



INDIANA COMMISSION *for*
HIGHER EDUCATION

Indiana Board for Proprietary Education

AGENDA

Monday, September 9, 2024

101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206

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AGENDA

Meeting of the Board for Proprietary Education Indiana Commission for Higher Education

September 9, 2024
10:00 A.M. – 12:30 P.M.

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

Microsoft Teams meeting
Join on your computer, mobile app or room device

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[+1 317-552-1674](#) Phone Conference ID: 881 781 566#

- I. **Call to Order – 10:00 A.M. (Eastern)**
Roll Call of Members and Determination of Quorum
Executive Director’s Report
Consideration of the Minutes of June 14, 2024, Board Meeting 1

- II. **Program Review and Decision Items**

A. Program Review - Fortis College

Fortis College: Program Review Background 5
Institutional Profile 7
Program Review: Documentation and Presentation 9

B. Academic Degree Program

Fortis College: Associate of Occupational Studies in Medical
Laboratory to be offered at Indianapolis19
Associate of Occupational Medical Laboratory Technology.....21

- III. **INFORMATION ITEM**

A. Review of BPE Authorized Nursing Programs NCLEX Pass Rates

BPE Authorized Nursing Programs NCLEX Pass Rates to Be
Distributed

- OLD BUSINESS**
NEW BUSINESS
ADJOURNMENT

The next meeting of the Board is tentatively scheduled for **December 2, 2024, in Indianapolis, Indiana.**

STATE OF INDIANA
Board for Proprietary Education

Minutes of Meeting

Friday, June 14, 2024

I. CALL TO ORDER

The Board for Proprietary Education met in a regular session starting at 10:00 A.M. (Eastern) at 101 West Ohio Street, Suite 300, in the Kent Weldon Board Room, with Chairman Sauer presiding.

ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present: Scott Bogan (in person); Ken Konesco (in person); Jean Putnam (in person); Ken Sauer, Ph.D. (in person); and Anne Shane (virtual).

Members Absent: None.

Guests: Alex Barann (virtual); Steven Bishop (virtual); Tiffany Brack, D.B.A. (virtual); Sandra Dafiaghor, Ph.D. (in person); Paige Demkowicz (virtual); Vanessa Howard, FNP-BC (in person); Brent Jenkins (virtual); Darrell Lashley (in person); Kingsley Mukoro (in person); and Sean Pattison (virtual).

A quorum was determined for the June 14, 2024, Board meeting.

CONSIDERATION OF THE MINUTES OF THE MARCH 8, 2024, BOARD MEETING

R-24.06.01 Resolved: The Board for Proprietary Education hereby approves the Minutes of the March 8, 2024, regular meeting.
(Motion – Konesco, second – Bogan, unanimously approved)

II. EXECUTIVE DIRECTOR'S REPORT

Ken Sauer, Ph.D., announced that the State Budget Committee was conducting a review of the BPE fees that became effective in May 2022. The State Budget Committee convened a hearing on June 11, 2024. Due to a speaking engagement at the New Jersey Community College Association regarding the career opportunities pathway summit, Ken Sauer was unable to attend the State Budget Committee hearing. Ross Miller appeared before the State Budget Committee and provided the committee with the history of the BPE fees, which originated in the Indiana Code and Indiana Administrative Code in 1971. In 2010, the Indiana Commission on Proprietary Education (ICOPE) raised the fees. The fee schedule approved by the ICOPE Commissioners was inherited by the newly formed Board for Proprietary Education in 2012.

Ken Sauer announced that this meeting would be the last one for Jean Putnam as a BPE Board member, as she had moved to another state. On behalf of the Board, Ken Sauer and Ross Miller expressed their appreciation for Jean Putnam's service. Jean Putnam has been a wonderful board member, diligent in reviewing the BPE business meeting agendas, asking pertinent questions, and faithfully attending meetings. Ken Sauer asked the Board to formalize their appreciation. Anne Shane read a resolution honoring Jean Putnam for her service on the Indiana Board for Proprietary Education.

- R-24-06.02 Resolved:** The Board for Proprietary Education approves the following recommendation by consent, per the background information provided in this agenda item.
(Motion – Shane, second – Konesco, unanimously approved)

III. PROGRAM REVIEW

A. Program Review and Decision Item

Lincoln College of Technology presented to the Indiana Board for Proprietary Education a comprehensive review of programs offered.

1. Associate of Applied Science (A.A.S.) in Air Conditioning, Refrigeration, and Heating Systems Technology Service Management to be offered by Lincoln College of Technology.

Representing Lincoln College of Technology: Brent Jenkins, Group Vice President; and Darrell Lashley, Campus President.

Ken Sauer introduced the Lincoln College of Technology program review. Ross Miller presented the staff report outlining the Lincoln College of Technology program review. Brent Jenkins and Darrell Lashley presented materials on behalf of the institution.

Ken Sauer introduced the A.A.S. in Air Conditioning, Refrigeration, and Heating Systems Technology Service Management program proposal. Ross Miller presented the staff report recommending that Lincoln College of Technology be granted approval to offer one Associate's degree program, with stipulations.

- R-24-06.03 Resolved:** The Board for Proprietary Education approves the following recommendation by consent, per the background information provided in this agenda item.
(Motion –Shane, second – Putnam, unanimously approved)

IV. DECISION ITEM

B. Initial Institutional Authorization and Academic Degree Program

1. Associate of Applied Science (A.A.S) in Cybersecurity to be offered by Jeremi College.

Representing Jeremi College: Tiffany Brack, Administrator; Sandra Dafiaghor, President; Vanessa Howard, Director of Nursing; and Kingsley Mukoro, Director of Operations.

