

# AGENDA

Board for Proprietary Education

*BOARD MEETING*

101 West Ohio St.  
7<sup>th</sup> Floor Conference Room  
Indianapolis, IN 46204

**Monday, December 17, 2012**

- I. CALL TO ORDER –10:00 a.m.**
- II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**
- III. ELECTION OF OFFICERS**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. DECISION ITEMS**
  - A. Academic Degree Programs
    - 1. Bachelor of Science in Healthcare
      - Information Management ..... 1
      - Bachelor of Science in
        - Information Systems Auditing ..... 9
      - Bachelor of Science in Public Administration ..... 15
      - Bachelor of Science in Social Media Design ..... 21
      - Master of Science in Business Psychology ..... 27
      - Master of Science in Healthcare Administration..... 35
      - Master of Science in Human Resource Management..... 43
      - Master of Science in Public Administration..... 51
      - To Be Offered by Franklin University of Ohio at Indianapolis ..... 59
    - 2. Bachelor of Science in Hospitality Management ..... 63
      - To Be Offered by Harrison College at Indianapolis
        - East Washington St. .... 71
    - 3. Associate of Applied Science in Dental Hygiene..... 73
      - To Be Offered by Medtech College at Indianapolis..... 79
    - 4. Associate of Applied Science in Dental Assistant Specialist ..... 81
      - Associate of Applied Science in Medical Assistant Specialist..... 101
      - Associate of Applied Science in Medical Insurance Billing and Office
        - Administration Specialist..... 117
      - To Be Offered by Ross Medical Education Center at
        - Fort Wayne and Granger..... 137
  - B. Findings of Facts and Conclusions of Law
    - 1. Shawn McAtee, Petitioner vs.

Brown Mackie College at Fort Wayne, Respondent ..... 139

2. Eric Zemlik, Petitioner vs.  
Brown Mackie College at South Bend, Respondent..... 159

**VI. DISCUSSION ITEMS**

A. Board for Proprietary Education Institutional Academic  
Program Inventory ..... 179

**VII. INFORMATION ITEMS**

Schedule of Dates for the Board for Proprietary Education  
Business Meetings in 2013..... 181

**VIII. OLD BUSINESS**

None.

**IX. NEW BUSINESS**

**X. ADJOURNMENT --12:30 p.m.**

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INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

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

Name of Institution Franklin University

Name of Program Healthcare Information Management

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  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 Healthcare Information Management program is a change from Franklin University's currently approved Healthcare Information Systems Management program. The re-engineered Healthcare Information program will qualify graduates for Registered Health Information Administrator (RHIA) certification upon completion of the program.*

The Healthcare Information Management Major was created to meet the health industry's need for professionally trained and educated individuals in the converging fields of business, information technology, and healthcare management. The purpose of the Healthcare Information Management Major is to develop lifelong learners who are prepared to become effective managers of information in the diverse and interdisciplinary healthcare world. The major will provide students with the professional knowledge and skills necessary to assume management responsibility for health information in a variety of settings, to include acute care hospitals, clinics, long term care facilities, consulting firms, government and planning agencies, insurance companies, software vendors, health maintenance organizations, and regulatory agencies, to name but a few of the job opportunities in this highly recognized profession.

As a profession, healthcare information managers are an integral part of the organization's management team, working with other healthcare managers and clinical staff to provide the best possible information resources to improve patient care. The major provides students with the skills and knowledge to develop, manage, and improve the information necessary in today's modern healthcare arena. In operational settings, healthcare information managers will design and maintain information systems and assess and disseminate clinical and administrative information to be used in financial management, facilities planning and operations and risk management. While others, including clinicians, will use this information for educational purposes, research, utilization management, quality assessments and improvement, and decision making.

During the course of study students will be exposed to a variety of academic disciplines including information management and healthcare management. Students will be required to

participate in field experience in some courses, which may entail conducting interviews or visiting hospitals, medical offices, and/or other healthcare organizations. Because these disciplines have many courses in common with the major, students can complete a second major in Healthcare Management or Management Information Sciences. At the completion of the major the student will demonstrate the following:

- Knowledge: Demonstrate the ability to recognize and articulate facts, concepts, procedures, and technical processes of information systems, and business and healthcare management components of healthcare information management
- Comprehension and Synthesis: Be able to integrate healthcare information management theories, principles, and practices for application within a real world healthcare setting
- Application: Demonstrate the ability to systematically apply communication, technical and analytical knowledge and skills to administrative and clinical healthcare information problem solving
- Analysis/Evaluation: Be able to evaluate the effectiveness of the plans, development, and implementation of health information systems solutions
- Creation: Be able to plan, design, and create systems to manage the flow of information throughout a healthcare organization

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

NAME OF PROGRAM: Healthcare Information Management

TOTAL COURSE HOURS: 124 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Varies TUITION: \$375/credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACCT 215	Financial Accounting	4
COMM 305	Virtual Communication Strategies	2
HCM 300	Healthcare Management	4
HCM 320	Healthcare Financial Management I	4
HCM 442	Legal Aspects of Healthcare Management	4
HCM 350	Healthcare Informatics	4
HIM 320	Healthcare Database Management	4
HIM 430	Health Organizations Research and Statistics	4
HIM 470	Healthcare Information Systems Management	4

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HIM 495	Healthcare Information Management Capstone	4
MIS 310	Information Systems Architecture & Technology	4
MIS 484	Information Systems Security	4
HCM 422	Health Outcomes and Quality Management	4
	HIM Technical Credits	24

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Composition	Choose 1 course in English Composition	3
Mathematics	Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, MATH 220 Business Calculus, or MATH 215 Statistical	3
Sciences	Choose 2 courses from the Science discipline; one with a laboratory component.	6
Social/Behavioral Sciences	Choose from the Anthropology, Economics, Psychology, and Sociology disciplines (courses must be in at least 2 different disciplines)	6
Humanities	Choose 2 courses from the Humanities discipline	6
HUMN 305	Global Issues	4
PF 321	Learning Strategies	2
SPCH 100	Speech Communication OR	4
	COMM 150 Interpersonal Communication (4)	
WRIT 320	Business & Professional Writing	4
COMP 106	Introduction to Spreadsheets	1
COMP 107	Introduction to Web Authoring	1
COMP 108	Introduction to Databases	1
MATH 215	Statistical Concepts	4
	Social and Behavioral Science Elective	4
	General Education Elective	1

Number of Credit/Clock Hrs. in Specialty: 74 / 124 Percentage: 60

Number of Credit/Clock Hrs. in General Courses: 50 / 124 Percentage: 40

If applicable:

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

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

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

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

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

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

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

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

**2. Number of volumes of professional material:**

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

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

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

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

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

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

### **3. Number of professional periodicals subscribed to:**

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

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

Indianapolis Marion County Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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



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

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

Doc.: degreappform.doc

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

**Total # of Faculty in the Program:**     4     **Full-time:**     4     **Part-time:**     \*    

\* Please note that adjunct faculty have not been hired in Indianapolis at this time. Faculty listed below include lead faculty in the current program .

**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
Gail Baumlein	Ph.D., Education- Curriculum & Instruction MSN, Nursing Education & Adult Health	31	1	20	x	
Robert Curtis	DHA, Health Administration	35	17	8	x	
Leslie King	DHA, Healthcare Administration	22	7	1	x	
Leslie Mathew	M.D., Medicine & Surgery MS, Biotechnology	29	2	10	x	

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

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

Name of Institution	<u>Franklin University of Ohio</u>	
Name of Program	<u>Information Systems Auditing</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>Dr. Pamela Shay</u>	
Telephone Number	<u>614-947-6135</u>	<b><u>Application Type</u></b>
Date the Form was Prepared	<u>June 22, 2012</u>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal

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

The Information Systems Auditing program is designed to fulfill the educational needs of individuals desiring to work in the Information Systems Auditing field, or as it is also commonly known, IT Auditing. The purpose of the program is to prepare undergraduate students for careers in the profession, providing foundational knowledge for qualified professionals who wish to pursue the Certified Information Systems Auditor (Information Systems Auditing) professional certificate. This certificate is offered by the Information Systems and Control Association (Information Systems Auditing), a global organization representing the needs of professionals engaged in various occupations related to information systems administration and management.

Graduates with a major in Information Systems Auditing will be able to:

1. Develop audit plans and procedures to analyze information system risks, controls, and performance within a business process.
2. Analyze and resolve accounting systems problems and opportunities within organizations using accounting and information technology concepts, principles, and techniques.
3. Communicate accounting and information systems ideas, concepts, audit findings, solutions, and recommendations.
4. Evaluate information systems security controls as they relate to the collection, processing, reporting, and preservation of data and their effects on managerial decision-making.

**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 Systems Auditing

TOTAL COURSE HOURS: 128 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Varies TUTION: \$375/credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACCT 215</u>	<u>Financial Accounting</u>	<u>4</u>
<u>ACCT 225</u>	<u>Managerial Accounting</u>	<u>4</u>
<u>ACCT 310</u>	<u>Intermediate Accounting I</u>	<u>4</u>
<u>ACCT 320</u>	<u>Intermediate Accounting II</u>	<u>4</u>
<u>ACCT 425</u>	<u>Accounting Information Systems</u>	<u>4</u>
<u>ACCT 470</u>	<u>Auditing</u>	<u>4</u>
<u>COMP 101</u>	<u>Problem Solving with Computing</u>	<u>2</u>
<u>COMP 281</u>	<u>Database Management Systems</u>	<u>4</u>
<u>HRM 300</u>	<u>Human Resource Management</u>	<u>4</u>
<u>ISEC 300</u>	<u>Principles of Information Security</u>	<u>4</u>
<u>ISA 495</u>	<u>Capstone Course: Information Systems Audit and Control</u>	<u>4</u>
<u>ITEC 136</u>	<u>Principles of Programming</u>	<u>4</u>
<u>MGMT 312</u>	<u>Principles of Management</u>	<u>4</u>
<u>MIS 310</u>	<u>Information Systems Architecture and Technology</u>	<u>4</u>
<u>MIS 320</u>	<u>Technical Communication</u>	<u>4</u>
<u>MIS 360</u>	<u>Enterprise-Wide Electronic Commerce</u>	<u>4</u>
<u>MIS 400</u>	<u>Systems Analysis and Design</u>	<u>4</u>
<u>WEBD 101</u>	<u>Introduction to Web Page Construction</u>	<u>2</u>

**GENERAL EDUCATION COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>Composition</u>	<u>Choose 1 course in English Composition</u>	<u>3</u>
<u>Mathematics</u>	<u>Choose from MATH 160 College Algebra, MATH 180 Applied Calculus, MATH 210 Finite Mathematics, MATH 220 Business Calculus</u>	<u>3</u>
<u>Sciences</u>	<u>Choose 2 courses from the Science discipline; one with a laboratory component.</u>	<u>6</u>
<u>Social/Behavioral Sciences</u>	<u>Choose from the Anthropology, Economics, Psychology, and Sociology disciplines (courses must be in at least 2 different disciplines)</u>	<u>6</u>
<u>Humanities</u>	<u>Choose 2 courses from the Humanities discipline</u>	<u>6</u>
<u>COMM 150 OR SPCH 100</u>	<u>Interpersonal Communication OR Speech Communication</u>	<u>4</u>
<u>COMM 320</u>	<u>Business and Professional Communication</u>	<u>4</u>
<u>COMP 106</u>	<u>Introduction to Spreadsheets</u>	<u>1</u>
<u>HUMN 210</u>	<u>Introduction to Logic and Critical Thinking Skills</u>	<u>2</u>
<u>HUMN 211</u>	<u>Introduction to Ethical Analysis and Reasoning</u>	<u>2</u>
<u>HUMN 305</u>	<u>Global Issues</u>	<u>4</u>
<u>MATH 215</u>	<u>Statistical Concepts</u>	<u>4</u>
<u>PF 321</u>	<u>Learning Strategies</u>	<u>2</u>
<u>ECON 220</u>	<u>Introduction to Macroeconomics</u>	<u>4</u>
	<u>University Electives</u>	<u>9</u>

Number of Credit/Clock Hrs. in Specialty: 68 / 128 Percentage: 53  
 Number of Credit/Clock Hrs. in General Courses: 60 / 128 Percentage: 47

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:**

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### **3. Number of professional periodicals subscribed to:**

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

Indianapolis Marion County Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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

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

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

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

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

**Total # of Faculty in the Program:** 6 **Full-time:** 6 **Part-time:** 0\*

\*Please note that this is a new degree program for Fall 2012 and Franklin University is in the process of hiring additional faculty for its instruction. Faculty listed below include the Program Chair of the Accounting, Finance and Economics Department; Program Chair of the Master of Science in Accounting Program, Dr. Seiler, and a sample of current faculty at the Columbus campus or our online program. 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. Chunbo Chu	Ph.D., Computer Science	15	4	10	X	
Dr. William Hochstettler	Ph.D., Computer and Information Science	29	29	29	X	
Dr. Charles Saunders	Ph.D., Workforce Development and Education	6	6	6	X	
Dr. Thomas Seiler	D.B.A., Accounting	23	9	13	X	
Dr. Bradley Watson	Ph.D., English MCS, Computer Science	28	14	4	X	
Todd Whittaker	M.S., Computer Science	26	9	4	X	



**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

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

Name of Institution Franklin University of Ohio

Name of Program Public Administration

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  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 Public Administration (BSPA) is a multidisciplinary major that uniquely prepares students for administrative and management positions in public and nonprofit organizations. Students learn to apply professional concepts and values essential to effective public administration. Students also learn analytical, management, and leadership approaches for effectively navigating the American political system, managing and improving mission-driven organizations, and acting in the public and community interest.

Graduates of the Bachelor of Science Public Administration program will be able to:

1. Examine the impact of government institutions and the political system on program implementation and administrative decision making in public and nonprofit organizations
2. Apply legal and ethical principles for administrative decision making
3. Analyze administrative situations using public administration concepts and organizational theories and principles of management from multiple disciplines
4. Create and present credible arguments using multiple media
5. Analyze budget and financial information for administrative decision making and reporting
6. Apply leadership and management skills in administrative and group situations
7. Create an administrative action plan for addressing an important administrative problem by applying concepts and skills learned in the public administration program and the student's specialization area

**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 Public Administration

TOTAL COURSE HOURS: 124 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Varies TUITION: \$375/credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>ACCT 215</u>	<u>Financial Accounting</u>	<u>4</u>
<u>COMM 321</u>	<u>Organizational Communication</u>	<u>4</u>
<u>COMM 335</u>	<u>Communication in Groups and Teams</u>	<u>4</u>
<u>HRM 300</u>	<u>Human Resource Management</u>	<u>4</u>
<u>MIS 200</u>	<u>Management Information Systems</u>	<u>4</u>
<u>PUAD 295</u>	<u>Political and Legal Environment of Public Administration</u>	<u>4</u>
<u>PUAD 305</u>	<u>Introduction to Public Administration</u>	<u>4</u>
<u>PUAD 350</u>	<u>Program Evaluation and Performance Improvement</u>	<u>4</u>
<u>PUAD 420</u>	<u>Public and Nonprofit Fiscal Administration</u>	<u>4</u>
<u>PUAD 450</u>	<u>Leadership for Public and Nonprofit Organizations</u>	<u>4</u>
<u>PUAD 495</u>	<u>Public Administration Capstone</u>	<u>4</u>
_____	<u>Major Area Electives</u>	<u>16</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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 (courses must be in at least 2 different disciplines)	6
Humanities	Choose 2 courses from the Humanities discipline	6
COMM 150 or SPCH 100	Interpersonal Communication OR Speech Communication	4
WRIT 320	Business and Professional Writing	4
COMP 106	Introduction to Spreadsheets	1
COMP 108	Introduction to Databases	1
ECON 220	Introduction to Macroeconomics	4
HUMN 210 or HUMN 211	Introduction to Logic and Critical Thinking Skills OR Ethical Analysis and Reasoning	2
HUMN 305	Global Issues	4
MATH 215	Statistical Concepts	4
PF 321	Learning Strategies	2
	University Electives	14

Number of Credit/Clock Hrs. in Specialty: 60 / 124 Percentage: 48

Number of Credit/Clock Hrs. in General Courses: 64 / 124 Percentage: 52

If applicable:

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

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

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

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

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

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

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

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

**2. Number of volumes of professional material:**

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

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

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

- 150 electronic research databases
- 18,124 electronic journals

- Millions of electronic articles
- 62,000 electronic books (ebooks)
- Thousands of digital images, videos and sounds
- 26,000 theses and dissertations

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

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

### **3. Number of professional periodicals subscribed to:**

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

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

Indianapolis Marion County Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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

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

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

**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:** 4      **Part-time:** 0\*

\*Please note that this is a new degree program for Fall 2012 and Franklin University is in the process of hiring additional faculty for its instruction. Faculty listed below include the Dean of the College of Health & Public Administration program, Dr. Curtis, and a sample of current faculty at the Columbus campus or our online program. 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
Gail Baumlein	Ph.D., Education-Curriculum & Instruction	31	1	20	x	
Robert Curtis	DHA, Health Administration	35	17	8	x	
John Carruthers	Ph.D., Policy & Leadership	41	5	6	X	
Alex Heckman	Ph.D., Public Policy & Management	9	1	8	X	

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

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

Name of Institution Franklin University of Ohio

Name of Program Social Media Design

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  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 Social Media Design program prepares students to design, develop, and manage social media systems. The major provides a foundation in communication, design, and technology followed by practical experience working, designing, creating, and managing social media content utilizing popular social media platforms.

Graduates will employ the theory and practice of organizing and effectively using social media for developing reputation strategies, publicity methods, and marketing rationales for individuals, products, and organizations. The aim of the program is to prepare professionals to create focused social media strategies and to manage the social presence of people, products, and organizations using social media tools.

Students learn social media content through real world activities by participating in teams that design, develop, and implement social media strategies.

Graduates with a major in Social Media Design will be able to:

1. Design, develop, and manage communication and content in an interactive dialog on a web or mobile platform.
2. Generate an environment that encourages user-generated content that effectively communicates an individual or organization's mission.
3. Manage the design and development process for social media projects.
4. Apply team dynamics to collaborate effectively in design teams to design and develop social media.
5. Design content and information for multiple social media platforms.

