

AGENDA

Board for Proprietary Education

BOARD MEETING

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

Tuesday, December 9, 2014

- I. CALL TO ORDER –10:00 a.m.**
- II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**
- III. CONSIDERATION OF THE MINUTES OF THE SEPTEMBER BOARD MEETING..... 1**
- IV. EXECUTIVE DIRECTOR’S REPORT**
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VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

None.

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

**STATE OF INDIANA
Board for Proprietary Education**

Minutes of Meeting

Tuesday, September 9, 2014

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 10:05 a.m. at 101 West Ohio Street, 7th Floor Conference Room, with Chairman Dr. Ken Sauer presiding.

II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present:

Ken Konesco, Eric Ogle, Joe Pearson, Kimberly Perkins, and Ken Sauer

Members Present by Conference Call:

Linda Woloshansky

Guests Present:

Dr. Lee Tincher, Amber Nicole Ying, Krystal Belton, Louis Reeves, Ashly Stage, Tricia Berry, John Carreon, Dr. Chandice Covington, Dr. Heather Luea, Tony Smarrella, and Glenna Shelby.

It was determined that there was a quorum for the September 9, 2014 Board meeting.

III. CONSIDERATION OF THE MINUTES OF THE JULY BOARD MEETING

The Board for Proprietary Education approved the Minutes of the July 7, 2014 meeting.

Mr. Ken Konesco moved for acceptance and Mr. Eric Ogle seconded the motion. The motion was unanimously approved.

IV. EXECUTIVE DIRECTOR'S REPORT

Dr. Ken Sauer provided an update on the meeting held August 20, 2014 of the Board for Proprietary Education Planning Committee. The agenda consisted of two items for discussion; creating the rulemaking timetable, and a comprehensive detailed list of topics which will be included in implementing the rules.

The committee discovered that the rules should be thoroughly drafted with complete content and layout, before submitting to the Attorney's General Office. The Attorney's General Office will need the proposed rules to be in a complete final version before they will review and take action. Dr. Sauer stated the next BPE Planning Meeting will focus strictly on finalizing the rules in a complete format and preparing to submit to the Attorney's General Office.

V. TIME – SENSITIVE ACTION ITEMS

A. Academic Degree Programs

**1. American College of Education:
New Degree Requests**

Representing American College of Education was: Dr. Lee Tincher, Academic Dean and Amber Nicole Ying, Associate Counsel & Vice President of Regulatory Affairs & Compliance.

Mr. Ross Miller presented the staff report recommending that American College of Education be granted approval to offer one Master Degree Program exclusively via Distance Education.

- *M. Ed. in Teaching English Learners*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to American College of Education to award the above mentioned program. Mr. Eric Ogle seconded the motion. The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kimberly Perkins, Linda Woloshansky and Ken Sauer.

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

Representing Harrison College was: Krystal Belton, Director of Regulatory Affairs, Ashly Stage, Manager of Accreditation Affairs and Louis Reeves, National Dean School of Criminal Justice.

Mr. Ross Miller presented the staff report recommending that Harrison College be granted approval to offer one Associate of Applied Science Degree Program and one Baccalaureate Degree Program at the Evansville campus.

- *A.A.S. in Criminal Justice*
- *B.S. in Criminal Justice*

Mr. Joe Pearson made the motion to approve the staff recommendation with the stipulation that the Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of each program to grant approval to Harrison College to award the above mentioned programs. Mrs. Kimberly Perkins seconded the motion. The motion was approved by Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky, and Ken Sauer. Ken Konesco abstained.

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

Representing Kaplan University was: Tricia Berry, Director of Clinical & Practicum Programs, John Carreon, Vice President of State Affairs & Associate General Counsel, Dr. Chandice Covington, Dean & Vice President School of Health Sciences, Dr. Heather Luea, Department Chair for Graduate Finance Program, and Tony Smarrella, Executive Director.

Mr. Ross Miller presented the staff report recommending that Kaplan University be granted approval to offer one Baccalaureate Degree Program and three Master of Science Degree Programs at one location.

- B.S. in Nursing
- M.S. in Finance
- M.S. in Health Education
- M.S. in Nursing

First the Board addressed the two programs; M.S. in Finance and M.S. in Health Education that were previously discussed on the meeting agenda dated July 7, 2014.

The Board expressed four points of concern for Ben Lyon, Counsel and Director of State Regulatory Affairs. Mr. Lyon was asked to review and discuss these items with the institution's representatives. Further, he was asked to provide the requested information at the next BPE Board meeting.

Points of Concern:

- Faculty qualification being relevant to program of instruction
- Improve the ratio of FT vs PT faculty
- Requesting more detailed information on the supplemental information form
- Have more Program Chairs present at the next BPE Board meeting

Mrs. Kim Perkins made the motion to approve the staff recommendation to grant approval to Kaplan University to award the M.S. in Finance and M.S. in Health Education programs. Mr. Ken Konesco seconded the motion. The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

The Board moved forward in the agenda to review and discuss the new programs for Bachelor of Science in Nursing and Master of Science in Nursing.

Mr. Ken Konesco made a motion to approve the staff recommendation to grant approval to Kaplan University to award the above mentioned programs. Mrs. Linda Woloshansky seconded the motion. The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

- B. Policy on Credit and Clock Hours Required for Associate and Baccalaureate degree Programs.

DECISION ITEM B: Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs

Staff Recommendation That the Board for Proprietary Education adopt the *Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs*.

Background The Board had a request from an institution to review the current policy on the minimum number of credit and clock hours required for associate degree programs: 96 quarter hours, 64 semester hours, or 960 clock hours. No such policy

currently exists for baccalaureate degree programs.

Based on a review of policies for undergraduate degree programs in place for Indiana public institutions, regional accrediting bodies, such as the Higher Learning Commission (HLC), and national accreditors, such as the Accrediting Council for Independent Colleges and Schools (ACICS), the staff concludes that it would be appropriate to adopt the following policy:

Policy on Credit and Clock Hours Required for
Associate and Baccalaureate Degree Programs

Associate and baccalaureate degree programs approved by the Board for Proprietary Education shall require, respectively, the following minimum number of credit or clock hours:

Associate Degree Programs

- 90 Quarter credit hours, or
- 60 Semester credit hours, or
- 960 Clock hours;

Baccalaureate Degree Programs

- 180 Quarter credit hours, or
- 120 Semester credit hours, or
- 1,920 Clock hours.

Supporting Documents

None

Mr. Ken Konesco made a motion to accept and approve the *Policy on Credit and Clock Hours Required for Associate and Baccalaureate Degree Programs* and the motion was seconded by Kim Perkins.

The motion was approved by Ken Konesco, Eric Ogle, Joe Pearson, Kim Perkins, Linda Woloshansky and Ken Sauer.

VII. OLD BUSINESS

None.

IX. ADJOURNMENT - approximately 11:50 a.m.

The next meeting of the Board will be on Tuesday, December 9, 2014 at 10:00 am – 12:30 pm.

Dr. Ken Sauer, Chairman

Date

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

DECISION ITEM A-1:

American College of Education: One Baccalaureate Degree Program and Five Master of Education Degree Programs Offered Exclusively Via Distance Education

Staff Recommendation

That the Board for Proprietary Education approve the Bachelor of Arts (B.A.) in Professional Studies, Master of Education (M.Ed.) in Advanced Studies, M.Ed. in Early Childhood Education, M.Ed. in Integrated Curriculum, M.Ed. in Literacy, and M.Ed. in Teacher Leadership in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

American College of Education is regionally accredited by the Higher Learning Commission of the North Central Association (HLC). The institution has offices in Indianapolis, Indiana and Dallas, Texas. The National Center for Education Statistics (NCES) lists a total enrollment of 3,021 students in the fall of 2013 at American College of Education.

Degree Program Profiles

Bachelor of Arts (B.A.) in Professional Studies

This program consists of 34 semester credit hours, with 100% of the courses in the specialty. Students are required to enter the program with at least 60, and up to 86 semester credit hours. Complete 34 program semester credit hours and earn up to an additional 26 semester credit hours through electives for a combined total of 120 semester credit hours. The program includes four concentrations: Health Literacy and Informatics, Digital Age Communications, Early Childhood Education, and Entrepreneurship. The faculty consists of fifteen individuals, of whom eight are full-time and seven are part-time. Of the 15 individuals, 11 have a Doctoral degree, and the remaining 4 have a Ph.D.

*Master of Education (M.Ed.) in
Advanced Studies*

This program consists of 31 semester credit hours, with 100% of the courses in the specialty. The program includes three concentrations: Online Learning and Teaching, Adult and Continuing Education, and International Education. The faculty consists of eleven individuals, of whom four are full-time and seven are part-time. Of the 11 individuals, 8 have a Doctoral degree, and the remaining 3 have a Ph.D.