Ken Sauer introduced the A.A.S. in Cybersecurity program. Ross Miller presented the staff report recommending that Jeremi College be granted approval to offer one Associate's degree program.

- R-24-06.04 Resolved:** The Board for Proprietary Education approves the

following recommendation by consent, per the background information provided in this agenda item.
(Motion – Putnam, second – Konesco unanimously approved)

V. FINANCIAL REVIEW UPDATE

A. Update to The Financial Watchlist of BPE-Authorized Institutions

1. Plante Moran 2024 BPE-Authorized Institution Financial Review.

Representing Plante Moran: Steven Bishop, Partner – Assurance; Sean Pattison, Principal – Management Consulting; Alex Barann, Manager – Management Consulting; and Paige Demkowicz, Senior Consultant – Management Consulting.

Ken Sauer introduced the 2024 BPE-Authorized Financial Review. Ross Miller presented background information. Alex Barann provided an in-depth analysis of the Plante Moran findings regarding the financial stability of BPE-authorized institutions.

VI. INFORMATION ITEM
OLD BUSINESS
NEW BUSINESS

There was none.

VII. ADJOURNMENT

The meeting was adjourned at 12:30 P.M.

Dr. Ken Sauer, Chairman

Date

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BOARD FOR PROPRIETARY EDUCATION

Monday, September 9, 2024

PROGRAM REVIEW ITEM II-A:

Fortis College:

Program Review Background

Institutional Profile

See Attachment

Staff Recommendation

None

Background

Program Background

Fortis College presented to the Indiana Board for Proprietary Education at the March 2019 business meeting. During that meeting, the Board conducted a comprehensive review of Fortis College.

For this review, the Commission requested that Fortis College provide the following information:

1. A list of current and proposed programs offered by Fortis College in Indianapolis.
2. The long-term goals of Fortis College in Indianapolis, as well as the objectives of the parent company, Education Affiliates.
3. The number of students enrolled in each program over the past five years.
4. The number of students who graduated from each program over the past five years.
5. The placement outcomes for graduates of each program over the past five years.
6. The length of service of each current dean, program director, and faculty member.
7. Programmatically, the name of the professional exam or test that students may take while enrolled in the program or upon completion.
8. The five-year pass rate of Fortis College in Indianapolis students who tested to earn a professional license or certification.

9. The five-year national pass rate for all students testing to earn a professional license or certification.

Supporting Document

Fortis College Program Review Response

Institutional Profile for Fortis College

Background Fortis College has been in operation in Indianapolis since 2009. The Indiana Commission on Proprietary Education (ICOPE) granted initial institutional authorization in June of that year, and approval to offer four associate-level degree programs in December 2009.

Fortis College is owned by Education Affiliates (EA). In addition to Fortis College, the conglomerate operates All-State Career School, the Denver College of Nursing, DriveCo CDL Learning Center, Fortis Institute, the Georgia Driving Academy, and the St. Paul's School of Nursing.

All-State Career School operates five campuses in three states.
The Denver College of Nursing operates two campuses in two states.
DriveCo CDL Learning Center operates one campus in one state.
Fortis College operates nineteen campuses in eleven states.
Fortis Institute operates eleven campuses in seven states.
The Georgia Driving Academy operates two campuses in one state.
The St. Paul's School of Nursing operates two campuses in one state.

Institutional Control Private, for-profit institution.

Institutional Accreditation The institution is accredited by the Accrediting Commission of Career Colleges and Schools (ACCSC). In September 2020, ACCSC accreditation was extended for five years.

The institution has programmatic accreditation from the Accrediting Bureau of Health Education Schools (ABHES) for the Diploma in Medical Assisting. The program is currently accredited through February 2027.

Participation in NC-SARA Fortis College is not a State Authorization Reciprocity Agreement (SARA) Institutional Partner.

Participation in Student Financial Aid Students attending the institution are eligible to receive Title IV Federal Financial Aid. The institution also participates in State Financial Aid (SFA).

Campuses In addition to the Indianapolis campus, the ACCSC accredits Fortis College locations in Ohio (four), Florida (two), Texas, and Utah. In all, there are nine campuses in five states.

Enrollment The National Center for Education Statistics (NCES) lists a total enrollment of 279 students in the fall of 2022 at Fortis College in Indianapolis. The total enrollment for all Fortis College campuses in the fall of 2022 was 7,031.

Programs The institution offers diplomas and an associate degree program. The programs currently offered are a Diploma in Dental Assisting, a Diploma in Heating, Ventilation, and Air Conditioning (HVAC), a Diploma in Medical Assisting, and an Associate of Science (A.S.) in Nursing. The A.S. in Nursing is in teach-out mode.

The degree programs approved in 2009 were the Associate of Applied Science (A.A.S.) in Medical Assisting, A.A.S. in Dental Assisting, A.A.S. in Medical Office Administration, and A.S. in Nursing.

Financial Responsibility Composite Score (FRCS) The US Department of Education letter dated June 1, 2023, stated that in the fiscal year ending June 30, 2022, audited financial statements yielded a composite score of 0.1. In the Fiscal Year (FY) ending June 30, 2021, the institution had a published FRCS of 0.7. In FY ending June 30, 2020, the institution had a published composite score of 0.2.

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Background, History & Ownership

Fortis College, Indianapolis, Indiana is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer at Education Affiliates, Inc.

Fortis College, Indianapolis was established in 2009 as a branch campus of Fortis College (formerly Central Florida College) which was located in Winter Park, Florida. Fortis College is located at 9001 Wesleyan Rd, Suite 101, Indianapolis, Indiana 46268.