**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 Social Media Design

TOTAL COURSE HOURS: 124 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Varies TUTION: \$375/credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>WEBD 117</u>	<u>Graphic Editing Software</u>	<u>1</u>
<u>IMD 300</u>	<u>Digital Media Design</u>	<u>4</u>
<u>IMD 330</u>	<u>Interaction Design</u>	<u>4</u>
<u>GRPH 210</u>	<u>Fundamentals of Graphic Design</u>	<u>4</u>
<u>GRPH 310</u>	<u>Advanced Graphic Design</u>	<u>4</u>
<u>COMM 321</u>	<u>Organizational Communication</u>	<u>4</u>
<u>COMM 335</u>	<u>Communication in Groups &amp; Teams</u>	<u>4</u>
<u>IDST 301</u>	<u>Creative Thinking</u>	<u>4</u>
<u>MKTG 300</u>	<u>Marketing</u>	<u>4</u>
<u>PBRL 325</u>	<u>Public Relations</u>	<u>4</u>
<u>PBRL 350</u>	<u>Media Research and Writing</u>	<u>4</u>
<u>EMKT 340</u>	<u>Internet Marketing</u>	<u>4</u>
<u>EMKT 345</u>	<u>Social Media Marketing</u>	<u>4</u>
<u>SMD 400</u>	<u>Applied Theory of Social Interaction in Media</u>	<u>4</u>
<u>SMD 495</u>	<u>Social Media Design Capstone</u>	<u>4</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>



**GENERAL EDUCATION 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 (courses must be in at least 2 different disciplines)	6
Humanities	Choose 2 courses from the Humanities discipline	6
COMM 150 or SPCH 100	Interpersonal Communication OR Speech Communication	4
COMM 320	Business and Professional Communication	4
COMP 106	Introduction to Spreadsheets	1
COMP 107	Introduction to Web Authoring	1
HUMN 305	Global Issues	4
MATH 215	Statistical Concepts	4
PF 321	Learning Strategies	2
	Social Science Elective	4
	General Education Electives	2
	University Electives	17

Number of Credit/Clock Hrs. in Specialty: 57 / 124 Percentage: 46  
 Number of Credit/Clock Hrs. in General Courses: 67 / 124 Percentage: 54

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

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

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

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

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

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

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

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

**2. Number of volumes of professional material:**

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

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

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

- 150 electronic research databases

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

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

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

### **3. Number of professional periodicals subscribed to:**

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

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

Indianapolis Marion County Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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

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

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

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

**Total # of Faculty in the Program:**     3     **Full-time:**     2     **Part-time:**     1\*    

\*Please note that this is a new degree program for Fall 2012 and Franklin University is in the process of hiring additional faculty for its instruction. Faculty listed below include the Program Chair for the Interactive Media Design program, Dr. Bell. 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. Daniel Bell	Ph.D., Information Science & Learning Technology MBA, Management Information	15	6	2	X	
Dr. Michael Posey	Ph.D., Higher Education Administration MA, Interpersonal & Public Communication	24	13	11	X	
Zachary Welch	MFA, Design & Technology	10	4	10		X

**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

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

Name of Institution Franklin University

Name of Program Business Psychology

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  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.**

As the world of organizations becomes more complex, fast-paced, and diverse, a premium is being placed on employing talented individuals capable of fluidly operating across the boundaries of disciplines and functions. With capital and information resources more readily available worldwide, competent and capable individual contributors and teams are increasingly seen as the primary differentiator of success within for-profit, not-for-profit and public sector institutions. Behind most successful organizational performances are skilled, motivated, and caring individuals with a knowledge and understanding of human behavior.

Applied Psychology, with its emphasis on a pragmatic understanding of individual thought and action offers an excellent complement to the practical field of business. The Franklin University Master of Science degree in Business Psychology is specifically designed to fuse a functional understanding of business with applied psychology. By connecting relevant theory with practice students can immediately apply their in-course learning to their current work situations, prepare themselves for their next position, and obtain a long-term educational advantage for future positions.

This program integrates concepts and practices from the emerging fields of positive psychology, neuroscience, sociobiology, and organizational coaching with the basic business functions of management, finance, marketing and human resources. The intent is to graduate professionals who have a practical insight into human behavior, a working knowledge of business functions and practices, who can thoughtfully integrate the two, and who can make effective organizational contributions at both the individual and group level.

## **GOALS OF THE MASTER OF SCIENCE IN BUSINESS PSYCHOLOGY PROGRAM**

To combine relevant theory and practice in order for students to:

- Obtain knowledge applicable to enhancing their current position, next position, and long-term careers
- Apply skills and aptitudes appropriate to solving business problems and capitalizing on business opportunities
- Learn to utilize their strengths and pre-dispositions to societal advantage

## **MASTER OF SCIENCE IN BUSINESS PSYCHOLOGY OUTCOMES**

By the end of the program students will be able to:

1. Assess the value of a neuroscience tool for use in the workplace.
2. Assess the business intelligence of an organization.
3. Evaluate psychological assessments for use in leadership and organization development.
4. Create behaviorally-based measures of economic performance.
5. Apply psychological principles in new product marketing.
6. Differentiate job applicants using behavioral science methods.
7. Design a process to stimulate organizational innovation.
8. Employ coaching techniques to deal with dysfunctional individuals.

**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 Business Psychology

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

LENGTH OF PROGRAM: A minimum of 14 months TUITION: \$515 per credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PSYC 601	Introduction to Business Psychology	4
PSYC 602	Individual and Organizational Intelligence	4
PSYC 603	Managerial Psychology	4
PSYC 604	Behavioral Economics & Neurofinance	4
PSYC 605	Psychology of Marketing	4
PSYC 606	Psychology of Human Resources	4
PSYC 607	Psychology of Creativity, Innovation & Change	4
PSYC 608	Psychology of Organizational Coaching	4
PSYC 609	Business Psychology Mastery Demonstration	4

Number of Credit/Clock Hrs. in Specialty: 36 / 36 Percentage: 100

Number of Credit/Clock Hrs. in General Courses: \_\_\_\_\_ / \_\_\_\_\_ Percentage: \_\_\_\_\_

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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students as well, through their myFranklin username and password.

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

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State Library of Indiana

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

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

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

Doc.: degreappform.doc

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

Total # of Faculty in the Program: 7 Full-time: 7 Part-time: 0

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
John Brent	Ph.D., Counseling & Interdisciplinary Studies: Psychology and Philosophy	32	22	10	X	
Ray Forbes	Ph.D., Leadership & Human Behavior	36	19	17	X	
Kody Kuenhl	Ph.D., Evolution, Ecology & Organismal Biology	13	3	10	X	
Debra Petrizzo	DBA, Accounting	17	3	14	X	
Douglas Ross	Ph.D., Business/Marketing	24	16	8	X	
Souren Soumbatiants	Ph.D., Economics	19	5	14	X	
Susan Waller	Ph.D., Sociology	38	6	32	X	



INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
*(New or Renewal program)*

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

Name of Institution Franklin University

Name of Program Healthcare Administration

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  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 impact of technology and the development of the global economy have had a profound impact on the healthcare world. Enhanced public education and access to health information, through sources such as the Internet, have empowered the public to expect and demand more from health care providers. Consumers are more knowledgeable and are less likely to turn over responsibility for their health care decisions as readily as the public did in the past. This phenomenon coupled with highly publicized incidences of needless medical errors, fraud, and abuse, and reduced choices and access to care, have stressed the public's trust in healthcare providers. Unlike their predecessors, consumers today will now challenge provider decisions, seek alternative courses of treatment, and expect to participate in all courses of action that affect their health and that of their community. As a result, the healthcare industry is now confronted with a major movement on the part of the federal government to move to a public option of providing healthcare coverage for the majority of people in the United States.

The Franklin University Master of Healthcare Administration program was designed to accommodate the evolving development of these functions within today's forward-thinking organizations. The program not only responds to recent shifts in corporate organizational structures, but also anticipates future changes to ensure the graduate is prepared for the business world that awaits, as well as the business world that exists.

The MHA program integrates instruction in the healthcare administration discipline to help learners develop knowledge and expertise in this field. In addition, MHA students will complete a number of graduate core courses which every individual with an advanced degree should be well versed in, regardless of their degree program. As a graduate of the MHA Program, students will be ideal candidates for positions in organizations where management and problem-solving have been combined. They will also will be well-positioned to seek a leadership role in either or both of these areas, as well as to make a career transition from one to the other.

The mission of the MHA Program is to meet the intellectual and career objectives of healthcare professionals who:

- Want to excel as leaders in the delivery of healthcare services, and
- Recognize the importance of life-long learning and career development in healthcare management as a career choice

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

NAME OF PROGRAM: Master of Healthcare Administration

TOTAL COURSE HOURS: 40 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Minimum 18 months TUITION: \$540 per credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HRM 701	Human Resource Management	4
HCM 733	Financial and Managerial Accounting in Healthcare Organizations	4
HCM 735	Healthcare Delivery Systems	4
HCM 742	Healthcare Law and Ethics	4
HCM 745	Healthcare Financial Management	4
HCM 752	Health Policy	4
HCM 762	Global Health	4
HCM 765	Healthcare Operations Management	4
HCM 772	Healthcare Strategic Management	4
PSYC 603	Managerial Psychology	4

Number of Credit/Clock Hrs. in Specialty: 40 / 40 Percentage: 100  
 Number of Credit/Clock Hrs. in General Courses: 0 / 40 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:**

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

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

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

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

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

**2. Number of volumes of professional material:**

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

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



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

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

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

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### **3. Number of professional periodicals subscribed to:**

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

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

Indianapolis Marion County Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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

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

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

**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: 7 Part-time: \*

\* Please note that adjunct faculty have not been hired in Indianapolis at this time. Faculty listed below include lead faculty in the current program. 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
Bruce Campbell	Ph.D., Finance, MA, Economics, MBA, Finance & International Business, MA, Slavic Language & Literature	20	5	15	X	
Robert Curtis	DHA, Health Administration	18	5	10	X	
Ray Forbes	Ph.D., Leadership and Human Behavior, MBA, Executive, MA, Human Behavior	28	19	9	X	
Tom Hrubec	Ed.D., Education, MS, Accounting	23	8	9	X	
Leslie King	Ph.D., Healthcare Administration	22	7	13	X	

Leslie Matthew	MD, Medicine, Surgery	28	2	10	X	
Gary Stroud	Ph.D., Management	30	6	3	X	

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**  
(New or Renewal program)

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

Name of Institution Franklin University

Name of Program Human Resource Management

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  New  Renewal

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

The Master of Science in Human Resource Management program prepares graduates to become "strategic partners" to CEOs – or CEOs themselves. Using current research, best practices, and software applications, students will learn how to promote maximum employee performance in any organization. The Master of Science in Human Resource Management program is ideal for working professionals, those wanting to change careers, managers and executives who want to better develop their employees, and anyone involved in assessing and responding to the development needs of employees and their organization.

The Master of Science in Human Resource Management degree examines theory and applications in all levels of organizational strategy, culture, and practice. Topic areas include human resource management roles and contributions in business planning and strategy, job value analyses, alternative work systems, recruitment and selection, fair employment practices, performance appraisal and management, compensation design and management, job evaluation systems, career development, and employee rights. The topics include the study of specific quantitative and qualitative theories and methods used to collect reliable and valid human resource management data for decision purposes.

**MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT OUTCOMES**

Upon Program Completion, the students will be able to:

1. Develop and research how to implement legal and ethical strategic HR planning and processes: recruitment, selection and retention; training; performance management; implement total reward systems; managing change; and labor-management practices in a global environment
2. Contrast international HRM practices and recognize necessary adjustments for cross cultural differences
3. Critically analyze and recommend strategic action plans to address HR and organizational issues
4. Evaluate organizational culture and understand how to implement organizational change strategies that foster collaboration, work/life balance, and commitment

5. Demonstrate proficiency in oral, written, and interpersonal communication including technology and presentation skills

**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 Human Resource Management

TOTAL COURSE HOURS: 40 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Minimum 18 months TUITION: \$540 per credit hour

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HRM 701	Human Resource Management	4
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HRM 704	Performance Appraisal Systems	4
HRM 705	Compensation Design & Administration	4
HRM 706	Organizational Development & Intervention	4
HRM 707	Organizational Leadership	4
HRM 708	Strategic Human Resource Planning	4
HRM 709	International Human Resource Management	4
HRM 710	Capstone Project	4

Number of Credit/Clock Hrs. in Specialty: 40 / 40 Percentage: 100  
 Number of Credit/Clock Hrs. in General Courses: 0 / 40 Percentage: 0

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<http://www.imcpl.org>

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

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

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

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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: 7 Full-time: 1 Part-time: 6

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
Amy Banta	Ph.D., Organizational Development/ Human Resources	21	12	12		X
Bob Barrett	Ed.D., Human Resource Development	14	10	11		X
Robin Berenson	Ed.D., Organizational Leadership MS, Human Resource Development	13	8	10		X
Jean Gordon	DBA, Marketing & Human Resources	13	5	11		X
Paula Slagle	MBA, Project Management and Organizational Development	14	4	0		X
Gary Stroud	Ph.D., Management MA, Human Resources	18	6	3	X	

Joe Walkowicz	Ph.D., Management and Organization	29	5	10		X
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**INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

**DEGREE APPLICATION**  
*(New or Renewal program)*

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

Name of Institution Franklin University

Name of Program Public Administration

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

Name of Person Preparing this Form Dr. Pamela Shay

Telephone Number 614-947-6135 Application Type

Date the Form was Prepared June 22, 2012  New  Renewal

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

The Master of Public Administration (MPA) program prepares students to lead and manage public and not-for-profit organizations. The MPA has become the foremost graduate degree in the area of government and not-for-profit management with employers recognizing the Franklin MPA program as an effective way to develop employees' professional skills and increase the capacity of their organizations. Obtaining an MPA from Franklin University will enhance graduates' career opportunities by helping them to develop the knowledge, skills, and public values necessary for professional advancement and success.

Franklin MPA graduates obtain the tools necessary to become effective leaders and managers in their organizations. Students learn to perform financial, statistical, operational, and strategic analyses in order to develop administrative plans and make management decisions. They also learn leadership and management skills required to put plans into action in order to achieve organizational goals, improve organizational performance, and advance the public interest. Finally, the MPA program offers a concentration in criminal justice for students who want to be effective leaders and managers in the criminal justice field.

**MASTER OF PUBLIC ADMINISTRATION OUTCOMES**

Graduates will be able to:

1. Use public administration concepts and tools necessary for effectively leading and managing public and not-for-profit organizations to improve organizational performance and serve the public interest
2. Apply technology and use critical thinking, argumentation, and communication skills to effectively engage in professional and public dialogue with diverse audiences about public policy, programs, and administration and persuade them to support particular courses of action
3. Apply a public service perspective when making decisions about public policy and programs and the administration of public and not-for-profit organizations
4. Use concepts and tools from the areas of human resources, information technology, management sciences, and statistics in problem solving and decision making about administrative, programmatic, and policy issues
5. Use financial, network, and strategic management concepts and tools in problem solving and decision making about administrative, programmatic, and policy issues
6. Use concepts and tools from the areas of leadership, ethics, argumentation, and

political, interpersonal and organizational communication in problem solving and decision making about administrative, programmatic, and policy issues; and to put decisions and plans into action

**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 Public Administration

TOTAL COURSE HOURS: 40 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: Minimum 18 months TUITION: \$540 per credit hour

**MPA STANDARD COURSE CURRICULUM (40 HOURS)**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
PUAD 701	Foundations of Public and Not-for-Profit Administration	4
PUAD 710	Managing Public Personnel and Information Systems	4
PUAD 715	Methodological Reasoning and Quantitative Analysis	4
PUAD 725	Management Decision Making Methods	4
PUAD 740	Financial Management and Budgeting	4
PUAD 745	Strategy, Collaboration, and Communication	4

**MPA ADVANCED REQUIREMENTS (8 HOURS)**

PUAD 750	Leading Public and Not-for-Profit Organizations	4
PUAD 790	Public Administration Capstone	4

**ELECTIVES (8 HOURS)**

ACCT 731	Enterprise Resource Planning Systems	4
ACCT 732	Forensic Accounting	4
ACCT 734	Enterprise Risk Analysis and Management	4
CJAD 710	Criminal Justice Administration	4
CJAD 745	Planning and Innovation	4
CJAD 750	Ethics	4
COMP 660	Communication Strategies	4

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COMP 665	Project Management	4
COMP 672	Human Factors	4
HCM 733	Financial and Managerial Accounting in Healthcare Organizations	4
HCM 735	Healthcare Delivery Systems	4
HCM 742	Healthcare Law and Ethics	4
HCM 752	Health Policy	4
HCM 762	Global Health	4
HCM 765	Healthcare Operations Management	4
HCM 772	Healthcare Strategic Management	4
HRM 701	Human Resource Management	4
HRM 702	Employee Rights, Responsibilities and Discipline	4
HRM 703	Labor Relations Process & Law	4
HRM 704	Performance Appraisal Systems	4
HRM 705	Compensation Design & Administration	4
HRM 706	Organizational Development & Intervention	4
HRM 707	Organizational Leadership	4
HRM 708	Strategic Human Resource Planning	4
HRM 709	International Human Resource Management	4
IDPT 610	Principles of Instructional Design	4
IDPT 620	Principles of Human Performance Technology	4
IDPT 630	Performance Analysis	4
IDPT 700	Performance Consulting	4
IDPT 715	Managing Learning Projects and Relationships	4
MBA 711	Business Environment	4
MBA 713	Human Resource Management	4
MBA 721	Marketing Management	4
MBA 723	Managerial Economics	4
MBA 727	International Business Management	4
MBA 731	Operations and Project Management	4

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MBA 733	Financial and Managerial Accounting	4
MBA 737	Corporate Finance	4
MCM 711	Media and Technology	4
MCM 713	Communication and Persuasion	4
MCM 727	Behavioral Research	4
MCM 731	Applied Communication Theory	4
MCM 733	Applied Marketing Theory	4
PSYC 601	Introduction to Business Psychology	4
PSYC 602	Individual and Organizational Intelligence	4
PSYC 603	Managerial Psychology	4
PSYC 604	Behavioral Economics & Neurofinance	4
PSYC 605	Psychology of Marketing	4
PSYC 606	Psychology of Human Resources	4
PSYC 607	Psychology of Creativity, Innovation & Change	4
PSYC 608	Psychology of Organizational Coaching	4

**MPA WITH CRIMINAL JUSTICE ADMINISTRATION CONCENTRATION CURRICULUM (40 HOURS)**

PUAD 701	Foundations of Public and Not-for-Profit Administration	4
PUAD 710	Managing Public Personnel and Information Systems	4
PUAD 715	Methodological Reasoning and Quantitative Analysis	4
PUAD 725	Management Decision Making Methods	4
PUAD 740	Financial Management and Budgeting	4
PUAD 745	Strategy, Collaboration, and Communication	4

**CRIMINAL JUSTICE ADMINISTRATION CONCENTRATION (16 HOURS)**

CJAD 710	Criminal Justice Administration	4
CJAD 745	Criminal Justice Planning and Innovation	4
CJAD 750	Ethics and Criminal Justice	4
PUAD 790*	Public Administration Capstone	4

\* Students with a subject area concentration must select a topic related to their concentration area for the capstone course



<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Number of Credit/Clock Hrs. in Specialty:		<u>40</u> / <u>40</u> Percentage: <u>100</u>
Number of Credit/Clock Hrs. in General Courses:		<u>0</u> / <u>40</u> Percentage: <u>0</u>
If applicable:		
Number of Credit/Clock Hrs. in Liberal Arts:		_____ / _____ Percentage: _____

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

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**2. Number of volumes of professional material:**

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- 26,000 theses and dissertations

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

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

### **3. Number of professional periodicals subscribed to:**

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

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

IUPUI: Indiana University – Purdue University Indianapolis

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

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

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

Indianapolis Marion County Public Library

<http://www.imcpl.org>

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

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

State Library of Indiana

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

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

- Any citizen of the State of Indiana is eligible to obtain a State Library card.

Collection includes electronic databases and talking books.

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

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

**Total # of Faculty in the Program:** 6 **Full-time:** 6 **Part-time:** 0

\* Please note that adjunct faculty have not been hired in Indianapolis at this time. Faculty listed below include lead faculty in the current program and a sample of current adjunct faculty team at the Columbus campus or in our online program. 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
Redd Branner	Ph.D., Organizational Management	20	3	0	X	
John Carruthers	Ph.D., Adult Education	28	5	6	X	
Alex Heckman	Ph.D., Public Policy & Management	17	2	7	X	
Karen Miner-Romanoff	Ph.D., Public Policy and Administration	24	1	8	X	

## **BOARD FOR PROPRIETARY EDUCATION**

Monday, December 17, 2012

### **DECISION ITEM A-1:**

**Bachelor of Science in Healthcare Information Management, Information Systems Auditing, Public Administration, and Social Media Design; Master of Science in Business Psychology, Healthcare Administration, Human Resource Management, and Public Administration To Be offered by Franklin University of Ohio at Indianapolis**

### **Staff Recommendation**

That the Board for Proprietary Education approve the Bachelor of Science in Healthcare Information Management, Information Systems Auditing, Public Administration, and Social Media Design; the Master of Science in Business Psychology, Healthcare Administration, Human Resource Management, and Public Administration to be offered by Franklin University of Ohio at Indianapolis in accordance with the background discussion in this agenda item and the Application for Degree Approval.

### **Background**

Franklin University of Ohio at Indianapolis is regionally accredited by the North Central Association of Colleges and Schools, the Higher Learning Commission. The Board for Proprietary Education previously approved Franklin University of Ohio at Columbus to do business in the State of Indiana.