*Master of Education (M.Ed.) in
Early Childhood Education*

This program consists of 31 semester credit hours, with 100% of the courses in the specialty. The faculty consists of three individuals, of whom two are full-time and one is part-time. Of the three individuals, two have a Doctoral degree, and the remaining individual has a Ph.D.

*Master of Education (M.Ed.) in
Integrated Curriculum*

This program consists of 31 semester credit hours, with 100% of the courses in the specialty. The program includes three concentrations: Mathematics and Sciences, Instructional Leadership, and Special Education. The faculty consists of 12 individuals, of whom 5 are full-time and 7 are part-time. Of the 12 individuals, 10 have a Doctoral degree, and the remaining 2 have a Ph.D.

*Master of Education (M.Ed.) in
Literacy*

This program consists of 31 semester credit hours, with 100% of the courses in the specialty. The faculty consists of three individuals, of whom two are full-time and one is part-time. Of the three individuals, two have a Doctoral degree, and the remaining individual has a Ph.D.

*Master of Education (M.Ed.) in
Teacher Leadership*

This program consists of 31 semester credit hours, with 100% of the courses in the specialty. The faculty consists of four individuals, of whom one is full-time and three are part-time. Of the four individuals, each has a Doctoral degree.

Supporting Documents

Degree Applications

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution American College of Education

Bachelor of Arts in Professional Studies with Concentrations in
a. Health Literacy and Informatics
b. Digital Age Communications
c. Early Childhood Education
d. Entrepreneurship
Name of Program (CIP Code for all concentrations: 30.0000 Multi/Interdisciplinary Studies)

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

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

Telephone Number 317.829.9417 Application Type

Date the Form was Prepared October 3, 2014 Initial or Renewal
(Revise date after any revision)

Program Descriptions by Concentration

a. B.A. in Professional Studies: Health Literacy and Informatics

A degree in Professional Studies is designed to engage and support the goals of adult learners seeking promotion in their current careers, pursuing additional personal interests, and providing stronger leadership skills in a selected area of interest. Focused on a consortium of attitudes and abilities and through the use of technology, individuals utilize prior knowledge to enhance their ability to process new information, understand complex problems, and support decisions made within a field of study or in preparation for a new career. The concentration in Health Literacy and Informatics addresses the tremendous growth of healthcare information in volume and complexity and the role of technology in communicating this information. A growing need exists for healthcare providers and health educators to share vital information in ways consumers can understand and to utilize data collection and storage in diagnostic decision making. By providing an overview of critical components, this program supports those who educate, train, and support public health, pharmacy, dentistry, nursing, and general health providers in acquiring the skills and tools needed to communicate with their constituents and store, communicate, and process data for the purpose of improving access and services.

b. B.A. in Professional Studies: Digital Age Communications

A degree in Professional Studies is designed to engage and support the goals of adult learners seeking promotion in their current careers, pursuing additional personal interests, and providing stronger leadership skills in a selected area of interest. Focused on a consortium of attitudes and abilities and through the use of technology, individuals utilize prior knowledge to enhance their ability to process new information, understand complex problems, and support decisions made within a field of study or in preparation for a new career. The concentration in Digital Age Communications addresses the changing nature of Digital Age communications in professional environments and its relevance to many professional fields and careers as an essential aspect of building collaborative relationships. For example, it is designed to engage and support learners seeking jobs in journalism, public relations, marketing, consulting, education, regulatory affairs and compliance, information analysts, research associates, social media, editing and copywriting, and technical writing. Learners develop skills of listening, speaking, and writing as they apply to new age communication through radio, television, the Internet, and other media outlets. The role of social media, information technology, research, and ethics are major themes throughout the coursework.

c. B.A. in Professional Studies: Early Childhood Education

A degree in Professional Studies is designed to engage and support the goals of adult learners seeking promotion in their current careers, pursuing additional personal interests, and providing stronger leadership skills in a selected area of interest. Focused on a consortium of attitudes and abilities and through the use of technology, individuals utilize prior knowledge to enhance their ability to process new information, understand complex problems, and support decisions made within a field of study or in preparation for a new career. The concentration in Early Childhood Education prepares students to work with children from infancy through age 5 in diverse learning environments. Students will use a theory-to-practice approach as they combine theoretical frameworks with application in educational settings. The concentration's goal is to help students understand and foster the cognitive/language, physical/motor, social/emotional, and creative development of young children. Topics include child development, guidance and discipline, early childhood literacy, appropriate technology and media integration, curriculum development, cultural diversity, and learner exceptionalities.

d. B.A. in Professional Studies: Entrepreneurship

A degree in Professional Studies is designed to engage and support the goals of adult learners seeking promotion in their current careers, pursuing additional personal interests, and providing stronger leadership skills in a selected area of interest. Focused on a consortium of attitudes and abilities and through the use of technology, individuals utilize prior knowledge to enhance their ability to process new information, understand complex problems, and support decisions made within a field of study or in preparation for a new career. The concentration in Entrepreneurship focuses on foundational principles for establishing successful entrepreneurial businesses and their role in invention, discovery, and innovation. Topics include how to build a business, develop a business plan, assess the market, and secure funding. As applicable to the field of entrepreneurship, the topics of organizational change, public relations, marketing, team building, and issues, trends, and ethics are addressed. Students will gain insight into industry analysis, market strategy and analysis, and strategic planning as essentials for establishing and growing a successful entrepreneurial business. Communications, including social media and technology, and the growth of entrepreneurship on both a national and global scale are themes throughout the coursework.

Program Rationale - General

Careers in the 21st century are requiring the pursuit of education beyond a high school diploma or the equivalent. Individuals need to be able to use technology effectively, communicating the vision, goals, and desired outcomes of organizations or personal entrepreneurial efforts to stakeholders and beyond.

Indiana has a goal to increase the numbers of residents with post-secondary two-year or four-year degrees to 60% by 2025, while the current rate (2012 Census figures) is 34.4% requiring nearly double the present rate of completers to reach the required goal. This rate is below the national average of 39.4%, and Indiana ranks between 41st - 43rd in the nation for college graduates, depending on the published ranking and whether or not associates degrees are counted.

Program Rationales – by Concentration

a. B.A. in Professional Studies: Health Literacy and Informatics

In both print and online media, health information has exploded in its volume and complexity. With this explosion has come the need for consumers to work closely with healthcare providers to take a more active role in health-related decision making. Health literacy, often impacted by technology, is foundational to this understanding. The American Medical Association has determined poor health literacy to be a stronger predictor of an individual's health than age, income, employment status, education level, and race. Simultaneously, the technology proliferation has impacted the way in which healthcare data are stored, processed, and communicated to providers and consumers, opening up the new field of informatics.

Successful careers in both health literacy education and informatics are dependent on a range of communications skills and the use of appropriate new technology, providing health providers and consumers with pertinent patient information, which accurately records test results, patient history, and highlights potential problems arising from medications. Additional technologies open the possibilities of providing services for those unable to travel or in rural or inaccessible regions via telecommunication or webinars to address health issues as options for taking vital signs, monitoring heart and lung function, assessing blood sugar and other routine tests as they become available. Providers need education and training on how to effectively use these emerging options.

The continued increase in the use of technology to promote data-driven decisions requires abilities to know and understand ways to effectively communicate in this virtual environment where rapid change happens. The shifting landscape of healthcare continues to create careers which did not exist a decade ago. The U.S. Bureau of Labor Statistics predicts continued changes in fields which serve people and their needs. Employment of health educators, community health workers, and medical records and health information technicians is projected to grow 21 percent from 2012 to 2022 (BLS, *Health Educators and Community Health Workers; Medical Records and Health Information Technicians*).

b. B.A. in Professional Studies: Digital Age Communications

Successful careers in the 21st century are dependent on a range of communications skills and the use of appropriate new media to communicate messages to other professionals and the public. Practitioners need to be able to use technology effectively to share information in fields such as journalism, public relations, marketing, consulting, education, and other communications positions. A major change impacting all career paths and professionals in communications is the concept of convergence, a state of the art concept bringing together a variety of old media to form a new media stream of information and entertainment on the Internet. Where before, communication was primarily achieved through print media and the spoken word, convergence emphasizes Digital Age media such as infographics and video. Ethical considerations related to all aspects of Digital Age communications are another major trend. The U.S. Bureau of Labor Statistics predicts continued changes in communications fields. Technical writers and others in the field of communications can expect a 15-21 percent increase in their field between 2012 to 2022 (BLS 2013 wage data for Technical Writers, Communications).

c. B.A. in Professional Studies: Early Childhood Education

Public policy and education reform are currently influencing the field of early childhood education due to low U.S. college graduation rates internationally. Recognizing the role of early childhood education in closing achievement gaps, federal and state lawmakers are focusing on learning initiatives for improved teacher education, assessment, and accountability standards.

