industries (though not vice versa). Students can migrate to industrial design, architecture, educational technology, aerospace, IT security, national defense, homeland security, and many sciences.

The real opportunity for The Art Institutes is in providing an education to graduates who can create and manage content for the game and related interactive industries. The goal should be to combine the essential artistic and technological skills associated with game production.

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

NAME OF PROGRAM: Game Art and Design, Bachelor of Science

TOTAL COURSE HOURS: 192 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 12 Quarters TUITION: \$72,960

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>AD235</u>	<u>Storyboarding</u>	<u>3</u>
<u>DMP132</u>	<u>Introduction to Audio</u>	<u>3</u>
<u>GD101</u>	<u>Drawing and Perspective</u>	<u>3</u>
<u>GD102</u>	<u>Fundamentals of Design</u>	<u>3</u>
<u>GD104</u>	<u>Color Theory</u>	<u>3</u>
<u>GD111</u>	<u>Life Drawing</u>	<u>3</u>
<u>GD114</u>	<u>Digital Imaging</u>	<u>3</u>
<u>GD201</u>	<u>Illustration</u>	<u>3</u>
<u>GD222</u>	<u>Advanced Life Drawing</u>	<u>3</u>
<u>GD401</u>	<u>Advanced Illustration</u>	<u>3</u>
<u>GAD101</u>	<u>Introduction to Game Development</u>	<u>3</u>
<u>GAD201</u>	<u>Figure Sculpture</u>	<u>3</u>
<u>GAD211</u>	<u>Game Design & Game Play</u>	<u>3</u>
<u>GAD250</u>	<u>Texture Mapping for Games</u>	<u>3</u>
<u>GAD322</u>	<u>Interface Design</u>	<u>3</u>
<u>GAD401</u>	<u>Interior Spaces & Worlds</u>	<u>3</u>
<u>GAD403</u>	<u>Level Design</u>	<u>3</u>
<u>GAD411</u>	<u>Interactive Game Prototyping</u>	<u>3</u>
<u>GAD413</u>	<u>Game Production Team</u>	<u>3</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GAD421	Advanced Game Prototyping	3
GAD422	Advanced Game Production Team	3
IMD122	Introduction to Authoring	3
IMD123	Program Logic	3
IMD202	Scriptwriting for Interactive Media	3
IMD203	Introduction to Scripting Languages	3
IMD213	Intermediate Scripting Languages	3
IMD223	Advanced Scripting Languages	3
IMD230	Concepts in Motion Design	3
IMD240	Interactive Motion Graphics	3
IMD250	Interactive Motion Scripting	3
MMA121	Character & Object Design	3
MMA122	Introduction to 2-D Animation	3
MMA201	3-D Modeling	3
MMA211	3-D Animation	3
MMA225	Hard Surface and Organic Modeling	3
MMA305	Background Design & Layout	3
MMA306	Character Modeling	3
MMA307	Materials & Lighting	3
MMA316	Character Animation	3
MWD111	Introduction to Multimedia	3
RS111	Business Law	3
RS200	Career Development	3
RS201	Portfolio Preparation	3
RS202	Portfolio Presentation	3
RS251	Project Management	3
****	Elective	3

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
****	Elective	3
****	Elective	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MS100	Computer Applications	4
GE110	English Composition	4
GE120	College Mathematics	4
GE130	Art History	4
GE140	Speech and Communication	4
GE150	Natural Science	4
GE160	Psychology	4
GE200	Sociology	4
GE201	Historical & Political Issues	4
GE220	World Civilization	4
GE250	Anthropology	4
GE260	Research and Technical Writing	4

Number of Credit/Clock Hrs. in Specialty: $\frac{144}{4}$ / $\frac{192}{192}$ Percentage: $\frac{75}{2}$

If applicable:
 Number of Credit/Clock Hrs. in Liberal Arts: $\frac{44}{44}$ / $\frac{192}{192}$ Percentage: $\frac{23}{23}$

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

The library is located on the second floor of the Art Institute of Indianapolis.

The hours are :

Mon-	7:30 am	–	7:00 pm
Tues-	7:30 am	–	7:00 pm
Wed-	7:30 am	–	7:00 pm
Thur-	11:00 am	–	7:00 pm
Fri-	9:00 am	–	1:00 pm
Sat -	8:30 am	–	3:00 pm

There is one full time MLS librarian and two part time Student workers whose hours total 30 per week.

2. Number of volumes of professional material:

1656 volumes

3. Number of professional periodicals subscribed to:

48 periodicals

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

Marion County Public Library
Indianapolis Museum of Art Library
Indiana University/Purdue University Indianapolis

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 9 Full-time: 1 Part-time: 8

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
Pat A. Ellison	MS	26	.1	0		x
Keith M. Goreham	BFA	5	.75	1		x
Troy L. Judd	BS	11	.75	11		x
Stephanie T. McGregor	MS	16	.5	16		x
Jerry W. Points	MFA	33	.5	6		x
Beth E. Remsburg	BA	10	.75	0		x
Theodore J. Sedberry	BS	7	.75	0	x	
Kay M. Weikel	MAE	16	.75	11		x
Madeleine K. Wilson	MS	13	.75	13		x

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

Institution:
Degree Program:
Locations:

State Licensure

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

If so, please identify
The specific license(s) needed: No
The State agency issuing the license(s):

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed: No
The national organization issuing the certification(s):

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Program Accreditation

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

If so, please identify the specialized accrediting agency

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-3:

Franklin University of Ohio at Indianapolis: One Baccalaureate Degree Program Offered At Indianapolis

Staff Recommendation

That the Board for Proprietary Education approve the Bachelor of Science in Risk Management and Insurance, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

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

Degree Program Profiles

*Bachelor of Science (B.S.) in
Risk Management and Insurance
at Indianapolis*

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

Supporting Documents

Degree Application

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Franklin University

Name of Program Risk Management & Insurance

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

Name of Person Preparing this Form Leslie Weibush

Telephone Number 614-947-6145 Application Type

Date the Form was Prepared 6/5/2013 **New** **Renewal**

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

The Bachelor of Science Risk Management and Insurance (RMI) program provides students with a comprehensive understanding of the identification and management of risk and how insurance companies and products serve to mitigate such risk. These tools are vital for successful business operations.

The educational objectives of the Risk Management and Insurance major are to enable graduates to:

1. Create strategies for actively evaluating, managing, and lowering an organization's risk
2. Analyze the economics and limitations of risk pooling arrangements, including the effects that these arrangements may have in altering behavioral outcomes and the impact of risk and cost shifting between private and public sectors
3. Analyze fundamental concepts of insurance company operations, including the underwriting and claims handling processes and the applicable regulatory framework
4. Analyze opportunities to manage risk through various insurance products or other "pooling" arrangements and develop optimal solutions for utilizing such products and arrangements to balance the benefits and costs of risk and risk reduction.
5. Research and communicate risk analyses and conclusions to decision-makers in numerous formats, including written and oral reports

Graduates of the RMI major are prepared for employment in a number of positions related to risk management or insurance including claims adjusters, insurance agents, and product managers. They also will have the foundation necessary to pursue and obtain insurance industry certifications, such as the Chartered Life Underwriter (CLU), Chartered Property and Casualty Underwriter (CPCU), and Certified Risk Manager (CRM) designations and certifications.

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

NAME OF PROGRAM: **B.S. Risk Management & Insurance**

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

LENGTH OF PROGRAM: **Varies** TUITION: **\$415/credit hour**

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACCT 215	Financial Accounting	4
ACCT 225	Managerial Accounting	4
BSAD 220	Business Law	4
ECON 210	Introduction to Microeconomics	4
FINA 301	Principles of Finance	4
MGMT 312	Principles of Management	4
MKTG 300	Marketing	4
RMI 300	Principles of Risk Management and Insurance	4
RMI 420	Property and Casualty Insurance	4
RMI 430	Individual and Group Life and Health Insurance	4
RMI 440	Employee Benefits and Retirement Planning	4
RMI 470	Insurance Company Operations	4
RMI 495	Risk Management and Insurance Capstone	4
	Major Area Electives (8 hours)	8
ACCT 341	Fraud Investigation	4
ACCT 342	Interviewing Techniques for Fraud Investigations	4
ACCT 343	Legal Elements of Fraud	4
ACCT 344	Corporate Governance and Internal Control Assessment	4

ECON 321	Intermediate Microeconomics	4
ECON 322	Intermediate Macroeconomics	4
ECON 420	Forecasting	4
FINA 403	Advanced Financial Management	4
FINA 405	Investments	4
FINA 450	Global Finance	4
FPLN 300	Principles of Financial Planning	4
FPLN 430	Income Tax Planning	4
FPLN 440	Insurance Planning	4
FPLN 460	Estate Planning	4
RMI 410	Risk Management and Insurance Internship	1-4
	University Electives	14

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Composition	Choose 1 course in English Composition	3
Mathematics	Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, MATH 220 Business Calculus	3
Sciences	Choose 2 courses from the Science discipline; one with a laboratory component	6
Social/Behavioral Sciences	Choose from the Anthropology, Economics, Psychology, and Sociology disciplines, or Political & Legal Environment of Public Administration (PUAD 295).	6
Arts/Humanities	Choose 2 courses from the Humanities discipline	6
COMM 150 or SPCH 100	Interpersonal Communication OR Speech Communication	4
COMP 106	Introduction to Spreadsheets	1
COMP 108	Introduction to Databases	1
ECON 220	Introduction to Macroeconomics	4
HUMN 210	Introduction to Logic and Critical Thinking Skills	2

HUMN 305	Global Issues	4
MATH 215	Statistical Concepts	4
PF 321	Learning Strategies	2
General Education Electives		4

Number of Credit/Clock Hrs. in Specialty:	<u>74</u>	/	<u>124</u>	Percentage:	<u>60%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>50</u>	/	<u>124</u>	Percentage:	<u>40%</u>
Total	124		124		100%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	_____	/	_____	Percentage:	_____
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III. LIBRARY: Please provide information pertaining to the library located in your institution.

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

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

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

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

2. Number of volumes of professional material:

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

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

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

- 150 electronic research databases
- 18,124 electronic journals
- Millions of electronic articles
- 62,000 electronic books (ebooks)

- Thousands of digital images, videos and sounds
- 26,000 theses and dissertations

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

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

3. Number of professional periodicals subscribed to:

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

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

The Indianapolis Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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

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

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

Total # of Faculty in the Program:	5*	Full-time:	4	Part-time:	1
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* Please note that faculty for this program have not been hired in Indianapolis at this time. Faculty listed below include the Program Chair, full-time and adjunct faculty in the current program at the Columbus campus and online. Similar faculty will be hired to teach at the Indianapolis campus.

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Dr. Bruce Campbell	Ph.D., Finance	30	7	14	X	
Dr. Thomas Hrubec	Ed.D., Curriculum & Instruction	31	8	14	X	
Edward Lukco	MBA, Business	22	11	5		X
Dr. Martina Peng, Program Chair	Ph.D., Personal Financial Planning	14	5	4	X	
Dr. Thomasc G. Seiler	D.B.A., Business, J.D., Law	29	9	13	X	

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

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

Institution: Franklin University
Degree Program: Bachelor of Science Risk Management & Insurance
Locations: Columbus, Ohio, Indianapolis, Indiana

State Licensure

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

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

Licensure is not required for graduates of the Bachelor of Science Risk Management & Insurance program.

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

** Graduates of the Bachelor of Science Risk Management & Insurance Program will not be required to be certified in order to find employment, nor will they have substantially better prospects for employment. However, graduates of this program will have the foundation necessary to pursue and obtain insurance industry certifications, such as the Chartered Life Underwriter (CLU), Chartered Property and Casualty Underwriter (CPCU), and Certified Risk Manager (CRM) designations and certifications.*

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Program Accreditation

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

If so, please identify the specialized accrediting agency

Specialized accreditation is not required.

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-4:

Medtech College: Two Associate Degree Programs at Three Locations

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree program in Medical Practice Administrator, and A.A.S. in Radiology Technologists, in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

The A.A.S. degree program in Medical Practice Administrator, and A.A.S. in Radiology Technologists are recommended for approval with the stipulation that Instructor Qualification Records and documentation for each program be submitted to the Board staff prior to the start date of these programs.

Background

Institution Profile

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

Fort Wayne	571
Greenwood	742
Indianapolis	1,147

Degree Program Profiles

*Associate of Applied Science (A.A.S) in
Medical Practice Administrator
at Fort Wayne, Greenwood, and Indianapolis*

This program consists of 100 quarter credit hours, with more than 75% of the courses in the specialty.

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

This program consists of 142 quarter credit hours, with more than 75% of the courses in the specialty.

Supporting Documents

Degree Applications

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Medtech College at the Greenwood, Fort Wayne and Indianapolis Campuses</u>		
Name of Program	<u>Medical Practice Administrator</u>		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)			<u>AAS</u>
Name of Person Preparing this Form	<u>Diana Cannon</u>		
Telephone Number	<u>678 - 486-8365</u>	<u>Application Type</u>	
Date the Form was Prepared	<u>7/31/2013</u>	<input type="checkbox"/> New	<input type="checkbox"/> Renewal

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

The Medical Practice Administrator - AAS degree program is designed to help students prepare for functions involved in the medical office or facility as a manager. This program places great emphasis on the rules and regulations surrounding patient care and medical insurance as well as management of staff and the day to day operations of a medical practice. Students will use hands on programs, including computer software and textbook projects that will allow the students to create their own pretend practice. Introductory material will be introduced to allow students a comprehensive learning experience. As students continue through the program and learn more about the duties of a medical practice manager, they will become more involved with the community as they network with fellow managers, other providers, hospitals and agencies that are involved in the medical field such as Medicare in addition to practicing marketing techniques. This program is designed for students that are new to the field of the medical industry as well as those who have on the job experience in allied health.