The Franklin University of Ohio at Indianapolis Bachelor of Science in Healthcare Information Management degree program consists of 124 semester credit hours, with 60% of the courses in the specialty.

The faculty consists of 4 individuals, all of whom are full-time. Of the 4, 2 have a Doctoral degree, of the remaining faculty 1 has a Ph. D., and 1 has a Medical degree.

The Franklin University of Ohio at Indianapolis Bachelor of Science in Information Systems Auditing degree program consists of 128 semester credit hours, with 53% of the courses in the specialty.

The faculty consists of 6 individuals, all of whom are full-time. Of the 6, 4 have Ph. D., of the remaining faculty 1 has a Doctoral degree, and 1 has a Master's degree.

The Franklin University of Ohio at Indianapolis Bachelor of Science in Public Administration degree program consists of 124 semester credit hours, with 48% of the courses in the specialty.

The faculty consists of 4 individuals, all of whom are full-time. Of the 4, 3 have a Ph. D., and 1 has a Doctorate.

The Franklin University of Ohio at Indianapolis Bachelor of Science in Social Media Design degree program consists of 124 semester credit hours, with 45% of the courses in the specialty.

The faculty consists of 3 individuals, of whom 2 are full-time and 1 is part-time. Of the 3, 2 have a Ph. D., and 1 has a Master's degree.

The Franklin University of Ohio at Indianapolis Master of Science in Business Psychology degree program consists of 36 semester credit hours in the specialty.

The faculty consists of 7 individuals, all of whom are full-time. Of the 7, 6 have a Ph. D., and 1 has a Doctorate.

The Franklin University of Ohio at Indianapolis Master of Science in Healthcare Administration degree program consists of 40 semester credit hours in the specialty.

The faculty consists of 7 individuals, all of whom are full-time. Of the 7, 4 have a Ph. D., of the remaining faculty 2 have Doctorate, and 1 has a Medical degree.

The Franklin University of Ohio at Indianapolis Master of Science in Human Resource Management degree program consists of 40 semester credit hours in the specialty.

The faculty consists of 7 individuals, of whom 6 are part-time and 1 full-time. Of the 7, 3 have a Ph. D., of the remaining faculty 3 have a Doctorate, and 1 has a Master's Degree.

The Franklin University of Ohio at Indianapolis Master of Science in Public Administration degree program consists of 40 semester credit hours in the specialty. Students may choose to earn a Master of Science in Public Administration with a concentration in Criminal Justice.

The faculty consists of 4 individuals, all of whom are full-time. Each of the 4 has a Ph. 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	<u>Harrison College - Indianapolis Downtown(The Chef's Academy) and Online</u>	
Name of Program	<u>Hospitality Management</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>BS</u>	
Name of Person Preparing this Form	<u>Krystal Belton</u>	
Telephone Number	<u>317-447-6063</u>	<u>Application Type</u>
Date the Form was Prepared	<u>August 9, 2012</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.**

Hospitality Management

**Bachelor of Science Degree Program – 180 Quarter Credit Hours**

This program develops the knowledge and skills to begin a career path toward management in the hospitality industry. The program includes a strong management component, which encompasses problem-solving, forecasting, strategic-planning, team building, fiscal responsibility, and human resource management. There is an emphasis on tourism and the hospitality industry's most popular segments of restaurants, casinos, hotels, events, and private clubs.

**Program Objectives**

Upon completion of this program, a student will:

- Apply research, concepts, methods, and principles of hospitality management.
- Appreciate culturally diverse perspectives and their impact on the hospitality field.
- Effectively interpret and report to stakeholders appropriate financial data needed for effective hospitality management.
- Demonstrate the critical thinking, communication skills and ethical foundation necessary for a successful customer service based business environment.
- Integrate learning from general education, career-specific courses, and co-curricular

experiences to critically evaluate challenges working in a customer-driven work 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: Hospitality Management

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

LENGTH OF PROGRAM: 45 months TUITION: 58,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>FIN3500</u>	<u>Finance for Managers</u>	<u>4</u>
<u>FS1005</u>	<u>Small Business Accounting</u>	<u>4</u>
<u>FS1015</u>	<u>Food Safety &amp; Sanitation</u>	<u>4</u>
<u>FS1025</u>	<u>Food Service Math</u>	<u>4</u>
<u>FS1035</u>	<u>Purchasing for Food Service</u>	<u>4</u>
<b><u>HSM 1010</u></b>	<b><u>Introduction to the Hospitality Industry &amp; Contemporary Trends</u></b>	<b><u>4</u></b>
<u>HSM1030</u>	<u>Technology for the Hospitality Industry</u>	<u>4</u>
<u>HSM1045</u>	<u>Gaming Industry's Impact on Tourism</u>	<u>4</u>
<u>HSM2065</u>	<u>Beverage Management</u>	<u>4</u>
<b><u>HSM 2075</u></b>	<b><u>Customer Expectations</u></b>	<b><u>4</u></b>
<u>HSM 2130</u>	<u>Menu and Dining Room Development</u>	<u>4</u>
<u>HSM 2150</u>	<u>Hospitality Law</u>	<u>4</u>
<u>HSM 3050</u>	<u>The Sales Process</u>	<u>4</u>
<u>HSM 3070</u>	<u>Hotel, Lodging, &amp; Club Operations</u>	<u>4</u>
<u>HSM3120</u>	<u>Marketing for the Hospitality and Food Service Industry</u>	<u>4</u>
<u>HSM 4000</u>	<u>Quality Management</u>	<u>4</u>
<u>HSM4140</u>	<u>Event Planning</u>	<u>4</u>
<b><u>HSM 4160</u></b>	<b><u>Human Resource Management for the Hospitality Industry</u></b>	<b><u>4</u></b>
<u>HSM 4170</u>	<b><u>Hospitality Management Capstone OR</u></b>	<u>4</u>
<u>EXT 4170</u>	<b><u>Hospitality Management Externship</u></b>	

<b>MGT2000</b>	<b>Management</b>	<b>4</b>
MGT2200	Leadership	4
<b>MGT3000</b>	<b>Business Ethics</b>	<b>4</b>
MGT4000	Entrepreneurship	4
MGT4100	Managing in a Global Environment	4
	<b>Professional Electives</b>	<b>12</b>

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
ECN2000	Macroeconomics	4
MAT1500	Introductory Algebra	4
PSY2000	Critical Thinking and Problem Solving	4
SPC1010	Presentation Skills	4
SCI2150	Basics of Nutrition	4
	Behavioral / Social Science Electives	12
	Humanities Electives	4
	Mathematics Electives	4
	Science Electives	8
	Written Communication Electives	4
	Other General Education Electives	4
CD2600	Career Development	2
CPU1000	Computers and Office Automation	4
INF1100	Information Literacy	2
PSY1050	Strategies for Success	4

Number of Credit/Clock Hrs. in Specialty: 108 / 180 Percentage: 60%  
Number of Credit/Clock Hrs. in General Courses: 60 / 180 Percentage: 33%

If applicable:  
Number of Credit/Clock Hrs. in Liberal Arts: 12 / 180 Percentage: 6%

**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: Southeast corner of the second floor in the Indianapolis Downtown campus. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print books located at any of Harrison's campuses and institutions world-wide.

Hours : Monday through Thursday 8:00 AM - 9:00 PM, Friday 8:00 AM - 4:00 PM, Saturday 9:00 AM - 1:00 PM. In addition, live online chat reference is available during all of these normal business hours, plus Sunday evenings, 5:00 PM – 9:00 PM.

Staff: Two full-time librarians, one full-time Administrative Assistant and one college work study student at 20 hours per week. Students are also served by over 20 full time professional librarians around the state and region who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

**2. Number of volumes of professional material:**

There are currently 2,140 items in the local LRC collection. Students also have access to items collected at 13 other Harrison College campus LRCs, as well as 20,000 eBook titles, and additional resources through interlibrary loan from other institutions.

**3. Number of professional periodicals subscribed to:**

There are 28 periodical subscriptions available in the library along with thousands of periodicals available online through the following database providers: EBSCO, ProQuest, LexisNexis, and Gale.

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

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

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

**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: 30 Full-time: 9 Part-time: 21

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
Barwegen, Brittany	M.S.	6	1	0		X
Bergan, Nicholas	M.S.	8	3	8		X
Bond, Tonja	M.A.	6	4	4	X	
Booram, David	M.Div	7	3	3		X
Boston-Creigh, Yolonda	M.A.	13	4	0		X
Broughton, Amber	M.S.	6	3 months	2		X
Buffington, Barbara	M.B.A	13	2	2		X
Cohn, Andrea	M.L.S.	7	1.5	1.5		X
Harr, Brad	M.A.	7	2	0		X
Hasse, Gwen	M.M.	30	2	0	X	
Hedrick, Steven	M.A.	9	2	1		X
Hiller, Jokima	M.B.A.	20	3.5	0	X	
Hirschy, Karen	M.A.E.	15	4.5	4.5		X
Ibrahim, Deborah	M.P.H.	13	1	2		X
Koeller, Robert	B.A.	20	2	3	X	
Lindell, Sandra	M.S.	8	4.5	6		X
Odom, Jeffrey	J.D.	4	6	7		X
Pal-Agrawal, Julie	P.h.D	6	1.5	4		X
Person, Dorenda	M.A.	3	3	4	X	
Pierceall, Clarissa	M.A.	15	4	14		X
Schiffli, Gregory	M.S.	18	3	3	X	

Shepersky, Frank	M.B.A	7	5.5	5.5		X
Smith, Natalie	M.A.	13	3 months	0		X
Taylor, Betty	M.A.	22	16	16	X	
Tunnell, Mark	J.D.	10	4	3	X	
Vickrey, Victoria	M.A.	6	2	2		X
Wade, Rachel	M.B.A.	11	10	10		X
Warner, Emily	M.L.S.	5	1	0		X
Wilson, Don	B.S.	24	6	6	X	
Wood, Thomas	M.S.	28	4.5	12.5		X



**BOARD FOR PROPRIETARY EDUCATION**

Monday, December 17, 2012

**DECISION ITEM A-2:**

**Bachelor of Science in Hospitality Management To Be Offered by Harrison College at Indianapolis Downtown**

**Staff Recommendation**

That the Board for Proprietary Education approve the Bachelor of Science degree in Hospitality Management to be offered by Harrison College at Indianapolis Downtown, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

**Background**

Harrison College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). Harrison College has 11 campuses in the State of Indiana.

The Bachelor of Science in Hospitality Management was originally approved as a Bachelor of Science in Hospitality and Restaurant Management at Harrison College at Indianapolis Downtown. The Bachelor of Science in Hospitality Management is submitted as a new degree application following a change of more than 25% in the Bachelor of Science in Hospitality and Restaurant Management degree program.

The Bachelor of Science in Hospitality Management degree program consists of 180 quarter-credit hours of training. The program is comprised of 108 quarter-credit hours in the specialty, 60 quarter-credit hours of general education, and 12 quarter-credit hours of liberal arts.

The faculty consists of 30 individuals, of whom 9 are full-time and 21 part-time. Of the 30, 25 have a Master's degree, of the remaining faculty 2 have a Bachelor's degree, 2 have a Juris Doctor, and 1 has Ph. D.

**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 Medtech College - Indianapolis Campus

Name of Program Dental Hygiene

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

Name of Person Preparing this Form Ebony King

Telephone Number 678-486-8327 Application Type

Date the Form was Prepared 9/5/2012  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.**

Dental hygiene is the science and practice of the recognition, treatment, and prevention of oral diseases. The dental hygienist is a preventive oral health professional who has graduated from an accredited dental hygiene program in an institution of higher education, licensed in dental hygiene who provides educational, clinical research, administrative, and therapeutic services supporting total health through the promotion of optimal oral health. In practice, dental hygienists integrate the roles of clinician, educator, advocate, manager, and researcher to prevent oral diseases and promote health. ~American Dental Hygienists' Association Standards for Clinical Dental Hygiene Practice March, 2008

The goal of this program of dental hygiene education is to graduate a student that will enter the healthcare workforce as an entry-level dental hygienist, competent to provide safe, ethical and effective dental hygiene care by meeting the following objectives:

- Provide quality, evidence-based patient care demonstrating an ability to perform safe, effective, and ethical entry-level dental hygiene services.
- Apply the basic principles of evidence-based research and decision making in the delivery of dental hygiene care.
- Fulfill characteristics of a desired employee by demonstrating critical thinking, teamwork, communication, collaboration, respect, efficiency, and customer/patient service.

- Communicate effectively with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.
- Identify problems, investigate and appropriate critical thinking and evidence-based research and decision making to develop creative and practical solutions to personal, professional and community issues regarding the delivery of oral health care.
- Competently assess, plan, implement and evaluate individual and/or community needs related to oral disease prevention and therapy.
- Advocate for oral health and overall health for patients/communities by linking them with the appropriate resources and human services for individual needs.
- Enhance knowledge through life-long learning in healthcare by seeking peer support in professional associations, fulfilling continuing education requirements, and exploring career and educational advancements.
- Examine and self assess one's own academic skill, professional competence and personal beliefs as they professionally impact self and others.

**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: Dental Hygiene - AAS

TOTAL COURSE HOURS: 116.5/1730 Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 24 Months TUITION: \$34,480.00

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>DHG103</u>	<u>Oral Anatomy, Histology and Embryology</u>	<u>4.0/50</u>
<u>DHG107</u>	<u>Dental Head and Neck Anatomy and Morphology</u>	<u>3.0/30</u>
<u>BIO105</u>	<u>Introduction to Biology</u>	<u>3.5/40</u>
<u>DHG207</u>	<u>Dental Materials</u>	<u>3.5/40</u>
<u>DHG104</u>	<u>Infection Control and Disease</u>	<u>4.5/50</u>
<u>DHG211</u>	<u>Community Dental Health</u>	<u>3.0/40</u>
<u>DHG105</u>	<u>Dental Radiology</u>	<u>3.5/50</u>
<u>DHG101</u>	<u>Dental Hygiene Pre-Clinic</u>	<u>6.5/110</u>
<u>DHG102</u>	<u>Dental Hygiene Clinical I</u>	<u>5.0/150</u>
<u>DHG106</u>	<u>Periodontology</u>	<u>4.0/40</u>
<u>DHG202</u>	<u>Pharmacology for Dental Hygeine</u>	<u>3.0/30</u>
<u>DHG205</u>	<u>Dental Hygiene Clinical II</u>	<u>5.0/150</u>
<u>DHG204</u>	<u>Dental Hygiene II</u>	<u>3.0/30</u>
<u>DHG109</u>	<u>General and Oral Pathology</u>	<u>3.0/30</u>
<u>DHG208</u>	<u>Dental Hygiene III</u>	<u>3.0/30</u>
<u>DHG209</u>	<u>Dental Hygiene Clinical III</u>	<u>6.0/180</u>
<u>DHG210</u>	<u>Dental Hygiene Clinical IV</u>	<u>5.0/150</u>
<u>DHG203</u>	<u>Dental Pain Management</u>	<u>3.0/40</u>
<u>BIO211</u>	<u>Microbiology</u>	<u>3.0/40</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HS161	Nutrition	4.0/40
IT110	Introduction to Computers	2.0/30
DHG101	Dental Hygiene I	3.0/30
GEN101	Academic Success	3.0/30
SOC104	Sociology	4.5/45
DHG220	Dental Hygiene Capstone	2.0/20

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM101	Communication	4.0/40
CHM103	Introduction to Chemistry	3.0/40
HS150	Human Anatomy and Physiology I	4.5/50
HS151	Human Anatomy and Physiology II	4.5/50
PS101	Psychology	4.5/45
MA120	Math for Allied Health Professionals	3.0/30

Number of Credit/Clock Hrs. in Specialty: 91 / 1475 Percentage: 85%  
 Number of Credit/Clock Hrs. in General Courses: 25 / 255 Percentage: 15%

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

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

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

The Indianapolis campus Library is located on the campus at 6612 E. 75<sup>th</sup> Street, Suite 300 Indianapolis, IN 46250. The hours of operation are M-Th 8am-9pm, Fri, 8am-5pm, Sat 9am-3pm. The library is fully staffed with (3) three part-time Student Assistants (FWS), and (1) one full-time Regional Librarian.

**2. Number of volumes of professional material:**

There are a total of 1500 physical copies of books and other student resources. In addition, students have full access to Ebsco online databases providing 70,000 full text daily, weekly, or monthly publications, plus access to 20 journal subscriptions.

**3. Number of professional periodicals subscribed to:**

With access to EBSCO online library resources, students have access to 70,000 full text daily, weekly, or monthly publications, plus access to 20 journal subscriptions.

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

Surrounding counties' public libraries: Marion County: 22 branches; Hamilton, Hendricks, Hancock, Johnson, Shelby, Morgan, Madison, Tipton, Delaware each have multiple branches to serve our commuter students.

**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: 4 Full-time: 3 Part-time: 1

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
Kim Haywood	MBA	12	8	0	X	
David Krause	JD, MS	10	3	5	X	
Diana Marcum	BA	16	1	4	X	
Rachel Kovacs	MLS, BS	18	1 mo.	6		X



## **BOARD FOR PROPRIETARY EDUCATION**

Monday, December 17, 2012

### **DECISION ITEM A-3:**

### **Associate of Applied Science in Dental Hygiene To Be offered by Medtech College at Indianapolis**

#### **Staff Recommendation**

That the Board for Proprietary Education approve the Associate of Applied Science degree in Dental Hygiene to be offered by Medtech College at Indianapolis, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

#### **Background**

Medtech College at Indianapolis is nationally accredited by the Accrediting Council for Independent Colleges and Schools. The program is comprised of 116.5 quarter-credit hours, with 79% of the courses in the specialty.

The faculty consists of 4 individuals, of whom 3 are full-time and 1 is part-time. Of the 4, 3 hold a Master's degree, and 1 has a Bachelor's 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 Ross Medical Education Center, Ft. Wayne, Indiana campus  
Name of Program Dental Assistant Specialist Associate of Applied Science  
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS  
Name of Person Preparing this Form Donna Miroslaw  
Telephone Number 810-956-6277 Application Type  
Date the Form was Prepared August 23, 2012  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 Dental Assistant Specialist Associate of Applied Science degree program is a 1,060 hours, 95.0 quarter credits, 66 week educational experience delivered residually that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the dental healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic records, word processing and computer skills to best utilize current office automation /software related to client data management; and, other routine office procedures. Interpersonal and customer service skills that are consist with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, dental office assisting, basic

principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Dental Assistant Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: dentists' offices, orthodontic offices, and oral surgery centers.

#### PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Dental Assistant (Administrative, Clinical or both), Orthodontists Assistant, Front Office Receptionist, and Medical Office Manager.