Effective as of 11/14/2016, Fortis College in Indianapolis, Indiana became a branch campus of Fortis College located at 555 E. Alex-Bell Road, Centerville, Ohio 45459. Founded in 1953, Fortis College in Centerville operated as RETS Tech Center. Education Affiliates purchased RETS Tech Center in October 2005.

Mission and Objectives

Fortis College provides postsecondary career education to both traditional and nontraditional students through a variety of diploma and degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis College strives to develop within its students the desire for lifelong and continued education. The staff at Fortis College believes that they make an important contribution to the economic growth and social well-being of the area. Fortis College educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of Fortis College:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their careers and society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices and who motivate and develop students.
- To offer sound diploma and degree programs.

- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

Current and Proposed Programs: Fortis College - Indianapolis

Currently, Fortis College- Indianapolis offers four educational programs.

CIP	Program Name	Status	Approval Date
47.0201	Diploma in Heating, Ventilation, Air Conditioning and Refrigeration	Active	7/1/2012
51.0601	Diploma in Dental Assisting	Active	7/1/2012
51.0801	Diploma in Medical Assisting	Active	7/1/2012
51.3801	A.S. in Nursing	Active	7/1/2012

At this time, Education Affiliates has decided to cease enrollment and commence a teach-out of the Nursing program. This decision was made because the Indiana State Board of Nursing placed the Fortis College RN program on Conditional Accreditation status on May 16th, 2024, due to not meeting NCLEX Benchmark requirements for the past four years. Although 100% of our nursing students have passed the NCLEX over the past three quarters, it was not enough to meet the required four-year benchmark. As part of the Conditional Accreditation status our admission enrollments for the program were reduced by fifty percent. It was determined this would cause undue financial hardship for the rest of the college. Fortis College-Indianapolis will teach out the program through March of 2026 and continue to provide all of our current Nursing students an opportunity to graduate.

New Programs

During the 2024-2025 school year, Fortis College plans to apply to offer the following new programs.

- AOS in Medical Laboratory Technology
- Cybersecurity Diploma
- AAS Health Information Management

Long-term Goals of Education Affiliates & Fortis College - Indianapolis

Education Affiliates have outlined the following goals for the next three years.

1. Continue growth by fully utilizing current classroom/campus capacity across existing programs.
2. Roll out currently approved programs into locations that do not currently offer them (transplant programs)
3. Expand new programs offerings (five new programs in various stages of development).

Fortis College - Indianapolis has outlined the following goals as part of their 2024-2025 strategic plan.

1. Continue to grow Dental Assisting, Medical Assisting and HVAC programs by 15-20% total enrollment.
2. Add three new academic/occupational programs over the next 18 months, including Cybersecurity (diploma), AOS in Medical Laboratory Technology, and an AAS in Health Information Management.
3. Improve student services, instructional expertise and advising capabilities for each program to improve current retention and graduation rates. These improvement activities include:
 - a. Development of a comprehensive advising program for each student
 - b. Implementation of monthly professional development regarding effective instructional strategies and implementation in the classroom
 - c. Expansion of the student/staff tutoring program
 - d. Continued implementation of Tech Tuesdays – a program designed for students to receive on-campus assistance with their online courses. Attendance at the start of the term for all new students is mandatory.
 - e. Expansion of the current student food bank for students in financial need.

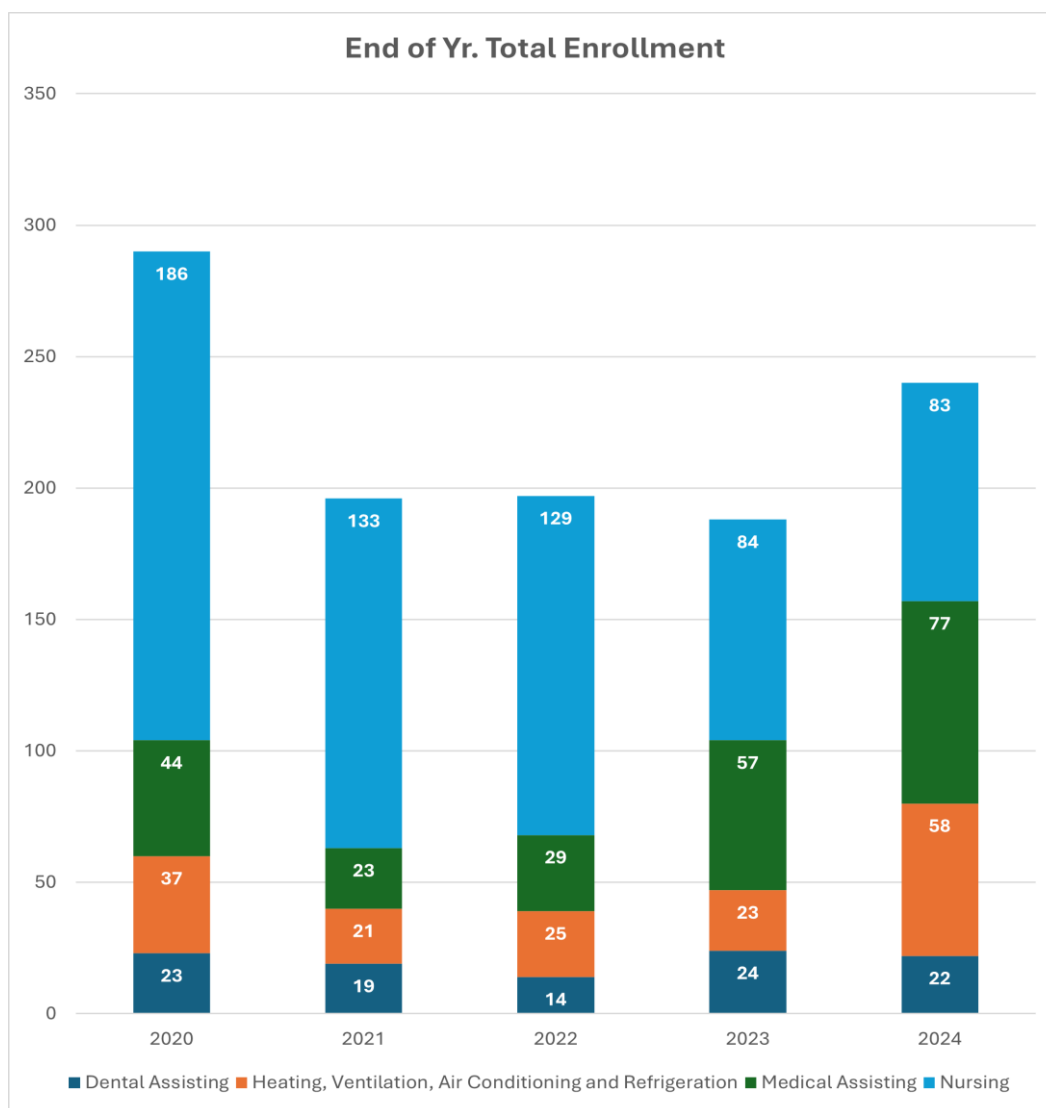
- f. Development a network of employers offering “survival jobs” for current students – employers that work around the student’s school schedule enabling them to stay in school and work as needed.
- 4. Improve optional certification exam scores in Dental Assisting, Medical Assisting and HVAC programs by 5%.
- 5. Increase the number of available externship/clinical sites in each program by 10%.
- 6. Exceed graduation and placement rates as dictated by ACCSC for 2024-2025.