Upon completion of this program, students will be qualified to obtain employment as a Medical Practice Manager, Medical Office Administrator, and a Medical Administrative Assistant

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

NAME OF PROGRAM: Medical Practice Administrator

TOTAL COURSE HOURS: 100 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 15 Months TUITION: 32,200

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE101	Academic Success	3.0
HS101	Medical Terminology	5.0
IT130	Keyboarding with Word Processing	2.5
MPA100	Introduction to Medical Practice Management	3.0
HS200	Medical Law, Ethics and Liability	3.5
MPA220	Medical Practice Management I	6.0
IT140	Automated Accounting	2.5
BU110	Intro to Business	4.0
HS204	Medical Administrative Procedures I	6.0
BU120	Business Communications	2.5
BU130	Basic Marketing Strategies	4.0
HS221	Medical Administrative Procedures II	3.0
MPA240	Medical Practice Management II	4.0
MPA200	Human Resource: Medical Personnel and Supervision Principles	4.0
IT160	Office Database Management	2.5
HI240	Essentials of Health Information Technology	2.0
IT150	Electronic Spread Sheets	2.5
HS220	Electronic Health Records	3.0
PR201	Professional Development	3.5

CO101	Communication	4.0
MPA270	Medical Practice Management Capstone	4.0
MPA275	Medical Practice Management Practicum	3.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS150	Anatomy and Physiology I	4.5
HS151	Anatomy and Physiology II	4.5
EN140	English Composition	4.5
PS101	Psychology	4.5
HC270	Basic Healthcare Statistics	4.5

Number of Credit/Clock Hrs. in Specialty: $\frac{77.5}{1050}$ Percentage: $\frac{81.71}{100}$
Number of Credit/Clock Hrs. in General Courses: $\frac{22.5}{235}$ Percentage: $\frac{18.29}{100}$
Total $\frac{100}{1285}$ Percentage: $\frac{100}{100}$

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

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

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

Greenwood Campus

Location:

Tilson Building (1530 American Way
Greenwood IN 46143

Staff:

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

Hours of Student Access:

The students have access as long as the building is open

Indianapolis Campus

Location:

6612 E. 75th Street
Indianapolis, IN 46250

Hours of Student Access:

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

Staff:

1 Full Time Librarian
4 Part Time Federal Work Study Students

Fort Wayne Campus

Location:

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

Hours of Student Access:

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

Staff:

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

2. Number of volumes of professional material:

Greenwood - 1000
Indianapolis - 1500
Fort Wayne - 654

3. Number of professional periodicals subscribed to:

Greenwood - 32
Indianapolis - 3
Fort Wayne - 5

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

Greenwood

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

Indianapolis

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

Fort Wayne

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

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

Institution: Medtech College
Degree Program: Medical Practice Administrator
Locations: Indianapolis, Greenwood and Fort Wayne Campuses

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **None**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **None**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **None**

If so, please identify the specialized accrediting agency

Instructors Will Be Hired Upon Program Approval – Indianapolis Campus

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

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

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

Instructors Will Be Hired Upon Program Approval – Greenwood Campus

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

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

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

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

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

Instructors will be hired upon program approval – Fort Wayne Campus

Total # of Faculty in the Program:

Full-time:

Part-time:

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

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

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Medtech College at the Indianapolis, Greenwood and Fort Wayne Campuses</u>		
Name of Program	<u>Radiology Technologist</u>		
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AAS</u>		
Name of Person Preparing this Form	<u>Diana H. Cannon</u>		
Telephone Number	<u>678-486-8365</u>	<u>Application Type</u>	
Date the Form was Prepared	<u>7/31/2013</u>	<input type="checkbox"/> New	<input type="checkbox"/> Renewal

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

The Radiology Technologist Associate of Science Degree Program provides training in all aspects of patient care as related to diagnostic radiology. As students' progress through this program of study, they will participate in clinical and didactic coursework and will have opportunities to rotate through specialty imaging modalities during clinical rotations including MRI and CT. Students will also be taught the soft skills required to deal with patients who are progressing through the different stages of disease processes so that they can interact in a professional and empathetic way with those patients and their families. Upon successful completion of all areas of this Program, graduates will be awarded an Associate of Science Degree in Radiology Technologist.

Upon completion of this program, students will be eligible to sit for national licensure through the American Registry of Radiologic Technologists (ARRT).

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

NAME OF PROGRAM: Radiology Technologist

TOTAL COURSE HOURS: 142 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$50,600

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS101	Medical Terminology	5.0
RT101	Fundamentals of Radiologic Science and Health Care	3.0
RT102	Radiation Production and Characteristics	3.0
RT103	Patient Care in Radiologic Sciences	4.0
RT107	Radiographic Procedures I	5.0
RT105	Radiation Protection	3.0
RT106	Imaging Equipment I: General Physics Principles	2.0
RT109	Radiographic Procedures II	5.0
RT111	Imaging Equipment II: X-Ray Physics	2.0
CLN101	Clinical Practicum I	5.0
RT112	Radiographic Procedures III	5.0
RT114	Imaging Equipment III: Radiographic Equipment Physics	2.0
CLN102	Clinical Practicum II	5.0
RT201	Quality Assurance	3.0
RT202	Radiographic Procedures IV	5.0
RT203	Radiographic Pathology	3.0
CLN201	Clinical Practicum III	5.0
RT204	Radiation Biology	3.0
RT205	Image Analysis I	2.0
RT206	Radiographic Procedures V	5.0

CLN202	Clinical Practicum IV	5.0
RT207	Digital Image Acquisition and Display	3.0
RT208	Image Analysis II	3.0
RT209	Ethics and Law in the Radiologic Sciences	3.0
CLN203	Clinical Practicum V	5.0
RT210	Cross Sectional Anatomy	3.0
RT211	Radiographic Research Paper and Presentation	3.0
RT212	National Certification Review	3.0
CLN204	Clinical Practicum VI	5.0
IT110	Basic Computers	2.0
PR201	Professional Development	3.5
GE101	Academic Success	3.0
CO101	Communication	3.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

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

Number of Credit/Clock Hrs. in Specialty: $\frac{119.5}{1935}$ Percentage: $\frac{89.17}{100}$

Number of Credit/Clock Hrs. in General Courses: $\frac{22.5}{235}$ Percentage: $\frac{10.83}{100}$

Total $\frac{142}{2170}$ Percentage: $\frac{100}{100}$

If applicable:

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

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

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

Greenwood Campus

Location:

Tilson Building (1530 American Way
Greenwood IN 46143

Staff:

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

Hours of Student Access:

The students have access as long as the building is open

Indianapolis Campus

Location:

6612 E. 75th Street
Indianapolis, IN 46250

Hours of Student Access:

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

Staff:

1 Full Time Librarian
4 Part Time Federal Work Study Students

Fort Wayne Campus

Location:

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

Hours of Student Access:

Monday – Thursday: 7:30 AM – 9:30 PM
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Staff:

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

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

Institution: Medtech College
Degree Program: Medical Practice Administrator
Locations: Indianapolis, Greenwood and Fort Wayne Campuses

State Licensure

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

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

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed: None
The national organization issuing the certification(s):

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Program Accreditation

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

If so, please identify the specialized accrediting agency

2. Number of volumes of professional material:

Greenwood - 1000
Indianapolis - 1500
Fort Wayne - 654

3. Number of professional periodicals subscribed to:

Greenwood - 32
Indianapolis - 3
Fort Wayne - 5

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

Greenwood

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

Indianapolis

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

Fort Wayne

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

Instructors Will Be Hired Upon Program Approval – Indianapolis Campus

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

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

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

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

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

Instructors Will Be Hired Upon Program Approval – Fort Wayne Campus

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

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

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

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

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

Instructors Will Be Hired Upon Program Approval – Greenwood Campus

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

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

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

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

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

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-5:

National American University: Nine Baccalaureate Degree Programs and One Doctoral Degree Program at Indianapolis

Staff Recommendation

That the Board for Proprietary Education approve the B.S. in Business Administration with an Emphasis in Accounting, B.S. in Business Administration with an Emphasis in Financial Management, B.S. in Business Administration with an Emphasis in Human Resources Management, B.S. in Business Administration with an Emphasis in Information Systems, B.S. in Business Administration with an Emphasis in Management, B.S. in Business Administration with an Emphasis in Marketing, B.S. in Business Administration with an Emphasis in Tourism and Hospitality Management, B.S. in Information Technology with an Emphasis in Computer Security and Forensics, B.S. in Information Technology with an Emphasis in Management Information Systems, and an Ed.D. in Community College Leadership, in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

National American University is regionally accredited by the Higher Learning Commission (HLC) of the North Central Association. The institution has one campus in Indiana at Indianapolis. HLC accredits National American University in 10 states, including Indiana. National American University at Indianapolis was placed on Fully Authorized status in March of this year with the Board for Proprietary Education. The National Center for Education Statistics (NCES) does not presently list enrollment data for National American University at Indianapolis.

Degree Program Profiles

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Accounting
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 14 individuals, of whom all are part-time. Of the 14 individuals, two have a Ph.D., one has a J.D., and 11 have a Master's degree.

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Financial Management
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 14 individuals, of whom all are part-time. Of the 14 individuals, two have a Ph.D., three have an Ed.D., one has a J.D., and nine have a Master's degree.

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Human Resources
Management
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, two have a Ph.D., one has an Ed.D., one has a J.D., and nine have a Master's degree.

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Information Systems
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. Information Systems Emphasis Core options include Database Management, Network Management, and Web Development. The faculty consists of 15 individuals, of whom all are part-time. Of the 15 individuals, two have a Ph.D., one has a Ed.D., one has J.D., and 11 have a Master's degree.

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Management
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 14 individuals, of whom all are part-time. Of the 14 individuals, two have a Ph.D., two have an Ed.D., one has a J.D., and nine have a Master's degree.

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Marketing
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, two have a Ph.D., one has a Ed.D., one has a J.D., and nine have a Master's degree.

*Bachelor of Science (B.S.) in
Business Administration Emphasis in Tourism and Hospitality
Management
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 13 individuals, of whom all are part-time. Of the 13 individuals, two have a Ph.D., one has Ed.D., one has a J.D., and nine have a Master's Degree.

*Bachelor of Science (B.S.) in
Information Technology Emphasis in Computer Security and
Forensics
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 12 individuals, of whom all are part-time. Of the 12 individuals, two have a Ph.D., and ten have a Master's degree.

*Bachelor of Science (B.S.) in
Information Technology Emphasis in Management
Information Systems
at Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty. The faculty consists of 12 individuals, of whom all are part-time. Of the 12 individuals, two have a Ph.D., one has a J.D., and nine have a Master's degree.

*Doctorate of Education (Ed. D.) in
Community College Leadership
at Indianapolis*

This program consists of 60 trimester hours, with 100% of the courses in the specialty. The faculty consists of two individuals, of whom both are full-time. Of the two individuals, one has a Ph.D., and one has an Ed.D.

Supporting Documents

Degree Applications

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Accounting

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

Managers today often need skills in financial management. The accounting emphasis provides the student with a strong background in financial accounting and budgeting as well as preparing the student for a career in management. The Bachelor of Science degree in Business Administration with an emphasis in Accounting prepares students for various management positions which also have responsibilities in budgeting and financial management. This option does not prepare the student for the Certified Public Accountant Examination.

Student Learning Outcomes

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Apply generally accepted accounting principles to routine financial accounting activities.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Accounting

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,249.00

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
International Business Emphasis Core		
AC3050	Intermediate Accounting I	4.5
AC3100	Intermediate Accounting II	4.5
AC3150	Intermediate Accounting III	4.5
AC3400	Federal Income Tax I	4.5
AC3450	Federal Income Tax II	4.5
AC3560	Accounting Information Systems	4.5
	Open Electives	9.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
EN1150	Composition I	4.5
EN1300	Composition II	4.5

EN2100	Speech	
Or	Or	4.5
EN2150	Interpersonal Professional Communications	
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: $\frac{114}{180}$ Percentage: $\frac{63\%}{180}$
Number of Credit/Clock Hrs. in General Courses: $\frac{66}{180}$ Percentage: $\frac{37\%}{180}$

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: $\frac{66}{180}$ Percentage: $\frac{37\%}{180}$

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

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

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts

- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 14 Full-time: _____ Part-time: 14

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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Canady, Monica	Masters of Business Administration	8 years				X
Dampier, Terena	Masters of Business Administration	14 years		2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree – Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Accounting**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed: **Certified Management Accountant (CMA)**
The national organization issuing the certification(s): **Institute of Management Accountants, Inc. (IMA)**
http://www.imanet.org/ima_home.aspx

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Program Accreditation

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

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**
<http://iacbe.org/>

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Financial
Management

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

This emphasis program is designed for business students who have a particular interest in the field of finance. In addition to preparing students for a wide range of career opportunities in areas such as banking, financial planning, and insurance, the program is also an excellent foundation for students who may wish to pursue a business-related graduate degree.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Conduct detailed analyses using the financial statements of a business.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Financial Management

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,274.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
	Open Electives	9.0
International Business Emphasis Core (choose 27 of the 40.5 credits listed below)		
FN3010	Business Finance II	4.5
FN3050	Investments and Portfolio Management	4.5
FN3060	Corporate Investment Decisions	4.5
FN3100	Risk Management & Insurance	4.5
FN3200	Financial Statement Analysis	4.5
FN3600	International Financial Management	4.5
FN4055	Financial Institutions and Markets	4.5
FN4500	Financial Case Analysis	4.5
FN4800	Finance Internship	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
 Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In

additional the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing

tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 14 Full-time: _____ Part-time: 14

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
Aron, LaShun	Doctorate of Education	8 Years		8 yrs.		X
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Financial Management**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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Program Accreditation

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

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**
<http://iacbe.org/>

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Human
Resources Management

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

This emphasis program is designed for students who have an interest in the human resource management functions of business organizations. The program explores the broad human resource activities required to attract, maintain and develop an effective workforce, including strategic planning, recruitment and selection, training and development, appraising employee performance and compensation, and benefits administration. This exploration also includes a review of recent laws, court decisions, new technologies, and social forces that make human resource management a rapidly evolving career field. In addition, this program of study encourages students to develop a strategic mind-set in the context of human resource management policies and practices, and empowers them to become effective decision-makers in this specialized field of business management.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Analyze Human Resource Management issues from a strategic perspective.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Human Resource Management

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,274.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
	Open Electives	9.0
International Business Emphasis Core		
MT3080	Compensation and Benefits	4.5
MT3100	Employee and Labor Relations	4.5
MT3230	Employment Law	4.5
MT4050	Training and Development	4.5
MT4420	Strategic HR Management	4.5
MT4501	HRM Internship	
OR	OR	
MT4505	HRM Action Research Project	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
 Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In

additional the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing

tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 13 Full-time: _____ Part-time: 13