#### PROGRAM EDUCATIONAL OBJECTIVES

The Dental Assistant Specialist Associate of Applied Science degree program engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic dental records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures
- Interpersonal and customer service skills that are consist with superior oral and written communication and professional and effective interaction with healthcare team members and clientele
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health

services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior
- Critical thinking applied to approach in performing all duties and responsibilities of their role

All of the Dental Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Dental Assistant diploma/certificate program will transfer to the Dental Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 44.5 credit hours. All students admitted to the Dental Assistant Specialist Associate of Applied Science Degree Completion Program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE DENTAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

<u>Course #</u>	<u>Course</u>	<u>Clock Hours</u>	<u>Credit</u>
<u>DA 301</u>	<u>Fundamentals of Dental Assisting</u>	<u>45</u>	<u>4.5</u>
<u>DA 302</u>	<u>Dental Law and Ethics</u>	<u>15</u>	<u>1.5</u>
<u>DA 303</u>	<u>Introduction to the Dental Team</u>	<u>10</u>	<u>1.0</u>
<u>DA 304</u>	<u>Dental Radiography and Clinical Procedures</u>	<u>90</u>	<u>6.5</u>
<u>DA 305</u>	<u>Skull Anatomy/Human Dentition</u>	<u>15</u>	<u>1.5</u>
<u>DA 306</u>	<u>Infection Control/Microbiology</u>	<u>20</u>	<u>1.5</u>
<u>DA 307</u>	<u>Oral Surgery/Endodontics</u>	<u>30</u>	<u>2.5</u>
<u>DA 308</u>	<u>Anatomy/Cranial Nerves</u>	<u>15</u>	<u>1.5</u>
<u>DA 309</u>	<u>Chairside Dental Assisting</u>	<u>90</u>	<u>7.0</u>
<u>DA 310</u>	<u>Dental Instruments and Equipment</u>	<u>20</u>	<u>1.5</u>
<u>DA 311</u>	<u>Dental Materials</u>	<u>60</u>	<u>4.5</u>
<u>DA 312</u>	<u>Dental Laboratory Procedures and Prosthodontics</u>	<u>40</u>	<u>3.0</u>
<u>DA 313</u>	<u>Dental Records Management</u>	<u>30</u>	<u>3.0</u>
<u>DA 314</u>	<u>Administrative Dental Assisting</u>	<u>20</u>	<u>2.0</u>

DA 315	Periodontics/Orthodontics	25	2.0
DA 316	Dental Emergencies/CPR	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	44.5

**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: Dental Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 95.0 credit hrs. Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 66 weeks TUITION: \$10,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	<u>BASIC COURSES - PROGRAM REQUIRED COURSES</u>	<u>Hrs/credits</u>
<u>BC102</u>	<u>Introduction to Pharmacology</u>	<u>40/4.0</u>
<u>BC 104</u>	<u>Introduction to Epidemiology</u>	<u>40/4.0</u>
<u>BC 105</u>	<u>Core Concepts in Health</u>	<u>40/4.0</u>
<u>BC 203</u>	<u>Introduction to Biology for Non Majors</u>	<u>45/4.0</u>
<u>BC 211</u>	<u>Computer Fundamentals</u>	<u>45/4.0</u>
<u>BC 212</u>	<u>Dosage Calculations</u>	<u>45/4.0</u>
	<u>SPECIALTY COURSES</u>	
	<u>TRANSFER CREDITS FROM THE DA DIPLOMA PROGRAM</u>	
<u>DA 301</u>	<u>Fundamentals of Dental Assisting</u>	<u>45/ 4.5</u>
<u>DA 302</u>	<u>Dental Law and Ethics</u>	<u>15/ 1.5</u>
<u>DA 303</u>	<u>Introduction to the Dental Team</u>	<u>10/ 1.0</u>
<u>DA 304</u>	<u>Dental Radiography and Clinical Procedures</u>	<u>90/ 6.5</u>
<u>DA 305</u>	<u>Skull Anatomy/ Human Dentition</u>	<u>15/ 1.5</u>
<u>DA 306</u>	<u>Infection Control/ Microbiology</u>	<u>20/ 1.5</u>
<u>DA 307</u>	<u>Oral Surgery/Endodontics</u>	<u>30/ 2.5</u>
<u>DA 308</u>	<u>Anatomy/Cranial Nerves</u>	<u>15/ 1.5</u>
<u>DA 309</u>	<u>Chairside Dental Assisting</u>	<u>90/ 7.0</u>
<u>DA 310</u>	<u>Dental Instruments and Equipment</u>	<u>20/ 1.5</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
DA 311	Dental Materials	60/ 4.5
DA 312	Dental Laboratory Procedures and Prosthodontics	40/ 3.0
DA 313	Dental Records Management	30/ 3.0
DA 314	Administrative Dental Assisting	20/ 2.0
DA 315	Periodontics/Orthodontics	25/ 2.0
DA 316	Dental Emergencies/CPR	15/ 1.0
DA 214	Capstone - Dental Assistant Specialist	40/ 4.0

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN 111	Introduction to Communication	45/ 4.5
GEN 113	Introduction to Psychology	45/ 4.5
GEN 114	Introduction to Sociology	45/ 4.5
GEN 210	Critical Thinking	45/ 4.5
GEN 211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty: 72.5 / 835 Percentage: 76%  
 Number of Credit/Clock Hrs. in General Courses: 22.5 / 225 Percentage: 24%

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



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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student

utilization, therefore, no librarian is on staff.

**2. Number of volumes of professional material:**

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

**3. Number of professional periodicals subscribed to:**

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

**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:  3  Full-time:  1  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
Beverly Carnes	Diploma	14	1	n/a		x
Michelle Spieth	Diploma	12	1	n/a		x
Nedra Stanford	Diploma	5	1	n/a	x	



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           **Ross Medical Education Center, Granger, Indiana campus**            
Name of Program           **Dental Assistant Specialist Associate of Applied Science**            
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)           **AAS**            
Name of Person Preparing this Form           **Donna Miroslaw**            
Telephone Number           **810-956-6277**                     **Application Type**            
Date the Form was Prepared           **August 23, 2012**            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 Dental Assistant Specialist Associate of Applied Science degree program is a 1,060 hours, 95.0 quarter credits, 66 week educational experience delivered residually that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the dental healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic records, word processing and computer skills to best utilize current office automation /software related to client data management; and, other routine office procedures. Interpersonal and customer service skills that are consist with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, dental office assisting, basic

principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Dental Assistant Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: dentists' offices, orthodontic offices, and oral surgery centers.

#### PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Dental Assistant (Administrative, Clinical or both), Orthodontists Assistant, Front Office Receptionist, and Medical Office Manager.

#### PROGRAM EDUCATIONAL OBJECTIVES

The Dental Assistant Specialist Associate of Applied Science degree program engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic dental records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures
- Interpersonal and customer service skills that are consist with superior oral and written communication and professional and effective interaction with healthcare team members and clientele
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health

services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior
- Critical thinking applied to approach in performing all duties and responsibilities of their role

All of the Dental Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Dental Assistant diploma/certificate program will transfer to the Dental Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 44.5 credit hours. All students admitted to the Dental Assistant Specialist Associate of Applied Science Degree Completion Program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE DENTAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

<u>Course #</u>	<u>Course</u>	<u>Clock Hours</u>	<u>Credit</u>
<u>DA 301</u>	<u>Fundamentals of Dental Assisting</u>	<u>45</u>	<u>4.5</u>
<u>DA 302</u>	<u>Dental Law and Ethics</u>	<u>15</u>	<u>1.5</u>
<u>DA 303</u>	<u>Introduction to the Dental Team</u>	<u>10</u>	<u>1.0</u>
<u>DA 304</u>	<u>Dental Radiography and Clinical Procedures</u>	<u>90</u>	<u>6.5</u>
<u>DA 305</u>	<u>Skull Anatomy/Human Dentition</u>	<u>15</u>	<u>1.5</u>
<u>DA 306</u>	<u>Infection Control/Microbiology</u>	<u>20</u>	<u>1.5</u>
<u>DA 307</u>	<u>Oral Surgery/Endodontics</u>	<u>30</u>	<u>2.5</u>
<u>DA 308</u>	<u>Anatomy/Cranial Nerves</u>	<u>15</u>	<u>1.5</u>
<u>DA 309</u>	<u>Chairside Dental Assisting</u>	<u>90</u>	<u>7.0</u>
<u>DA 310</u>	<u>Dental Instruments and Equipment</u>	<u>20</u>	<u>1.5</u>
<u>DA 311</u>	<u>Dental Materials</u>	<u>60</u>	<u>4.5</u>
<u>DA 312</u>	<u>Dental Laboratory Procedures and Prosthodontics</u>	<u>40</u>	<u>3.0</u>
<u>DA 313</u>	<u>Dental Records Management</u>	<u>30</u>	<u>3.0</u>
<u>DA 314</u>	<u>Administrative Dental Assisting</u>	<u>20</u>	<u>2.0</u>

DA 315	Periodontics/Orthodontics	25	2.0
DA 316	Dental Emergencies/CPR	15	1.0
<u>Total Clock Hour &amp; Credits for Transfer Courses</u>		<u>540</u>	<u>44.5</u>



**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: Dental Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 95.0 credit hrs. Check one: Quarter Hours   
 \_\_\_\_\_ Semester Hours   
 \_\_\_\_\_ Clock Hours

LENGTH OF PROGRAM: 66 weeks TUITION: \$10,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	<u>BASIC COURSES - PROGRAM REQUIRED COURSES</u>	<u>Hrs/credits</u>
<u>BC 102</u>	<u>Introduction to Pharmacology</u>	<u>40/ 4.0</u>
<u>BC 104</u>	<u>Introduction to Epidemiology</u>	<u>40/ 4.0</u>
<u>BC 105</u>	<u>Core Concepts in Health</u>	<u>40/ 4.0</u>
<u>BC 203</u>	<u>Introduction to Biology for Non Majors</u>	<u>45/ 4.0</u>
<u>BC 211</u>	<u>Computer Fundamentals</u>	<u>45/ 4.0</u>
<u>BC 212</u>	<u>Dosage Calculations</u>	<u>45/ 4.0</u>
	<u>SPECIALITY COURSES</u>	
	<u>TRANSFER CREDITS FROM THE DA DIPLOMA PROGRAM</u>	
<u>DA 301</u>	<u>Fundamentals of Dental Assisting</u>	<u>45/ 4.5</u>
<u>DA 302</u>	<u>Dental Law and Ethics</u>	<u>15/ 1.5</u>
<u>DA 303</u>	<u>Introduction to the Dental Team</u>	<u>10/ 1.0</u>
<u>DA 304</u>	<u>Dental Radiography and Clinical Procedures</u>	<u>90/ 6.5</u>
<u>DA 305</u>	<u>Skull Anatomy/ Human Dentition</u>	<u>15/ 1.5</u>
<u>DA 306</u>	<u>Infection Control/ Microbiology</u>	<u>20/ 1.5</u>
<u>DA 307</u>	<u>Oral Surgery/ Endodontics</u>	<u>30/ 2.5</u>
<u>DA 308</u>	<u>Anatomy/ Cranial Nerves</u>	<u>15/ 1.5</u>
<u>DA 309</u>	<u>Chairside Dental Assisting</u>	<u>90/ 7.0</u>
<u>DA 310</u>	<u>Dental Instruments and Equipment</u>	<u>20/ 1.5</u>

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
DA 311	Dental Materials	60/ 4.5
DA 312	Dental Laboratory Procedures and Prosthodontics	40/ 3.0
DA 313	Dental Records Management	30/ 3.0
DA 314	Administrative Dental Assisting	20/ 2.0
DA 315	Periodontics/ Orthodontics	25/ 2.0
DA 316	Dental Emergencies/CPR	15/ 1.0
DA 214	Capstone - Dental Assistant Specialist	40/ 4.0

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN 111	Introduction to Communication	45/ 4.5
GEN 113	Introduction to Psychology	45/ 4.5
GEN 114	Introduction to Sociology	45/ 4.5
GEN 210	Critical Thinking	45/ 4.5
GEN 211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty: 72.5 / 835 Percentage: 76%  
 Number of Credit/Clock Hrs. in General Courses: 22.5 / 225 Percentage: 24%

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

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

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

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student

utilization, therefore, no librarian is on staff.

**2. Number of volumes of professional material:**

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

**3. Number of professional periodicals subscribed to:**

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

The Harris Public Library, located at 51446 Elm Road in Granger, Indiana, is approximately 3.16 miles from Ross Medical Education Center, Granger campus. The Mishawaka-Penn-Harris Public Library is located at 209 Lincoln Way East Mishawaka, Indiana and is approximately 5.16 miles from Ross. Additionally, the Bittersweet Branch Public Library is located at 602 Bittersweet Road Mishawaka, Indiana, and is approximately 6.81 miles from the Ross campus.

**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:   4   Full-time:   1   Part-time:   3  

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Amy Cenova	Diploma	19	1	n/a		x
Patricia Fletcher-Peak	Diploma	7	1	n/a		x
Mary Knebel	Diploma	8	1	4		x
Cindy Tippman	Diploma	27	1	n/a	x	



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 Ross Medical Education Center, Ft. Wayne, Indiana campus  
Name of Program Medical Assistant Specialist Associate of Applied Science  
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PH.D.) AAS  
Name of Person Preparing this Form Donna Miroslaw  
Telephone Number 810-956-6277 Application Type  
Date the Form was Prepared August 23, 2012  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 Medical Assistant Specialist Associate of Applied Science degree program is a 1, 165 hours, 98.5 quarter credits, 65 weeks (day) and 71 weeks (evening), educational experience delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, and appreciate for studies of the arts, science and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities to their role.

Graduates of the Medical Assistance Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' office, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health settings and agencies.

#### PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Assistant (Administrative, Clinical or both), Phlebotomist, Medical Office Manager, Medical Receptionist, Medical Coordinator, Referral Specialist, Diagnostic Service Associate, and Patient Care Coordinator.

#### PROGRAM EDUCATIONAL OBJECTIVES

The Medical Assistant Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Medical Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Assistant diploma/certificate program will transfer to the Medical Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 38.5 credit hours. All students admitted to the Medical Assistant Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, three program required courses and one capstone.



TRANSFER CREDITS FROM THE MEDICAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

<u>Course #</u>	<u>Course</u>	<u>Clock Hours</u>	<u>Credit</u>
MA101A	Medical Terminology/Anatomy and Physiology	15	1.5
MA101B	Medical Terminology/Anatomy and Physiology	15	1.5
MA101C	Medical Terminology/Anatomy and Physiology	15	1.5
MA101D	Medical Terminology/Anatomy and Physiology	15	1.5
MA101E	Medical Terminology/Anatomy and Physiology	15	1.5
MA101F	Medical Terminology/Anatomy and Physiology	15	1.5
MA103	Fundamentals of Assisting	30	2.0
MA104	Cardiopulmonary Procedures	30	2.0
MA105	Urinalysis	15	1.0
MA106	Medical/Surgical Asepsis and Infection Control	15	1.0
MA107	Administration of Medicine	45	3.0
MA108	Basic Office First Aid	15	1.0
MA109	Hematology	40	2.5
MA110	Keyboarding	30	1.5
MA111	Introduction to the Office Laboratory	15	1.0
MA112	Introduction to Word Processing for the Medical Office	30	1.5
MA113	Mathematical Applications in the Medical Office	15	1.0
MA114	Financial Recordkeeping	30	2.0
MA115	Medical Insurance Coding Procedures	15	1.0
MA116	Medical Insurance Billing Procedures	15	1.0
MA117	Medical Office Automation	30	2.0
MA118	Medical Office Procedures	45	3.0
MA119	Professional Growth and Communication Skills	20	2.0
MA121	Specialty Examinations and Procedures	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	38.5

**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 Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours X  
 \_\_\_\_\_ Semester Hours \_\_\_\_\_  
 \_\_\_\_\_ Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 65/71 weeks (day/eve) TUITION: \$10,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<b><u>PROGRAM REQUIRED COURSES</u></b>		
<u>MA204</u>	<u>Medical Law and Ethics</u>	<u>15/ 1.5</u>
<u>MA205</u>	<u>Healthcare Information Management</u>	<u>45/ 4.0</u>
<u>MA214</u>	<u>Computer Software Applications in Healthcare</u>	<u>45/ 4.0</u>
<u>MA224</u>	<u>Capstone Medical Assistant Specialist</u>	<u>40/ 4.0</u>
<b><u>SPECIALTY COURSES</u></b>		
<b><u>TRANSFER CREDITS FROM THE MEDICAL ASSISTANT DIPLOMA /CERTIFICATE PROGRAM</u></b>		
<u>MA101A</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101B</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101C</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101D</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101E</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101F</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA103</u>	<u>Fundamentals of Assisting</u>	<u>30/ 2.0</u>
<u>MA104</u>	<u>Cardiopulmonary Procedures</u>	<u>30/ 2.0</u>
<u>MA105</u>	<u>Urinalysis</u>	<u>15/ 1.0</u>
<u>MA106</u>	<u>Medical/Surgical Asepsis and Infection Control</u>	<u>15/ 1.0</u>
<u>MA107</u>	<u>Administration of Medicine</u>	<u>45/ 3.0</u>
<u>MA108</u>	<u>Basic Office First Aid</u>	<u>15/ 1.0</u>
<u>MA109</u>	<u>Hematology</u>	<u>40/ 2.5</u>
<u>MA110</u>	<u>Keyboarding</u>	<u>30/ 1.5</u>
<u>MA111</u>	<u>Introduction to the Office Laboratory</u>	<u>15/ 1.0</u>
<u>MA112</u>	<u>Introduction to Word Processing for the Medical Office</u>	<u>30/ 1.5</u>
<u>MA113</u>	<u>Mathematical Applications in the Medical Office</u>	<u>15/ 1.0</u>
<u>MA114</u>	<u>Financial Recordkeeping</u>	<u>30/ 2.0</u>
<u>MA115</u>	<u>Medical Insurance Coding Procedures</u>	<u>15/ 1.0</u>
<u>MA116</u>	<u>Medical Insurance Billing Procedures</u>	<u>15/ 1.0</u>
<u>MA117</u>	<u>Medical Office Automation</u>	<u>30/ 2.0</u>
<u>MA118</u>	<u>Medical Office Procedures</u>	<u>45/ 3.0</u>
<u>MA119</u>	<u>Professional Growth and Communication Skills</u>	<u>20/ 2.0</u>
<u>MA121</u>	<u>Specialty Examinations and Procedures</u>	<u>15/ 1.0</u>

**BASIC COURSES**

BC102	Introduction to Pharmacology	40/ 4.0
BC104	Introduction to Epidemiology	40/ 4.0
BC105	Core Concepts in Health	40/ 4.0
BC203	Introduction to Biology for Non Majors	45/ 4.0
BC211	Computer Fundamentals	45/ 4.0
BC212	Dosage Calculations	45/ 4.0

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN111	Introduction to Communication	45/ 4.5
GEN113	Introduction to Psychology	45/ 4.5
GEN114	Introduction to Sociology	45/ 4.5
GEN210	Critical Thinking	45/ 4.5
GEN211	Lifespan Development	45/ 4.5

Number of Credit/Clock Hrs. in Specialty:            76 / 940 Percentage: 77%

Number of Credit/Clock Hrs. In General Courses:    22.5 / 225 Percentage: 23%

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:**

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

**2. Number of volumes of professional material:**

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

**3. Number of professional periodicals subscribed to:**

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

**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: 10 Full-time: 4 Part-time: 6**

**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
Nicole Alles	AS	8	2	n/a		X
Nicole Eastom	AS	12	<1	n/a		X
Nicole Every	BA	12	1	n/a		X
Angela Fulford	AS	8	<1	n/a		X
Jamie Hall	AS	4	2	n/a		X
Rachel Klein	AS	13	<1	n/a		X
Jessica Le	AS	3	3	4	X	
Nicholas Schott	Diploma	4	1	n/a		X
Tabatha Smith (Swihart)	Diploma	10	<1	n/a		X
Nedra Stanford	AS	4	3	n/a		X
Tisha Stotlar	AS	8	2.5	n/a		X

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 Ross Medical Education Center, Granger, Indiana campus  
Name of Program Medical Assistant Specialist Associate of Applied Science  
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, PH.D.) AAS  
Name of Person Preparing this Form Donna Miroslaw  
Telephone Number 810-956-6277 Application Type  
Date the Form was Prepared August 23, 2012  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 Medical Assistant Specialist Associate of Applied Science degree program is a 1, 165 hours, 98.5 quarter credits, 65 weeks (day) and 71 weeks (evening), educational experience delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, and appreciate for studies of the arts, science and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities to their role.

Graduates of the Medical Assistance Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' office, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health settings and agencies.

#### PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Assistant (Administrative, Clinical or both), Phlebotomist, Medical Office Manager, Medical Receptionist, Medical Coordinator, Referral Specialist, Diagnostic Service Associate, and Patient Care Coordinator.

#### PROGRAM EDUCATIONAL OBJECTIVES

The Medical Assistant Specialist Associate of Applied Science degree engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures.
- Interpersonal and customer services skills that are consistent with superior oral and written communication and professional and effective interaction with healthcare team members and clientele.
- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll.
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement.
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning.
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior.
- Critical thinking applied to approach in performing all duties and responsibilities of their role.