The U.S. Bureau of Labor Statistics predicts continued changes in early childhood education professionals: The need for preschool teachers is expected to increase 17 percent from 2012 to 2022 (BLS, Preschool Teachers).

Graduates will be prepared to plan and implement developmentally appropriate programs in early childhood educational environments. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school programs serving children from infancy to age 5. This concentration may also appeal to parents who are home schooling young children.

d. B.A. in Professional Studies: Entrepreneurship

On both a national and international scale, entrepreneurship has grown in stature to become a viable business model. Because innovation, discovery, and invention have always been valued in U. S. society, American history is laced with breakthroughs occurring in an individual's home, laboratory basement, or garage. Stories such as Steve Jobs' founding of Apple in his garage have become legendary. Once considered to be little more than the mom-and-pop store on the corner, entrepreneurship now has replaced the big-business, mass-production model in the U. S. In the last presidential election, numerous references were made regarding the need to support "small businesses" as they represent a growing part of the American economy and its workforce. Current job descriptions often seek out individuals with entrepreneurial-like qualities and skills because the word entrepreneurial implies creativity, innovation, invention, and a can-do spirit. On a global scale, entrepreneurship also is growing by leaps and bounds. "Promoting private sector development and entrepreneurship, in particular, has become a defining feature of (global) development policy in recent years" (United Nations University).

Many individuals who earn degrees in entrepreneurship start their own businesses. However, as the wave of entrepreneurial innovation continues to swell on an international scale, the degree will prove beneficial to both those who want to start new entrepreneurial enterprises and the growing demand for those who serve entrepreneurial efforts, such as computer technologists, web designers, Internet service providers, financiers, marketing and public relations specialists, professional developers, and technical and grant writers.

According to the Kauffman Foundation for Entrepreneurship (2014): "Entrepreneurs are critical to the long-term health and prosperity of our economy...Entrepreneurs can increase their chances of success with practical education and training." By 2040, demographic trends will drive a flourishing of new kinds of entrepreneurial activities...with a bulge in the 20-40 age demographic -- the key entrepreneurial age. New platforms -- like crowd-funding and re-localized production -- will allow for the diversification of entrepreneurship, allowing Americans from a wide range of backgrounds to build new businesses (Kauffman Foundation, 2014). A 2009 study, which analyzed 20 years of U. S. data on entrepreneurs, found significant returns to education -- as measured by increased average income for every year of schooling completed -- for entrepreneurs (Mirjam van Praag et al., 2009). According to the U. S. Census, most new small businesses opt for computer technology first and then cover other fields. In the computer tech field, 41.2% of new small businesses open up in the field of web portals and 16.6% of the new ventures are Internet Service Providers (ISP).

Program Outcomes

The Bachelor of Arts in Professional Studies is designed as a completion degree for students with “some college and no degree.” More than 32 million working-age adults in the United States have some college credits but no degree with just over 1.2 million of those in Indiana. The program is designed to meet the needs of returning adult students who have at least 60 college credit hours but have not earned a bachelor’s degree.

The Bachelor of Arts in Professional Studies consists of 34 semester credits earned at American College of Education and 86 semester credits (including 30 general education credits) earned through one or more of the following channels:

- Associate’s degree from a regionally-accredited institution of 60 credits
- Transfer credit from a regionally-accredited institution (up to 86 credits)
- ACE elective courses (up to 26 credits)
- Prior Learning Assessment (PLA) credits (up to 26 credits)

Thirty-four semester credits must be earned at American College of Education, and a total of 120 semester credits are required for conferral of a Bachelor of Arts degree.

1. Demonstrate skills and behaviors which encourage continuous personal and professional improvement, including advances in productivity, efficiency, collaboration, communication, and ethical standing.
2. Apply principles of behavior, motivation, and adaptability in a given discipline to maximize human relations and resources in diverse settings and communities.
3. Analyze principles and methods of change, leadership skills which support visionary progress, and the impact these will have on an organization.
4. Describe and apply the elements of planning to enhance and support attitudes and behaviors of success.
5. Evaluate current tools, concepts, and trends within a discipline which encourages and promotes social responsibility and the application of ethical principles within a field.
6. Apply effective communication techniques, including the use of technology, for processing and sharing information which promotes collaboration and conflict resolution within the scope of an identified audience.
7. Evaluate and implement critical, creative, and reflective thinking processes to effectively build and support essential academic and career decision making.
8. Utilize research skills to foster the application of evidence-based practices.
9. Establish and maintain a climate of mutual respect and responsiveness as an educated citizen.

Program Outcomes – Specific to Concentration

a. B.A. in Professional Studies: Health Literacy and Informatics

10. Apply technology to improve health by strengthening data, information, and knowledge use in health literacy education and healthcare, promotion, and prevention.
11. Investigate research findings linking literacy and its impact on healthcare access, health knowledge, health promotion and prevention, and health outcomes/status.
12. Demonstrate competence in effective communications and data-based decision making for the purpose of promoting and improving health and wellness.
13. Build knowledge and skills to become technologically competent in retrieving, evaluating, managing, and using information to improve communications and health literacy.

b. B.A. in Professional Studies: Digital Age Communications

10. Explain how different approaches to the audience or reader shape the conception, reporting, and communication applications in various media.

11. Demonstrate an understanding of the trends and technological changes shaping the media and how these may impact media careers.
12. Utilize research skills to investigate media-worthy issues using appropriate writing style and communication skills for various media.
13. Critically examine how the growth of new media enhances and challenges the core values and skill sets of communication fields.

c. B.A. in Professional Studies: Early Childhood Education

10. Describe early childhood development based on physical and psychosocial factors leading to cognitive, language, and literacy acquisition.
11. Develop and implement developmentally appropriate curriculum for young children, promoting creativity and social, emotional, and verbal competence.
12. Demonstrate an understanding of strategies for developing partnerships with parents, families, and other significant stakeholders in the education of young learners.
13. Critically analyze the purpose, value, and application of formal and informal observation and assessment strategies and ethical implications in early childhood settings.

d. B.A. in Professional Studies: Entrepreneurship

10. Evaluate issues, trends, and ethics in entrepreneurial management and leadership.
11. Evaluate and implement marketing strategies that further entrepreneurial goals, and evaluate their performance and effectiveness in a globalized marketplace.
12. Apply principles of finance, fiscal responsibility, and economics in the management of successful entrepreneurship.

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

	Bachelor of Arts in Professional Studies with Concentrations in a. Health Literacy and Informatics b. Digital Age Communications c. Early Childhood Education d. Entrepreneurship	
Name of Program:		
Total Course Hours:	34* (13 semester credits in Core courses; 21 semester credits in Concentration specialty courses)	Check one: Quarter Hours _____ Semester Hours <u> X </u> Clock Hours _____
Tuition :	\$7,310.00 (\$215.00/credit)	Length of Program: <u> 12-18 months </u>

CORE COURSES:

Please Note: The “Core” courses are identical for and apply to all concentrations. The dedicated concentration courses are listed below under the heading “Specialty Courses”.

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
INT4001	Introduction to Online Learning	1
LEAD4013	Collaborative Communication	3
LEAD4203	Leadership in Practice	3
LEAD4213	Ethical Decision Making	3
RES4013	Research in Professional Studies	3

SPECIALTY COURSES: **Bachelor of Arts in Professional Studies with a Concentration in Health Literacy and Informatics**

HLTH4443	Information Literacy and Communications	3
HLTH4453	Health Literacy Education	3
HLTH4463	Health Literacy Perspectives	3
HLTH4313	Leading and Decision-Making in Health Services	3
HLTH4403	Healthcare Information Management	3
HLTH4473	Healthcare Informatics	3
CAP4933	Capstone Experience for Health Literacy and Informatics	3

SPECIALTY COURSES: **Bachelor of Arts in Professional Studies with a Concentration in Digital Age Communications**

COMM4013	Journalism and the New Media	3
COMM4033	Radio-TV-Internet Connections	3
COMM4043	Professional Listening, Speaking, and Writing	3
COMM4053	Professional Applications of Social Media	3
COMM4063	Information Literacy and Communications	3
COMM4023	Public Relations and Marketing Communications	3
CAP4943	Capstone Experience for Digital Age Communications	3