Program Overviews

Enrollment

Like many colleges and universities, the onset of COVID-19 and its related consequences had a negative impact on several campus programs, especially those requiring externships/clinicals, as well as those dependent upon hands-on education. However, over the last year, Fortis College – Indianapolis’ enrollment numbers have increased greatly. This is especially true in our Medical Assisting and HVAC programs (See Table 1)

Table 1: Overview of Enrollment Numbers



Graduation Outcomes

PROGRAM TITLE	PROGRAM LENGTH (in months ACCSC only)	ACCSC Graduation Benchmark	Reported Graduation Annual Rate (2019-2020)	Reported Graduation Annual Rate (2020-2021)	Reported Graduation Annual Rate (2021-2022)	Reported Graduation Annual Rate (2022-2023)	Tracking Graduation Annual Rate (2023-2024) as of July 2024
Dental Assisting	12	55%	55%	55%	64%	64%	64%
Heating , Ventilation, Air Conditioning and Refrigeration	12	50%	61%	63%	82%	61%	54%
Medical Assisting	9	60%	73%	60%	59%	67%	54%
Associate Degree in Nursing	24	40%	40%	50%	24%	31%	21%

Placement Outcomes

PROGRAM TITLE	PROGRAM LENGTH (in months ACCSC only)	ACCSC Placement Benchmark	Reported Placement Annual Rate (2019-2020)	Reported Placement Annual Rate (2020-2021)	Reported Placement Annual Rate (2021-2022)	Reported Placement Annual Rate (2022-2023)	Tracking Placement Annual Rate (2023-2024) as of July 2024
Dental Assisting	12	70%	76%	81%	94%	100%	89%
Heating , Ventilation, Air Conditioning and Refrigeration	12	70%	94%	89%	85%	96%	92%
Medical Assisting	9	70%	95%	92%	86%	93%	86%
Associate Degree in Nursing	24	70%	90%	89%	80%	90%	100%

Program Faculty

The following table lists all of the current faculty on staff at Fortis College – Indianapolis. The growth of the Medical Assisting and HVAC programs has necessitated the need for additional instructional staff.

Nursing		
<i>Name</i>	<i>Role</i>	<i>Length of Service</i>
Shauna Smith	Dean of Nursing	1 year
Deidre Truax	Asst. Dean of Nursing	2.3 year
Leah Carter	Instructor	1.5 year
Paula Carter	Instructor	6 years
Kristi Grumbles	Instructor	3 months
Margaret Broadus	Instructor	1 month
Kay Rowls	Instructor	9 months
Brenda Restivo	Instructor	10 months
Steve Klemme	Instructor	4 years
Medical Assisting		
<i>Name</i>	<i>Role</i>	<i>Length of Service</i>
Lisa Stephens	Program Director	8 years
Erica Rogers	Instructor	1.8 years
Lanaia Hayes	Instructor	9 months
Miyahra Sanders	Instructor	1 month
Dental Assisting		
<i>Name</i>	<i>Role</i>	<i>Length of Service</i>
Mary Rybac	Program Director	1.5 years
TBD		
HVAC		
<i>Name</i>	<i>Role</i>	<i>Length of Service</i>
Chad McCann	Program Director	1.2 years
Chris Fritz	Instructor	10 months
Aaron Dumas	Instructor	3 months
Kyle Parker	Instructor	1 month

Certification Exams by Program

Nursing

As mentioned earlier, while Fortis College – Indpls. program did not meet the four-year benchmark for NCLEX pass rates. The table below lists the pass rates compared to the national mean and one standard deviation below that standard.