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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree – Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Human Resource Management**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

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

If so, please identify
The specific professional certification(s) needed: **Professional in Human Resources (PHR)**
The national organization issuing the certification(s): **Society for Human Resource Management (SHRM)**
<http://www.shrm.org/Pages/default.aspx>

+++++

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, the program has specialized accreditation.**

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**
<http://iacbe.org/>

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Information
Systems

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

This degree is intended for the business administration major who recognizes the increasing prevalence of information technology in the field of business and seeks proficiency in the use of such tools to facilitate the achievement of desired business goals. As with all the business administration degrees, a wide range of job opportunities are available, yet graduates of this program will have an advantage in their ability to use information technology to get the job done.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Demonstrate a practical knowledge base and applicable skill set within one of the following areas of Information Technology: Database Management, Network Management, or Web Development.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Information Systems

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,249.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
	Open Electives	9.0
Information Systems Emphasis Core – Option 1 Database Management		
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2430	Computer Concepts	4.5
CI3091	Database Design and management	4.5
CI4220	Project Management	4.5
CI4221	Systems Analysis	4.5
Information Systems Emphasis Core – Option 2 Network Management		
CI2211	Internetworking Fundamentals	4.5
CI2430	Computer Concepts	4.5
CI4119	Installing and Configuring Windows Server 2012	4.5

CI4139	Configuring Advances Windows Server 2012 Services	4.5
CI4159	Designing and Implementing a Server Infrastructure	4.5
CI4169	Implementing an Advanced Server Infrastructure	4.5
Information Systems Emphasis Core – Option 3 Web Development		
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
VI2020	Visual Basic	4.5
CI3091	Database Design and Management	4.5
CI3310	Website and Web Application Design	4.5
CI3315	Web Design and Programming	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or EN2150	Interpersonal Professional Communications	
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
 Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial

information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children’s titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women’s interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar

topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 15 Full-time: _____ 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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Information Systems**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

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

If so, please identify
The specific professional certification(s) needed: **Micro Certified Solutions Associate for Windows Server 2012 (MCSA)**
The national organization issuing the certification(s): **Microsoft**
<http://www.microsoft.com/learning/en/us/certification-overview.aspx#fbid=5CsRDL2aqRD>

+++++

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, the program has specialized accreditation.**

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**
<http://iacbe.org/>

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Management

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

This business administration program is intended for students who aspire to management positions in a wide range of private industries and governmental agencies. Furthermore, the program is designed to cultivate in students a strategic mind-set that will empower them to reach innovative solutions to contemporary business challenges within their chosen business sector.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Analyze issues central to management in a global business environment.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Management

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,249.00

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
<u>AC1060</u>	<u>Principles of Accounting I</u>	<u>4.5</u>
<u>AC1160</u>	<u>Principles of Accounting II</u>	<u>4.5</u>
<u>AC1260</u>	<u>Principles of Accounting III</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>LA3100</u>	<u>Business Law</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<u>MT3000</u>	<u>International Business</u>	<u>4.5</u>
<u>MT3050</u>	<u>Human Resource Management</u>	<u>4.5</u>
<u>MT3250</u>	<u>Organizational Behavior</u>	<u>4.5</u>
<u>MT3500</u>	<u>Managing Information Systems</u>	<u>4.5</u>
<u>MT4200</u>	<u>Business Ethics</u>	<u>4.5</u>
<u>Mt4210</u>	<u>Quantitative Analysis</u>	<u>4.5</u>
<u>MT4441</u>	<u>Business Review Lab</u>	<u>1.5</u>
<u>MT4450</u>	<u>Strategic Management</u>	<u>4.5</u>
<u>OM3000</u>	<u>Operations Management</u>	<u>4.5</u>
	<u>Open Electives</u>	<u>9.0</u>

Management Emphasis Core

Students must have four emphasis courses that are different from any other BS Business Administration program in which they are enrolled.

<u>MT3000+</u>		<u>4.5</u>
<u>MT3000+</u>		<u>4.5</u>
<u>MT3000+</u>		<u>4.5</u>
<u>MT3000+</u>		<u>4.5</u>
<u>MT3230</u>	<u>Employment Law</u>	<u>4.5</u>
<u>MT4300</u>	<u>Management Across Cultures</u>	<u>4.5</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

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

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Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a day, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 14 Full-time: _____ Part-time: 14

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
Aron, LaShun	Doctorate of Education	8 Years		8 yrs.		X
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Management**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

Program Accreditation

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

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**
<http://iacbe.org/>

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Marketing

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

Among the specializations a student may choose from in the field of business administration, marketing is currently one of the fastest-growing career fields. This degree program prepares students to effectively understand and evaluate marketing alternatives and be able to apply critical marketing-related skills. Moreover, this program is an excellent choice for students seeking a career in areas such as retail management, sales management, marketing research, advertising, and promotion.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Develop a marketing plan for a product and/or service.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Marketing

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,249.00

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
Marketing Emphasis Core		
MG2000+		4.5
MG3000+		4.5
MG3000+		4.5
mg3050	Marketing Management	4.5
MG3500	Consumer Behavior	4.5
MG4150	Marketing Research	4.5
	Open Electives	9.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
EN1150	Composition I	4.5

EN1300	Composition II	4.5
EN2100	Speech	
Or	Or	4.5
EN2150	Interpersonal Professional Communications	
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

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ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

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This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts

- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 13 Full-time: _____ Part-time: 13

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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Marketing**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

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

If so, please identify
The specific professional certification(s) needed: **Registered Health Information Technician (RHIT)**
The national organization issuing the certification(s): **American Health Information Management Association (AHIMA)**
<http://www.ahima.org/>

+++++

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, the program has specialized accreditation.**

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education**
<http://iacbe.org/>

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Business Administration Emphasis in Tourism
and Hospitality Management

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

The tourism industry - which includes travel and tourism, restaurants and food and beverage services, lodging and recreation, amusement and attractions - is one of the largest and fastest-growing industries in the world. This degree program, which is offered at the Rapid City campus, combines business and specialty course work with internship opportunities to prepare graduates for management positions in private sector and public sector organizations.

Course schedules are flexible for those who wish to attend classes on a full-time or part-time basis. The program may also be combined with job opportunities in the region's tourism and hospitality industry in order to gain practical experience during program enrollment.

Graduates will be prepared to seek management positions in tourism and hospitality organizations that provide services and products to those who are away from home. The program also provides an excellent foundation for graduates that wish to pursue business-related graduate degrees.

Student Learning Outcomes

Graduates of the program will:

- Apply concepts, theories, and analytical methods in the functional areas of business.
- Analyze typical challenges that business decision makers are likely to face and recommend solutions, using critical thinking skills and ethical decision making models.
- Demonstrate effective collaboration and teamwork skills.
- Apply tourism and hospitality management concepts and theories to the workplace.

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

NAME OF PROGRAM: Bachelor of Science – Business Administration Emphasis in Tourism and Hospitality Management

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,274.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
AC1060	Principles of Accounting I	4.5
AC1160	Principles of Accounting II	4.5
AC1260	Principles of Accounting III	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
LA3100	Business Law	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
MT3000	International Business	4.5
MT3050	Human Resource Management	4.5
MT3250	Organizational Behavior	4.5
MT3500	Managing Information Systems	4.5
MT4200	Business Ethics	4.5
Mt4210	Quantitative Analysis	4.5
MT4441	Business Review Lab	1.5
MT4450	Strategic Management	4.5
OM3000	Operations Management	4.5
	Open Electives	9.0
Tourism and Hospitality Management Emphasis Core (choose 27 of the 31.5 credits below)		
TM1000	Introduction to Tourism & Hospitality	4.5
Tm2000	Food Service & Lodging Management	4.5
TM2050	IT Applications for Tourism & Hospitality	4.5
TM2250	Destination Tourism	4.5
TM2500	Tourism & Hospitality Marketing	4.5
TM3100	Event & Convention Management	4.5
TM4500	Tourism & Hospitality Management Internship	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or EN2150	Interpersonal Professional Communications	
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
 Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

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ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

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Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over

700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a

practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

Total # of Faculty in the Program: 13 Full-time: _____ Part-time: 13

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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Jones, Jennifer	Masters of Business Administration	3.5 Years		1 yr.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Pechous, Tanya	Doctorate in Adult, Higher & Community Education	12 Years		6 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Business Administration Emphasis Tourism & Hospitality
Management**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

Program Accreditation

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

If so, please identify the specialized accrediting agency: **International Assembly for Collegiate Business Education
<http://iacbe.org/>**

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology Emphasis in Computer
Security and Forensics

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

This program prepares students for the technology jobs of the future. Information security is the practice of ensuring the confidentiality, availability or integrity of a system. Digital forensics courses will provide students with a comprehensive understanding of digital forensics investigation tools and techniques, and the collection, preservation, and analysis of digital evidence. Graduates will have an in-depth understanding of threats, risks, and attacks, and the technologies, policies and procedures to mitigate information system threats.

Student Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation, and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.
- Protect information assets through the implementation of security models and standards.

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

NAME OF PROGRAM: Bachelor of Science – Information Technology Emphasis in Computer Security and Forensics

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,750.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CI1420	Principles of Programming	4.5
CI2011	Introduction to Database	4.5
CI2211	Internetworking Fundamentals	4.5
CI2430	Computer Concepts	4.5
CI3010	Linux	4.5
CI3091	Database Design & Management	4.5
CI3155	Computer Ethics	4.5
CI3310	Website and Web Application Design	4.5
CI4220	Project Management	4.5
CI4221	Systems Analysis and Design	4.5
CI4223	Integrative Systems Project	6.0
Support Core		
AC2760	Accounting for Managers	4.5
EC2050	Macroeconomics	4.5
EC2100	Microeconomics	4.5
FN3000	Business Finance I	4.5
MG1050	Principles of Marketing	4.5
MT2050	Principles of Management	4.5
	Open Electives	4.5
Information Technology Emphasis Core		
CI2440	Intro to Computer Security	4.5
CI3680	Java Programming	4.5
CI3710	Internet Security	4.5
CI3715	Cybercrime & Information Systems	4.5
CI3720	Computer Forensics	4.5
CI3725	Network Security	4.5
CI4710	Forensic Methods	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100	Speech	4.5
Or EN2150	Interpersonal Professional Communications	
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
 Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and

indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

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ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

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Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

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NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

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Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

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Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a

medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a

practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

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

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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Liechty, Sarah	Master of Science – Science Education Teaching	25 Years	7 months	25 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Information Technology Emphasis Computer Security and Forensics**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Bachelor of Science – Information Technology Emphasis in Management
Information Systems

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

The requirement for management personnel to understand information technology and its impact upon modern business operation has never been greater. This degree program, with its component of business, finance, management, and accounting courses and its specialization in MIS, prepares graduates to be managers in information technology. Graduates are qualified for positions as systems analysts and information systems managers.

Student Learning Outcomes

Graduates of the program will:

- Support the data management needs of business through the design, implementation and maintenance of relational databases.
- Collaborate with constituents to establish the information technology needs of a business and plan an appropriate solution and procurement strategy.
- Demonstrate the use of project management techniques within an appropriate system analysis and design life cycle framework to develop an information system.
- Solve a variety of business problems through the application of structured program analysis and design concepts.
- Apply ethical decision-making models in the information technology environment.

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

NAME OF PROGRAM: Bachelor of Science – Information Technology Emphasis in Management
Information Systems

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

LENGTH OF PROGRAM: 16 Quarters (full time) TUITION: \$62,750.00

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
<u>Ci1420</u>	<u>Principles of Programming</u>	<u>4.5</u>
<u>CI2011</u>	<u>Introduction to Database</u>	<u>4.5</u>
<u>Ci2211</u>	<u>Internetworking Fundamentals</u>	<u>4.5</u>
<u>CI2430</u>	<u>Computer Concepts</u>	<u>4.5</u>
<u>CI3010</u>	<u>Linux</u>	<u>4.5</u>
<u>CI3091</u>	<u>Database Design & Management</u>	<u>4.5</u>
<u>CI3155</u>	<u>Computer Ethics</u>	<u>4.5</u>
<u>CI3310</u>	<u>Website and Web Application Design</u>	<u>4.5</u>
<u>CI4220</u>	<u>Project Management</u>	<u>4.5</u>
<u>CI4221</u>	<u>Systems Analysis and Design</u>	<u>4.5</u>
<u>CI4223</u>	<u>Integrative Systems Project</u>	<u>6.0</u>
	<u>Open Elective</u>	<u>4.5</u>
<u>Support Core</u>		
<u>AC2760</u>	<u>Accounting for Managers</u>	<u>4.5</u>
<u>EC2050</u>	<u>Macroeconomics</u>	<u>4.5</u>
<u>EC2100</u>	<u>Microeconomics</u>	<u>4.5</u>
<u>FN3000</u>	<u>Business Finance I</u>	<u>4.5</u>
<u>MG1050</u>	<u>Principles of Marketing</u>	<u>4.5</u>
<u>MT2050</u>	<u>Principles of Management</u>	<u>4.5</u>
<u>Management Information Systems Emphasis Core</u>		
<u>Students must have at least 3 emphasis courses that are different from any other BS IT program in which they are enrolled.</u>		
<u>CI2000+</u>		<u>4.5</u>
<u>CI2000+</u>		<u>4.5</u>
<u>CI3000+</u>		<u>4.5</u>
<u>CI3000+</u>		<u>4.5</u>
<u>CI4000+</u>		<u>4.5</u>
<u>CI4000+</u>		<u>4.5</u>
<u>CI4000+</u>		<u>4.5</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EN1150	Composition I	4.5
EN1300	Composition II	4.5
EN2100 Or EN2150	Speech Or Interpersonal Professional Communications	4.5
EN3050	Technical Communications	4.5
	Science Elective	9.0
MA2050	College Algebra	4.5
MA3000	Business Statistics	4.5
	Humanities Elective	9.0
	Behavioral / Social Sciences Elective	9.0
	Intro to Computer Information Systems	4.5
CS1600	Pathways to Academic and Professional Success	4.5
CS2080	Career Management	3.0

Number of Credit/Clock Hrs. in Specialty: 114 / 180 Percentage: 63%
 Number of Credit/Clock Hrs. in General Courses: 66 / 180 Percentage: 37%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 66 / 180 Percentage: 37%

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:

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children's titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women's interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650 periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and

indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MegaFILE is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences](#) (IES) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database

includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

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Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a

medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
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Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for

students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

The following persons residing in Indiana are either currently employed as instructors teaching NAU online courses or have been identified as qualified faculty who are available to teach at the Indianapolis campus upon receipt of campus-based programmatic approval by the Indiana Board of Proprietary Education (BPE). NAU is committed to hiring sufficient Indiana faculty to teach all programs approved by BPE, but has not extended offers to additional faculty pending approval. (Please see the attached faculty employment opportunities.) Instructor Qualification Record forms will be submitted for new faculty upon BPE programmatic approval. The number of faculty teaching at the Indianapolis campus will be determined by enrollment.