<u>SPECIALTY COURSES:</u>	<u>Bachelor of Arts in Professional Studies with a Concentration in Early Childhood Education</u>	
EC4013	Introduction to Early Childhood Education	3
EC4023	Educating Young Learners in the Digital Age	3
EC4033	Curriculum for Early Childhood Learners	3
EC4043	Health, Nutrition, and Safety for Early Childhood Learners	3
EC4053	Early Childhood Observation and Assessment	3
EC4063	Issues, Trends, and Ethics in Early Childhood Education	3
CAP4963	Capstone Experience for Early Childhood Education	3
<u>SPECIALTY COURSES:</u>	<u>Bachelor of Arts in Professional Studies with a Concentration in Entrepreneurship</u>	
LEAD4093	Business & Social Entrepreneurship	3
LEAD4233	Financing and Sustaining Entrepreneurship	3
LEAD4243	Organizational Leadership and Change	3
LEAD4253	Building and Leading Effective Teams	3
LEAD4236	Issues, Trends, and Ethics in Entrepreneurship	3
COMM4023	Public Relations and Marketing Communications	3
CAP4953	Capstone Experience for Entrepreneurship	3
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Not Applicable		

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

Number of Credit/Clock Hrs. in General Courses: 0 / 0 Percentage: 0%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 0 / 0 Percentage: 0%

ACE Professional Studies Graduation Requirements	Basic Gen Ed	Professional Studies Additional Requirements	Other Courses or Electives (Brought in via transfer or taken at ACE)	Professional Studies Completion Degree	TOTAL
Total Semester Credits Required to Graduate: 120					
Entrance Requirement:	60				
Completion Program (Core Courses):	13				
Completion Program (Concentration Courses):	21				
Potential Electives through ACE (Gap courses for students entering with 60-86 credits):	26				
Written Communication (English, Writing, Literature)	6	6			12
Speaking and Listening (Speech, Communications)	3				3
Quantitative Reasoning (Math)	3	3			6
Natural Science (Biology)	6				6
Humanities and Art (Arts, History)	6	6			12
Social and Behavioral Science (Psychology, Sociology, Anthropology, Pol Science)	6				6
Baccalaureate Completion Program				34	34
General Transfer Credit or Electives Taken at ACE (Counted as Liberal Arts)			41		41
	30	15	41	34	120

B.A. in Professional Studies: Health Literacy and Informatics
Course and Outcome Comparison

	Introduction to Online Learning	Research in Professional Studies	Leadership in Practice	Collaborative Communication	Ethical Decision-Making	Information Literacy and Communications	Leading and Decision-Making in Health Services	Healthcare Information Management	Healthcare Informatics	Health Literacy Education	Health Literacy Perspectives	Capstone Experience
Outcome 1	X	X			X	X	X	X				X
Outcome 2			X	X	X	X		X	X		X	X
Outcome 3			X	X		X		X			X	X
Outcome 4	X	X	X	X	X		X			X	X	X
Outcome 5	X	X		X	X		X			X	X	X
Outcome 6		X	X	X	X	X	X	X			X	X
Outcome 7	X	X		X	X		X	X			X	X
Outcome 8		X	X	X	X	X	X				X	X
Outcome 9		X	X	X	X		X				X	X
Outcome 10		X				X	X	X	X	X	X	X
Outcome 11		X	X	X		X				X	X	X
Outcome 12			X	X	X	X	X	X	X	X	X	X
Outcome 13		X	X			X		X	X	X	X	X

B.A. in Professional Studies: Digital Age Communications
Course and Outcome Comparison

	Introduction to Online Learning	Research in Professional Studies	Leadership in Practice	Collaborative Communication	Ethical Decision-Making	Journalism and the New Media	Public Relations and Marketing Communications	Radio-TV-Internet Connections	Professional Listening, Speaking, and Writing	Professional Applications of Social Media	Information Literacy and Communications	Capstone Experience
Outcome 1	X	X			X				X	X		X
Outcome 2			X	X	X		X		X	X	X	X
Outcome 3			X	X		X			X		X	X
Outcome 4	X	X	X	X	X	X	X			X		X
Outcome 5	X	X		X	X		X	X	X	X		X
Outcome 6		X	X	X	X		X	X		X	X	X
Outcome 7	X	X		X	X	X	X		X	X		X
Outcome 8		X	X	X	X	X	X	X	X			X
Outcome 9		X	X	X	X	X	X			X		X
Outcome 10			X	X		X	X			X		X
Outcome 11		X		X	X	X	X	X		X	X	X
Outcome 12		X						X	X	X	X	X
Outcome 13			X	X		X	X	X			X	X

B.A. in Professional Studies: Early Childhood Education
Course and Outcome Comparison

	Introduction to Online Learning	Research in Professional Studies	Leadership in Practice	Collaborative Communication	Ethical Decision-Making	Introduction to Early Childhood Education	Educating Young Learners in the Digital Age	Curriculum for Early Childhood Learners	Health, Nutrition, and Safety for Early Childhood Learners	Early Childhood Observation and Assessment	Issues, Trends, and Ethics in Early Childhood Education	Capstone Experience
Outcome 1	X	X			X						X	X
Outcome 2			X	X	X	X						X
Outcome 3			X	X		X	X	X			X	X
Outcome 4	X	X	X	X	X		X	X	X	X		X
Outcome 5	X	X		X	X	X	X			X	X	X
Outcome 6		X	X	X	X		X	X	X	X	X	X
Outcome 7	X	X		X	X	X		X			X	X
Outcome 8		X	X	X	X		X	X	X	X	X	X
Outcome 9		X	X	X	X	X		X	X			X
Outcome 10		X	X				X	X	X			X
Outcome 11			X	X		X					X	X
Outcome 12				X	X			X	X	X	X	X
Outcome 13		X		X	X					X		X

B.A. in Professional Studies: Entrepreneurship
Course and Outcome Comparison

	Introduction to Online Learning	Research in Professional Studies	Leadership in Practice	Collaborative Communication	Ethical Decision-Making	Business and Social Entrepreneurship	Financing and Sustaining Entrepreneurship	Organization-al Leadership and Change	Building and Leading Effective Teams	Public Relations and Marketing Communications	Issues, Trends, and Ethics in Entrepreneurship	Capstone Experience
Outcome 1	X	X			X	X		X	X	X		X
Outcome 2			X	X	X	X	X	X	X			X
Outcome 3			X	X				X			X	X
Outcome 4	X	X	X	X	X	X	X	X		X		X
Outcome 5	X	X		X	X			X	X		X	X
Outcome 6		X	X	X	X	X		X	X	X	X	X
Outcome 7	X	X		X	X	X	X	X		X	X	X
Outcome 8		X	X	X	X		X	X		X		X
Outcome 9		X	X	X	X			X	X	X		X
Outcome 10		X	X	X	X						X	X
Outcome 11		X	X					X		X	X	X
Outcome 12		X			X		X	X			X	X

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

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

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

2. Number of volumes of professional material:

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

A. EBSCO Discovery Service

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

B. Articles and E-Journals

ArticleFirst

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

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

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.

- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Child Development & Adolescent Studies (EBSCO)

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

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

ECO Electronic Collections Online

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

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

Education Abstracts/Full-Text (Wilson)

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

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

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all

levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

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

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

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

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

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)

- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.
- To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

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

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

OAIster

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

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

ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

ERIC

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

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

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

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

Mental Measurements Yearbook including Tests in Print

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

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

- Producer: Buros Institute of Mental Measurements at the University of Nebraska - Lincoln
- Vendor: EBSCO

- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only [no tests are available online]
- Includes other database? Yes – Tests in Print

Tests in Print

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

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

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

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

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

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

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

- Produced by: EBSCO

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

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

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

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

PapersFirst

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

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

Proceedings

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

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

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations
- Full-text: yes

WorldCat

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

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

WorldCat Dissertations

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

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

3. Number of professional periodicals subscribed to: See Above

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

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

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

Total # of Faculty in the Program:	15	Full-time:	8	Part-time:	7
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					

*Faculty are listed alphabetically by Concentration.

List Faculty Names (Alphabetical Order)	Concentration	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
Linetta Durand	Health Literacy and Informatics	Ed.D.	32	3	29	x	
Brenda Hargrove	Health Literacy and Informatics	Ed.D.	28	4	24		x
Kristine Vowels	Core Courses; Health Literacy and Informatics	Ed.D.	21	4	17		x
Mark Anderson	Digital Age Communications; Entrepreneurship	Ed.D.	20	.5	19		x
Jacqueline Cahill	Core Courses; Digital Age Communication	Ph.D.	14	.5	14	x	
Rochelle Franklin	Core Courses; Digital Age Communications	Ed.D.	15	5	10	x	
Beverly Greene	Core Courses; Digital Age Communications	Ed.D.	22	4	18		x
David Mapp	Core Courses; Digital Age Communications	Ed.D.	20	5	15	x	
Barbara Yalof	Digital Age Communications	Ed.D.	9	1.5	7		x
Judy Donovan	Core Courses; Early Childhood Education	Ed.D.	34	4	38	x	
Tiffany Hamlett	Core Courses; Early Childhood Education	Ph.D.	12	4	8	x	

Ursula Ricketts	Early Childhood Education; Entrepreneurship	Ed.D.	25	1	26		x
Felicia Steagall	Entrepreneurship	Ed.D.	21	1	20		x
Lee Tincher	Core Courses; Entrepreneurship	Ph.D.	31	4	27	x	
Rosita Tormala-Nita	Entrepreneurship	Ph.D.	20	4	16	x	

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

Institution: American College of Education
Degree Program: Bachelor of Arts in Professional Students with Concentrations in
a. Health Literacy and Informatics
b. Digital Age Communications
c. Early Childhood Education
d. Entrepreneurship

Locations: Online/Distance

State Licensure

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

Not Applicable

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

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes, it provides supports industry standards.