All of the Medical Assistant diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Assistant diploma/certificate program will transfer to the Medical Assistant Specialist Associate of Applied Science, totaling 540 clock hours and 38.5 credit hours. All students admitted to the Medical Assistant Specialist Associate of Applied Science Degree Completion program must complete five general education courses, six basic courses, three program required courses and one capstone.



TRANSFER CREDITS FROM THE MEDICAL ASSISTANT DIPLOMA/CERTIFICATE PROGRAM:

<u>Course #</u>	<u>Course</u>	<u>Clock Hours</u>	<u>Credit</u>
MA101A	Medical Terminology/Anatomy and Physiology	15	1.5
MA101B	Medical Terminology/Anatomy and Physiology	15	1.5
MA101C	Medical Terminology/Anatomy and Physiology	15	1.5
MA101D	Medical Terminology/Anatomy and Physiology	15	1.5
MA101E	Medical Terminology/Anatomy and Physiology	15	1.5
MA101F	Medical Terminology/Anatomy and Physiology	15	1.5
MA103	Fundamentals of Assisting	30	2.0
MA104	Cardiopulmonary Procedures	30	2.0
MA105	Urinalysis	15	1.0
MA106	Medical/Surgical Asepsis and Infection Control	15	1.0
MA107	Administration of Medicine	45	3.0
MA108	Basic Office First Aid	15	1.0
MA109	Hematology	40	2.5
MA110	Keyboarding	30	1.5
MA111	Introduction to the Office Laboratory	15	1.0
MA112	Introduction to Word Processing for the Medical Office	30	1.5
MA113	Mathematical Applications in the Medical Office	15	1.0
MA114	Financial Recordkeeping	30	2.0
MA115	Medical Insurance Coding Procedures	15	1.0
MA116	Medical Insurance Billing Procedures	15	1.0
MA117	Medical Office Automation	30	2.0
MA118	Medical Office Procedures	45	3.0
MA119	Professional Growth and Communication Skills	20	2.0
MA121	Specialty Examinations and Procedures	15	1.0
Total Clock Hour & Credits for Transfer Courses		540	38.5

**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 Assistant Specialist Associate of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours X  
 \_\_\_\_\_ Semester Hours \_\_\_\_\_  
 \_\_\_\_\_ Clock Hours \_\_\_\_\_

LENGTH OF PROGRAM: 65/71 weeks (day/eve) TUITION: \$10,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<b><u>PROGRAM REQUIRED COURSES</u></b>		
<u>MA204</u>	<u>Medical Law and Ethics</u>	<u>15/ 1.5</u>
<u>MA205</u>	<u>Healthcare Information Management</u>	<u>45/ 4.0</u>
<u>MA214</u>	<u>Computer Software Applications in Healthcare</u>	<u>45/ 4.0</u>
<u>MA224</u>	<u>Capstone Medical Assistant Specialist</u>	<u>40/ 4.0</u>
<b><u>SPECIALTY COURSES</u></b>		
<b><u>TRANSFER CREDITS FROM THE MEDICAL ASSISTANT DIPLOMA /CERTIFICATE PROGRAM</u></b>		
<u>MA101A</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101B</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101C</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101D</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101E</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA101F</u>	<u>Medical Terminology/ Anatomy and Physiology</u>	<u>15/ 1.5</u>
<u>MA103</u>	<u>Fundamentals of Assisting</u>	<u>30/ 2.0</u>
<u>MA104</u>	<u>Cardiopulmonary Procedures</u>	<u>30/ 2.0</u>
<u>MA105</u>	<u>Urinalysis</u>	<u>15/ 1.0</u>
<u>MA106</u>	<u>Medical/Surgical Asepsis and Infection Control</u>	<u>15/ 1.0</u>
<u>MA107</u>	<u>Administration of Medicine</u>	<u>45/ 3.0</u>
<u>MA108</u>	<u>Basic Office First Aid</u>	<u>15/ 1.0</u>
<u>MA109</u>	<u>Hematology</u>	<u>40/ 2.5</u>
<u>MA110</u>	<u>Keyboarding</u>	<u>30/ 1.5</u>
<u>MA111</u>	<u>Introduction to the Office Laboratory</u>	<u>15/ 1.0</u>
<u>MA112</u>	<u>Introduction to Word Processing for the Medical Office</u>	<u>30/ 1.5</u>
<u>MA113</u>	<u>Mathematical Applications in the Medical Office</u>	<u>15/ 1.0</u>
<u>MA114</u>	<u>Financial Recordkeeping</u>	<u>30/ 2.0</u>
<u>MA115</u>	<u>Medical Insurance Coding Procedures</u>	<u>15/ 1.0</u>
<u>MA116</u>	<u>Medical Insurance Billing Procedures</u>	<u>15/ 1.0</u>
<u>MA117</u>	<u>Medical Office Automation</u>	<u>30/ 2.0</u>
<u>MA118</u>	<u>Medical Office Procedures</u>	<u>45/ 3.0</u>
<u>MA119</u>	<u>Professional Growth and Communication Skills</u>	<u>20/ 2.0</u>
<u>MA121</u>	<u>Specialty Examinations and Procedures</u>	<u>15/ 1.0</u>



Number of Credit/Clock Hrs. in Specialty: 76 / 940 Percentage: 77%

Number of Credit/Clock Hrs. In General Courses: 22.5 / 225 Percentage: 23%

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:**

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student utilization, therefore, no librarian is on staff.

**2. Number of volumes of professional material:**

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

**3. Number of professional periodicals subscribed to:**

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

The Harris Public Library, located at 51446 Elm Road in Granger, Indiana, is approximately 3.16 miles from Ross Medical Education Center, Granger campus. The Mishawaka-Penn-Harris Public Library is located at 209 Lincoln Way East Mishawaka, Indiana and is approximately 5.16 miles from Ross. Additionally, the Bittersweet Branch Public Library is located at 602 Bittersweet Road Mishawaka, Indiana, and is approximately 6.81 miles from the Ross campus.

**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: 10 Full-time: 4 Part-time: 6**

**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
Kelli Duke, CMAS	Diploma	3	1	n/a	X	
Anna Pooters, CMA	Diploma	6	<1	n/a	X	
Andrea Gramelspacher, LPN	Diploma	6	<1	n/a	X	
Elizabeth Kyeyune, RMA	Diploma	12	1	n/a		X
Mary McCormick, CMA	AAS	5	2	n/a		X
Dawn Pflaumer	BS	13	1	n/a		X
Barbara Switalski	AAS	3	1	n/a	X	
Sandra Mohr, LPN	LPN	11	1	n/a		X

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 Ross Medical Education Center, Fort Wayne campus  
Name of Program Medical Insurance Billing and Office Administration Specialist  
Associate of Applied Science  
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS  
Name of Person Preparing this Form Donna Miroslaw  
Telephone Number 810-956-6277 Application Type  
Date the Form was Prepared August 23, 2012  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 Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program is a 1,120 hours, 98.5 quarter credits, 60 weeks (day) and 72.5 weeks (evening), educational experience delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consist

with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' offices, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health settings and agencies.

#### PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing Specialist, Patient Account Representative, Patient Services Representative, and Medical Records Clerk.

#### PROGRAM EDUCATIONAL OBJECTIVES

The Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures
- Interpersonal and customer service skills that are consist with superior oral and written



communication and professional and effective interaction with healthcare team members and clientele

- Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll
- Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement
- Basic principles of patient health education and promotion and their application to community and public health services
- Basic understanding of epidemiology and its application to community and public health services

As well as:

- Ability and desire for advancement in the profession through a dedication to life-long learning
- Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior
- Critical thinking applied to approach in performing all duties and responsibilities of their role

All of the Medical insurance Billing and Office Administration diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Insurance Billing and Office Administration diploma/certificate program will transfer to the Medical insurance Billing and Office Administration Specialist Associate of Applied Science, totaling 600 clock hours and 48 credit hours. All students admitted to the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science Degree Completion Program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION DIPLOMA/CERTIFICATE PROGRAM:

<u>Course #</u>	<u>Course</u>	<u>Clock Hours</u>	<u>Credit</u>
<u>MB 201A</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>
<u>MB 201B</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>
<u>MB 201C</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>

MB 201D	BioMedical Science	45	4.5
MB 201E	BioMedical Science	30	3.0
MB 202A	Medical Office Administration	45	3.0
MB 202B	Medical Office Administration	45	3.0
MB 202C	Medical Office Administration	30	2.0
MB 202D	Medical Office Administration	30	2.0
MB 202E	Medical Office Administration	40	2.5
MB 203	Fundamentals of Assisting	30	2.0
MB 204	Medical Law and Ethics	15	1.5
MB 205	Medical Asepsis and Infection Control	15	1.0
MB 206	Medical Office Procedures	45	3.0
MB 207	Mathematical Applications in the Medical Office	15	1.0
MB 208	Financial Recordkeeping	30	2.0
MB 209	Basic Office First Aid	15	1.0
MB 210	Medical Office Management	15	1.0
MB 211	Professional Growth and Communication Skills	20	2.0
<b>Total Clock Hour &amp; Credits for Transfer Courses</b>		<b>600</b>	<b>48</b>

**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 Insurance Billing and Coding Administration Specialist Associate of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours  Semester Hours  Clock Hours

LENGTH OF PROGRAM: 60/72.5 weeks (day/leve) TUITION: \$10,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	<b>BASIC COURSES</b>	<b>Hrs/credits</b>
BC 102	Introduction to Pharmacology	40/ 4.0
BC 104	Introduction to Epidemiology	40/ 4.0
BC 105	Core Concepts in Health	40/ 4.0
BC 203	Introduction to Biology for Non Majors	45/ 4.0
BC 211	Computer Fundamentals	45/ 4.0
BC 212	Dosage Calculations	45/ 4.0
	<b>TRANSFER CREDITS FROM THE MIBOA DIPLOMA PROGRAM</b>	
MB 201A	BioMedical Science	45/ 4.5
MB 201B	BioMedical Science	45/ 4.5
MB 201C	BioMedical Science	45/ 4.5
MB 201D	BioMedical Science	45/ 4.5
MB 201E	BioMedical Science	30/ 3.0
MB 202A	Medical Office Administration	45/ 3.0
MB 202B	Medical Office Administration	45/ 3.0
MB 202C	Medical Office Administration	30/ 2.0
MB 202D	Medical Office Administration	30/ 2.0
MB 202E	Medical Office Administration	40/ 2.5
MB203	Fundamentals of Assisting	30/ 2.0

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MB 204	Medical Law and Ethics	15/ 1.5
MB 205	Medical Asepsis and Infection Control	15/ 1.0
MB 206	Medical Office Procedures	45/ 3.0
MB 207	Mathematical Applications in the Medical Office	15/ 1.0
MB 208	Financial Recordkeeping	30/ 2.0
MB 209	Basic Office First Aid	15/ 1.0
MB 210	Medical Office Management	15/ 1.0
MB 211	Professional Growth and Communication Skills	20/ 2.0

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN 111	Introduction to Communication	45/ 4.5
GEN 113	Introduction to Psychology	45/ 4.5
GEN 114	Introduction to Sociology	45/ 4.5
GEN 210	Critical Thinking	45/ 4.5
GEN 211	Lifespan Development	45/ 4.5
	Specialty Course Continued....	
MB 214	Capstone Medical Insurance Billing and Office Administration Specialist	40/ 4.0

Number of Credit/Clock Hrs. in Specialty: 76 / 895 Percentage: 77%  
 Number of Credit/Clock Hrs. in General Courses: 22.5 / 225 Percentage: 23%

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:**

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student

utilization, therefore, no librarian is on staff.

**2. Number of volumes of professional material:**

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

**3. Number of professional periodicals subscribed to:**

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

There are 12 public libraries in the greater Fort Wayne Metropolitan area. The nearest library to Ross Medical Education Center, Fort Wayne, at 2.18 miles away is Little Turtle Branch Library, located at 2201 Sherman Blvd., Fort Wayne, Indiana.

**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:** 7 **Full-time:** 0 **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
Nicole Alles	AS	14	2	n/a		x
Nicole Every	BS	12	1.5	n/a		x
Angela Fulford	AS	11	1	n/a		x
Jamie Hall	AS	4	3	n/a		x
Nicholas Schott	Diploma	6	1	n/a		x
Tabatha Smith (Swihart)	Diploma	10	3	n/a		x
Tisha Stotlar	As	7	3	n/a		x





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 Ross Medical Education Center, Granger, Indiana campus  
Name of Program Medical Insurance Billing and Office Administration Specialist  
Associate of Applied Science  
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS  
Name of Person Preparing this Form Donna Miroslaw  
Telephone Number 810-956-6277 Application Type  
Date the Form was Prepared August 23, 2012  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 Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program is a 1,120 hours, 98.5 quarter credits, 60 weeks (day) and 72.5 weeks (evening), educational experience delivered residentially that offers students the opportunity to acquire and develop the practical skills and underpinning knowledge for successful entry-level into occupational opportunities in the healthcare industry.

The degree program is offered to afford students the opportunity for general studies that bring about a learned, well-rounded professional, aware of the importance of life-long learning and equipped with critical thinking and superior communication skills in addition to studies with the objectives to acquire the practical skills and knowledge base for effective performance in the various roles graduates may find themselves upon entering their chosen field.

Educational activities and learning outcomes of the program include but are not limited to the knowledge of and/or practical skills associated with performing: basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology, administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation /software related to client data management and insurance billing, filing and reimbursement procedures; and, other routine office procedures. Interpersonal and customer service skills that are consist

with superior oral and written communication and professional and effective interaction with healthcare team members and clientele, financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll, medical back-office assisting, basic principles applied to patient education and an understanding of epidemiology and how they apply to community and public health services; as well as, the ability and desire for advancement in the profession through a dedication to life-long learning, an appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior and critical thinking applied to approach in performing all duties and responsibilities of their role.

Graduates of the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program will be prepared to seek entry-level employment in a variety of healthcare settings, including, but not limited to: physicians' offices, multi-specialty clinics, surgery centers, hospitals, long-term care facilities, home health care agencies, community health and public health settings and agencies.

#### PROGRAM OCCUPATIONAL OBJECTIVES

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Receptionist, Medical Secretary, Billing Clerk, Billing Specialist, Patient Account Representative, Patient Services Representative, and Medical Records Clerk.

#### PROGRAM EDUCATIONAL OBJECTIVES

The Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program engages students in learning activities with the desired results being the development of such practical skills and underpinning knowledge for successful entry-level performance in the allied health industry such as:

- Understanding of the US Healthcare Delivery System
- Basic human anatomy and physiology, disease processes, associated pharmacotherapy and medical terminology
- Administrative office skills that include fashioning and management of electronic medical records, word processing and computer skills to best utilize current office automation/ software related to client data management and insurance billing filing and reimbursement procedures; and, other routine office procedures
- Interpersonal and customer service skills that are consist with superior oral and written

communication and professional and effective interaction with healthcare team members and clientele

•Financial recordkeeping skills that include accounts receivable and payable as well as preparing a payroll

•Accurate completion of insurance claim forms including evaluating and determining the most appropriate and required coding for maximum reimbursement

•Basic principles of patient health education and promotion and their application to community and public health services

•Basic understanding of epidemiology and its application to community and public health services

As well as:

•Ability and desire for advancement in the profession through a dedication to life-long learning

•Appreciation for studies of the arts, sciences and humanities for development of a more learned professional as manifest in communication and behavior

•Critical thinking applied to approach in performing all duties and responsibilities of their role

All of the Medical insurance Billing and Office Administration diploma/certificate program courses/course content must be satisfactorily completed at Ross Medical Education Center in order to enroll in the degree completion program. The credits listed below from the Medical Insurance Billing and Office Administration diploma/certificate program will transfer to the Medical insurance Billing and Office Administration Specialist Associate of Applied Science, totaling 600 clock hours and 48 credit hours. All students admitted to the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science Degree Completion Program must complete five general education courses, six basic courses, and one capstone.

TRANSFER CREDITS FROM THE MEDICAL INSURANCE BILLING AND OFFICE ADMINISTRATION DIPLOMA/CERTIFICATE PROGRAM:

<u>Course #</u>	<u>Course</u>	<u>Clock Hours</u>	<u>Credit</u>
<u>MB 201A</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>
<u>MB 201B</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>
<u>MB 201C</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>
<u>MB 201D</u>	<u>BioMedical Science</u>	<u>45</u>	<u>4.5</u>

MB 201E	BioMedical Science	30	3.0
MB 202A	Medical Office Administration	45	3.0
MB 202B	Medical Office Administration	45	3.0
MB 202C	Medical Office Administration	30	2.0
MB 202D	Medical Office Administration	30	2.0
MB 202E	Medical Office Administration	40	2.5
MB 203	Fundamentals of Assisting	30	2.0
MB 204	Medical Law and Ethics	15	1.5
MB 205	Medical Asepsis and Infection Control	15	1.0
MB 206	Medical Office Procedures	45	3.0
MB 207	Mathematical Applications in the Medical Office	15	1.0
MB 208	Financial Recordkeeping	30	2.0
MB 209	Basic Office First Aid	15	1.0
MB 210	Medical Office Management	15	1.0
MB 211	Professional Growth and Communication Skills	20	2.0
Total Clock Hour & Credits for Transfer Courses		600	48

**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 Insurance Billing and Coding Administration Specialist Associate of Applied Science

TOTAL COURSE HOURS: 98.5 credit hrs. Check one: Quarter Hours  Semester Hours  Clock Hours

LENGTH OF PROGRAM: 60/72.5 weeks (day/leve) TUITION: \$10,800

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	<b>BASIC COURSES</b>	<b>Hrs/credits</b>
BC 102	Introduction to Pharmacology	40/ 4.0
BC 104	Introduction to Epidemiology	40/ 4.0
BC 105	Core Concepts in Health	40/ 4.0
BC 203	Introduction to Biology for Non Majors	45/ 4.0
BC 211	Computer Fundamentals	45/ 4.0
BC 212	Dosage Calculations	45/ 4.0
	<b>TRANSFER CREDITS FROM THE MIBOA DIPLOMA PROGRAM</b>	
MB 201A	BioMedical Science	45/ 4.5
MB 201B	BioMedical Science	45/ 4.5
MB 201C	BioMedical Science	45/ 4.5
MB 201D	BioMedical Science	45/ 4.5
MB 201E	BioMedical Science	30/ 3.0
MB 202A	Medical Office Administration	45/ 3.0
MB 202B	Medical Office Administration	45/ 3.0
MB 202C	Medical Office Administration	30/ 2.0
MB 202D	Medical Office Administration	30/ 2.0
MB 202E	Medical Office Administration	40/ 2.5
MB 203	Fundamentals of Assisting	30/ 2.0

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MB 204	Medical Law and Ethics	15/ 1.5
MB 205	Medical Asepsis and Infection Control	15/ 1.0
MB 206	Medical Office Procedures	45/ 3.0
MB 207	Mathematical Applications in the Medical Office	15/ 1.0
MB 208	Financial Recordkeeping	30/ 2.0
MB 209	Basic Office First Aid	15/ 1.0
MB 210	Medical Office Management	15/ 1.0
MB 211	Professional Growth & Communication Skills	20/ 2.0

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GEN 111	Introduction to Communication	45/ 4.5
GEN 113	Introduction to Psychology	45/ 4.5
GEN 114	Introduction to Sociology	45/ 4.5
GEN 210	Critical Thinking	45/ 4.5
GEN 211	Lifespan Development	45/ 4.5
	Specialty Course Continued....	
MB 214	Capstone Medical Insurance Billing and Office Administration Specialist	40/ 4.0

Number of Credit/Clock Hrs. in Specialty: 76 / 895 Percentage: 77%  
Number of Credit/Clock Hrs. in General Courses: 22.5 / 225 Percentage: 23%

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:**

Ross Medical Education Center subscribes to Academic OneFile, which is the premier resource for peer-reviewed, full-text journals and reference sources. Academic OneFile is a 2009 and 2008 CODiE Award Finalist for Best Online General Reference Service. Perfect for research libraries, graduate schools, universities and community colleges, Academic OneFile is a sophisticated, current and easy-to-use resource for extensive research. With millions of articles available in both PDF and HTML full text, researchers are able to find accurate information quickly.