NAU has been approved to offer online programs to Indiana students since 2009. Qualifications of faculty teaching online courses were most recently submitted October 10, 2012, to the Indiana Commission on Proprietary Education (ICOPE) as part of the university’s annual application for accreditation renewal, which renewal was granted effective November 18, 2012 through November 17, 2013.

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

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
Bond, Toni Sue	Master of Arts in Adult and Community Education	13 Years	4 months	2 yrs.		X
Hatfield, Hope	Master of Business Administration – Marketing	15 Years		14 yrs.		X
Jones, Donald Steven	Master of Arts – Political Science	14 Years		14 yrs.		X
Ratliff, Eric	Master of Science – Psychology	2 Years				X
Roach, Diana	Masters Degree - Adult Education & Community Leadership	9 Years	1 year	9 yrs.		X
Roberts, Halsey	Masters of Arts – Public Policy Analysis			5 yrs.		X
Sistelos, Antonia	Ph.D. in Curriculum and Instruction	4 Years		24 yrs.		X
Smith, Leslie	Doctor of Jurisprudence		3 years	8 yrs.		X
Stewart, Justin	Master of Business Administration	4 Years		1 yr.		X

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Stucker, Chris	Master of Information Science	3 Years	9 years	6 yrs.		X
Wilson, Andrea	Ph.D. in Education specialization in K-12 Programs	13 Years		7 yrs.		X
Wilson, Erica	Master of Arts – Biology	3 Years		6 mo.		X

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

Institution: **National American University**
Degree Program: **Bachelor of Science – Information Technology Emphasis Management Information Systems**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

+++++

Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

+++++

Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National American University

Name of Program Doctorate of Education – Community College Leadership Program

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

Name of Person Preparing this Form Jason Warr – System Vice President of Academic
Administration and Regulatory Affairs

Telephone Number 605-721-5274 **Application Type**

Date the Form was Prepared July 12, 2013 New Renewal

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

The EdD – CCLP is designed to prepare senior administrators and aspiring leaders to tackle the multitude of complex issues impacting community and technical colleges (e.g., accountability, increasing enrollment – with students often under prepared for college, decreasing state support, closing achievement gaps, demand for increasing completion rates). Accordingly, NAU's proposed EdD – CCLP applies theoretical lenses that are reinforced by a pragmatic doctoral degree experience. Through an innovative practitioner-oriented doctoral degree program, professionals will gain the knowledge and skills they need to excel as effective community college leaders.

Course topics will focus on leadership issues in areas such as: history, mission, and emerging issues; leadership development and leading institutional transformation; ethics and educational value choices; introduction to institutional research/educational analytics; policy, politics, and public affairs; planning, finance, and resource development; governance and administration; understanding the contemporary community college student; and, pathways to student learning and success.

Program Structure and Design

The Community College Leadership Program will be directed by program personnel at NAU's Roueche Graduate Center, located in Austin, Texas. Regional cohorts will be developed that are comprised of approximately 20 to 22 students per cohort. The cohort model reinforces the important engagement and team development that an identifiable group, starting at the same time with common goals, brings to establishing esprit de corps, retention, and encouragement to complete doctoral studies. Doctoral students will be able to rely heavily on cohort coordinators who will be identified by program leaders in conjunction with presidents and chancellors from local colleges.

Pedagogy will incorporate a combination of blended instructional design including face-to-face and online sessions with community college experts, teleconferencing with national leaders, team work and interaction, topical webinars, links to relevant media reports, and a practicum to address emerging college, district and/or system issues. Class sessions will include travel to observe college leaders and collect data and information pertaining to institutional effectiveness. Observations will be documented through analyses, individual and team written reports, and

presentations. Doctoral students will draw upon required and recommended academic and practitioner readings designated in course syllabi. They will be asked to contribute to NAU's Community College Online Library through identification of relevant articles and assigned abstracts and case study development.

The program aims chiefly to build the foundation upon which a competent and scholarly community college leader can develop and hone relevant knowledge, skills, and abilities. Cohorts will rely upon several activities to achieve learning outcomes. Cohort members will have a great deal to do with what is created in the cohorts. Necessary skills will certainly be added by subsequent experiences, particularly through the capstone course and practicum. Both of these courses are geared to strengthen analytical and evaluative skills and foster team development – reinforcing the need to work together to achieve common goals. They are also designed as a time to formulate topics and questions for the dissertation that address significant practical issues.

The program will emphasize developing leaders to foster stakeholder involvement and improve student outcomes, drawing upon the student learning, equity, success and completion agendas that are pertinent in today's news, and prominent in communication from The White House, lawmakers, foundations, and associations. The program is intentionally designed to help the doctoral student develop and hone a well-rounded leadership portfolio, inclusive of a systemic perspective of the institution, its constituencies, and context, including to:

1. Develop a shared vision and leadership throughout an institution.
2. Engage both internal and external stakeholders.
3. Develop strategic partnerships to meet college and community needs.
4. Integrate strategic initiatives.
5. Develop inclusive processes necessary to address complex issues.
6. Embed a culture of continuous improvement – informed by data.

NAU student core abilities (competencies) will be integrated into core CCLP courses. These core abilities include:

- Critical thinking and problem solving
- Professional competence
- Communication and collaboration
- Personal and social responsibility

Format and Credit Hours

NAU's doctoral courses for the Community College Leadership Program (CCLP) will be offered on a trimester basis. CCLP core courses are structured with three credit hours of instruction per course over approximately 15 sessions incorporating a variety of instructional methodologies and blended-online pedagogy. Residencies, practica, capstone courses, accelerated courses, and modules will be offered to meet student needs.

¹ American Association of Community Colleges. CEO characteristics. Retrieved on July 7, 2012 from: <http://www.aacc.nche.edu/AboutCC/Trends/Pages/ceocharacteristics.aspx>

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

NAME OF PROGRAM: Doctorate of Education - Community College Leadership Program

TOTAL COURSE HOURS: 60 Trimester Check one: Quarter Hours
 Semester Hours
 Clock Hours 900

LENGTH OF PROGRAM: 9 Trimester (full time) TUITION: \$60,000.00

Course Number	Course Title	Course Hours
Ed D Core Courses		
ED8000	Community College History, Mission, and Emerging Issues	3.0
ED8100	Leadership Development	3.0
ED8200	Managing Change – Leading Institutional Transformation	3.0
ED8300	Organizational Design, Behavior, and Development	3.0
ED8400	Ethics and Values	3.0
ED8500	Governance and Administration	3.0
ED8600	Planning, Finance, Resource Development and Management	3.0
ED8700	Policy, Politics, and Public Affairs	3.0
ED8800	Introduction to Institutional Research – Education Analytics	3.0
ED8900	Understanding the Contemporary Community College Student	3.0
Research Courses		
ED8020	Introduction to Research Methodology	3.0
ED9020	Dissertation Methodology / Writing Camp and Summer Residency	6.0
Culmination and Advanced Doctoral Practice Courses		
ED9000	Pathways to Student Learning and Success (Capstone Course)	6.0
ED9600	Practicum and Summer Residency	6.0
ED9700	Advanced Leadership Institute	3.0
Dissertation Courses		
ED8800	Form / Confirm Dissertation Committee; develop dissertation proposal	3.0
ED8900	Complete Dissertation	3.0

Number of Credit/Clock Hrs. in Specialty: 60 / 60 Percentage: 100%
 Number of Credit/Clock Hrs. in General Courses: 0 / 60 Percentage: 0%

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:**

National American University's Online Library assists and supports students, faculty and staff in achieving success in their academic programs and careers through the development and maintenance of current and timely information in a variety of formats. Distance learning students, faculty and staff have access to the National American University Online Library via the student portal, faculty portal and D2L. Electronic, searchable full-text databases are available from a variety of vendors

NAU's Online Library has approximately 28,000 eBooks and over 12,500 e-journals in addition to dozens of databases and other resources. NAU students can request Interlibrary Loan services via the NAU Online Library website for any article or book that is not in the NAU physical or electronic collections.

NAU has specific resources to support its EdD program. The library services staff works closely with the faculty of the program to identify resources in support of the curriculum. Some of those resources are listed below:

- ABI Inform Complete (ProQuest)
- Academic Search Premier (EBSCO)
- Business Source Premier (EBSCO)
- Canadian Business & Current Affairs Complete: Social Sciences (ProQuest)
- Career & Technical Education (ProQuest)
- Discovery: Social Sciences (ProQuest)
- Dissertation & Thesis (ProQuest)
- eBrary & EBSCO eBooks
- Education Journals (ProQuest)
- ERIC (Education Research Information Center)
- Lexis Nexis Academic
- Library, information Science & Technology Abstracts (EBSCO)
- NAU Library Catalog (access to print and electronic resources throughout system)
- Professional Development Collection
- ProQuest Central
- Psychology Journals (ProQuest)
- Research Library (ProQuest)
- Social Science Journals (ProQuest)
- Teacher Reference Center (EBSCO)

Resources are constantly being evaluated and others will be added as the need arises. Usage statistics are collected for all our online resources. Decisions on retention of existing databases, trials, or purchase of new databases include input from students, faculty and analysis of usage statistics.

The NAU Online Library dedicates an area of the website to the EdD students. It includes resources specifically in support of the program. In addition to databases and ebooks, there are websites, electronic dictionaries & encyclopedias, and career support resources. There are also a variety of tutorials that support student and faculty needs.

A graduate librarian is dedicated to supporting the graduate program. Orientations to library resources and topics are facilitated using various distance technologies. The graduate librarian is involved in curriculum development. The graduate librarian is supported by the System Librarian, who is responsible for collection development of the online resources, NAU Online Library maintenance, and staff development of the librarians throughout the system. An Ask-A-Librarian email service is available 7-days a week to respond to any inquiries. Emails can be sent to askalibrarian@national.edu .

In addition to a limited campus library which is open during campus hours, the university provides students and faculty with unlimited Internet access to an extensive Online Library with numerous electronic resources and services, including the databases listed below. During the 2012-2013 fiscal year, the university has budgeted \$240,000 for database subscriptions.

Business:

ABI INFORM Global (ProQuest)

ABI INFORM Global, a comprehensive business database includes coverage for over 2,770 publications, with more than 1,840 available in full text. ABI INFORM Global offers the latest business and financial information for researchers at all levels. With ABI INFORM Global, users can find out about business conditions, management techniques, business trends, management practice and theory, corporate strategy and tactics, and competitive landscape. ABI INFORM Global includes non-periodical content like: EIU ViewsWire- coverage of business and economic events from across the globe; ProQuest Business Dissertations – access to over 14,000 full-text doctoral dissertations and master’s theses; Author Profiles from Scholar Universe – broad range of author and institution information, with links to articles found in ProQuest; and the Wall Street Journal – full text access to the premier business newspaper in North America, with backfile coverage to 1984.

Business Source Premier (EBSCOhost)

Business Source Premier, a business research database, provides full text for more than 8,800 serials, including full text for more than 1,000 peer-reviewed business publications. Business Source Premier provides full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Regional Business News (EBSCOhost)

Regional Business News provides full text coverage for regional business publications. The database incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

Newspapers: Wall St Jour & NY Times (ProQuest)

Full-text of the various editions of these titles.

ProQuest Discovery (ProQuest)

ProQuest Discovery™ is a resource that aids users seeking detailed information on popular topics including the arts, business, education, literature, politics, and psychology, as well as hundreds of popular and children’s titles. The database includes over 3,340 titles, with more than 2,300 in full text.

ProQuest Research Library (ProQuest)

Provides one-stop access to a wide range of popular academic subjects. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. Nearly 4,000 titles, over 2,800 in full text. Subject modules include:

Arts	Health	Multicultural
Business	Humanities	Psychology
Children	International	Sciences
Education	Law	Social science
General interest	Military	Women’s interest

General (Psychology, Sociology, Humanities, Music, etc.):

Academic Search Premier (EBSCOhost)

Academic Search Premier, an academic multi-disciplinary database provides full text for nearly 4,650

periodicals, including full text for more than 3,600 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to business & Economics, and SAGE Criminology Collection.

Discovery (ProQuest)

ProQuest Discovery includes over 3,250 periodical titles, with nearly 2,200 in full text. The database provides information on popular topics including the arts, business, education, literature, politics, and psychology. ProQuest Discovery includes abstracting and indexing for key titles when the full text is unavailable.

EBSCO MegaFILE (EBSCOhost)

EBSCO MegaFILE is a multi-disciplinary database providing full text for nearly 12,000 total publications and indexing and abstracting for more than 16,000 publications. Coverage spans every area of academic study and general interest subject area and offers information dating as far back as the 1800s. In addition, the database contains more than 84,000 biographies, 86,000 primary source documents, 10,000 company profiles and an image collection of more than 107,000 photos, maps and flags. EBSCO MegaFILE is comprised of EBSCO's Academic Search Premier, Business Source Premier, MasterFile Premier and Regional Business News databases.

EBSCO MasterFILE Premier (EBSCOhost)

EBSCO MasterFILE Premier is a multidisciplinary database that provides full text for nearly 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 502,000 photos, maps & flags.