If so, please identify

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

- Health Literacy and Information Concentration. Supports the following: National Health Education Standards (NHES); National Health Council Standards (NHCS)

- Digital Age Communication Concentration. Supports the following: International Society for Technical Education (ISTE)
- Early Childhood Education Concentration. Supports the following: National Association for the Education of Young Children (NAEYC)
- Entrepreneurship Concentration. Supports the following: National Business Education Association Standards (NBEA); Council for Economic Education – National Content Standards for Entrepreneurship Education

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

+++++

Program Accreditation

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

Not applicable at this time

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not Applicable

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

+++++

Job Titles

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

Public health educator, health agency educator, informaticist, digital library specialist, multimedia specialist, technical writer, entrepreneur, computer technologist, web designer, Internet service provider, financier, marketing and public relations specialist, professional developer, grant writer, educator in such settings as child development and child care, preschools, public and private schools, recreational centers, Head Start programs, and school programs serving children from infancy to age 5, journalist, public relations specialist, marketing specialist, consultant, regulatory affairs and compliance officer, information analyst, research associate, social media specialist, editor, copywriter.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution American College of Education

Name of Program Master of Education in Advanced Studies with Concentrations in:
a. M.Ed. in Advanced Studies: Online Learning and Teaching
b. M.Ed. in Advanced Studies: Adult and Continuing Education
c. M.Ed. in Advanced Studies: International Education
(CIP Code for all concentrations: 13.0101 Education General)
*The Master of Education in Advanced Studies program includes one (1) core
program and three (3) concentrations.

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

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

Telephone Number 317.829.9417 Application Type

Date the Form was Prepared October 3, 2014 Initial or Renewal
(Revise date after any revision)

Program Description

M.Ed. in Advanced Studies – Core Program

Access to information continues to expand each year, providing an unprecedented bank of shared knowledge. Designed to support an emerging awareness and understanding of intellectual processes, this practical program utilizes the growing knowledge related to how the brain influences the mind. The program pursues ways information is delivered, displayed, and designed to impact behavior from various perspectives, including learning, memory, and emotion as these influence instructional strategies for teachers, trainers, and those in leadership. Attention is given to strategies to support personal change in thinking, reasoning, and decision-making as they influence community and cultural aspects of society. Practical applications will be evaluated to determine how theory impacts real world environments. By evaluating how individuals engage in learning, principles can be established to support lifelong learning.

Program Descriptions by Concentrations

a. M.Ed. in Advanced Studies: Online Learning and Teaching

Access to information continues to expand each year, providing an unprecedented bank of shared knowledge. Designed to support an emerging awareness and understanding of intellectual processes, this

practical program utilizes the growing knowledge related to how the brain influences the mind. The program pursues ways information is delivered, displayed, and designed to impact behavior from various perspectives, including learning, memory, and emotion as these influence instructional strategies for teachers, trainers, and those in leadership. Attention is given to strategies to support personal change in thinking, reasoning, and decision-making as they influence community and cultural aspects of society. Practical applications will be evaluated to determine how theory impacts real world environments. By evaluating how individuals engage in learning, principles can be established to support lifelong learning. This concentration supports candidates who seek to serve as technology leaders and emphasizes new ways of thinking about technology and the integration of applications. Learning how to design environments which enhance and support organizational goals are considered to maximize learning for both individual and corporate purposes.

b. M.Ed. in Advanced Studies: Adult and Continuing Education

Access to information continues to expand each year, providing an unprecedented bank of shared knowledge. Designed to support an emerging awareness and understanding of intellectual processes, this practical program utilizes the growing knowledge related to how the brain influences the mind. The program pursues ways information is delivered, displayed, and designed to impact behavior from various perspectives, including learning, memory, and emotion as these influence instructional strategies for teachers, trainers, and those in leadership. Attention is given to strategies to support personal change in thinking, reasoning, and decision-making as they influence community and cultural aspects of society. Practical applications will be evaluated to determine how theory impacts real world environments. By evaluating how individuals engage in learning, principles can be established to support lifelong learning. The concentration is designed to help professionals gain the necessary knowledge in the area of adult learning and continuing education. Enhancing the Master of Education in Advanced Studies, this concentration provides a framework focused on the major theories of adult education, instructional strategies for the adult learner, critical analysis of instructional programs, and assessment of the adult learner.

c. M.Ed. in Advanced Studies: International Education

Access to information continues to expand each year, providing an unprecedented bank of shared knowledge. Designed to support an emerging awareness and understanding of intellectual processes, this practical program utilizes the growing knowledge related to how the brain influences the mind. The program pursues ways information is delivered, displayed, and designed to impact behavior from various perspectives, including learning, memory, and emotion as these influence instructional strategies for teachers, trainers, and those in leadership. Attention is given to strategies to support personal change in thinking, reasoning, and decision-making as they influence community and cultural aspects of society. Practical applications will be evaluated to determine how theory impacts real world environments. By evaluating how individuals engage in learning, principles can be established to support lifelong learning. This program specialization is intended to prepare and equip leaders with skills, knowledge and a theoretical foundation to address international education and transnational dimensions of learning. It is well suited to those aspiring to work in the field of international education, spanning international schools, institutions of higher education, international organizations, international aid agencies, global foundations, and non-profit organizations among others. Designed to complement and support professional agendas, the course provides a broad overview of international dimensions of education, introducing students to international development policy, international aid, refugee education, international organizations, global foundations, cross-national studies of education, international migration, and global pedagogy and curricula. Students will also learn strategies and gain experience in conducting comparative research and cross-national policy analysis.

Program Rationale Core Program, Applicable to All Concentrations

M.Ed. in Advanced Studies

Future careers and potential new knowledge require thoughtful consideration from those who understand how to think and reason in relation to human interaction. Many technical careers currently need designers who understand how the brain functions and ways to engage the mind. Those serving in organizational leadership roles, human resources, hospitality, health science fields, and government systems, such as child welfare, probation officers, and public relations need an understanding of human dynamics, particularly in regard to how individuals process information for learning and to identify effective ways to train others to consider new insights. Corporate, governmental, educational, and nonprofit trainers and educators in all disciplines need to understand how the brain processes information to maximize learner engagement, interaction, and success.

Program Rationales by Concentration

a. M.Ed. in Advanced Studies: Online Learning and Teaching

This concentration supports the growing need to integrate technology in the workplace and learning environment from training options to communicating information. By engaging in real world applications, students prepare for careers in an industry which is increasingly changing.

b. M.Ed. in Advanced Studies: Adult and Continuing Education

This concentration will provide today's educational leaders with the necessary knowledge and skills to pursue careers in a variety of settings: organizations in the for-profit, not-for-profit, or public sector; religious and community-based organizations; and post-secondary education settings, including adult education, distance education, continuing professional education, military education, and continuing health education.

c. M.Ed. in Advanced Studies: International Education

As education becomes more international, educational leaders need new skills, research strategies and knowledge to be successful in their careers and contribute to the advancement of education. As an example, the US hosted 45.8 million international migrants in 2013, or 20% of the global total (OECD, 2013). This has implications for the US classroom, which is becoming increasingly diverse in terms of language and culture. As Jeff Thompson (2002) put it, international education "is often associated with the related concepts of global, intercultural, multinational and multicultural education, and shares a great deal of conceptual territory with dimensions of comparative education" (p. 5). This program shall also feature additional training in research methods, with a focus on comparative methodology. As Phillips and Schweisfurth (2012) put it, "The study of education in increasingly globalized contexts inevitably draws us towards comparison" (p.1).

OECD (2013). World Migration in Figures. Retrieved from: <http://www.oecd.org/els/mig/World-Migration-in-Figures.pdf>

Phillips, D., & Schweisfurth, M. (2011). *Comparative and International Education*. London: Continuum Books.

Thompson, J. (2002). International education: Towards a shared understanding. *Journal of Research in International Education*, 1(1), 5-8.

Program Outcomes – Core Program, Applicable to All Concentrations

1. Promote the understanding, development, assessment, and application of cognitive and psychological foundations to increase personal and corporate productivity.
2. Employ research-based strategies and resources to target specific learning objectives, educational and/or organizational goals.