	2019	2020	2021	2022	2023	2024 (as of July 30, 2024)
Fortis Indianapolis	68.7	65.9	59.3	56.7	58	100*
National Mean	88.3	88.18	86.57	82.48	79.91	TBD
Std. Dev.	68.45	68.4	67.1	62.18	59.92	TBD
1 std. dev. Below	68.45	68.4	67.1	62.18	59.92	TBD

*n = 8

It is important to note that in the last four three quarters of testing, 100% of all Fortis Nursing students have passed the NCLEX.

Diploma Programs

The HVAC, Medical Assisting and Dental Assisting programs all have certification exams that are OPTIONAL and, therefore, are not required reporting for ACCSC. However, the results from the students that opted into the certification exams are below.

Medical Assisting

All Fortis College – Indianapolis Medical Assisting students are offered the opportunity to sit for the CCMA exam through the NHA (National Healthcare Association). Indiana does not require certification for medical assistants.

<i>CCMA testers</i>	<i>Pass</i>	<i>Fail</i>	<i>Pass rate</i>
<i>50</i>	<i>41</i>	<i>9</i>	<i>82%</i>
<i>45</i>	<i>33</i>	<i>12</i>	<i>73%</i>
<i>27</i>	<i>18</i>	<i>9</i>	<i>67%</i>
<i>23</i>	<i>14</i>	<i>9</i>	<i>60%</i>
<i>22</i>	<i>16</i>	<i>6</i>	<i>72%</i>
<i>25</i>	<i>20</i>	<i>5</i>	<i>80%</i>

The national pass rate for this exam is 76%.

Dental Assisting

All Dental Assisting students are given the opportunity to sit for two certification exams, including the DANB Radiation Health and Safety Board and the DANB Infection Control Examination. The results for each are listed in the tables below.

DANB Radiation and Safety Board

Year	Fortis Pass Rate	National Pass Rate
2020	55%	69%
2021	38%	61%
2022	38.5%	61%
2023	62.5%	66%
2024 (As of 7/30/24)	50%	

DANB Infection Control Exam

Year	Fortis Pass Rate	National Pass Rate
2020	21%	76%
2021	7.7%	71%
2022	28.6%	71%
2023	75%	75%
2024 (As of 7/30/24)	75%	TBD

HVAC

All Fortis College – Indianapolis HVAC students are offered the opportunity to sit for the 608 EPA Test sponsored by ESCO. Prior to July 2023, Fortis College – Indianapolis did not track the results of this exam. However, since August 2023, 16 students have taken the 608 EPA Test and 100% of them have passed.

The national pass rate for this exam is 70%.

BOARD FOR PROPRIETARY EDUCATION

Monday, September 9, 2024

DECISION ITEM II-B:

Fortis College:
One Associate Degree Program at One Location and Via
Distance Education

Institutional Profile

See Attachment

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Occupational Studies (A.O.S.) in Medical Laboratory Technology, in accordance with the background discussion of this agenda item and the New Program Proposal.

Background

Degree Program Profile

*Associate of Occupational Studies (A.O.S.) in
Medical Laboratory Technology
Offered at Indianapolis and Via Distance Education*

This program consists of 115 quarter credit hours, with 76 percent of the courses in the specialty. The program faculty consists of six individuals: one is full-time, and the remaining five are part-time. Of the six individuals, one has a doctoral degree, and five have a master's degree.

Supporting Document

New Program Proposal

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INDIANA COMMISSION FOR HIGHER EDUCATION

New Program Proposal Form
For BPE Authorized Institutions

**AOS in Medical Laboratory Technology
To Be Offered by Fortis College in Indianapolis.**

Degree Award Level²: Associate degree (Associate of Occupational Studies)

Mode of Delivery (In-person or Online³): Blended

Career Relevant/Out-of-Classroom Experiences⁴: Clinical Externship

Suggested CIP Code⁵ for Program: 51.1004

Name of Person Preparing this Form: Robert Petrucci

Telephone Number and Email Address: 410-458-9001 robert.petrucci@edaff.com

Date the Form was Prepared (Use date last revised): 7/24/2024

Revised 2024.08.26



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

The primary objective of the Medical Laboratory Technician program is to prepare the student to successfully achieve entry-level competencies as required to gain certification as a Medical Laboratory Technician. Through a combination of practical, hands-on training and classroom theory students learn the basic skills and knowledge needed to obtain entry-level employment as a medical laboratory technician. The program is designed to develop graduates who:

1. through general and technical education, are qualified to perform with minimal supervision, the tests routinely performed in clinical laboratories,
2. can collect, label, identify, and log in specimens accurately,
3. have a working knowledge of the principles of the tests they are performing,
4. perform laboratory test procedures accurately and efficiently,
5. keep accurate and legible records and can communicate reports clearly to fellow medical personnel,
6. correlate laboratory test results with patient diagnosis and treatment,
7. are skillful in the operation of laboratory instruments and can recognize instrument failures and take appropriate actions by problem solving and troubleshooting,
8. perform quality assessment within the clinical laboratory; recognize interferences with pre-analytical, analytical, and post-analytical test factors and take appropriate actions,
9. demonstrate knowledge of infection control and safety practices and follow established guidelines and regulations,
10. demonstrate technical training sufficient to orient new employees within the clinical laboratory,
11. will take responsibility for their own work and are able to organize their work to make the most efficient use of time,
12. will adapt well to various work situations by cooperating with their coworkers and all members of the health care team,
13. maintain the confidentiality of patient results,
14. can perform efficiently under stress,
15. will pursue certification and strive to keep their competence and knowledge current in relation to the changing work environment with continued professional development.