ERIC: Education Resources Information Center (Free site)

ERIC - the Education Resources Information Center - is an online digital library of education research and information. ERIC is sponsored by the [Institute of Education Sciences \(IES\)](#) of the [U.S. Department of Education](#). ERIC provides ready access to education literature to support the use of educational research and information to improve practice in learning, teaching, educational decision-making, and research. If available, links to full text are included. Within the ERIC Collection, you will find records for: journal articles, books, research syntheses, conference papers, technical reports, policy papers, and other education-related materials.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Library, Information Science & Technology Abstracts (EBSCOhost)

Library, Information Science & Technology indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, and information management. Coverage in the database extends back as far as the mid-1960's.

National Newspaper Abstracts (ProQuest)

Abstracts and indexing for these three major newspapers: New York Times, USA Today, and Wall Street Journal.

NBC News Archives on Demand

NBC News is making thousands of videos, historic newsreels, primary source documents, photographs and more available to instructors, researchers and students.

Newspapers: Wall St Jour & NY Times (ProQuest)

Provides full-text of the various editions of these titles.

Professional Collection (Gale InfoTrac)

A collection of over 600 academic, trade and professional publications; most available in full text. Subject coverage includes the social sciences, business, health & medicine, the arts & humanities as well as science & technology, government & politics, law and consumer issues.

ProQuest Central (ProQuest)

Covering more than 160 subjects areas, ProQuest Central contains over 11,000 titles - with more than 8,000 in full text. This comprehensive reference collection features a diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports, and videos.

Research Library (ProQuest)

ProQuest Research Library provides access to a wide range of popular academic subjects. The database includes more than 3,820 titles – over 2,500 in full text – from 1971 forward. The database provides resources for both the basic needs and high-end requirements of researchers.

SIRS Researcher (SD State Library/ProQuest)

SIRS Researcher is a general reference database containing thousands of full text articles exploring social, scientific, health, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,600 domestic and international publications.

Teachers Reference Center (Complimentary from EBSCO)

The Teacher Reference Center provides indexing and abstracting to periodicals. Emphasis is up to 12th grade. Topics include: Assessment, Best Practices, Continuing Education, Current Pedagogical Research, Curriculum Development, Elementary Education, Higher Education, Instructional Media, Language Arts, Literacy Standards, School Administration, Science & Mathematics, and Teacher education. IF the journals are available full text in another database, it would link out to it. This link leads to a title list of these periodicals: <http://www.ebscohost.com/titleLists/trh-coverage.htm>.

Legal/Criminal Justice:

Lexis Legal

This database is limited to students taking specific courses (LR1, LR2, or Legal Writing). Contact your instructor for the necessary password.

LexisNexis Academic (Amigos/Solinet)

LexisNexis Academic provides access to more than 5,800 publications spanning news, legal, financial, medical, and general information. With this service students and faculty can:

- Monitor current events by following continuously updated wire services or the most current editions of publications from around the world
- Delve into primary or secondary legal sources to perform legal research
- Locate detailed financial information for a public or private company

Various helpful links

Faculty have assembled a variety of helpful links to websites of particular interest in the legal area.

Nursing & Allied Health:

CINAHL Plus With Full Text (EBSCO)

CINAHL® Plus with Full Text is a comprehensive nursing & allied health research database, providing full-text for more than 750 journals indexed in *CINAHL*. This authoritative file contains full text for many of the most used journals in the *CINAHL* index - with no embargo. The database also provides full text for more than 240 books/monographs. It includes full-text coverage dating back to 1937.

Family Health (ProQuest)

This database includes journals and magazines covering an enormous range of health subjects, from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry

Health & Medical Complete (ProQuest)

This database offers reliable, comprehensive journal coverage of clinical and biomedical topics, consumer health, health administration and more.

Health Information Technology/Healthcare Coding Student Websites

Faculty have assembled a variety of helpful links to websites of particular interest to students in HIT or Coding.

Medline (Ovid)

Medline (Ovid) is a bibliographic database providing information from the fields of medicine, nursing, dentistry, veterinary medicine, allied health, and the pre-clinical sciences.

MedlinePlus

MedlinePlus provides information from the National Institutes of Health and other trusted sources on over 700 diseases and conditions; includes lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, health information in Spanish, extensive information on prescription and nonprescription drugs, health information from the media, and links to thousands of clinical trials.

Mosby's Nursing Consult (Mosby's)

Mosby's Nursing Consult is a comprehensive online resource to

- Allow you to search by phrases or key word
- Over 8,000 printable and customizable Spanish and English patient handouts
- Latest drug information and updates
- 23 full text nursing journals
- 29 full text nursing books
- Expert decisions from nursing and medical reference books
- Latest nursing news and clinical up-dates
- Mosby's Drug Consult, the leading independent drug reference. This includes up-to-the minute drug information on over 4,000 brand- name drugs

Mosby's Nursing Skills (Mosby's)

Mosby's Nursing Skills provides access to nursing procedures and skills. Skills are accessible by category or specialty as well. The skills include: procedure instructions, supply lists, check lists, and often illustrations or demonstrations (animated or video). Self tests are also available.

Nursing & Allied Health Source (ProQuest)

ProQuest Nursing & Allied Health Source provides healthcare information covering nursing, allied health, alternative and complementary medicine, and consumer health. The database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 850 titles, with over 715 titles in full text plus more than 12,000 full text dissertations in nursing and related fields.

Nursing Periodical Collection (OVID)

Ovid Nursing Periodical Collection includes a searchable database of 22 full text nursing journals.

Pharmaceutical News Index (ProQuest)

This database is an insider's guide to healthcare research, development and regulatory issues.

Electronic Books:

Ancestry Library (SD State Library)

Ancestry Library Edition includes limited information on genealogy, family trees and family history records. Some functionality of this database will only be available from the physical confines of your campus library and are not available via remote access.

Credo General Reference Premium (Credo)

This multidisciplinary database, containing numerous specialized encyclopedias and dictionaries, provides

introductory overviews and definitions that assist students who are beginning research on unfamiliar topics. Includes special collections: ABC-CLIO Contemporary World Issues, Greenwood Guide to Business & Economics, and SAGE Criminology Collection.

Ebrary (Business, Economics, Nursing, Allied Health)

Multidisciplinary database provides thousands of online books from major publishers covering a broad range of topics.

Gale Virtual Reference Library (Gale InfoTrac)

Gale Virtual Reference Library is a database of over 65 encyclopedias, almanacs, and specialized reference sources for multidisciplinary research.

HeritageQuest (SD State Library)

Of interest to those researching local history and family histories, it includes U.S. Federal Census records from 1790 thru 1930; 25,000+ family and local history books (every word searchable); the PERiodical Source Index/PERSIT (a comprehensive subject index covering more than 6,500 genealogy & local history periodicals); and Revolutionary War Pension & Bounty Land Warrant Application Files.

LearningExpress Library (SD State Library)

LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

MasterFile Premier (EBSCOhost)

MasterFile Premier is designed specifically for public libraries, this multidisciplinary database provide full text for more than 1,700 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFile Premier also includes nearly 500 full text reference books, 84,774 biographies, 100,554 primary source documents, and an Image Collection of 202,154 photos, maps and flags.

NetLibrary (NetLibrary)

NetLibrary provides access to e-books covering all subjects. You can access your library's eContent 24 hours a days, seven days a week.

Worldbook Advanced – Online Encyclopedia (SD State Library)

World Book Advanced is a collection of resources including encyclopedia entries, multimedia, periodical, e-book and primary sources. Additional resources include an interactive "My Research" where users can create and save research information, create citation lists and timelines.

Online Reference Books:

Acronym Finder

Bureau of Labor Statistics

Information Please Almanac

Merriam Webster Dictionary/Thesaurus/Spanish-English/Medical

National Center for Health Statistics

Occupational Outlook Handbook

Statistical Abstracts

United States Government Manual

The World FactBook

United States Government Manual

Online Library Catalog (Books & Electronic Books)

National American University Catalog (SDLN)

NAU's electronic catalog lists all the resources available throughout the NAU system, identifying which campus the resources is stored. It also includes links to many of the e-books. These items may be available for Interlibrary Loan under the **Library Services Section** on the NAU Online Library.

South Dakota Library Network Catalog (SDLN)

This electronic catalog lists all the resources available throughout the state of SD. These items may be available for Interlibrary Loan using **Illiad** database under the **Library Services Section** on the NAU Online Library.

WorldCat/First Search (SD State Library)

WorldCat is the world's most comprehensive bibliography with 40 million bibliographic records representing 400 languages. It covers information back to the 11th century.

Job Hunting/Career Information:

Career Services website

NAU provides various resources for students preparing for job search.

Careers via Reference Shelf Plus (HW Wilson)

The 'Careers' segment of the *ReferencePlus* database brings a wealth of careers information and a practical toolbox of job-hunting resources. *Careers* is a relevant, reliable source of information for students and anyone considering a career change. It offers comprehensive coverage of all aspects of careers and career-related issues.

Job & Career Accelerator (LearningExpress) – Assistance with job hunting process

A comprehensive, online job search system that assists job seekers in the process of job hunting and getting hired.

Job Seeking Information

NAU Career Services maintains a list of resources to make your job search easier.

Job Search Recommended Web Sites

NAU Career Services maintains a collection of web sites to help you in your job search.

International Students Seeking Jobs in the U.S.

NAU Career Services provides links to these resources for international students looking for employment in the U.S.

Tutorials:

Computer & Internet Basics tutorials (LearningExpress)

These interactive tutorial courses will familiarize you with using a computer and the Internet in straightforward, non-technical language, all at your own pace.

Software tutorials – Microsoft, Adobe, MacIntosh, Etc. (LearningExpress)

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace. Most tutorials are offered in Beginning, Intermediate and Advanced levels.

Practice Tests & Mini e-Courses:

Job Hunting & Workplace Skills tutorials + e-resources via LearningExpress (State Library)

This provides a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Occupation Practice Tests via LearningExpress (State Library)

Discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations. LearningExpress Library is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help students and adult learners succeed on academic or licensing tests. The students and adult learners will get immediate scoring, complete answer explanations, and an individualized analysis of results. Subjects include: Advance Placement, Business Writing Success Skills, College Entrance Exams, Math Skills Improvement, Military, Reading Skills Improvement, GED, Graduate School Entrance Exams, Writing Improvement Program, and Writing Skills Improvement.

Library Services:

A-to-Z: Electronic Full Text Journals (EBSCO)

A-to-Z is a software program which provides a comprehensive online list of serial titles which the library subscribes to through its databases.

Interlibrary Loan

Complete the forms provided to initiate a request to borrow materials from another library.

FIND IT (Serials Solutions)

FIND IT is a federated library search engine which searches multiple databases at once.

The university employs a full-time system librarian, who holds an MLS degree with an office at the university central administration in Rapid City, South Dakota. Initially, library support at the Indianapolis campus will be provided through our online library services, including "Ask a Librarian," accessed at askalibrarian@national.edu.

2. Number of volumes of professional material:

In addition to the electronic resources listed above, the university provides students with access to 28,000 eBooks.

3. Number of professional periodicals subscribed to:

In addition to the electronic resources listed above, the university provides students with access to 12,500 periodicals.

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

Students may access library resources available at the following ten public libraries located within an 11 mile radius of the campus:

Carmel Clay Public Library
55 4th Avenue Southeast
Carmel, IN

Indiana State Library
315 West Ohio Street
Indianapolis, IN

Central Library
40 East Saint Clair Street
Indianapolis, IN

Nora Public Library
8625 Guilford Avenue
Indianapolis, IN

Fishers Public Library
5 Municipal Drive
Fishers, IN

Pike Public Library
6525 Zionsville Road
Indianapolis, IN

Glendale Library
6101 North Keystone Ave.
Indianapolis, IN

Speedway Public Library
5633 West 25th Street
Indianapolis, IN

Hussey-Mayfield Memorial Library
250 North 5th Street
Zionsville, IN

Westfield Washington Public Library
333 West Hoover Street
Westfield, IN

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

See attached supplementary information form.

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 2 Full-time: _____ 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
Boggs, George	Ph.D. – Education Administration	44 Years	3 mo.	17 yrs.	X	
McPhail, Christine	Doctorate in Education	42 Years	2 mo.	18 yrs.	X	

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

Institution: **National American University**
Degree Program: **Doctorate of Education – Community College Leadership Program**
Locations: **Indianapolis, Indiana**

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No, the graduate does not need to be licensed by the State to practice in this profession.**

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

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Professional Certification

Does a graduate of this program need national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **No, the graduate of this program does not need national certification in order to find employment.**

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No, the program does not need to have specialized accreditation in order for the graduate to become licensed.**

If so, please identify the specialized accrediting agency:

BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-6:

National College:
One Associate Degree Program at Three Locations, and
One Baccalaureate Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the A.A.S. degree program in Software Development and Engineering, and B.S. degree program in Network Administration in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

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

Degree Program Profile

*Associate of Applied Science (A.A.S.) in
Software Development and Engineering
at Fort Wayne, Indianapolis, and South Bend*

This program consists of 96 quarter credit hours, with 75% of the courses in the specialty. The faculty at the Fort Wayne campus consists of two individuals, of whom both are part-time. Of the two individuals, both individuals have a Baccalaureate degree. The faculty at the Indianapolis campus consists of four individuals, of whom one is full-time and three are part-time. Of the four individuals, three have a Master's degree and one has a Baccalaureate degree. The faculty at the South Bend campus consists of three individuals, of whom all are part-time. Of the three individuals, two have a Master's degree and one has a Baccalaureate degree.

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

This program consists of 180 quarter credit hours, with 69% of the courses in the specialty. The faculty at the Indianapolis campus consists of four individuals, of whom one is full-time and three are part-time. Of the four individuals, three have a Master's degree and one has a Baccalaureate degree.

Supporting Documents

Degree Applications

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National College, 6131 N. Clinton St., Fort Wayne, IN 46825
National College, 6060 Castleway W. Dr., Indianapolis, IN 46250
National College, 1030 E. Jefferson Blvd., South Bend, IN 46617

Name of Program Software Development & Engineering

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

Name of Person Preparing this Form Anna M. Counts

Telephone Number 540-769-8383 Application Type

Date the Form was Prepared 6/24/2013 New Renewal

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

The objective of this program is to prepare students for careers in programming and software development and related disciplines. The curriculum focuses on problem-solving skills and techniques that can be applied to a broad range of applications and covers software and Web engineering, relational databases, programming languages, operating systems, computer networks, and distributed systems.