3. Demonstrate knowledge of organization or industry standards, ethics, and collaborative strategies for improving the development of curriculum and delivery of instruction based on data and needs of the within an organization or community.
 4. Promote the utilization of technology-based learning applications and resources throughout the institution, organization, or community to enhance learning and foster higher levels of functionality.
 5. Establish and maintain a climate of mutual respect, trust, collaboration, collegiality, and support to enhance stakeholder involvement throughout culturally diverse environments, organizations, and communities based upon ethical standards.
 6. Construct a framework for interpreting and evaluating ideas which potentially impact change.
 7. Build leadership capacity throughout organizations by utilizing a collaborative, data-driven decision-making process to shape choices in a manner reflective of educational and organizational needs and goals.
- a. Program Outcomes Specific to the Online Learning and Teaching Concentration**
8. Choose experiences and assessments that apply technology to engage learners through the implementation of research-based instructional strategies.
 9. Effectively integrate digital technology into curriculum to maximize learning.
 10. Design effective technology enhanced learning environments.
- b. Program Outcomes Specific to the Adult and Continuing Education Concentration**
8. Determine appropriate learning and teaching strategies to enhance adult learning.
 9. Differentiate various adult learning theories, concepts, and practices.
 10. Apply theories and processes to evaluate instructional programs using a variety of assessment methods.
 11. Describe a variety of methods to assess learning outcomes effectively and to analyze assessment data to improve teaching and learning.
- c. Program Outcomes Specific to the International Education Concentration**
8. Contribute to professional knowledge bases through the dissemination of applied research.
 9. Determine how policy impacts application by evaluating theoretical perspectives of international educational systems.
 10. Examine international organizations which influence programs, decision-making levels, and leadership roles to identify best practices.

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

Master of Education in Advanced Studies with Concentrations in:
a. M.Ed. in Advanced Studies: Online Learning and Teaching
b. M.Ed. in Advanced Studies: Adult and Continuing Education
c. M.Ed. in Advanced Studies: International Education
 *The Master of Education in Advanced Studies program includes one (1) core program and three (3) concentrations.

Name of Program: _____

Total Course Hours: _____

31
(18 semester credits in Core courses; 13 semester credits in Concentration specialty courses)

Check one: Quarter Hours _____
 Semester Hours X
 Clock Hours _____

Tuition : \$6,665.00
 (\$215.00/credit) Length of Program: 12-18 months

CORE COURSES:

Please Note: The “Core” courses are identical for and apply to all concentrations. The concentration specific courses are listed below under the heading “Specialty Courses”.

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ED5253	Cognition and Critical Thinking	3
ED5213	Designing Learning Environments	3
RES5323	Research Design and Application	3
ED5273	Performance of the Intellect	3
ED5283	Theories and Constructs	3
ED5293	Principles of Knowing	3

SPECIALTY COURSES: **Master of Education in Advanced Studies**

ED5323	Perception and Conceptualization	3
LEAD6313	The Art of Decision Making	3
ED5333	The Role of Neuropsychology	3
ED5243	The Influence of Culture	3
ED5091	Capstone Experience for Advanced Studies	1

<u>Master of Education in Advanced Studies: Online Learning and Teaching</u>		
TECH6303	Online Learning and Teaching	3
TECH6313	Creating Online Collaboration and Communities	3
TECH6323	Designing Courses and Programs	3
TECH6333	Online Teaching and Assessment	3
TECH5091	Capstone Experience for Online Learning and Teaching	1
<u>Master of Education in Advanced Studies: Adult and Continuing Education</u>		
ED6013	Adult Learning	3
ED6023	Instructional Strategies for the Adult Learner	3
ED6033	Evaluating Instructional Programs	3
ED6043	Assessing Adult Learners	3
AUD5091	Capstone Experience for Adult and Continuing Education	1
<u>Master of Education in Advanced Studies: International Education</u>		
LEAD6243	International Development and Policy	3
LEAD6253	The Role of International Organizations and Global Foundations	3
LEAD6263	Education and International Migration	3
LEAD6373	International Programs, Curricula and Pedagogies	3
INED5091	Capstone Experience for International Education	1
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Not Applicable		

Number of Credit/Clock Hrs. in Specialty Courses:	<u>31</u>	/	<u>0</u>	Percentage:	<u>100%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>0</u>	/	<u>0</u>	Percentage:	<u>0%</u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>0</u>	/	<u>0</u>	Percentage:	<u>0%</u>

**M.Ed. in Advanced Studies
Course and Outcome Comparison**

	Cognitive and Critical Thinking	Designing Learning Environments	Research Design and Application	Performance of the Intellect	Theories and Constructs	Principles of Knowing	Perception and Conceptualization	The Art of Decision Making	The Role of Neuropsychology	The Influence of Culture	Capstone
Outcome 1				X			X	X		X	X
Outcome 2		X	X		X	X	X			X	X
Outcome 3	X	X		X	X			X		X	X
Outcome 4	X			X		X	X		X		X
Outcome 5		X			X		X	X		X	X
Outcome 6	X		X	X	X	X	X	X	X	X	X
Outcome 7		X		X	X		X	X	X	X	X

**M.Ed. in Advanced Studies: Online Learning and Teaching
Course and Outcome Comparison**

	Cognitive and Critical Thinking	Designing Learning Environments	Research Design and Application	Performance of the Intellect	Theories and Constructs	Principles of Knowing	Online Learning and Teaching	Creating Online Collaboration and Communities	Designing Courses and Programs	Online Teaching and Assessment	Capstone
Outcome 1				X				X	X		X
Outcome 2		X	X		X	X	X				X
Outcome 3	X	X		X	X			X			X
Outcome 4	X			X		X	X	X	X		X
Outcome 5		X			X			X			X
Outcome 6	X		X	X	X	X			X	X	X
Outcome 7		X		X	X		X	X		X	X

Outcome 8		X	X	X	X		X		X		X
Outcome 9	X	X				X	X	X	X	X	X
Outcome 10		X					X	X	X		X

**M.Ed. in Advanced Studies: Adult and Continuing Education
Course and Outcome Comparison**

	Cognitive and Critical Thinking	Designing Environments	Research Design and Application	Performance of the Intellect	Theories and Constructs	Principles of Knowing	Adult Learning	Instructional Strategies for the Adult Learner	Evaluating Instructional Programs	Assessing Adult Learners	Capstone
Outcome 1				X							X
Outcome 2		X	X		X	X					X
Outcome 3	X	X		X	X						X
Outcome 4	X			X		X					X
Outcome 5		X			X						X
Outcome 6	X		X	X	X	X					X
Outcome 7		X		X	X						X
Outcome 8	X		X		X	X	X	X		X	X
Outcome 9			X		X		X	X		X	X
Outcome 10	X	X		X				X	X		X
Outcome 11	X		X	X		X	X	X	X	X	X

**M.Ed. in Advanced Studies: International Education
Course and Outcome Comparison**

	Cognitive and Critical Thinking	Designing Learning Environments	Research Design and Application	Performance of the Intellect	Theories and Constructs	Principles of Knowing	International Development and Policy	The Role of International Organizations and Global Foundations	Education and International Migration	International Programs, Curricula and Pedagogies	Capstone
Outcome 1				X			X			X	X
Outcome 2		X	X		X	X			X		X
Outcome 3	X	X		X	X		X	X		X	X
Outcome 4	X			X		X	X			X	X
Outcome 5		X			X					X	X
Outcome 6	X		X	X	X	X	X				X
Outcome 7		X		X	X						X
Outcome 8			X		X		X	X	X	X	X
Outcome 9							X	X		X	X
Outcome 10		X				X		X	X	X	X

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

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

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

2. Number of volumes of professional material:

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

A. EBSCO Discovery Service

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

B. Articles and E-Journals

ArticleFirst

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

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

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.

- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Child Development & Adolescent Studies (EBSCO)

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

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

ECO Electronic Collections Online

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

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

Education Abstracts/Full-Text (Wilson)

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

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

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all

levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

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

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

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

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

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)

- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.
- To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

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

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

OAIster

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

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

ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

ERIC

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

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

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

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

Mental Measurements Yearbook including Tests in Print

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

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

- Producer: Buros Institute of Mental Measurements at the University of Nebraska - Lincoln
- Vendor: EBSCO

- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only [no tests are available online]
- Includes other database? Yes – Tests in Print

Tests in Print

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

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

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection

- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

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

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

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational

specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

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

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

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

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

PapersFirst

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

- Coverage: 6.5+ million papers since 1993
- Full-text: none
- Producer: OCLC
- Vendor: OCLC FirstSearch

- To locate libraries that own specific papers in your zip code, go to www.worldcat.org.

Proceedings

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

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

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations
- Full-text: yes

WorldCat

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

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

WorldCat Dissertations

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

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

3. Number of professional periodicals subscribed to: See Above

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

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

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

Total # of Faculty in the Program:	11	Full-time:	4	Part-time:	7
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					

*Faculty are listed alphabetically by Concentration.