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

Total Course Hours: 115 credits

Check one: Quarter Hours X

Semester Hours

Clock Hours

Tuition : \$39,670

Length of Program: 96 Weeks

Special Fees: \$2,620

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
MED110	Anatomy and Physiology I	4
MED115	Anatomy and Physiology II	4
MLT101	Introduction to Clinical Laboratory Science	4
MLT105	Urine and Body Fluid Analysis	4
MLT110	Immunology and Serology	4
MLT120	Clinical Chemistry	4
MLT125	Clinical Immunochemistry and Toxicology	4
MLT130	Diagnostic Microbiology	4
MLT135	Microbiology Laboratory	4
MLT140	Hematology	4
MLT145	Hematology and Hemostasis	4
MLT150	Immunohematology	4
MLT200	Transfusion Medicine and Component Therapy	4
MLT205	Parasitology and Mycology	4
MLT210	Capstone and Certification Review	4
MLT215	Simulations I	4
MLT220	Simulations II	4
MLT230	Simulations III	5
MLT240	Externship I	7
MLT250	Externship II	7

General Education/Liberal Arts Courses:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PSY101	General Psychology	4
SOC101	Sociology	4
BIO205	Microbiology	4
COM205	Effective Communication	4
MAT101	College Math	4
MLT115	General Chemistry	4
ENG101	English Composition	4

Number of Credit/Clock Hrs. in Specialty Courses: 87 / 115 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 28 / 115 Percentage: 24%

If applicable:

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

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

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

- The library LRC is located on the 4th floor in our building. It is open 8:30- 6pm, Monday through Friday. Currently, we have a Part-time Learning Resource Center Manager, Steve Klemme

b. Number of volumes of professional material:

- All students have access to approximately 1500 journals and periodicals within our online portal.

c. Number of professional periodicals subscribed to:

- All students have access to approximately 1500 journals and periodicals within our online portal.

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

- The closest public library is the Indianapolis Public Library – Michigan Road Branch located 3.7 miles away.

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

Total # of Faculty in the Program:	6	Full-time:	1	Part-time:	5
Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)					

[illegible]

5. Rationale for the Program

a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- Why is the institution proposing this program and how does it build upon institutional strengths?
 - Fortis College has a long history of providing well-qualified candidates to support the needs of the healthcare workforce in the Indianapolis area. Across the nation, the number of accredited Medical Laboratory Technician Programs is in decline. There are over forty MLT position postings on LinkedIn and Indeed within 35 miles of Indianapolis. The campus currently offers healthcare programs in Medical Assisting and Dental Assisting. The MLT program would complement those programs and provide students with a pathway to an associate's degree.
- How is it consistent with the mission of the institution and how does this program fit into the institution's strategic plan (please provide a link to the strategic plan)?
 - Fortis College is dedicated to providing students with new opportunities by delivering engaging and enabling career-focused educational programs. Our instructors work diligently to instill in each student the need for life-long learning and continued professional education. The Medical Laboratory Technician Program will provide the necessary training and education for students to gain entry-level positions in the Clinical Laboratories.

b. State Rationale: General

- How does this program address state priorities as reflected in the Commission's most recent strategic plan [Reaching Higher In a State of Change](#)?
 - This program provides students the opportunity to complete a 96-week program, culminating in an Associate Degree in Medical Laboratory Technology meeting all the education requirements to set for certification by either the Board of Certification of the American Society of Clinical Pathology or by the certification board of the American Medical Technologists. MLT is the first step of a credentialed career for program graduates. Additional certifications are available in the career field should the student pursue and complete higher-level degrees.

c. State Rationale: Equity-Related

- How does this program address the Equity section of [Reaching Higher In a State of Change](#) (see pages 15-17), especially with respect to considerations of race/ethnicity, socioeconomic status, gender, and geography?
 - Fortis College provides education services to an ethnically diverse student population. 66% of the student population are African-American, 20% are Caucasian, 4% are Hispanic and 3% are Asian. Females represent 84% of the student population.

100% of the students are residents of the state of Indiana. 74% of the students are over 25 years of age. The MLT Program will be eligible for federal financial aid to provide additional assistance to underserved communities.

d. Evidence of Labor Market Need

- National, State, or Regional Need
 - Is the program serving a national, state, or regional labor market need? Please describe.

This program will be providing for the needs of the national and regional markets. Based on US Bureau of Labor Statistics (O*Net), employment of Medical Laboratory Technologists and technicians is projected to grow 11 percent from 2020 to 2030, above average growth when compared to all other occupations. Nationally, about 24,000 openings for clinical laboratory technologists and technicians are projected each year, on average, over the current decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as retire. In addition, there is a real need for medical lab technicians in the greater Indianapolis area and the state as a whole with 610 job openings annually.

e. Placement of Graduates

- Please describe the principal occupations and industries, in which the majority of graduates are expected to find employment.
 - Program graduates can expect to seek employment in medical and surgical settings including hospitals, clinics, research facilities, physician offices, and outpatient care centers.
- If the program is primarily a feeder for graduate programs, please describe the principal kinds of graduate programs, in which the majority of graduates are expected to be admitted.
 - This program is not a primary feeder for graduate level programs.

f. Job Titles

- List specific job titles and broad job categories that would be appropriate for a graduate of this program.
 - Graduates of this program are generally prepared to seek positions titled: Medical Laboratory Technician, Clinical Laboratory Technician, Medical Technician, Sample processor, Laboratory information systems technician, and Laboratory Technician.

6. Information on Competencies, Learning Outcomes, and Assessment

a. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master, which will be included in the Indiana Credential Registry.