Academic OneFile includes:

- More than 14,000 titles, including more than 9,000 peer-reviewed journals and more than 6,000 in full text
- Full text of The New York Times from 1985 to present
- Links with JSTOR for archival access to periodicals and Open URL compliances for access to e-journal and subscription materials
- Thousands of podcasts and transcripts from NPR, CNN and CBC
- Links to hundreds of medical videos from DMC
- Full linking to and from Thomson's ISI Web of Science.®

Academic OneFile offers:

- Strong coverage of hard sciences, medicine, engineering and business
- Full collection of Elsevier abstracts for every Elsevier journal from 1996 to present
- Full text of the London Times and Financial Times
- Full text for periodicals covered in major bibliographic resources such as CINAHL, BIOSIS, MLS, PsycInfo, ERIC, EconLit, RILM and others
- Key, peer-reviewed journals published in Spanish, French and other languages and Ability to translate all content to 11 different languages
- 24/7 access
- Access to a range of additional collections created to fill subject-specific curricular needs.

Additionally, Ross Medical Education Center maintains several reference materials on campus. These materials are maintained in the classroom environment for easy student

utilization, therefore, no librarian is on staff.

**2. Number of volumes of professional material:**

See attached addendum for a listing of professional material kept on campus. There are more than 6,000 full text materials available through Academic OneFile.

**3. Number of professional periodicals subscribed to:**

More than 14,000 titles, including more than 9,000 peer-reviewed journals.

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

The Harris Public Library, located at 51446 Elm Road in Granger, Indiana, is approximately 3.16 miles from Ross Medical Education Center, Granger campus. The Mishawaka-Penn-Harris Public Library is located at 209 Lincoln Way East Mishawaka, Indiana and is approximately 5.16 miles from Ross. Additionally, the Bittersweet Branch Public Library is located at 602 Bittersweet Road Mishawaka, Indiana, and is approximately 6.81 miles from the Ross campus.

**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:     3     Full-time:     1     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
Yolanda Green, CPC	Diploma	9	2	n/a		x
Melissa Laden, RMA	Diploma	16	2	n/a	x	
Dawn Pfaumer	BS	13	1	n/a		x



## **BOARD FOR PROPRIETARY EDUCATION**

Monday, December 17, 2012

### **DECISION ITEM A-4:**

**Associate of Applied Science in Dental Assistant Specialist, Medical Assistant Specialist, and Medical Insurance Billing and Office Administration Specialist To Be offered by Ross Medical Education Center at Fort Wayne and Granger**

### **Staff Recommendation**

That the Board for Proprietary Education approve the Associate of Science degrees in Dental Assistant Specialist, Medical Assistant Specialist, and Medical Insurance Billing and Office Administration to be offered by Ross Medical Education Center at Fort Wayne and Granger, in accordance with the background discussion in this agenda item and the Application for Degree Approval.

### **Background**

Ross Medical Education Center at Fort Wayne and Granger are nationally accredited by the Accrediting Bureau Health Education Schools.

The Ross Medical Education Center at Fort Wayne and Granger Associate of Applied Science degree program in Dental Assistant Specialist consists of 95 quarter-credit hours, with 76% of the courses in the specialty.

The Fort Wayne faculty consists of 3 individuals, of whom 2 are part-time and 1 is full-time. Each of the 3 has a Dental Assistant diploma.

The Granger faculty consists of 4 individuals, of whom are 3 part-time and 1 full-time. Each of the 4 has a Dental Assistant diploma.

The Ross Medical Education Center at Fort Wayne and Granger Associate of Applied Science degree program in Medical Assistant Specialist consists of 98.5 quarter-credit hours, with 77% of the courses in the specialty.

The Fort Wayne faculty consists of 11 individuals, of whom 10 are part-time and 1 full-time. Of the 11, 8 have an Associate's degree, of the remaining faculty 2 have a Diploma, and 1 has a Bachelor's degree.

The Granger faculty consists of 8 individuals, of whom 4 are part-time and 4 full-time. Of the 8 individuals, 4 have diploma, of the remaining faculty have an Associate's of Applied

Science degree, 1 has a Bachelor's degree, and has a Certificate in Licensed Practical Nursing.

The Ross Medical Education Center at Fort Wayne and Granger Associate of Applied Science degree program in Medical Insurance Billing and Office Administration Specialist consists of 98.5 quarter-credit hours, with 77% of the courses in the specialty.

The Fort Wayne faculty consists of 7 individuals, all of whom are full-time. Of the 7, 4 have an Associate's degree, of the remaining faculty 2 have a diploma, and 1 has a Bachelor's degree.

The Granger faculty consists of 3 individuals, of whom 2 are part-time and 1 is full-time. Of the 3, 2 have a diploma and 1 has a Bachelor's degree.

## **Supporting Documents**

Degree Applications

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## BOARD FOR PROPRIETARY EDUCATION

Monday, December 17, 2012

### DECISION ITEM B-1:

#### Findings of Facts and Conclusions of Law:

Shawn McAtee, Petitioner vs.

Brown Mackie College at Fort Wayne, 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 November 14, 2011 from said Petitioner, Shawn McAtee against said Respondent, Brown Mackie College at Fort Wayne. Mr. McAtee alleged that Brown Mackie College at Fort Wayne did not disclose the fact that externship work was done for experience only and did not include compensation. Mr. McAtee claims he was told to change his program from an Associate of Science in Criminal Justice to a Bachelor of Science in Criminal Justice to increase availability of student loans. Mr. McAtee also claims that Brown Mackie College at Fort Wayne failed to inform him that his loan amounts were limited and ultimately failed to award him a degree that he earned. The former Commission on Proprietary Education staff concluded that Brown Mackie College at Fort Wayne 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 Fort Wayne. Mr. McAtee 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 Brown Mackie College at Fort Wayne followed proper policies and was just in their decision.

#### Supporting Documents

1. Complaint from Shawn McAtee
2. Letter from Jodi White rendering the former Commission on Proprietary Education staff's decision
3. Letter from Petitioner requesting Administrative Law Judge hearing
4. Recommended Findings of Fact and Conclusions of Law
5. Notice of Submission

RECEIVED



**RECORD OF COMPLAINT 4 2011**  
State Form 39280 (R2/9-91)

**INDIANA COMMISSION  
ON PROPRIETARY EDUCATION**

**Instructions:**

1. Please PRINT or TYPE.
2. Upon Completion, Send this form to:  
Indiana Commission on Proprietary Education  
302 W Washington St RM E201  
Indianapolis IN 46204

Name of student	Date
Shawn D. McAtee	10/11/11
Address (number and street)	
900 Autumn Hills Dr. lot 95	
City, State, ZIP code	
Avilla, IN. 46210	
Signature of student	Telephone number
Shawn McAtee	(260) 897-4039

Name of school	Location of school			
Brown Mackie	3000 E. Coliseum Blvd. Ft. Wayne, IN. 46805			
Name of salesperson	How were you contacted?			
?	Phone			
Date contract signed	Amount	Balance owed	Date you began class	Date attendance ended
Oct. 2008	\$ ?	\$ ?	Nov. 2008	end of October 2011

What relief are you seeking?  
 Help on obtaining earned degree or an investigation of Brown Mackie.  
 Describe below, in detail, the events leading to this complaint. (Use reverse side if additional space is needed.)

November 2008 I started a 2 year program for an associates degree in the criminal justice field. August of 2010 I was informed by Financial Advisor of the Brown Mackie location in Fort Wayne that I would need to come up with \$1200 to receive my degree because I failed a class, I would be nice to know the externship policy otherwise I would've reconsidered attending this school. The policy of working for free (extern) and pay the school \$10.00 hour for 120 hours of extern. (slave labor). What are my other options? So I talked to academics I was told since I don't have the money I can switch to a 4 year degree and we can worry about the extern after 4 years. October 14<sup>th</sup> 2011, I was informed by Michelle Mitchell Financial advisor that my loan will be out at the end of October 2011 and I would have to pay for the rest of my schooling. Upon hearing this news I was shocked, 1<sup>st</sup> No one informed me about my loan or the situation and I thought that was one of the roles of a financial advisor (advice) or why this wasn't

## DESCRIPTION OF COMPLAINT (Continued)

mentioned before (~~18~~ August 2010) if so I would've not switched to the 4 year program, I believe I wasn't told about this because Brown Mackie wanted maximum profit out of myself. Further reading this letter you'll see the facts that support this accusation.

2. How can a 4 year loan be used within 3 years? I would like a copy of the Federal Rules and statutes when it comes to education federal loans because I believe Brown Mackie did violate a rule or statute.

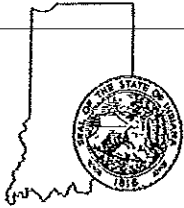
3. I have yet to hear anything from Jim Bishop the Dean of the school on my appeal. The school has not offered to help or answer my pleas to get the degree I earned. Its bad enough I'm going to get stuck paying on a 3 year loan on a 2 year degree as I did switch back upon hearing the news about the finance situation, I was informed Nov. 7<sup>th</sup> on how I can pay the \$1,200 which isn't possible. I am a 39yr.o single parent of 2 kids I raise on my own I substitute part-time. How am I suppose to repay a huge loan living like this with no degree Brown Mackie has not offered any kind of help or solution the only thing they care about or want is money. That's it! No concern for their students. I ask you if you paid someone to fix your car and you get it back and it's not fixed would you sue for your money back or would you just let them keep the money. That's how I feel I paid them for a job they didn't complete or the school didn't fulfill their obligations. I feel what the school did was wrong they stole not only from me, but the Federal government. I went to school for 3 years for nothing as I am where I was before I went to school. I do believe Brown Mackie owes the money back to F&SA as I will continue writing the education board and Federal government in hopes of someone listening and maybe someone look into schools like Brown Mackie. And try to sue Brown Mackie. Fact is I will never be able to pay

I am not sure how to go about this that's why I am writing to everyone including the secretary of education. It is wrong that a school is allowed to do what they done to me, and I'm sure alot of other students, I consider it false advertisement and really no different from those other scam businesses, But now Im being asked to repay a huge loan while working a meaningless low wage job and have my kids live below poverty standards, I can't do that it's wrong I would rather give my kids up and go to jail than do ~~that~~ that, It's wrong to do to them and me, what did that loan do for me? what did Brawn Mackie do for me? I would really appreciate some input or direction or some available options.

Thank you for your consideration,

Shawn M. Stewart





# STATE OF INDIANA

## COMMISSION ON PROPRIETARY EDUCATION

Mary Jane Michalak  
Commissioner

302 West Washington Street  
Room E201  
Indianapolis, IN 46204-2767  
<http://www.in.gov/cope>

December 27, 2011

CERTIFIED MAIL

SHAWN MCATEE  
900 AUTUMN HILL DR LOT 95  
AVILLA IN 46710

Dear Mr. McAtee:

The Indiana Commission on Proprietary Education has completed its review of your complaint against Brown Mackie College – Fort Wayne.

### FINDINGS

- The purpose of an externship is to allow a student to work in a professional environment in order to apply the skills learned in the curriculum. The promotional materials do not state or imply that externships are paid endeavors. The academic catalog for the Criminal Justice Externship (CJ 2990) clearly states the intents of the externship experience. (Exhibit A).
- You requested a program change from the Associate Degree to the Bachelor's Degree on September 29, 2010 with a note stating that your job interest requires a Bachelor's Degree
- You met with the Academic Advising department and the Student Financial Services department to advise you of the additional time and expense required to complete the new program. (Exhibit B)
- The Student Financial Services Office ran printouts from the National Student Loan Data System (NSLDS) each time you were packaged for financial aid (Exhibits C, D, E, F, and G). These reports, which are generated by the federal government, shows the amount that a student has borrowed during the student's lifetime and the maximum amount a student is eligible to receive. Because you took out student loans for attendance at another school prior to enrolling in Brown Mackie College, those amounts would be included in your lifetime maximum available.
- You applied for excess student loan funding. You were appropriately counseled about the risks of accepting the excess funds as it would increase your overall loan debt. An initialed copy of your acknowledgment is included in Exhibits H, I, J, and K. You met the qualifications and were provided sufficient funding to cover all tuition, fees and books required to complete the program. However, you completed one of the requests for excess funds each time you were packaged through Student Financial Services (Exhibit L). Requesting the maximum loan amount for each term caused you to reach the limit of federal funding before completing your degree.
- You did not receive your degree because you did not complete the course requirements to receive the degree.
- The school has offered to allow you to meet with Mr. Jim Bishop, Director, and one of the Financial Services Advisors in an attempt to work out a payment plan that would allow you to complete your degree.

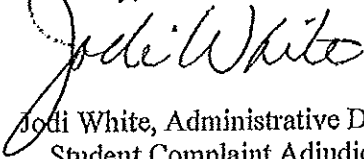
## RULING

Brown Mackie College – Fort Wayne has followed its policies in all aspects of your enrollment with the school. It is not in violation of any of the state statutes by which it is regulated. The school has made an offer to meet with you in an attempt to work out a payment plan that would allow you to finish your degree. If you wish to accept their offer, you should set an appointment to meet with Mr. Bishop to discuss your options by no later than February 28, 2012.

If you desire administrative review of this decision, you must file a written petition at the above address with the Indiana Commission on Proprietary Education identifying the reason for the review. This petition must be postmarked by no later than twenty (20) days from the date of this notice, January 16, 2012.

If you file a petition for review, a proceeding will be scheduled and conducted by an administrative law judge appointed by the commission. If you do not file a petition for review within that time period, then this action will be final without further review.

Sincerely,



Jodi White, Administrative Director and  
Student Complaint Adjudicator

Enclosures: Exhibits A - L

CC: Jim Bishop, Director  
Brown Mackie College  
3000 E Coliseum Blvd  
Fort Wayne, IN 46805

RECEIVED

12/29/11

JAN 02 2011

INDIANA COMMISSION  
ON PROPRIETARY EDUCATION  
Administration Review  
Petition for

I respectfully am requesting an administrative review on the following ground of reasons.

1. Missing information and false hearsay statements. Mr. Jim Bishop has never contacted myself nor did he respond to my appeal letter I wrote in October 2011. No effort has been made by Mr. Jim Bishop or the institute at question. Did Brown Mackie send any forms to support their statements?
2. \$1200 for an externship I'm pretty sure implies and states the cost for an externship.
3. I do have the credits for my 2-year degree. If Mr. Jim Bishop knew anything about me he would've known that the day I was told my funds were used up that I had Mrs. Sarah Faroute of academic advising switch my four year degree back to the 2 year degree this way I wouldn't walk out with nothing so therefore I do have the required credits for a 2 year degree.
4. Biased investigation as the ruling was based on false statements and misleading information as I didn't no do not believe hearsay statements should be taken into account not to mention the ruling was biased because it seemed only one party out of the two recieved attention.

The problem I have with all this is I knew I wouldn't get equal treatment. Usually a school board will side with a school and that makes sense, but in some cases the schools are wrong.

Here is a school with 11 million in lawsuits against it and this is just the Et. Wayne school mind you and it's in the billions for the nationwide institutes, and I know you're innocent til' proven guilty, but it seems that Brown Mackie with all these lawsuits against it that I am the one in the wrong.

fact is no one has tried to contact me. I tried to work with them in hopes of at least receiving my two-year degree. I even offered to extern at their building.

The school wants money and that's all they want and ask. It's not about helping the student (The ones who pay). No one from finances told me this would happen if I was told ~~so~~ I wouldn't have switched programs. Finance advisory gave me no advice.

To me it's wrong to squeeze the life out of someone (money) than to kick them to the curb like trash when they can't give no more. It's wrong, I feel like it's me against Brown Mackie all alone because I'll never receive any credit for the truth I speak. I am requesting an administrative review because I believe it would be fair and just because both parties will receive a fair review

as this investigation seemed one-sided with a decision

done made because of maybe past complaints from students. Truth is Brown Mackie only cared about the money my loan provided once that was up they were done with me unless I had more money for them. It's not about helping the student it's about money and getting paid that is obvious when a 11 million dollar lawsuit is against the school so obviously I'm not the only one that Brown Mackie has done this approach with. I attended Brown Mackie for 3 years all I am seeking is my 2 year degree so that I may actually be able to seek a decent paying job so that I will be able to pay the loan back. I don't care about paying all the loan money back on a 2 year degree, the loan is 3 years and more. I just want my degree so that I can move on and start paying. The truth is I barely survive as a substitute teacher and single parent for 2 kids and without a degree that loan will never be paid I just don't make enough. I'm 39 years old and jobs for men my age is getting harder to find. I believe the investigation was a shame because the focus seemed on one party. And Brown Mackie committed hearsay because they didn't provide you any facts relating to their statements.

*Shawn McAtee*

Shawn P. McAtee  
900 Autumn Hills Dr. lot 95  
Avilla, IN. 46710

**BEFORE THE INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

In the Matter of	)	
	)	
SHAWN MCATEE,	)	
Petitioner,	)	
	)	No. 2012-CPE-001
BROWN MACKIE COLLEGE,	)	
Respondent	)	

**RECOMMENDED FINDINGS OF FACT AND CONCLUSIONS OF LAW**

This matter comes before the Indiana Commission on Proprietary Education (“Commission”) 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 March 22, 2012. Petitioner Shawn McAtee appeared pro se. Respondent Brown Mackie College (“Brown Mackie”) was represented by Jim Bishop, President of Brown Mackie College – Fort Wayne. 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 Commission is charged with the duty and responsibility of regulating privately owned postsecondary vocational educational institutions. Ind. Code §§ 21-17 *et. seq.*
3. The Commission is charged with enforcing standards set out in Ind. Code §§ 21-17-3-5(c), -13 and -18 *et. seq.*, and resolving disputes between the institutions and students who

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claim they were damaged by noncompliance with those standards. If claims are not resolved informally, the Commission may conduct a hearing pursuant to AOPA, 570 IAC 1-6-3; Ind. Code chapter 4-21.5-3.

4. The Commission is empowered to appoint an ALJ to conduct hearings on its behalf. Ind. Code § 4-21.5-3-9.
5. Effective July 1, 2012, proceedings pending before the Commission that pertain to a postsecondary credit bearing proprietary educational institution shall be transferred to the Board for Proprietary Education established by Ind. Code § 21-18.5-5-1. Ind. Code § 21-18.5-1-5(h).

#### *Procedural Background*

6. On or about November 14, 2011, Mr. McAtee filed a Complaint with the Commission seeking help in obtaining his associate degree from Brown Mackie.
7. On December 27, 2011, after reviewing information provided by Mr. McAtee and Brown Mackie, the Commission issued its determination that Brown Mackie had not violated its policy or the rules or statutes governing it.
8. On December 29, 2011, Mr. McAtee requested an appeal of the Commission's decision.
9. A hearing was held in this matter on March 22, 2012. Mr. McAtee testified on his own behalf. Jim Bishop, President of the Fort Wayne campus, testified for Brown Mackie.

#### *Factual Background*

10. Mr. McAtee enrolled in a criminal justice associate degree program at Brown Mackie in 2008.
11. The program required a 120 hour externship of four credit hours with a fee of \$1200.