List Faculty Names (Alphabetical Order)	Advanced Studies Concentration	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
Karen Austin	Core	Ed.D.	19.5	4.5	15		x
Amy Horn	Core	Ed.D.	29	3	26		x
Denita Scott	Core	Ed.D.	21.5	4.5	17	x	
Judy Donovan	Online Learning and Teaching	Ed.D.	38	4	34	x	
Ursula Ricketts	Online Learning and Teaching; Adult and Continuing Education	Ed.D.	26	1	25		x
Elaine Wilson	Online Learning and Teaching	Ed.D.	21	2	19		x
Joyce Cooper	Adult and Continuing Education	Ed.D.	14	1	13		x
Carl Valdez	Adult and Continuing Education	Ed.D.	33	3	30		x
Kim Ochs	International Education	Ph.D.	24.5	1.5	23	x	
Sandra Quiatkowski	International Education	Ph.D.	34	3	31	x	
Rosita Tormala-Nita	International Education	Ph.D.	20	4	16		x

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

Institution: American College of Education
Degree Program: Master of Education in Advanced Studies
Locations: Online/Distance

State Licensure

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

Not Applicable

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

Not Applicable

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

Not Applicable

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes, the program supports several recognized standards within the given fields.

If so, please identify:

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

- Online Learning and Teaching Concentration. Supports the following: ISTE Standards (International Society for Technology in Education), iNACOL Standards (National Standards for Quality Online Teaching), Quality Matters
- Adult and Continuing Education Concentration. Supports the following: IACET Standards (International Association for Continuing Education and Training).
- International Education Concentration. Supports the following: United Nations Educational, Scientific and Cultural Organization – ISCED (International Standard Classification of Education)

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

+++++

Program Accreditation

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

No, specialized accreditation is not needed.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not Applicable

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

+++++

Job Titles

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

Completers of the M.Ed. in Advanced Studies: Online Learning and Teaching will be prepared for positions in organizational leadership roles, human resources, hospitality, health science fields, and government systems, such as child welfare, probation officers, and public relations where the need to understand human dynamics, particularly in regard to how individuals process information for learning and to identify effective ways to train others to consider new insights, is required. Program completers will also be prepared to serve as corporate, governmental, educational, and nonprofit trainers and educators in all disciplines where there exists the need to understand how the brain processes information in order to maximize learner engagement, interaction, and success.

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution American College of Education

Name of Program Master of Education in Early Childhood Education
CIP Code: 13.1210, Early Childhood and Teaching

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

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

Telephone Number 317.829.9417 Application Type

Date the Form was Prepared October 3, 2014 Initial or Renewal
(Revise date after any revision)

Program Description

Early childhood is a critical development stage for human growth, physically, emotionally, and mentally. This program focuses on the knowledge and skills to be an effective provider for young children, engaging them in learning experiences which influence future educational opportunities. Research establishes the framework for creating viable environments, selecting age-appropriate strategies, and building relationships between school and families. Standards, influenced by development stages, provide a guide for understanding how assessment drives instruction for young children.

Program Rationale

This program is intended to prepare educators to work in early childhood education and related fields. As educational standards for early childhood continue to grow, those in the field will need additional coursework to meet the needs of emerging educational models. Those completing this program will be skilled to work with young children in early childhood settings or serve as an educator for other early childhood professionals.

More states and accrediting bodies are requiring higher educational levels for early childhood educators creating a need for teachers to obtain bachelor and graduate degrees. Although for many early childhood programs, an undergraduate degree is sufficient to serve as a teacher, those wishing to advance in the field or obtain leadership positions are in need of advanced degrees. In addition, with the increased standards for early childhood, a need for educators competent in this field will continue to grow. The program focuses on theories of child growth and development and methods of teaching specific to early childhood

education. An American College of Education graduate with a Master of Education in Early Childhood Education may work as a teacher and/or teacher leader (program coordinator, lead teacher, program specialist) in a school or school system. Graduates may also serve as adult educators, providing training and professional development and leaders in early children agencies and organization to those currently teaching in the early childhood classrooms.

According to the United States Census Bureau (2013), 76% of children between the ages of 3-6 are enrolled in some type of early childhood education program. The National Center for Education Statistics (2005) found that approximately 56% of infants and 42 % of toddlers have at least one weekly non-parental child care arrangement in a center or home-based setting.

Additional findings from the National Center for Education Statistics found “The percentage of 3- to 5-year-olds in preprimary programs who attended full-day programs increased from 39 percent in 1990 to 60 percent in 2012”. This increase in enrollment has created a demand for more educators in the early childhood profession.

List of Program Outcomes M.Ed. in Early Childhood Education

1. Design and implement appropriate curriculum and instructional practices to promote growth and development across physical, cognitive, social, and emotional domains of development.
2. Employ program specific standards to develop curriculum to meet individual developmental needs of children in specific content areas.
3. Develop a working knowledge of developmental theory and concepts in relation to classroom practices.
4. Establish a developmentally appropriate learning environment by incorporating evidenced-based instructional practices and resources, materials, and technology and through the influence of social interaction.
5. Construct a framework for establishing and maintaining partnerships between the school, family, and community by advocating a consistent learning environment for young children.
6. Conduct research to heighten understanding of issues facing young children and early childhood programs and their academic and social needs by collecting, analyzing, and evaluating instructional practices and current data.
7. Support continuous learning while fostering leadership skills through intentionally designed opportunities to engage in professional development.

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

Name of Program:	<u>Master of Education in Early Childhood Education</u>		
Total Course Hours:	<u>31</u>	Check one:	Quarter Hours _____
			Semester Hours <u>X</u>
			Clock Hours _____
Tuition :	<u>\$6,665.00</u> <u>(\$215.00/credit)</u>	Length of Program:	<u>12-18 months</u>

CORE COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EC5403	Foundations of Child Development	3
EC5413	Child Growth and Development	3
ED5403	The Exceptional Child	3
EC5423	Curriculum Development: Methods and Strategies	3
EC5433	Curriculum Development: Content Specific	3
ED5413	Observation and Assessment	3
ED4523	Family, School, and Community	3
RES5313	Research Methods for Early Childhood Education	3
ED5433	Child Guidance	3
EC5443	Trends in Early Childhood	3
EC5091	Capstone Experience for Early Childhood	1

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Not Applicable		

Number of Credit/Clock Hrs. in Specialty Courses: 31 / 0 Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: 0 / 0 Percentage: 0%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 0 / 0 Percentage: 0%

	Foundations of Child Development	Child Growth and Development	The Exceptional Child	Curriculum Development: Methods and Strategies	Curriculum Development: Content Specific	Observation and Assessment	Family, School, and Community	Research Methods for Early Childhood Education	Child Guidance	Trends in Early Childhood	Capstone
Outcome 1				X	X	X		X	X		X
Outcome 2			X	X	X	X			X		X
Outcome 3	X	X	X	X	X	X	X	X	X	X	X
Outcome 4	X	X	X	X	X	X	X	X	X	X	X
Outcome 5			X	X	X	X	X			X	X
Outcome 6	X	X	X		X		X	X		X	X
Outcome 7							X	X		X	X

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

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

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

2. Number of volumes of professional material:

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

A. EBSCO Discovery Service

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

B. Articles and E-Journals

ArticleFirst

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

- Produced by: OCLC
- Vendor: OCLC FirstSearch
- Coverage: 16,000+ journals

- Full-text: none
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Child Development & Adolescent Studies (EBSCO)

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

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

ECO Electronic Collections Online

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

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

Education Abstracts/Full-Text (Wilson)

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

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

Education Source

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

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

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

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

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

GPO Monthly Catalog

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

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

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

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

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

OAIster

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

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

ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

ERIC

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

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

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

- Produced by: U. S. Dept. of Education, 1966-
- Vendors: <http://www.eric.ed.gov>, EBSCO, ProQuest, and others
- Coverage: 1,160+ journals; 500,000+ other publications; 1.3+ million citations
- Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.

- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

Mental Measurements Yearbook including Tests in Print

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

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

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

Tests in Print

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

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

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.

- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

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

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

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

GPO Monthly Catalog is the only comprehensive index of government publications. Established in 1876, the U. S. Government Printing Office is the world's largest publisher. Government publications are available on Education and every other subject in every academic discipline. Most are free from GPO or the issuing agency, and newer

ones may be available on the Web. GPO estimates that today 50% of all U.S. government documents are now born digital.