Upon graduation, the Medical Laboratory Technician should be able to demonstrate entry-level competencies as follows:

- Collecting and processing biological specimens and other substances for analysis;
- Performing analytical tests on body fluids, cells, and other substances;
- Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated;
- Performing and monitoring quality control within predetermined limits;
- Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs;
- Applying principles of safety;
- Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other healthcare professionals, and with the public;
- Recognizing the responsibilities of other laboratory and healthcare personnel and interacting with them with respect for their jobs and patient care;
- Applying basic scientific principles in learning new techniques and procedures;
- Relating laboratory findings to common disease processes;
- Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

a. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.
 - Students will have formative and summative assessments by the following methods which include, but are not limited to, participation, observation, assignments, quizzes, labs, practical competencies, or other appropriate methods. Failure to meet the minimum grade of 78% in any core course will result in a failure of the course. Examinations will test material presented in the classroom, lab, and/or textbooks. The examinations are created to test the student's critical thinking abilities and conceptual knowledge of the material, not rote memorization.

7. Information on Composite Score, Licensure, Certification, and Accreditation

a. Federal Financial Responsibility Composite Score

- Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.
 - The institution's Federal Financial Responsibility Composite Score is -0.5

b. 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?
 - State licensure is not required to gain employment as a Medical Laboratory Technician in Indiana.
- If so, please identify: N/A
- The specific license(s) needed: N/A
- The State agency issuing the license(s): N/A

a. Professional Certification

- What are the professional certifications that exist for graduates of similar program(s)?
 - Professional certification as a Medical Laboratory Technician may be sought from the Board of Certification of the American Society of Clinical Pathologists or the certification board of the American Medical Technologists.
- Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?
 - Though not required to practice as a Medical Laboratory Technician in Indiana, program graduates will be eligible to sit for certification as a Medical Laboratory Technician from one of the aforementioned organizations. Additionally, these certifications are accepted by most states, with or without licensure, to allow the candidate to practice as a Medical Laboratory Technician outside the State of Indiana.
- If so, please identify
- Each specific professional certification:
 - Medical Laboratory Technician
- The national organization issuing each certification:
 - The Board of Certification of the American Society of Clinical Pathologists or by American Medical Technologists.
- Please explain the rationale for choosing each professional certification:
 - Both certification pathways are accepted nationally confirming the student's entry-level competencies.

- Please identify the single course or a sequence of courses that lead to each professional certification?
 - The student must complete all courses within the program (core and General Education) as listed herein under Program Structure and receive an associate degree to be eligible to sit for certification.

b. Professional Industry Standards/Best Practices

- Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?
 - Yes.
- If so, please identify:
 - This program will be programmatically accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
- The specific professional industry standard(s) and/or best practice(s):
 - NAACLS is the industry accrediting body for all the disciplines within the field of Clinical Lab Sciences. Their specific standards can be viewed [here](#).
- The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:
 - The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

c. Institutional Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.
 - The institution will submit an Application for Approval of an Occupational Associate Degree Program to the Accrediting Commission of Career Schools and Colleges. This application will be submitted once approval from the Indiana Board for Proprietary Education has been received.
- Reason for seeking accreditation.
 - The campus receives its institutional accreditation from ACCSC and therefore must submit for approval any new programs under consideration.

Specialized Program Accreditation

- Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?
 - No, however, the campus will be seeking programmatic accreditation so students will be able to gain employment with companies or in states where licensure is required. Though licensure is not required, certification from either the American Society for Clinical Pathology or American Medical Technologists verifies candidate competency. The program will be seeking accreditation by The

National Accrediting Agency for Clinical Laboratory Science which is the national standard accrediting body for Medical Laboratory Programs. Students who graduate from a NAACLS accredited program and become certified are able to work in or gain licensure to work in most states.

- If so, please identify the specialized accrediting agency:
 - The National Accrediting Agency for Clinical Laboratory Sciences.

d. Transferability of Associate of Science Degrees

- Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:
- Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?
 - No, the institution does not offer any baccalaureate programs.
- If so, please list the baccalaureate degree(s):
N/A

8. **Student Records** (*Institutions that have Previously Operated*)

- a. Are all student transcripts in a digital format? Yes
- If not what is the percentage of student transcripts in a digital format?
 - What is the beginning year of digitized student transcripts?
 - 2009
 - Are student transcripts stored separately from the overall student records?
 - Yes
- b. How are the digital student records stored?
- Grade attendance records are stored in CampusVue
 - Where is the computer server located?
 - The servers are provided under a contract with Expedient. The servers are located in the Baltimore, MD area.
 - What is the name of the system that stores the digital records?
 - Anthology CampusVue.
- c. Where are the paper student records located?
- All print records are retained at the campus located at 9001 Wesleyan Rd., Suite 101,

Indianapolis, IN 46268 (Ask Tony)

- d. What is the beginning year of the institutional student record series? 2009
- e. What is the estimated number of digital student records held by the institution? 3,280
- f. What is the estimated number of paper student records held by the institution? 3,280
- g. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?
 - No other formats are used to retain student records.
 - If so, what is the most significant format?
 - If so, what is the estimated number of student records maintained in that format?
 - N/A
- h. Does the institution maintain a staff position that has overall responsibility and authority over student records? Yes.
 - If so, what is the name, title, and contact information for that individual?
- i. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced?
 - No.
- j. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?

This Section Applies to All Institutions

- k. Is there anything that the Commission should consider with regard to the institutional student records?
 - No
- l. What is the digital format of student transcripts?
 - Formats are retained with the student information system, Campus Vue. They are printed in Adobe (PDF) format when required.

- m. Is the institution using proprietary software, if so what is the name?
 - Anthology CampusVue
- n. Attach a sample transcript specifically for the program being proposed as the last page of the this program application.
 - This is included as Attachment 2

9. Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.