- 
12. Mr. McAtee testified that he was not told in advance that there was a fee for the externship. However, the externship is listed as a regular course in the course catalog, and there was no evidence presented to suggest that Mr. McAtee was told that the externship course did not have a fee.
  13. In 2010 Mr. McAtee switched to a bachelor's degree program. The reason stated on his request change form was "job interest requires a BS." However, Mr. McAtee testified that he was advised to switch from a two-year to a four-year program because he did not have the funds for the externship. He was unable to use his financial aid for the externship if that was the only class in which he was enrolled.
  14. In October 2011, Mr. McAtee learned that he had reached the maximum amount that he could borrow in student loans. He did not have the funds to finish the bachelor's degree, so he asked to change back to the associate degree program.
  15. Jim Bishop testified that Brown Mackie is willing to work out a payment arrangement with Mr. McAtee so that he can complete the required externship and get his associate degree.
  16. It is not clear whether Brown Mackie personnel expressly told Mr. McAtee that his student loan eligibility could be exhausted before he finished the four-year degree. However, Mr. McAtee had access to records showing his student loan balance, and he received a copy of the borrower's rights and responsibilities statement showing that the maximum total amount he could borrow as an undergraduate was \$57,500.
  17. Mr. McAtee testified that the bachelor's degree program was presented to him as a way to resolve his financial aid dilemma, and he agreed to it because he did not have any way to pay for his externship at the time. However, Mr. McAtee's recollection of the



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conversations with Brown Mackie staff is not supported by any documentary or other evidence. His change request form stated that he was switching to the bachelor's degree program because it was consistent with his career goals. Although switching may have also temporarily solved his financial aid issues, he should have realized that a four-year program required a larger financial commitment.

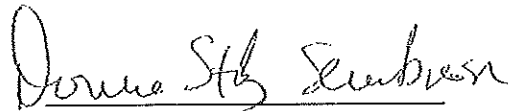
18. Although Mr. McAtee may have misunderstood the purpose of the externship and the costs associated with it, there is no evidence that Brown Mackie misled him regarding the externship.
19. The externship is a requirement of the criminal justice associate degree program, and Brown Mackie did not violate its policies or the statutes and rules governing it by failing to award him the degree.

#### 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 Shawn McAtee 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 Brown Mackie College violated the statutes and rules governing it.
4. Although Mr. McAtee may not have grasped the financial implications of his decision to switch from a two-year program to a four-year one, Brown Mackie provided him with required information regarding his student loan eligibility.

5. Petitioner failed to meet his burden in this case of proving by a preponderance of evidence that Brown Mackie College violated a rule or law governing the postsecondary proprietary educational institutions or a duty owed students at such institutions.
6. Therefore, there is no evidentiary or legal basis to impose sanctions on Brown Mackie or to order Brown Mackie to award Mr. McAtee a degree or to refund any tuition.
7. 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: 6/25/12

#### BOARD ACTION

Approved and Adopted this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
for the Board for  
Proprietary Education

#### Distribution:

Shawn McAtee  
900 Autumn Hill Dr., Lot 95  
Avilla, Indiana 46710

Jim Bishop, Director  
Brown Mackie College

3000 E. Coliseum Blvd.  
Fort Wayne, Indiana 46805

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Jodi White  
Indiana Commission on Proprietary Education  
c/o Department of Workforce Development  
Office of Career Training Services  
10 N. Senate, Room SE 205  
Indianapolis, Indiana 46204

**BEFORE THE INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

In the Matter of	)	
	)	
SHAWN MCATEE,	)	
Petitioner,	)	
	)	No. 2012-CPE-001
BROWN MACKIE COLLEGE,	)	
Respondent	)	


**NOTICE OF SUBMISSION**

The attached Recommended Findings of Fact and Conclusions of Law have been submitted to the Commission on Proprietary Education. The Commission's duties related to this matter will be transferred to the Board for Proprietary Education on July 1, 2012.

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, Commission on Higher Education, 402 W. Washington Street, Room W462, Indianapolis, IN 46204. Objections must be in writing and must identify the basis of the objection.

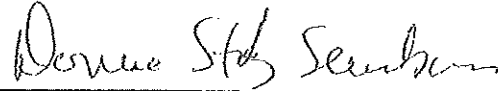
Respectfully submitted,

Date: 6/25/12

  
\_\_\_\_\_  
Donna Stolz Sembroski  
Administrative Law Judge

**Certificate of Service**

I certify that on June 25, 2012, I have served the foregoing documents by first class mail on the following persons at the addresses shown below: *ordelivered*



Donna Stolz Sembroski  
Administrative Law Judge

Distribution:

Shawn McAtee  
900 Autumn Hill Dr., Lot 95  
Avilla, Indiana 46710

Jim Bishop, Director  
Brown Mackie College  
3000 E. Coliseum Blvd.  
Fort Wayne, Indiana 46805

Jodi White *(hand delivered)*  
Indiana Commission on Proprietary Education  
c/o Department of Workforce Development  
Office of Career Training Services  
10 N. Senate, Room SE 205  
Indianapolis, Indiana 46204

In the matter of )  
)  
SHAWN MCATEE, )  
Petitioner, )  
)  
BROWN MACKIE COLLEGE, )  
Respondent, )

06/27/2012

No.21012-CPE-001

### WRITTEN OBJECTION

I am writing because I object to the Recommendation and oppose adoption of the Proposed Order that was proposed by honorable D.S. Sembrosky. The basis of my objection is the following.

1. Mr. Bishop during his closing statement he offered to have Brown Mackie pay for the externship or work with myself. Brown Mackie nor Mr. Bishop has ever tried to contact myself nor did they return my calls. This clearly proved my case and fact referring to the letter that was written to him that he never did respond to (letter presented at hearing as an exhibit).
2. What are Federal Regulations? Do they apply for the STATE OF INDIANA? I clearly proved that 1992 law prohibiting for profit was violated. I believe the hearing overlooked my student loan that was in default an excess of 10 yrs. prior to attending Brown Mackie therefore in all truth the petitioner should not have been accepted for enrollment at Brown Mackie which also violated the Higher Education Act which the default of said years shows the unlikely ability to repay loan. Federal regulations are meant to protect students against schools taking advantage of students if these are not enforced than what are the purposes of having regulations?
3. Exhibit 5 clearly proves beyond reason of doubt that financial aid never did contact me about the financial situation which to my understanding a financial adviser is supposed to do exactly that (advise). I find it wrong that an financial advisor cannot be held accountable for their actions.
4. Exhibit 6 was never sent though all documents should have been sent for initial investigation. This document supported the facts and purpose of hearing I believe this document was disregarded for reasons to advantage the respondent and again this was not taken into account.
5. Exhibit 3 shows no signatures by the myself to even make the document valid which proves the fact that I was advised to write "job interest requires BS" because of the no signature it proves the circumstances and fact that was presented at the hearing which I don't believe was taken into account.
6. Exhibit 10 was never explained to the commission about the \$1200 externship fee and why was this when that was majority of the reason the petitioner wrote the commission. If this was not explained to them it clearly proves this was not explained to me.
7. All facts presented were supported without objection from the representative Mr. Bishop.
8. Cause of violations of Federal Regulations as well as the gainful employment rule I will never be able to repay loan as I am unemployed and can't collect unemployment. The

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advantage the school took over myself will ensue I will never receive a decent job nor pay on the loan as it will most likely remain in default until my passing.

I find this hearing disappointing and bias before said hearing started. The hearing was done with an Administrative Law Judge pertaining a Federal loan or program which is equivalent to suing a corporation when the judge is a CEO of a corporation. I

believe the honorable D.S. Sembrosky did the hearing to the best of her ability I do believe a lot of facts were overlooked and the 90 day wait for a decision also might've played a part in this decision as a lot of facts might've been forgotten or overlooked.

I do believe not having counsel might've hurt my chances, but I thought Federal regulations were enforced by this state especially when the facts were proven and I would be given the same treatment as an attorney would. I am respectfully requesting a review over this case, or a rehearing or permission to have a judicial review with a neutral judge.

I would like advise on what I can do to pursue this case or to get it for a higher hearing if I can't do any of the above said options.

Thank you for your consideration,

Shawn McAtee  
900 Autumn Hills Dr. Lot 95  
Avilla, IN. 46710  
260-897-4039





## **BOARD FOR PROPRIETARY EDUCATION**

Monday, December 17, 2012

### **DECISION ITEM B-2:**

#### **Findings of Facts and Conclusions of Law:** **Eric Zemlik, 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 December 19, 2011 from said Petitioner, Eric Zemlik against said Respondent, Brown Mackie College at South Bend. Mr. Zemlik alleged that there was a contract dispute in that the enrollment agreement was voided when he was unable to start classes as scheduled. Mr. Zemlik further alleged Brown Mackie College at South Bend practiced deceptive/false advertising, in that Mr. Zemlik was actually enrolled in separate classes, each 2.0 credit hours instead of a single 4.0 credit hour class as advertised. Mr. Zemlik was unable to transfer a Brown Mackie College at South Bend course to another institution offering Medical Terminology. Further, Brown Mackie College at South Bend used poorly qualified or unprofessional instructors. Mr. Zemlik also alleged that Brown Mackie College at South Bend had "absurd rules" in the program for which he was enrolled, including one of which involved locking the classroom door if late. The former Commission on Proprietary Education staff concluded that Brown Mackie College at South Bend was not in violation of any of the Indiana statutes by which it was approved and therefore ruled in favor of Brown Mackie College at South Bend. Mr. Zemlik 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 Brown Mackie College at South Bend followed proper policies and was just in their decision.

#### **Supporting Documents**

1. Complaint from Eric Zemlik
2. Letter from Jodi White rendering the former Commission on Proprietary Education staff's decision
3. Letter from Petitioner requesting Administrative Law Judge hearing
4. Recommended Findings of Fact and Conclusions of Law
5. Notice of Submission

RECEIVED

DEC 19 2011

Eric T. Zemlik  
807 East South Street  
Crown Point, IN 46307 #23B

INDIANA COMMISSION  
ON PROPRIETARY EDUCATION

December 16, 2011

**Indiana Commission on Proprietary Education**

Jody White  
302 W Washington Street  
St E201  
Indianapolis, IN 46204

Dear Ms. White:

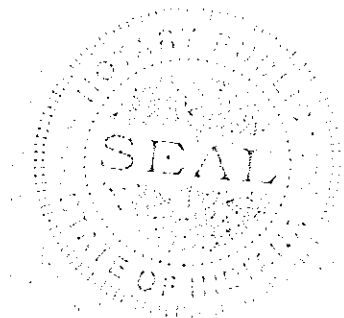
My complaint is against Brown Mackie College-South Bend, IN. I decided to attend Brown Mackie College because they were relatively close to where I lived and they were one of the few schools that were accredited in the Physical Therapy field. I was told there is a five-year statute for filing a complaint with your agency. If this information is incorrect, please let me know in writing. I attended Brown Mackie College for approximately 5 months in 2007 (please see transcript for details.) I found several things that in my opinion are grossly negligent and wholly unreasonable practices. My experiences at Brown Mackie can be considered horrid. I would like the opportunity to go into further depth about these allegations in Indianapolis. I have serious doubts about third party regulatory bodies, as it seems most agencies rely on self-regulation. I genuinely hope that C.O.P.E. thoroughly investigates my claims, and as a third party state regulatory body; ensures that Brown Mackie College-South Bend responds to my questions with in the amount of time allotted to them. I believe I have more then sufficient evidence for a fair hearing in front of an administrative law judge. Please keep [REDACTED]

Sincerely,



Eric T. Zemlik

Public Notary  
Amanda Gallo  
Amanda Gallo  
12-16-11  
Comm. expires: 6-26-16  
Lake County Indiana





**RECORD OF COMPLAINT**  
State Form 39280 (R2/9-91)

**Instructions:**

1. Please PRINT or TYPE.
2. Upon Completion, Send this form to:  
Indiana Commission on Proprietary Education  
302 W Washington St RM E201  
Indianapolis IN 46204

Name of student <i>Eric T. Zemplik</i>	Date <i>12-16-2011</i>
Address (number and street) <i>807 E. South St. #23B</i>	
City, State, ZIP code <i>Crown Point, IN 46307</i>	
Signature of student <i>Eric T. Zemplik</i>	Telephone number <i>319-616-0282</i>

Name of school <i>Brown Mackie College - South Bend</i>	Location of school <i>South Bend, Indiana</i>			
Name of salesperson <i>See report</i>	How were you contacted? <i>---</i>			
Date contract signed <i>3 contracts</i>	Amount <i>See</i>	Balance owed <i>\$11,621.83</i>	Date you began class <i>SEE transcript</i>	Date attendance ended <i>---</i>

What relief are you seeking?

*\* SEE Report*

Describe below, in detail, the events leading to this complaint. (Use reverse side if additional space is needed.)

- Reason and accountability
- Disclosure of all documents
- Dean and Parties involved removed w/no transfer
- Complete refund including, but not limited to: fees, Penalties and interest accumulated minus refund check.
- That Brown Mackie College OR Education Management Corporation  
Pay for a 2 year non-for-profit college of my choosing.

## 1. Contract dispute

I have three separate contracts with three different dates; April 2, 2007, January 11, 2007, February 8, 2007. After much effort I was able to obtain one of the three copies from Brown Mackie College. The contract they provided to me was not the same as my copy.

## 2. Deceptive/false advertising

Brown Mackie heavily advertises a one class per month schedule. This is one of their niche marketing techniques. I thought this would be great and allow me to concentrate on one subject a month. In December of 2007 I started the physical therapy Assistant Program. Brown Mackie College tried to squeeze 2 classes in less than one month. These classes were:

- A. PT1030 Fundamentals of physical therapy (T and TH)
- B. ME 1100 medical terminology (M and W)

Before starting the PTA program, I asked the dean (Mr. Hanson) to substitute my medical terminology class (from Indiana University) for Brown Mackie's medical terminology class. This transfer class was less than 7 years old, therefore qualified for a transfer. Mr. Hanson told me that this was part of the core curriculum of the PTA program and could not be transferred. Both the syllabus and the Brown Mackie handbook stated (page 46 of the 2007 catalog) that this course stated (ME) 1100, which means Medical Education (abbreviations on page 39). This validates that it is not a physical therapy core course; otherwise it would be abbreviated by PT (Physical Therapy). Furthermore, ME 1100 states that "it is a study of basic medical terms" and "to enable the student to translate terms encountered for the first time."

I feel that my traditional semester 3 credit medical terminology class from Indiana University was more than adequate for Brown Mackie's month long 2 credit basic medical terminology class. On the first day of ME 1100, the instructor told me I should have no problem bypassing this class and was told to check with the Physical Therapy Director. There was no physical therapy director, she left before the physical therapy program started. I was told the Dean (Mr. Hanson) was partially acting director. I then went to the register and asked him, he told me "you can talk to the dean again, but I don't think it will do any good" As a final appeal I asked the president (Ms. Connie Adelman) to substitute this class and she told me "Well there is nothing I can do because you already sat in on the first day of class." I believe this was financially motivated.

Instead of coming to class 2 days a week, I had to come 4 days a week, which took away valuable time from my Fundamentals class. This completely goes against the school's Unique "One class a month" marketing technique.

## 3. Poor /outdated Technology and equipment

All their computers did not accept any kind of media kept on a CD-ROM. All the computers are linked to a database in another state. I went to the bookstore to get a rewritable CD-ROM

~~and they didn't have any CD-ROM storage media. That's all they had was a 3.5" floppy disk,~~ which is almost obsolete. I was told by an instructor, "there was no computer towers so students wouldn't steal them." I had to email my work from home and open it at school to print my work and they had Microsoft word 2003. (This had some compatibility issues being that I had Microsoft word 2007.)

In my public speaking class a student and I could not get power point to work even after their computer technician tried. One student had to bring his own cord to class to make it work. I had to present mine on my laptop with my only power supply due to the fact there was no power outlet. I ended up having to put my laptop on an upside-down garbage can to make it viewable by the class. The instructor said. "Sometimes in life we have to improvise." In my fundamentals of physical therapy class they only had small or medium gloves, which I could not fit into. (A practical test for a sterile field with gloves was one of our practical tests we were graded on. There was a shortage of stethoscopes, blood pressure cuffs and inadequate seating. The equipment was worn and outdated. The instructor had to bring in a table to fit in some students and said it's only temporary because half the students would be gone by next month.

#### 4. **Poorly qualified/unprofessional Instructors**

Our instructor "Tammy" was a physical therapy assistant and not an actual physical therapist. She was unprofessional and unorganized. I had to lend her my book, because she did not have a copy of our book, required for the PT 1030 class. I called the accrediting body Commission of Physical therapy and they told me there must be a physical therapist at the program at all times, no acceptations. The entire program was taught by two physical therapy assistants, one being an adjunct. I took a year and a half of anatomy and physiology at Indiana University, which is generally the standard for any credible allied health program. To try to squeeze this course in one month is ridiculous. I was also told by an instructor "they will hire anyone off the street."

#### 5. **Absurd rules in the PTA program.** These rules we stated by the instructor as follows:

- A. The door is locked at 8:30 a.m. *Anyone who is late will be locked out of class until the remainder of the class is over.* She claimed she had to drive an hour to get to school, so there is no excuse for anyone else. (Even though she was not there at 8:30 a.m. the second day.)
- B. When taking blood pressure, if you are off by 2 mmHg (blood pressure gauge) you get 50% off your score. If you are off by 4 mm, you fail. Depending on how fast the air is let out of the blood pressure cuff, it is very hard to tell from a conventional gauge. 2mm from 3 mm (which could result in failure). Just to take in account that this can be human error. Most medical professionals relay on an electronic blood pressure cuff these days. Another example of poor technology.
- C. If I hear of anyone talking about the practical exam when leaving the room, on a cell phone or in the building, you fail.
- D. If you leave a student (practicing patient) sitting at a bed, you fail.

These rules were not listed on the syllabus. Although Students were not told the pre-assignment (meaning before you even enter the class on the first day) had to be typed. Students who did not type the assignment had 10 points deducted from their grade, with no prior knowledge of this assignment.

As a result of these absurd rules I was locked out of class the day of a pop quiz and received [REDACTED] out of 50 as my score. My final grade for the PT 1030 was [REDACTED] out of a possible 1000. [REDACTED] I believed my grade was unfair and management had been negligent when it came to following proper protocol. I challenged my final grade to the department chair.

Ms. Adelman wrote me a letter, stating that my grades and attendance would be permanently maintained electronically. This letter also stated that if I wanted to appeal my grade, I would need to include relevant course work. I feel this appeals process was not fair due to the fact Brown Mackie College would not release my course work that was kept by my instructors. I appealed my final grade despite the absence of course work I could not attain. In my appeal, I included a quiz that had a spelling error made by the instructor. My score was raised by [REDACTED] points making my final score [REDACTED]/1000, still failing by [REDACTED] points. Unfair appeals process- I appealed my final grade to the president, Ms. Adelman. I was denied a passing grade. I do not feel this was a fair appeals process due to the fact I could not challenge many of my grades because I could not obtain my work. My instructor kept most of my quizzes/tests. I wrote Ms. Adelman asking her to put a freeze on all my test records/scores.

#### **6. In violation of accrediting body.**

I spoke with the department chair of the American Physical Therapy Association, (Ms. Mary Jane Harris) and asked her the Criteria for an accredited program. According to their website, Brown Mackie College-South Bend was already on probation for accreditation. Ms. Harris told me that there must be a PT instructor at all times, no exceptions. There was not a physical therapy instructor at the time I was enrolled. I was also told if there was no physical therapist on duty the program could not continue.

#### **7. Rude Management**

On our first day, the dean and the president said, that we could come to them with any problem. When I tried to talk to the dean about the PTA program and substituting my medical terminology class, he told me that he used to be a lawyer and to not cause any trouble.

#### **8. Improper disbursement/allocation of student funds**

I was told that Sallie Mae was the largest student loan provider and I had no alternative from other lenders. Ms. Susan Golden told me that another financial aid officer improperly miscalculated my student aid by \$1,000. Brown Mackie College insists that my financial aid award is accurate and was stipend to zero. I then received a check in the amount of

~~\$2,373.59. I still refuse to believe that no mistakes were made. I am requesting that Brown Mackie College release the exact formula used to calculate my award from Sallie Mae Corporation. (e.g. gasoline x miles, books, etc. rounded to the nearest cent.)~~

**9. Little or no tutoring offered**

I tried to receive extra tutoring after class. Due to a shortage of staff and the possibility that the staff did not follow proper protocol I was denied any sort of after class tutoring. I was also told by my instructor that she could not stay after class because she had to pick her kids up. Please note that I was in class every school day during the PTA program. Brown Mackie offered no tutoring or extra help during the duration of the PTA program.