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

NAME OF PROGRAM: Software Development & Engineering

TOTAL COURSE HOURS: 1200 Check one: Quarter Hours
96 credits Semester Hours
 Clock Hours

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

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CS100	Introduction to Computer Science	4
CS105	Introduction to Relational Database Management Systems	4
ISE101	Implementing & Troubleshooting OS Technology	4
ISE102	Computer Hardware Technology	4
ISE103	Network +	4
IT200	Technical Writing for Information Technology Professionals	4
IT250	Introduction to Statistics	4
SDE111	Computer Programming, Logic and Design	4
SDE150	Mathematics for Programmers	4
SDE160	Data Structures & Algorithms	4
SDE205	Application Development	4
SDE211	Database Programming I	4
SDE230	Linux for Programmers	4
SDE255	Object-Oriented Programming I	4
SDE260	Java Programming I	4
SDE262	Java Programming II	4
SDE270	Programming Mobile Applications I	4
SDE295	Software Engineering I	4

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

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Written and Oral Communications	
ENG102	English Composition	4
ENG126	Oral Communication	4
	Mathematics, Statistics, and Logic	
LOG215	Thinking Critically	4
MAT101	Understanding Mathematics	4

MAT214	Algebra	4
	Arts and Humanities	
ETH205	Ethics	4
GEN241	Cultural Appreciation	4
	Social and Behavioral Sciences	
POL202	Political Science	4
PSY127	Psychology	4
	Physical/Natural Science	
BIO101	Introduction to Biology	4
ENV101	Environmental Science	4

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

If applicable:

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

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

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

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

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

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

The library hours of operation are as follows:

Fort Wayne Campus – 8:00a – 5:00p.

Indianapolis Campus – 8:00a – 10:00p.

South Bend Campus – 8:00a – 7:00p.

2. Number of volumes of professional material:

Professional material such as: Computer World, Network World, and Business Technology Leaders. The campus has available to students roughly 5-10 professional materials relating specifically to Internet Technology.

3. Number of professional periodicals subscribed to:

National College has over 16,000 periodicals, publications, magazines, and journals available to students in various program offerings. National College has over 900 Information Technology Full-texts periodicals, publications, magazines and journals relating specifically to Information Technology. Students have around the clock access to all periodicals and publications as well as having the ability to “ask the librarian” to assist with Online research or general browsing if needed.

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

The Fort Wayne Campus has the Allen County Public Library in close proximity with accommodating hours of operation. Seven minutes/4.49 miles away from campus, students have the ability to visit this location for access for additional Information Technology periodicals, publications, and books.

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

The South Bend Campus has the St. Joseph County Public Library in close proximity with accommodating hours of operation. Six minutes/2.17 miles away from campus, students have the ability to visit this location for access for additional Information Technology periodicals, publications, and books.

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

Total # of Faculty in the Program:	9	Full-time:	1	Part-time:	8
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
FWY: Busche, Kurt	BA	6 yrs	2 yrs	0		X
FWY: Masten, Benjamin	BS	12yrs, 6 mo	6 mo	0		X
IDY: Boyd, Lacy	AAS/BS	13 yrs	2 yrs	1 yr		X
IDY: Jefferson, Michael	BA/MS	19 yrs	4 yrs	1 yr	X	
IDY: Jordan, Michael	BS, MBA	15 yrs	3 yrs	1 yr		X
IDY: Todhunter, Thomas	BA/MSSM	13 yrs	3 yrs	3 yrs		X
SBD: Arthus, Gerard	MS	15 yrs	1yr, 4 mo	11 yrs		X
SBD: Cortez, JoAnn	MSEd	13 yrs	1yr, 10 mo	9 yrs		X
SBD: Yendes, Kevin	BS	8 yrs	7 mo	0		X

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

Institution: National College
Degree Program: Software Development & Engineering
Locations: Fort Wayne, IN, Indianapolis, IN, and South Bend, IN

State Licensure

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

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

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

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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

The IEEE Computer Society and the ACM, the two main US-based professional organizations for software engineering, publish guides to the profession of software engineering. The IEEE's Guide to the Software Engineering Body of Knowledge defines the field and describes the knowledge the IEEE expects a practicing software engineer to have.

This curriculum includes coverage of topics in all domains of the Software Engineering Body of Knowledge.

The Software Engineering Institute offers mid-career certification in a number of specific software engineering topics and the IEEE offers two mid-career certifications - the Certified Software Development Associate and Certified Software Development Professional.

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Program Accreditation

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

If so, please identify the specialized accrediting agency

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

**INDIANA BOARD FOR
PROPRIETARY EDUCATION**

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution National College, 6060 Castleway Dr., Indianapolis, IN 46250

Name of Program Network Administration

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

Name of Person Preparing this Form Anna M. Counts

Telephone Number 540-769-8383 Application Type

Date the Form was Prepared 7/1/2013 New Renewal

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

The objective of the program is to make graduates desirable candidates for entry to mid-level positions as Network Engineers, Administrators, Managers or Analysts in the enterprise. By first building a strong foundational knowledge in current computer operating systems, computer hardware, networking, routing and switching, client-server operations and Microsoft Windows Server 2012, and then building on that foundation adding preparation in advanced cloud computing, collaboration and messaging services, Unified Communications, and integration of Linux based devices, graduates will be well equipped to assist their employers in meeting the challenges of today's increasingly complex and mobile workplace.

This program is structured in accordance with industry guidelines, recommendations by the developers of subject operating systems, hardware and software (e.g., Cisco Systems, Microsoft, and the Linux Professional Institute) and the objective domains required for professional certification.

The program builds on the foundational knowledge developed in the Associate of Applied Science program adding courses in Systems Analysis and Design, Routing and Switching, Network Infrastructure Design and Implementation (Microsoft MCSE – Network Infrastructure), Messaging and Collaboration Services, VoIP and Unified Communications and additional advanced preparation in Cloud Computing.

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

NAME OF PROGRAM: Network Administration

TOTAL COURSE HOURS: 2179 Check one: Quarter Hours
180 credits Semester Hours
Clock Hours

LENGTH OF PROGRAM: 37.5 months TUITION: \$57,060

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS101	Introduction to Business	4
BUS217	Organizational Behavior	4
CS100	Introduction to Computer Science	4
CS105	Introduction to Relational Database Management Systems	4
CS250	Systems Analysis & Design I	4
CY200	Security +	4
ISE101	Implementing & Troubleshooting OS Technology	4
ISE102	Computer Hardware Technology	4
ISE103	Network +	4
ISE205	Windows Server Administration I	4
ISE215	Network Client Administration	4
ISE227	Network Server Installation and Configuration	4
ISE228	Network Server Core Services	4
ISE229	Network Server Advanced Services	4
ISE231	Cloud Computing I	4
ISE241	Wireless Digital Communications	4
ISE306	Routing and Switching I	4
ISE331	Cloud Computing II	4
ISE406	Routing and Switching II	4
IT200	Technical Writing for Information Technology Professionals	4
IT250	Introduction to Statistics	4
IT330	Project Management for Information Technology Professionals	4
NET232	Virtualization I	4
NET235	Implementing Messaging Services	4
NET298	Network Administration Certification and Career Success	4
NET300	Designing and Implementing a Server Infrastructure	4
NET310	Implementing Collaboration Services	4
NET315	VOIP & Unified Communications I	4

NET400	Implementing an Advanced Server Infrastructure	4
NET405	Linux Operations and Administration I	4
NET410	Web Server Administration	4

GENERAL EDUCATION / LIBERAL ARTS COURSES: (56 Credits) At least one from each discipline required. A minimum of 5 must be 300-400 level courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Written and Oral Communications		
ENG102	English Composition	4
ENG126	Oral Communication	4
Mathematics, Statistics, and Logic		
LOG215	Thinking Critically	4
LOG357	Logic & Critical Thinking	4
MAT101	Understanding Mathematics	4
MAT214	Algebra	4
MAT419	Introduction to Statistics	4
Arts and Humanities		
ETH205	Ethics	4
GEN241	Cultural Appreciation	4
REL330	World Religion	4
Social and Behavioral Sciences		
GOV340	American Government	4
HIS290	American History – 1945-present	4
HIS490	American Economic History	4
POL202	Political Science	4
PRO453	Parliamentary Procedures/Group Dynamics	4
PSY127	Psychology	4
SOC461	Introduction to Sociology	4
Physical/Natural Science		
BIO101	Introduction to Biology	4
ENV101	Environmental Science	4
PER330	Personal Health	4

Number of Credit/Clock Hrs. in Specialty: 124 / 180 Percentage: 68.9%
 Number of Credit/Clock Hrs. in General Courses: / Percentage:
 Total

If applicable:
 Number of Credit/Clock Hrs. in Liberal Arts/General Education: 56 / 180 Percentage: 31.1%

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

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

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

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

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

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

2. Number of volumes of professional material:

Professional material such as: Computer World, Network World, and Business Technology Leaders are available to our students. The campus has available to students roughly 5-10 professional materials relating specifically to Internet Technology.

3. Number of professional periodicals subscribed to:

National College has over 16,000 periodicals, publications, magazines, and journals available to students in various program offerings through the Virtual Library. National College has over 900 Information Technology Full-texts periodicals, publications, magazines and journals relating specifically to Information Technology. Students have around the clock access to all periodicals and publications as well as having the ability to “ask the librarian” to assist with Online research or general browsing if needed.

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

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

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

Total # of Faculty in the Program:	4	Full-time:	1	Part-time:	3
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Boyd, Lacy	AAS/BS	13 yrs	2 yrs	1 yr		X
Jefferson, Michael	BA/MS	19 yrs	4 yrs	1 yr	X	
Jordan, Michael	BS, MBA	15 yrs	3 yrs	1 yr		X
Todhunter, Thomas	BA/MSSM	13 yrs	3 yrs	3 yrs		X

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

Institution: National College
Degree Program: Network Administration, Bachelor's Degree
Locations: Indianapolis, IN

State Licensure

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

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

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

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Professional Certification

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

If so, please identify
The specific professional certification(s) needed:
The national organization issuing the certification(s):

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

National organizations such as the Computer Technical Industry Association and Microsoft issues the following certifications giving students the ability to obtain after completion of this program: CompTIA A+ Certified Professional, Network+ Certified Professional, and Security+ Certified Professional credentials, CompTIA' s Cloud Essentials Certification and certification as a Microsoft Certified Technology Specialist (MCTS), Microsoft Certified Professional (MCP) and Microsoft Certified Solutions Bachelor (MCSA), Microsoft Certified Solutions Expert (MCSE), and Cisco Certified Network Associate (CCNA).

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Program Accreditation

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

If so, please identify the specialized accrediting agency

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

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM A-7:

Radiological Technologies University VT: Three Master's Degree Programs at One Location

Staff Recommendation

That the Board for Proprietary Education approve the M.S. degree programs in Healthcare Administration – Executive Specialization, Healthcare Administration – Oncology Specialization, and Healthcare Administration – Radiology Specialization, in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

Radiological Technologies University VT obtained nationally accreditation with the Accrediting Commission for Independent College and Schools (ACICS) at the council meeting on April 12, 2013.

The National Center for Education Statistics (NCES) does not presently list enrollment data for Radiological Technologies University VT at South Bend.

Degree Program Profiles

*Master of Science (M.S.) in
Healthcare Administration – Executive Specialization
at South Bend*

This program consists of 44 semester credit hours, with 100% of the courses in the specialty. The program faculty consists of eight individuals, of whom one is full-time and seven are part-time. Of the eight individuals, one has a M.D. and Ph.D., three have only a Ph.D., three have a Master's degree, and one is a CPA.

*Master of Science (M.S.) in
Healthcare Administration – Oncology Specialization
at South Bend*

This program consists of 40 semester credit hours, with 100% of the courses in the specialty. The program faculty consists of eight individuals, of whom one is full-time and seven are part-time. Of the eight individuals, one has a M.D. and Ph.D., three have only a Ph.D., three have a Master's degree, and one is a CPA.

*Master of Science (M.S.) in
Healthcare Administration – Radiology Specialization
at South Bend*

This program consists of 40 semester credit hours, with 100% of the courses in the specialty. The program faculty consists of eight individuals, of whom one is full-time and seven are part-time. Of the eight individuals, one has a M.D. and Ph.D., three have only a Ph.D., three have a Master's degree, and one is a CPA.

Supporting Documents

Degree Applications

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Radiological Technologies University

Name of Program Master of Science in Healthcare Administration- Executive Specialization

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

Name of Person Preparing this Form Trisha Himmelein

Telephone Number 574.232.2408 Application Type

Date the Form was Prepared 07/16/2013 X **New** Renewal

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

1. Students will display effective management and communication skills.
2. Students will demonstrate critical thinking and problem solving skills.
3. Students will demonstrate the ability to prioritize safety and patient care.
4. Students will demonstrate professional work standards.
5. The program will meet the needs of its students and the health care organizations it serves.

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

NAME OF PROGRAM: Master of Science in Healthcare Administration- Executive Specialization

TOTAL COURSE HOURS: 44 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 4 semesters TUITION: \$55,000 (Program)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MHA501	Healthcare Service System	3
MHA503	Human Resources and Professional Development	3
MHA504	Accounting for Healthcare Services	3
MHA505	Health Policy: Legal Aspects	3
MHA506	Organizational Theory of Management in Healthcare	3
MHA508	Healthcare Economics I	3
MHA509	Healthcare Information Technology	3
MHA510	Biostatistics for Decision Making	3
MHA512	Quantitative Methods	3
MHA513	Epidemiology and Research Activities	3
	Executive Specialization	
MHA620	Healthcare Economics II	2
MHA622	Medical Ethics in Healthcare	2
MHA623	Market Research and Technology Growth	2
MHA624	Capstone Course	4
MHA626	CFO Seminar Series	1
MHA627	COO Seminar Series	1
MHA628	CEO Seminar Series	1

MHA629

Acquisition Seminar Series

1

GENERAL EDUCATION / LIBERAL ARTS COURSES:

**Course
Number**

**Course
Title**

**Course
Hours**

Number of Credit/Clock Hrs. in Specialty: 44 / _____ Percentage: 100%

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

Total **44**

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:

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the intranet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

2. Number of volumes of professional material:

Thousands based on On-Line Resources/access

2055- health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary

Books24x7

Over 1300 videos in the 50 Lessons and Leadership Development Channel; this resource includes interviews with the worlds most respected and recognized business leaders sharing their personal experiences in relation to today's most pressing business issues.