Projected Headcount and FTE Enrollments and Degrees Conferred										
Date, 20XX										
Institution/Location: Fortis College										
Program: Medical Laboratory Technology										
				Year 1	Year 2	Year 3	Year 4	Year 5		
				FY2024	FY2025	FY2026	FY2027	FY2028		
Enrollment Projections (Headcount)										
	Full-Time			8	38	60	60	60		
	Part-Time									
	Total			8	38	60	60	60		
Enrollment Projections (FTE*)										
	Full-Time			8	38	60	60	60		
	Part-Time			0						
	Total			8	38	60	60	60		
Degrees Conferred Projections				0	6	24	48	48		
Degree Level: Associate of Occupational Science										
CIP Code: - 51.1004; State - 000000										
FTE Definitions:										
Undergraduate Level: 30 Semester Hrs. = 1 FTE										
Undergraduate Level: 24 Semester Hrs. = 1 FTE										

Attachment 1
Sample Transcript

Unofficial Transcript

9001 wesleyan Rd, Suite 101
Indianapolis, IN 46268

Original Start Date : 8/1/2022

Student GPA: 3.73

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Medical Laboratory Technology						MLT205	Parasitology and Mycology	4.00	4.00	A	16.00
Enrollment #:		Status: Graduate						12.00	12.00		45.20
Start Date: 8/1/2022		Grad Date: 6/23/2024				Term GPA: 3.77		Cum GPA: 3.80			
SAP Met											
Term: TR* Transfer Credits						Term: 20230417 - P 2023 April Academic Term		4/17/2023		7/9/2023	
COM205	Effective Communication	4.00	4.00	TR	0.00	MLT120	Clinical Chemistry	4.00	4.00	A-	14.80
ENG101	English Composition	4.00	4.00	TR	0.00	MLT130	Diagnostic Microbiology	4.00	4.00	B	12.00
PSY101	General Psychology	4.00	4.00	TR	0.00	MLT135	Microbiology Laboratory	4.00	4.00	A-	14.80
SOC101	Sociology	4.00	4.00	TR	0.00	MLT140	Hematology	4.00	4.00	A-	14.80
		16.00	16.00		0.00			16.00	16.00		56.40
Term GPA: 0.00		Cum GPA: 0.00				Term GPA: 3.53		Cum GPA: 3.71			
SAP Met						SAP Met					
Term: 20220801 - P 2022 August Academic Term 8/1/2022 10/23/2022						Term: 20230710 - P 2023 July Academic Term		7/10/2023		10/1/2023	
MED110	Anatomy and Physiology I	4.00	4.00	A	16.00	MLT110	Immunology and Serology	4.00	4.00	A-	14.80
MLT101	Introduction to Clinical Laboratory Science	4.00	4.00	A-	14.80	MLT125	Clinical Immunochemistry and Toxicology	4.00	4.00	B	12.00
MED115	Anatomy and Physiology II	4.00	4.00	A-	14.80	MLT145	Hematology and Homeostasis	4.00	4.00	A-	14.80
		12.00	12.00		45.60	MLT150	Immunohematology	4.00	4.00	A-	14.80
Term GPA: 3.80		Cum GPA: 3.80						16.00	16.00		56.40
SAP Met						Term GPA: 3.53		Cum GPA: 3.66			
SAP Met						SAP Met					
Term: 20221024 - P 2022 October Academic Term 10/24/2022 1/22/2023											
BIO205	Microbiology	4.00	4.00	A	16.00						
MAT101	College Mathematics	4.00	4.00	A-	14.80						
MED115	Anatomy and Physiology II (Taken as Audit)	0.00	0.00	AU	0.00						
		8.00	8.00		30.80						
Term GPA: 3.85		Cum GPA: 3.82									
SAP Met											
Term: 20230123 - P 2023 January Academic Term 1/23/2023 4/16/2023											
MLT105	Urine and Body Fluids Analysis	4.00	4.00	B+	13.20						
MLT115	General Chemistry	4.00	4.00	A	16.00						

Unofficial Transcript

9001 wesleyan road, suite 101
Indianapolis, IN 46268

Original Start Date : 8/1/2022

Student GPA: 3.73

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Term: 20231002 - P 2023 October Academic Term 10/2/2023 12/24/2023											
MLT200	Transfusion Medicine and Component Therapy	4.00	4.00	B	12.00						
MLT210	Capstone and Certification Review	4.00	4.00	A	16.00						
MLT215	Simulations I	4.00	4.00	A	16.00						
		12.00	12.00		44.00						
Term GPA: 3.67		Cum GPA: 3.66									
Term: 20240108 - P 2024 January Academic Term 1/8/2024 3/31/2024											
MLT220	Simulations II	4.00	4.00	A-	14.80						
MLT230	Simulations III	5.00	5.00	A	20.00						
		9.00	9.00		34.80						
Term GPA: 3.87		Cum GPA: 3.68									
Term: 20240401 - P 2024 April Academic Term 4/1/2024 6/23/2024											
MLT240	Externship I	7.00	7.00	A	28.00						
MLT250	Externship II	7.00	7.00	A	28.00						
		14.00	14.00		56.00						
Term GPA: 4.00		Cum GPA: 3.73									
Medical Laboratory Technology		GPA: 3.73	115.00	115.00							
Credentials awarded for Medical Laboratory Technology enrollment											
<u>Credential</u>		<u>Date Awarded</u>		<u>Date Cleared</u>							
Associate of Applied Science		6/23/2024		6/23/2024							
*** End of Transcript ***											