**10. Letter to President for Records**

On April 28, 2008 I sent a letter by certified mail to the President, Ms. Adelman, I formally requested for all of my scholarly records in regard to physical therapy courses to be released to me. My intention was to receive my records and my transcript. I have not received items I requested.

**11. Other**

Please refer to the 2007-2008 photocopied catalog for additional notes and highlighted text.



# STATE OF INDIANA

## COMMISSION ON PROPRIETARY EDUCATION

Mary Jane Michalak  
Commissioner

302 West Washington Street  
Room E201  
Indianapolis, IN 46204-2767  
<http://www.in.gov/cope>

February 16, 2012

CERTIFIED MAIL

ERIK ZEMLIK  
807 E SOUTH ST #23B  
CROWN POINT IN 46307

Dear Mr. Zemlik:

The Indiana Commission on Proprietary Education has completed its review of your complaint against Brown Mackie College – South Bend. Commission staff has ruled that Brown Mackie College – South Bend is not in violation of any of the Indiana statutes by which it is regulated. The commission was provided with sufficient documentation to support this ruling.

### **Contract**

You requested a copy of your enrollment agreement. It was sent to you via certified mail on February 2, 2008 (Exhibit A). Prior enrollment agreements were voided when you were unable to start classes at the times listed on the enrollment agreements (Exhibit B), December 2006, (Exhibit C), January 2007 and (Exhibit D), February 2007. This was explained to you when you were asked to sign an updated enrollment agreement.

### **False Advertising**

Typically students take one 4.0 credit hour classes. In the Physical Therapy Assistant Program, students are enrolled in two 2.0 credit hour classes (Exhibit E). The class time is the same but it is broken into two classes and is identified as such in the curriculum that is printed in the college catalog.

### **Credit Transfer**

The school has the right to determine what courses, if any, may be transferred and is so stated in the college catalog (Exhibit F).

### **Accreditation/Equipment/Instructors**

The Physical Therapy Assistant Program has specialized accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE). Their standards include faculty qualifications, equipment assessment, and required formal review visits. A routine review was conducted in 2010 and the program was issued continued accreditation.

### **Financial Aid**

Your entire financial aid file is enclosed (Exhibits G and H). The school remains willing to meet with you as they have done in the past in an attempt to assist you with your understanding of the materials.

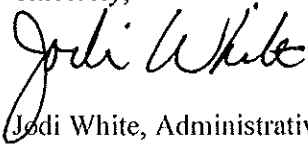
The areas of discrimination identified in your complaint were thoroughly investigated by the U.S. Department of Education, Office of Civil Rights. Their thorough review found insufficient evidence to conclude that the college had subjected you to discrimination.



If you desire administrative review of this decision, you must file a written petition at the above address with the Indiana Commission on Proprietary Education identifying the reason for the review. This petition must be postmarked by no later than twenty (20) days from the date of this notice, March 7, 2012.

If you file a petition for review, a proceeding will be scheduled and conducted by an administrative law judge appointed by the commission. If you do not file a petition for review within that time period, then this action will be final without further review.

Sincerely,



Jodi White, Administrative Director and  
Student Complaint Adjudicator

Enclosures

Cc: Jim Bishop, President  
Brown Mackie College  
3454 Douglas Road  
South Bend, IN 46635

RECEIVED

MAR 12 2012

**Petition for Administrative Review**

Eric Zemlik  
807 E. South ST #23B  
Crown Point, IN 46307

INDIANA COMMISSION  
ON PROPRIETARY EDUCATION

*Post Mailed*

*3/6/12*

Jody White  
302 West Washington Street  
Room E 201  
Indianapolis, IN 46204

Dear Ms. White,

Thank you for your response dated February 16, 2012. It seems The Commission on Proprietary Education failed to answer some of my initial questions. I will also include documents that further explain my grievances.

**Contract**

I did receive a copy of my student enrollment agreement, however the copy Brown Mackie sent me has an additional signature under (accepted by official of Brown Mackie College) This differs from the student's copy (pink copy), as it does not have this additional signature. They are not the same.

**False advertising**

In exhibit E you stated typically the class time is the same. To count two separate classes as one course is very misleading. The instructor told me that the program the year before had only one class. I believe the reason for this alteration was because they were short staffed and only two PTA instructors teaching the entire program (Both first and second year students). I do not see where it states that students may be locked out of class if they are late.

**Financial Aid**

Although Brown Mackie provided me with a general breakdown, I would like the following questions to be answered:

Was gas mileage factored into my loan? If so how was gas mileage allowances calculated?

Are all my loans from Brown Mackie College private Sallie Mae loans?

Are any of my loans Stafford or Perkins loans?

~~Sallie Mae Corporation and third party collectors insist that all my loans obtained through Brown Mackie College are all private student loans. If Brown Mackie College fails to address these questions, I will have to file a report with the Office of Inspector General and/or my ombudsmen.~~

Although the OCR (region IV) found insufficient evidence this investigation is still pending and being reviewed by the assistant deputy in Washington D.C. by the Deputy Assistant Secretary for Enforcement (exhibit 21A).

Please know I have made a valiant effort to resolve my complaints directly with the school, sending them 3 certified letters. In my last letter I stated that if I did not hear a response from them, I would have to go through third party agencies' to obtain my information. Please also note that Brown Mackie College failed to provide me with several documents stated in my letters to the President.

Sincerely,



Eric Zemlik

Enclosures

**BEFORE THE INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

In the Matter of	)	
	)	
ERIC ZEMLIK,	)	
Petitioner,	)	
	)	No. 2012-CPE-003
BROWN MACKIE COLLEGE,	)	
Respondent	)	

**RECOMMENDED FINDINGS OF FACT AND CONCLUSIONS OF LAW**

This matter comes before the Indiana Commission on Proprietary Education (“Commission”) 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 18, 2012. Petitioner Eric Zemlik appeared pro se. Respondent Brown Mackie College – South Bend (“Brown Mackie”) was represented by Michael Heck, President of Brown Mackie College – South Bend. 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 Commission is charged with the duty and responsibility of regulating privately owned postsecondary vocational educational institutions. Ind. Code §§ 21-17 *et. seq.*
3. The Commission is charged with enforcing standards set out in Ind. Code §§ 21-17-3-5(c), -13 and -18 *et. seq.*, 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 Commission may conduct a hearing pursuant to AOPA. 570 IAC 1-6-3; Ind. Code chapter 4-21.5-3.

4. The Commission is empowered to appoint an ALJ to conduct hearings on its behalf. Ind. Code § 4-21.5-3-9.
5. Effective July 1, 2012, proceedings pending before the Commission that pertain to a postsecondary credit bearing proprietary educational institution shall be transferred to the Board for Proprietary Education established by Ind. Code § 21-18.5-5-1. Ind. Code § 21-18.5-1-5(h).

#### *Procedural Background*

6. On or about December 16, 2011, Mr. Zemlik filed a Complaint with the Commission regarding Brown Mackie.
7. On February 16, 2012, after reviewing information provided by Mr. Zemlik and Brown Mackie, the Commission issued its determination that Brown Mackie had not violated its policy or the rules or statutes governing it.
8. On March 12, 2012, Mr. Zemlik requested an appeal of the Commission's decision.
9. A hearing was held in this matter on May 18, 2012. Mr. Zemlik testified on his own behalf. Michael Heck, President of the South Bend campus, testified for Brown Mackie.
10. During the hearing, both parties referred to and quoted from the Brown Mackie College – South Bend 2007-2008 Academic Catalog (“Catalog”), which was not entered into evidence at the hearing. At the ALJ's request, Brown Mackie submitted a copy of the Catalog, which is hereby made part of the record of this proceeding.

#### *Factual Background*

11. In February, 2007, Mr. Zemlik enrolled in a physical therapy assistant program at Brown Mackie.
12. Brown Mackie advertised that students could take one course per month. (Ex. B.)
13. During December 2007, the program required Mr. Zemlik to enroll in two two-hour classes, rather than one four-hour class. Mr. Zemlik found it more difficult to take two two-hour classes than one four-hour class.
14. The class time for two two-hour classes is the same as one four-hour class. However, December classes meet longer or more often early in the month to make up for the holidays later in the month.
15. Mr. Zemlik was concerned that the physical therapy assistant program used blood pressure devices with dials rather than digital devices, and the computers had the 2003 version of Microsoft Office. There are newer versions of this equipment and software.
16. Classes were taught by physical therapy assistants.
17. Brown Mackie is accredited by the Commission on Accreditation in Physical Therapy Education ("CAPTE").
18. In 2008 and 2009, Mr. Zemlik contacted CAPTE regarding his concerns about Brown Mackie's physical therapy program. The outcome of these communications is unclear, and the program retained its CAPTE accreditation.
19. [REDACTED] On December 4, 2007, Mr. Zemlik wrote a letter to Bill Hanson, dean of students, [REDACTED]  
[REDACTED]  
[REDACTED]

20. On one occasion in December 2007, Mr. Zemlik arrived ten to fifteen minutes late for his Fundamental Techniques in Physical Therapy course. His late arrival was due to a snowstorm and difficulties related to [REDACTED]. The classroom door was locked, and a pop quiz was being given. Mr. Zemlik received a “zero” on the quiz.
21. Mr. Zemlik provided letters [REDACTED] [REDACTED], and he was permitted to make up the quiz. The make-up quiz was an essay quiz. The pop quiz was multiple choice.
22. Mr. Zemlik failed the Fundamental Techniques in Physical Therapy course. He initially received a grade of [REDACTED] points out of 1000. The passing grade is 770 points. Mr. Zemlik appealed his grade, and was awarded an additional [REDACTED] points for a written assignment that had a typographical error in the question. This brought his total to [REDACTED] points, which was still [REDACTED] points below the level required to pass.
23. Mr. Zemlik filed a complaint with the U.S. Department of Education, Office of Civil Rights (“OCR”), alleging that Brown Mackie discriminated against him [REDACTED] [REDACTED]. In a detailed letter issued on November 26, 2008, the OCR determined that there was insufficient evidence to support the allegation. Mr. Zemlik has requested a review of this determination, but the OCR’s letter describes it as a final determination of that office.
24. After Mr. Zemlik stopped attending Brown Mackie, he received voice mail messages requesting that he contact them to return.
25. Mr. Zemlik was not granted transfer credit for a medical terminology course that he completed at Indiana University Northwest. He was denied credit because Brown Mackie considers it a “core” course. This is consistent with the policy stated in the

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Catalog, which states that credit may not be granted for “courses crucial to programmatic outcomes. ... The Dean of Academic Affairs will make the final determination on acceptance of the credits, with input from the faculty.”

26. Mr. Zemlik expressed dissatisfaction with the overall quality of the physical therapy assistant program in particular and Brown Mackie in general, noting that Brown Mackie credits are not accepted at other institutions. However, he does not claim that he was told otherwise, and the Catalog states “it is unlikely that the academic credits you earn at Brown Mackie College – South Bend will transfer to another school.” (p. 81.)
27. Mr. Zemlik also raised questions about his student loans. He stated he was not told whether travel expenses were included in his loan amount, and he was unsure whether his loans were subsidized or private. However, the documents he signed to obtain the loans would have explained the type of loan, and Brown Mackie also provided Mr. Zemlik with a Student Loan Exit Interview Packet detailing his student loans. Regarding the allocation for travel expenses, Mr. Zemlik does not explain how including the travel expenses as a cost of education violates any statute, rule, or policy.
28. It is clear that Mr. Zemlik’s experience with Brown Mackie was unsatisfactory. However, the evidence does not establish that Brown Mackie violated its policies or the statutes and rules governing it.

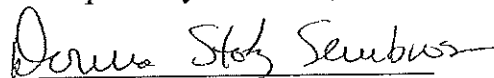
#### Conclusions of Law

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 Eric Zemlik 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 Brown Mackie College violated the statutes and rules governing it.
4. The evidence does not show that Brown Mackie failed to provide [REDACTED]  
[REDACTED]
5. Brown Mackie provided Mr. Zemlik a thorough review of his appeal of his failing grade.
6. Although Mr. Zemlik described numerous areas of dissatisfaction in his academic program and Brown Mackie, he did not show how these constitute a violation of the rules or statutes governing Brown Mackie.
7. Petitioner failed to meet his burden in this case of proving by a preponderance of evidence that Brown Mackie College violated a rule or law governing the postsecondary proprietary educational institutions or a duty owed students at such institutions.
8. Therefore, there is no evidentiary or legal basis to impose sanctions on Brown Mackie or to order Brown Mackie to refund Mr. Zemlik's tuition.
9. 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: June 29, 2012

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**BOARD ACTION**

Approved and Adopted this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
for the Board for  
Proprietary Education

Distribution:

Eric Zemlik  
807 E. South St. 323B  
Crown Point, Indiana 46307

Michael Heck, President  
Brown Mackie College  
3454 Douglas Road  
South Bend, Indiana 46635

Jodi White  
Indiana Commission on Proprietary Education  
c/o Department of Workforce Development  
Office of Career Training Services  
10 N. Senate, Room SE 205  
Indianapolis, Indiana 46204

**BEFORE THE INDIANA COMMISSION ON  
PROPRIETARY EDUCATION**

In the Matter of	)	
	)	
ERIC ZEMLIK,	)	
Petitioner,	)	
	)	No. 2012-CPE-003
BROWN MACKIE COLLEGE,	)	
Respondent	)	

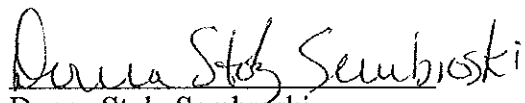
**NOTICE OF SUBMISSION**

The attached Recommended Findings of Fact and Conclusions of Law have been submitted to the Commission on Proprietary Education. The Commission's duties related to this matter will be transferred to the Board for Proprietary Education on July 1, 2012.

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, Commission on Higher Education, 402 W. Washington Street, Room W462, Indianapolis, IN 46204. Objections must be in writing and must identify the basis of the objection.

Respectfully submitted,

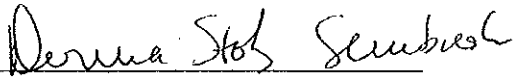
Date: June 29, 2012

  
Donna Stolz Sembrski  
Administrative Law Judge

**Certificate of Service**

---

I certify that on June 29, 2012, I have served the foregoing documents by first class mail or hand delivery on the following persons at the addresses shown below:

  
Donna Stolz Sembroski  
Administrative Law Judge

**Distribution:**

(first class mail)

Eric Zemlik  
807 E. South St. 323B  
Crown Point, Indiana 46307

(first class mail)

Michael Heck, President  
Brown Mackie College  
3454 Douglas Road  
South Bend, Indiana 46635

(hand delivery)

Jodi White  
Indiana Commission on Proprietary Education  
c/o Department of Workforce Development  
Office of Career Training Services  
10 N. Senate, Room SE 205  
Indianapolis, Indiana 46204

## **BOARD FOR PROPRIETARY EDUCATION**

Monday, December 17, 2012

### **DISCUSSION ITEM A:**

### **Board for Proprietary Education Institutional Academic Program Inventory**

#### **Staff Recommendation**

None

#### **Background**

An Institutional Academic Program Inventory (API) of all institutions approved by the Board for Proprietary Education to offer on-site, campus-based instruction in the State of Indiana has been created. By the first week of January, staff will send out the API to all institutions for verification. We will ask for responses from institutions by January 31, 2013. The attachment illustrates the API institutions will be receiving.

#### **Supporting Documents**

Academic Program Inventory Sample Page

	A	B	C	D	E	F	I	J
1	Institution	Campus	Program Status	CIP 2010 State Code	Degree Level	Program Formal Name	Program BPE Approved Date	Distance Education Indicator
582	ITT Technical	Fort Wayne	Approved	10.0304	5	B.S. in Digital Entertainment and Game Design		Yes
583	ITT Technical	Fort Wayne	Approved	10.0305	3	A.A.S. in Graphic Communications and Design		Yes
584	ITT Technical	Fort Wayne	Approved	11.0899	3	A.A.S. in Information Technology-Software Applications & Programming		Yes
585	ITT Technical	Fort Wayne	Approved	11.0899	3	A.A.S. in Software Development Technology		Yes
586	ITT Technical	Fort Wayne	Approved	11.0899	5	B.S. in Software Applications Development		Yes
587	ITT Technical	Fort Wayne	Approved	11.0901	3	A.A.S. in Information Technology-Computer Networks Systems		Yes
588	ITT Technical	Fort Wayne	Approved	11.1001	3	A.A.S. in Network Systems Administration		Yes
589	ITT Technical	Fort Wayne	Approved	11.1003	5	B.S. in Information Systems and Cybersecurity		Yes
590	ITT Technical	Fort Wayne	Approved	11.1003	5	B.S. in Information Systems Security		Yes
591	ITT Technical	Fort Wayne	Approved	11.1005	5	B.S. in Technical Project Management		Yes
592	ITT Technical	Fort Wayne	Approved	15.0303	3	A.A.S. in Electrical Engineering Technology		Yes
593	ITT Technical	Fort Wayne	Approved	15.0303	5	B.S. in Electrical Engineering and Communications Technology		Yes
594	ITT Technical	Fort Wayne	Approved	15.0303	5	B.S. in Electronics and Communications Engineering Technology		Yes
595	ITT Technical	Fort Wayne	Approved	15.0613	5	B.S. in Industrial Automation Engineering Technology		Yes
596	ITT Technical	Fort Wayne	Approved	15.1201	3	A.A.S. in Computer & Electronic Engineering Technology		Yes
597	ITT Technical	Fort Wayne	Approved	15.1302	3	A.A.S. in Computer Drafting and Design		Yes
598	ITT Technical	Fort Wayne	Approved	15.1302	3	A.A.S. in Drafting and Design Technology		Yes
599	ITT Technical	Fort Wayne	Approved	22.0302	3	A.A.S. in Paralegal		Yes
600	ITT Technical	Fort Wayne	Approved	22.0302	3	A.A.S. in Paralegal Studies		Yes
601	ITT Technical	Fort Wayne	Approved	43.0103	3	A.A.S. in Criminal Justice		Yes
602	ITT Technical	Fort Wayne	Approved	43.0103	3	A.A.S. in Criminology and Forensic Technology		Yes
603	ITT Technical	Fort Wayne	Approved	43.0103	5	B.S. in Criminal Justice		Yes
604	ITT Technical	Fort Wayne	Approved	50.0401	3	A.A.S. in Visual Communications		Yes
605	ITT Technical	Fort Wayne	Approved	52.0201	3	A.A.S. in Business Management		Yes
606	ITT Technical	Fort Wayne	Approved	52.0201	5	B.S. in Business Administration		Yes
607	ITT Technical	Fort Wayne	Approved	52.0201	5	B.S. in Business Management		Yes
608	ITT Technical	Fort Wayne	Approved	52.0211	5	B.S. in Project Management		Yes
609	ITT Technical	Fort Wayne	Approved	52.2001	5	B.S. in Construction Management		Yes
610	ITT Technical	Fort Wayne	Approved	52.2101	3	A.A.S. in Mobile Communications Technology		Yes
611	ITT Technical	Indianapolis	Approved	10.0304	3	A.A.S. in Visual Communications		Yes
612	ITT Technical	Indianapolis	Approved	10.0304	5	B.S. in Digital Entertainment & Game Design		Yes



INDIANA *for* COMMISSION  
HIGHER EDUCATION

### **Schedule of Dates for the Board for Proprietary Education Business Meetings in 2013**

Tuesday, March 19, 2013 from 10:00 am - 12:30 pm

Tuesday, June 18, 2013 from 10:00 am - 12:30 pm

Tuesday, September 17, 2013 from 10:00 am - 12:30 pm

Tuesday, December 17, 2013 from 10:00 am - 12:30 pm