Over 1300 eBooks available in the Well-Being Essentials collection; this collection includes information to address work-life and health concerns.

Over 8,000 Business eBooks Inspiring professional development with the most comprehensive corporate business resource

Over 10,000 IT eBooks providing anytime, anywhere access to the broadest and deepest

information repository possible. It offers the complete, unabridged contents of thousands of books, documents and other reference materials that span the spectrum of technology topics

Over 2300 videos in the Leadership Channel covering a variety of topics including change management, communications and leadership.

Over 1400 Finance eBooks for students in need of immediate access to financial and accounting information.

Over 60 reference resources including dictionaries, encyclopedias and thesauri.

Subject specific resources including journals, journal articles, association resources, and government resources; research and writing guides, resources, and tutorials.

3. Number of professional periodicals subscribed to:

Thousands based on On-Line Resources/access

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

Students are Given On-line library access

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

Total # of Faculty in the Program:	7	Full-time:	1	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arthus, Gerard	MS, MA	13	-	13		X
Braescu, Liliana	PhD	13	1	13		X
Daniels, Matt	PhD	6	-	1		X
Dube, Scott	MS	33	3	-		X
Goetsch, Steven	PhD	30	3	13		X
Murphy, Brent	MS, MBA	24	4	15	X	
Noble, Glenn	CPA	15	-	-		X
Wheeler, James	MD, PhD	23	1	7		X

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

Institution: Radiological Technologies University
Degree Program: Master of Science in Healthcare Administration
Locations: South Bend, 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?

- No

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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++++

Professional Certification

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

- No

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

++++
++++

Program Accreditation

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

- No

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Radiological Technologies University

Name of Program Master of Science in Healthcare Administration- Oncology Specialization

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

Name of Person Preparing this Form Trisha Himmelein

Telephone Number 574.232.2408 Application Type

Date the Form was Prepared 07/16/2013 X **New** Renewal

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

1. Students will display effective management and communication skills.
2. Students will demonstrate critical thinking and problem solving skills.
3. Students will demonstrate the ability to prioritize safety and patient care.
4. Students will demonstrate professional work standards.
5. The program will meet the needs of its students and the health care organizations it serves.

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

NAME OF PROGRAM: Master of Science in Healthcare Administration- Oncology Specialization

TOTAL COURSE HOURS: 40 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 4 semesters TUITION: \$50,000 (Program)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MHA501	Healthcare Service System	3
MHA503	Human Resources and Professional Development	3
MHA504	Accounting for Healthcare Services	3
MHA505	Health Policy: Legal Aspects	3
MHA506	Organizational Theory of Management in Healthcare	3
MHA508	Healthcare Economics I	3
MHA509	Healthcare Information Technology	3
MHA510	Biostatistics for Decision Making	3
MHA512	Quantitative Methods	3
MHA513	Epidemiology and Research Activities	3
Oncology Specialization		
MHA610	Economics in Oncology: Surgical, Medical, Radiation	2
MHA612	Medical Ethics in Oncology	2
MHA613	Market Research and Oncology Technology	2
MHA614	Capstone Course	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty: 40 / _____ Percentage: 100%

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

In order to serve our student population that are located in remote areas our Library services are offered on-line. Students have access to Elsevier science direct publications. Students are given access to Radiation Oncology journals through this route. We also have an agreement with Jones e-Global library services. Access to the system can happen via the intranet from any location. We do have a small on site library that houses a small collection of items. Jones e-global provides our students with 24/7 access to librarian staff for their research needs. We have on staff a librarian that is present during our bootcamp weeks to assist students with any needs to the system.

2. Number of volumes of professional material:

Thousands based on On-Line Resources/access

2055- health-related journals such as the British Journal of Medicine and Medical Research, Journal of Medical Physics and the International Journal of Nanomedicine.

163 allied health ebooks from MyiLibrary

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3. Number of professional periodicals subscribed to:

Thousands based on On-Line Resources/access

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

Students are Given On-line library access

**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:	8	Full-time:	1	Part-time:	7
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Arthus, Gerard	MS, MA	13	-	13		X
Braescu, Liliana	PhD	13	1	13		X
Daniels, Matt	PhD	6	-	1		X
Dube, Scott	MS	33	3	-		X
Goetsch, Steven	PhD	30	3	13		X
Murphy, Brent	MS, MBA	24	4	15	X	
Noble, Glenn	CPA	15	-	-		X
Wheeler, James	MD, PhD	23	1	7		X

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

Institution: Radiological Technologies University
Degree Program: Master of Science in Healthcare Administration
Locations: South Bend, 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?

- No

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

++++
++++

Professional Certification

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

- No

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

++++
++++

Program Accreditation

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

- **No**

If so, please identify the specialized accrediting agency:

INDIANA BOARD FOR
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Radiological Technologies University

Name of Program Masters in Healthcare Administration- Radiology Specialization

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

Name of Person Preparing this Form Trisha Himmelein

Telephone Number 574.232.2408 Application Type

Date the Form was Prepared 07/16/2013 X **New** Renewal

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NAME OF PROGRAM: Masters in Healthcare Administration- Radiology Specialization

TOTAL COURSE HOURS: 40 Check one: Quarter Hours
 _____ Semester Hours
 _____ Clock Hours

LENGTH OF PROGRAM: 4 semesters TUITION: \$50,000 (Program)

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<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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MHA503	Human Resources and Professional Development	3
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MHA505	Health Policy: Legal Aspects	3
MHA506	Organizational Theory of Management in Healthcare	3
MHA508	Healthcare Economics I	3
MHA509	Healthcare Information Technology	3
MHA510	Biostatistics for Decision Making	3
MHA512	Quantitative Methods	3
MHA513	Epidemiology and Research Activities	3
Radiology Specialization		
MHA601	Economics in Radiology	2
MHA602	Medical Ethics in Radiology	2
MHA603	Market Research and Radiology Technology	2
MHA604	Capstone Course	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

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

Number of Credit/Clock Hrs. in Specialty: 40 / _____ Percentage: 100%

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

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2. Number of volumes of professional material:

Thousands based on On-Line Resources/access

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

Total # of Faculty in the Program:	8	Full-time:	1	Part-time:	7
---	----------	-------------------	----------	-------------------	----------

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
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Braescu, Liliana	PhD	13	1	13		X
Daniels, Matt	PhD	6	-	1		X
Dube, Scott	MS	33	3	-		X
Goetsch, Steven	PhD	30	3	13		X
Murphy, Brent	MS, MBA	24	4	15	X	
Noble, Glenn	CPA	15	-	-		X
Wheeler, James	MD, PhD	23	1	7		X

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

Institution: Radiological Technologies University
Degree Program: Master's in Healthcare Administration
Locations: South Bend, 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?

- **No**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

++++
++++

Professional Certification

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

- **No**

If so, please identify

The specific professional certification(s) needed:

The national organization issuing the certification(s):

++++
++++

Program Accreditation

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

- **No**

If so, please identify the specialized accrediting agency:

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM B-1:

Findings of Facts and Conclusions of Law:
William Moss, Petitioner vs.
Lincoln College of Technology at Indianapolis, Respondent

Staff Recommendation

That the Board for Proprietary Education approve the decision of the Findings of Fact and Conclusions of Law made by Donna Sembroski, Administrative Law Judge.

Background

The Indiana Commission on Proprietary Education received a complaint on August 31, 2012 from said Petitioner, William Moss against said Respondent, Lincoln College of Technology at Indianapolis. Mr. Moss alleged that he was wrongfully dismissed from Lincoln College of Technology following his return from an agreed upon leave of absence. Mr. Moss further alleged that Lincoln College of Technology was wrong to terminate his enrollment citing a violation of the code of conduct. Mr. Moss had the option to re-apply to Lincoln College of Technology at Indianapolis; however he did not wish to do so. The Board for Proprietary Education staff concluded that Lincoln College of Technology was not in violation of any of the Indiana statutes by which it was approved and therefore ruled in favor of Lincoln College of Technology at Indianapolis. Mr. Moss then made the Petition for his case to be heard by an Administrative Law Judge. The complaint was sent to Donna Sembroski, Administrative Law Judge, who rendered the decision that Lincoln College of Technology at Indianapolis followed proper policies and was just in their decision to terminate the enrollment of Mr. Moss.

Supporting Documents

1. Notice of Submission
2. Recommended Findings of Fact and Conclusions of Law
(Personal Information Redacted for Privacy Reasons)

**BEFORE THE INDIANA BOARD FOR
PROPRIETARY EDUCATION**

In the Matter of)	
)	
WILLIAM MOSS,)	
Petitioner,)	
)	No. 2012-BPE-006
LINCOLN COLLEGE OF TECHNOLOGY,)	
Respondent)	

NOTICE OF SUBMISSION

The attached Recommended Findings of Fact and Conclusions of Law have been submitted to the Board for Proprietary Education.

Should you object to the Recommendation and oppose adoption of the Proposed Order, you must submit a written objection pursuant to Ind. Code § 4-21.5-3-29 within eighteen days of the date of this notice to the Board for Proprietary Education at the following address:

Tara Adams
Accreditation Coordinator
Board for Proprietary Education of the
Commission for Higher Education
101 West Ohio Street Suite 670
Indianapolis, IN 46204-1984

Objections must be in writing and must identify the basis of the objection.

Respectfully submitted,

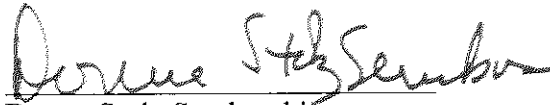
Date: July 11, 2013



Donna Stolz Sembroski
Administrative Law Judge

Certificate of Service

I certify that on July 11th, 2013, I have served the foregoing Notice of Submission by first class mail or electronic mail on the following persons at the addresses shown below:



Donna Stolz Sembroski
Administrative Law Judge

William Moss
333 N. Wallace Ave.
Indianapolis, IN 46201
(first class mail)

Todd S. Clark, President
Lincoln College of Technology
7225 Winton Dr., Bldg 128
Indianapolis, IN 46268
(first class mail)

Tara Adams
Board for Proprietary Education
Indiana Commission for Higher Education
tadams@bpe.che.in.gov
(electronic mail)

**BEFORE THE INDIANA BOARD FOR
PROPRIETARY EDUCATION**

In the Matter of)	
)	
WILLIAM MOSS,)	
Petitioner,)	
)	No. 2012-BPE-006
LINCOLN COLLEGE OF TECHNOLOGY,)	
Respondent)	

RECOMMENDED FINDINGS OF FACT AND CONCLUSIONS OF LAW

This matter comes before the Indiana Board for Proprietary Education (“Board”) on Petitioner’s Request for Hearing filed in this cause. Donna Stolz Sembroski was appointed as the Administrative Law Judge (“ALJ”) in this matter. An evidentiary hearing was held before the ALJ on April 16, 2013. Petitioner William Moss appeared in person. Respondent Lincoln College of Technology was represented by Todd S. Clark, President. The ALJ, having fully considered the filings, testimony, and evidence presented at the hearing, now makes the following recommended findings of facts, conclusions of law, and resolution of the dispute.

Findings of Fact

Statutory and Regulatory Scheme

1. This proceeding is governed by the Administrative Orders and Procedures Act (“AOPA”), Ind. Code §§ 4-21.5 *et. seq.*
2. The Board is charged with the duty and responsibility of regulating postsecondary credit bearing proprietary educational institutions. Ind. Code §§ 21-18.5 *et. seq.*
3. The Board is charged with enforcing standards set out in Ind. Code chapter 21-18.5-6, and resolving disputes between the institutions and students who claim they were damaged by noncompliance with those standards. If claims are not resolved informally, the Board may conduct a hearing pursuant to AOPA.

4. The Board is empowered to appoint an ALJ to conduct hearings on its behalf. Ind. Code § 4-21.5-3-9.

Procedural Background

5. William Moss filed a complaint with the Board alleging that he was wrongfully dismissed from Lincoln College of Technology (“Lincoln.”)
6. On October 29, 2012, the Board issued its determination that Lincoln had not violated its policy or the rules or statutes governing it.
7. On or about November 19, 2012, Mr. Moss requested an administrative review of the Board’s decision.
8. Mr. Moss and a representative of Lincoln appeared at a hearing on April 16, 2013. Mr. Moss called Norman Retell as a witness.

Factual Background

9. Mr. Moss enrolled in a Master Certified Automotive Technology program at Lincoln in February, 2012.
10. On July 26, 2012, Mr. Moss and another student were involved in a dispute. After this dispute, a rumor began that Mr. Moss had talked about [REDACTED]
[REDACTED] Several Lincoln students became concerned and performed an internet search of Mr. Moss. [REDACTED]
[REDACTED]
[REDACTED]
11. Lincoln staff spoke with several students who stated that Mr. Moss had discussed [REDACTED], and that they felt uncomfortable attending class with him, which caused disruption of classes.

12. Lincoln staff discussed the situation with Mr. Moss, and the school and Mr. Moss agreed that he would take a leave of absence from July 27, 2012, to August 24, 2012 to determine his future at Lincoln.
13. On August 24, 2012, Mr. Moss returned to campus, and after he met with staff, his enrollment was terminated.
14. The decision to terminate enrollment was apparently not put in writing. Mr. Moss signed an enrollment agreement amendment on August 24 that refers to a leave of absence and includes a “new grad date” of April 26, 2013. It is not clear what action this document reflects.
15. Because there was no written notice of termination, it is not entirely clear whether Lincoln terminated Mr. Moss’s enrollment involuntarily, or whether he withdrew based on Lincoln staff’s recommendation. After Mr. Moss filed his complaint with the Board, Lincoln explained that Mr. Moss had violated Lincoln’s student code of conduct, and “a determination was made to officially withdraw from the college.” The Board’s findings include a statement that Mr. Moss could re-apply if he wishes to return to Lincoln. Mr. Moss has indicated that he does not wish to return to Lincoln., but he disagrees with Lincoln’s position that he violated the code of conduct.
16. The enrollment agreement signed by Mr. Moss states that failure to follow the school’s rules and regulations may subject the student to immediate termination from the school.
17. Lincoln’s student code of conduct prohibits the following:
 - a. Student conduct which disrupts class or interferes with the progress of other students.
 - b. Fighting in or near the school premises.
 - c. Personal conduct at any time or place which may, in the judgment of the school staff, cause a bad reflection on the school and its well-earned reputation.

- d. Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood.
18. Lincoln does not have a policy refusing admission to students who [redacted], and Mr. Moss would not have been denied admission if the school had been aware of [redacted] at the time he enrolled.
19. Mr. Moss's [redacted] more than ten years before his enrollment at Lincoln does not violate Lincoln's student code of conduct, nor [redacted]. Although the students' reaction to learning about the [redacted] was disruptive, this disruption was not caused by Mr. Moss's actions while he was a student at Lincoln.
20. The evidence presented at the hearing did not clearly establish that Mr. Moss discussed [redacted], and his role in the dispute with the other student is unclear. Mr. Moss denied that he discussed [redacted], and no witnesses to the conversation testified. However, based on the information available to Lincoln staff at the time, there was reason for them to believe that Mr. Moss did discuss getting a [redacted], and that his conduct with respect to the other students disrupted class and interfered with other students' progress. "Student conduct which disrupts class or interferes with the progress of other students" violated the code of conduct.
21. Because Lincoln staff had reason to believe that Mr. Moss's conduct disrupted class and interfered with other students' progress, Lincoln did not violate its policies in terminating Mr. Moss's enrollment.

Conclusions of Law

1. This proceeding is properly before the ALJ, pursuant to Ind. Code § 4-21.5 *et. seq.*, and she has the authority and jurisdiction to hear and decide this case.

2. Petitioner William Moss has the burden of proof in this matter and is required to prove his case by a preponderance of the evidence presented at the hearing.
3. In order to prove his case, Petitioner was required to show that Lincoln College of Technology violated the statutes and rules governing it.
4. The evidence does not establish that Lincoln violated its policies, or the statutes and rules governing it.
5. All Findings of Fact which can be deemed Conclusions of Law will be considered Conclusions of Law, and all Conclusions of Law which can be deemed Findings of Fact will be considered Findings of Fact.

Respectfully submitted,


Donna Stolz Sembroski
Administrative Law Judge

Date: July 11, 2013

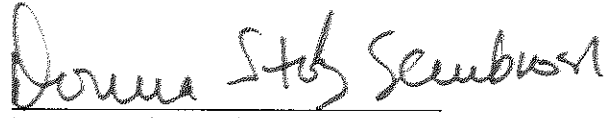
BOARD ACTION

Approved and Adopted this ____ day of _____, 2013.

for the Indiana Board for Proprietary
Education

Certificate of Service

I certify that on July 1st, 2013, I have served the foregoing Recommended Findings of Fact and Conclusions of Law by first class mail or electronic mail on the following persons at the addresses shown below:



Donna Stolz Sembroski
Administrative Law Judge

William Moss
333 N. Wallace Ave.
Indianapolis, IN 46201
(first class mail)

Todd S. Clark, President
Lincoln College of Technology
7225 Winton Dr., Bldg 128
Indianapolis, IN 46268
(first class mail)

Tara Adams
Board for Proprietary Education
Indiana Commission for Higher Education
tadams@bpe.che.in.gov
(electronic mail)

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, September 17, 2013

DECISION ITEM B-2:

Findings of Facts and Conclusions of Law: Lynda Sutherland, Petitioner vs. Brown Mackie College at South Bend, Respondent

Staff Recommendation

That the Board for Proprietary Education approve the decision of the Findings of Fact and Conclusions of Law made by Donna Sembroski, Administrative Law Judge.

Background

The Indiana Commission on Proprietary Education received a complaint on September 11, 2012 from said Petitioner, Lynda Sutherland against said Respondent, Brown Mackie College at South Bend. Ms. Sutherland alleged that Brown Mackie College at South Bend did not provide accommodations in order for her to complete the medical assisting program. Ms. Sutherland further alleges that she was involuntarily withdrawn from the clinical externship site. Ms. Sutherland was provided a second externship that was forty-nine miles from her home. At the time of the hearing on August 16, 2013, Ms. Sutherland stated she would be able to complete the externship. The Board for Proprietary Education staff concluded that Brown Mackie College at South Bend was not in violation of any of the state statutes by which it was approved and therefore ruled in favor of Brown Mackie College at South Bend. Ms. Sutherland then made the Petition for her case to be heard by an Administrative Law Judge. The complaint was sent to Donna Sembroski, Administrative Law, who rendered the decision that Brown Mackie College at South Bend followed proper policies and was just in their decision.

Supporting Documents

1. Notice of Submission
2. Recommended Findings of Fact and Conclusions of Law
(Personal Information Redacted for Privacy Reasons)

**BEFORE THE INDIANA BOARD FOR
PROPRIETARY EDUCATION**

In the Matter of)	
)	
LYNDA SUTHERLAND,)	
Petitioner,)	
)	No. 2013-BPE-001
BROWN MACKIE COLLEGE,)	
Respondent)	

NOTICE OF SUBMISSION

The attached Recommended Findings of Fact and Conclusions of Law have been submitted to the Board for Proprietary Education.

Should you object to the Recommendation and oppose adoption of the Proposed Order, you must submit a written objection pursuant to Ind. Code § 4-21.5-3-29 within eighteen days of the date of this notice to the Board for Proprietary Education at the following address:

Ross Miller
Director of Accreditation and Regulatory Compliance
Board for Proprietary Education
Commission for Higher Education
101 West Ohio Street Suite 670
Indianapolis, IN 46204-1984

Objections must be in writing and must identify the basis of the objection.

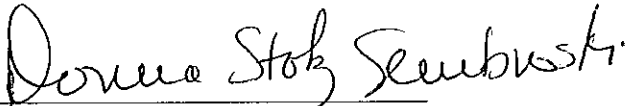
Respectfully submitted,

Date: August 13, 2013

Donna Stolz Sembroski
Donna Stolz Sembroski
Administrative Law Judge

Certificate of Service

I certify that on August 13th, 2013, I have served the foregoing Notice of Submission by first class mail or electronic mail on the following persons at the addresses shown below:



Donna Stolz Sembroski
Administrative Law Judge

Lynda Sutherland
812 S. West St.
Mishawaka, IN 46544
First Class Mail

Michael Heck, President
Brown Mackie College
3454 Douglas Road
South Bend, IN 46635
First Class Mail

Ross Miller
Director of Accreditation and Regulatory Compliance
Indiana Board for Proprietary Education
Indiana Commission for Higher Education
Email: rmiller@bpe.che.in.gov
Electronic Mail

**BEFORE THE INDIANA BOARD FOR
PROPRIETARY EDUCATION**

In the Matter of)	
)	
LYNDA SUTHERLAND,)	
Petitioner,)	
)	No. 2013-BPE-001
BROWN MACKIE COLLEGE,)	
Respondent)	

RECOMMENDED FINDINGS OF FACT AND CONCLUSIONS OF LAW

This matter comes before the Indiana Board for Proprietary Education (“Board”) on Petitioner’s Request for Hearing filed in this cause. Donna Stolz Sembroski was appointed as the Administrative Law Judge (“ALJ”) in this matter. An evidentiary hearing was held before the ALJ on May 16, 2013. Petitioner Lynda Sutherland appeared in person. Respondent Brown Mackie College was represented by Michael Heck, Campus President. The ALJ, having fully considered the filings, testimony, and evidence presented at the hearing, now makes the following recommended findings of facts, conclusions of law, and resolution of the dispute.

Findings of Fact

Statutory and Regulatory Scheme

1. This proceeding is governed by the Administrative Orders and Procedures Act (“AOPA”), Ind. Code §§ 4-21.5 *et. seq.*
2. The Board is charged with the duty and responsibility of regulating postsecondary credit bearing proprietary educational institutions. Ind. Code §§ 21-18.5 *et. seq.*
3. The Board is charged with enforcing standards set out in Ind. Code chapter 21-18.5-6, and resolving disputes between the institutions and students who claim they were

damaged by noncompliance with those standards. If claims are not resolved informally, the Board may conduct a hearing pursuant to AOPA.

4. The Board is empowered to appoint an ALJ to conduct hearings on its behalf. Ind. Code § 4-21.5-3-9.

Procedural Background

5. Lynda Sutherland filed a complaint with the Board alleging that Brown Mackie College failed in its duty to provide her with reasonable accommodations to allow her to complete her educational program.
6. On February 21, 2013, the Board issued its determination that Brown Mackie College had not violated its policy or the rules or statutes governing it.
7. On or about March 7, 2013, Ms. Sutherland requested an administrative review of the Board's decision.
8. The parties appeared at a hearing on May 16, 2013. Ms. Sutherland called Donna Cline and Laurianne Stamm as witnesses.

Factual Background

9. Ms. Sutherland enrolled in a medical assisting program at Brown Mackie College, South Bend, in August 2010.
10. Ms. Sutherland acknowledged receiving and reading the "Medical Assisting Program Overview" that included the sixty-five competencies included in the program, and a description of the program including the externship component.
11. Shortly after she enrolled, Ms. Sutherland met with the campus [redacted] coordinator, Andrea Finley. She informed Ms. Finley that she had a [redacted].

Ms. Finley told Ms. Sutherland to contact her if she required [REDACTED].

Ms. Sutherland did not request [REDACTED] at that time.

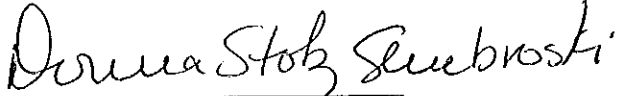
12. In October 2011, Ms. Sutherland had difficulty taking exams in the medical math class due to distractions in the classroom. Ms. Sutherland was allowed to take the exams in Andrea Finley's office to minimize distractions.
13. In a clinical class in March 2012, Ms. Sutherland was observed [REDACTED] while giving a shot. Ms. Sutherland met with Ms. Finley, the class teacher, and the head of the medical assisting program to discuss ways the [REDACTED] could be alleviated, and Ms. Sutherland successfully completed the class.
14. On October 1, 2012, Ms. Sutherland began her externship at Mishawaka Osteopathic Clinic. Ms. Sutherland did not request any [REDACTED], and Brown Mackie College staff did not ask her if any [REDACTED] were needed. The clinic manager was told that Ms. Sutherland sometimes experienced [REDACTED] and indicated that they could work with her.
15. On October 4, 2012, the manager of the Mishawaka Osteopathic Clinic observed that Ms. Sutherland was having difficulty with the [REDACTED] of the externship. Ms. Sutherland explained that she has [REDACTED]. The next day, the manager requested that Ms. Sutherland be removed from the externship site because she was unable to meet the [REDACTED] demands of the externship.
16. At that time, Brown Mackie withdrew Ms. Sutherland from the medical assisting program because she was unable to complete the externship.
17. On October 9, 2012, Brown Mackie College received Ms. Sutherland's request for an [REDACTED] in her externship so that she could work fewer hours per day.

18. Brown Mackie College requested additional [redacted] documentation regarding Ms. Sutherland's [redacted] and the appropriate [redacted]. The [redacted] was submitted on or about November 21, 2012.
19. At the time the Board issued its determination of February 21, 2013, Brown Mackie had not yet located an externship site that could [redacted] Ms. Sutherland.
20. Brown Mackie College placed Ms. Sutherland in an administrative externship at St. Margaret's House on April 8, 2013. She was readmitted to the College at that time. She successfully completed the administrative externship on May 3, 2013.
21. On May 8, 2013, Ms. Sutherland began a clinical externship in Knox, Indiana, approximately forty-nine miles from her home. Brown Mackie College was unable to place her at an externship site closer to her home. At the time of the hearing, Ms. Sutherland planned to complete the externship, even though the drive was difficult.
22. Brown Mackie College's current handbook describes the process for requesting reasonable [redacted] for [redacted] (Exhibit 3.) However, an earlier version of the handbook was provided to Ms. Sutherland when she enrolled. The earlier version included a shorter, less detailed [redacted] in need of [redacted] should contact the academic affairs office.
23. Ms. Sutherland expressed frustration with the way Brown Mackie College staff handled her [redacted]. However, the College did provide her with appropriate [redacted] after she requested them. Although Andrea Finley was aware that Ms. Sutherland had a [redacted], she was not aware that it would prevent Ms. Sutherland from working a full-time schedule or performing other tasks of the externship.

Conclusions of Law

1. This proceeding is properly before the ALJ, pursuant to Ind. Code § 4-21.5 *et. seq.*, and she has the authority and jurisdiction to hear and decide this case.
2. Petitioner Lynda Sutherland has the burden of proof in this matter and is required to prove her case by a preponderance of the evidence presented at the hearing.
3. In order to prove her case, Petitioner was required to show that Brown Mackie College violated the statutes and rules governing it.
4. The evidence does not establish that Brown Mackie College violated its policies, or the statutes and rules governing it.
5. All Findings of Fact which can be deemed Conclusions of Law will be considered Conclusions of Law, and all Conclusions of Law which can be deemed Findings of Fact will be considered Findings of Fact.

Respectfully submitted,


Donna Stolz Sembroski
Administrative Law Judge

Date: August 13, 2013

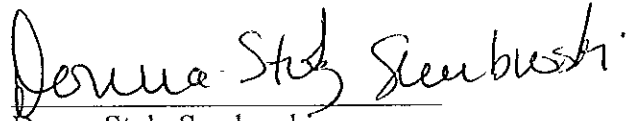
BOARD ACTION

Approved and Adopted this ____ day of _____, 2013.

for the Indiana Board for Proprietary
Education

Certificate of Service

I certify that on August 13th, 2013, I have served the foregoing Recommended Findings of Fact and Conclusions of Law by first class mail or electronic mail on the following persons at the addresses shown below:


Donna Stolz Sembroski
Administrative Law Judge

Lynda Sutherland
812 S. West St.
Mishawaka, IN 46544
First Class Mail

Michael Heck, President
Brown Mackie College
3454 Douglas Road
South Bend, IN 46635
First Class Mail

Ross Miller
Director of Accreditation and Regulatory Compliance
Indiana Board for Proprietary Education
Indiana Commission for Higher Education
Email: rmiller@bpe.che.in.gov
Electronic Mail