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

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

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

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

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

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

PapersFirst

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

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

Proceedings

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

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

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations
- Full-text: yes

WorldCat

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

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

WorldCat Dissertations

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

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

3. Number of professional periodicals subscribed to: See Above

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

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

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

Total # of Faculty in the Program:	3	Full-time:	1	Part-time:	1
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> 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
Judy Donovan	Ed.D.	34	4	38	x	
Tiffany Hamlett	Ph.D.	12	4	8	x	
Ursula Ricketts	Ed.D.	25	1	26		x

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

Institution: American College of Education
Degree Program: Master of Education in Early Childhood Education
Locations: Online/Distance

State Licensure

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

If so, please identify

While Indiana offers a licensure in Early Childhood Education, our program is not designed to lead to licensure. It is a program designed for either those that already have licensure or for those that want the content knowledge and do not need licensure.

The specific license(s) needed:
The State agency issuing the license(s):

+++++

Professional Certification

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

Not Applicable

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

If so, please identify

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

Please explain the rational for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

If so, please identify

The curriculum will be based on the standards set forth by the National Association for the Education of Young Children in relation to developmentally appropriate practices. Courses will also provide instruction on how to incorporate state standards specific into classroom practices relevant to individual student needs.

The specific professional industry standard(s) and/or best practice(s): Not Applicable
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

+++++

Program Accreditation

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

No, specialized accreditation is not needed. The program will follow NAEYC standards but does not have to be accredited.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not Applicable

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

+++++

Job Titles

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

- Early childhood classroom teacher
- Teacher leader (program coordinator, lead teacher, program specialist) in a school or school system
- Adult educators, providing training and professional development and leaders in early children agencies and organization to those currently teaching in the early childhood classrooms
- College instructor for associate level courses in child development and education
- Child Life Educator
- Child Advocate
- Parent Child Educator
- Researcher in fields related to development in education
- Curriculum Development for early childhood education
- Policy writing and development for early childhood

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution American College of Education

Name of Program Master of Education in Integrated Curriculum with Concentrations in:
a. Mathematics and Sciences
b. Instructional Leadership
c. Special Education
CIP Code: 13.0301, Curriculum and Instruction

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

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

Telephone Number 317.829.9417

Application Type

Date the Form was Prepared
(Revise date after any revision)

October 3, 2014

Initial or Renewal

Program Descriptions by Concentrations

a. M.Ed. in Integrated Curriculum: Mathematics and Sciences

This program is intended to develop curriculum and instruction leaders by preparing them to effectively support diverse learners in a variety of K-12 and other educational and organizational settings. As accountability standards rise, schools and organizations are challenged with improving performance, closing achievement gaps, and preventing dropouts while also increasing graduation and post-secondary college/career readiness rates. The integrated science and mathematics emphasis prepares K-16 teachers in pedagogy, andragogy, multiple intelligence theory, social learning theory, exchange theory, and the utilization of digital resources to foster the innovative engagement of diverse learners associated with integrated science programs such as STEM (Science, Technology, Engineering, and Mathematics). The courses offer a holistic overview of historical and current issues and trends impacting integrated science education while cultivating research-based strategies to improve student learning. The courses are sequenced to provide the educator of an integrated curriculum with the technological and didactic skill sets required for empowering 21st century learning in a global, digital society.

b. M.Ed. in Integrated Curriculum: Instructional Leadership

This program is intended to develop curriculum and instruction leaders by preparing them to effectively support diverse learners in a variety of K-12 and other educational and organizational settings. As accountability standards rise, schools and organizations are challenged with improving performance, closing achievement gaps, and preventing dropouts while also increasing graduation and post-secondary college/career readiness rates. Instructional or organizational leaders must be able to assist their schools, organizations, and communities in moving away from less effective traditional views of teaching and learning by embracing a more proactive approach of using formative assessment data to build curriculum, design instructional delivery, and teach with the future in mind instead of solely relying on summative evaluations measuring only what has already been taught in the past. Educational and organizational leaders can then make informed decisions and learner-centered adjustments much earlier in the process, maximize all available resources, and, ultimately, foster higher levels of achievement and performance within their schools or organizations.

c. M.Ed. in Integrated Curriculum: Special Education

This program is intended to develop curriculum and instruction leaders by preparing them to effectively support diverse learners in a variety of K-12 and other educational and organizational settings. As accountability standards rise, schools and organizations are challenged with improving performance, closing achievement gaps, and preventing dropouts while also increasing graduation and post-secondary college/career readiness rates. This program prepares participants to enhance their knowledge and skills to work collaboratively with diverse and struggling learners, focusing on legal and ethical laws, policies, issues, and strategies to assist students' access to the general curriculum. It also emphasizes accommodations and modification to meet the diverse needs of students with exceptionalities, gathering and analyzing ongoing data on which educational and instructional decisions are based, and developing collaborative environments designed to positively impact outcomes for students with exceptionalities. The courses are sequenced to provide foundational knowledge and skills, which will allow individuals to compete in the ever-changing and growing global, digital society.

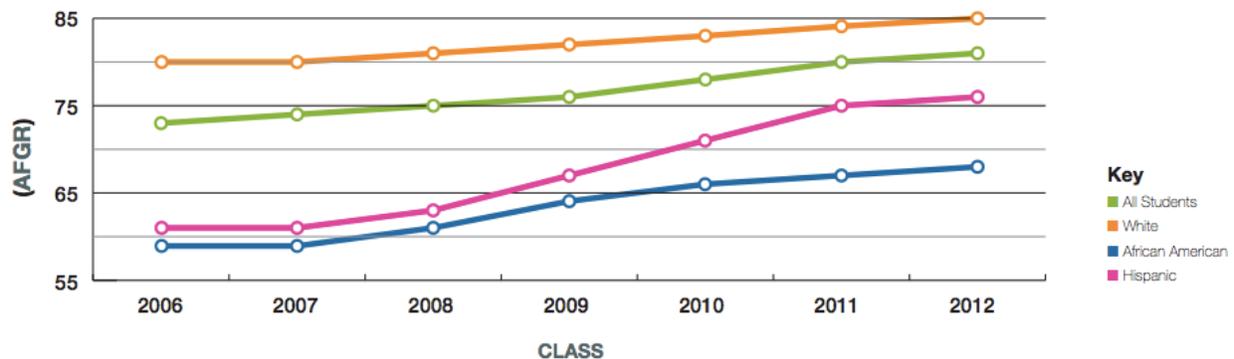
Program Rationale – All Concentrations

Twenty-first century learners are growing up in a fast-paced world where technology use begins at an early age. This is a stark contrast to learners from previous generations where curriculum and instruction was delivered as a “one-size-fits-all” approach regardless of need. Many educational and organizational settings require individuals seeking instructional leadership positions to have credentials such as a master’s degree and additional endorsements grounded on a solid foundation of curriculum design and instructional delivery before working with students or staff. This program is designed to assist leaders in developing the knowledge base and skill sets needed to inspire students, staff, organizations, and communities to achieve higher levels of success. An American College of Education graduate with a Master of Education Degree in Integrated Curriculum will find unlimited opportunities to serve diverse populations, organizations, and communities in a variety of roles such as administrators, curriculum directors, coordinators, program specialists, instructional specialists, or teacher leaders.

According to the U.S. Department of Education National Center for Education Statistics, the national graduation rate rose to an all-time high of 80% in 2012. To reach 90% by the year 2020, a goal set by America’s Promise Alliance which was formed by former Secretary of State Colin Powell, schools will need to continue to improve the overall quality of curriculum and instruction, resources including technology, and professional development. School and organizational leaders must also look beyond the recent 80% success rate and realize significant achievement gaps among student groups still exist as African American students graduated at 68% and Hispanic students at 76%, while White students surpassed all groups with an 85% graduation rate. Even with a goal of 90% for 2020, this leaves a tremendous disparity regarding students from low-socioeconomic backgrounds or with learning disabilities who have historically scored lower. To counter this disturbing trend, the alliance recommends

promoting post-secondary college and career readiness plans such as those in Indiana and Texas which lead the nation and are graduating low-income students at 85%.

U.S. High School Averaged Freshman Graduation Rates (AFGR), Classes of 2006-2012



Source: U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), "NCES Common Core of Data State Dropout and Graduation Rate Data file," School Year 2011-12, Preliminary Version 1a; School Year 2010-11, Provisional 1a; School Year 2009-10, 1a; School Year 2008-09, 1a; School Year 2007-08, 1b.

To overcome achievement gaps among student groups and increase graduation rates for all students regardless of socioeconomic status, leaders must develop new strategies to effectively change the climate of culture within the organization. DuFour and Eaker (2008) discuss the importance of cultural change in organizations and define the culture of an organization as being built on the foundation of “assumptions, beliefs, expectations, and habits that constitute the norm for that organization” and “if shared purpose, vision, collective commitments, and goals constitute the foundation of a professional learning community, the collaborative team is the fundamental building block of the organization.” Blanchard (2007) as cited in DuFour (2008), states, “...if change is introduced that is not aligned with the current culture, you must alter the existing culture to support the new initiative or accept that the change may not be sustainable in the long term.” Fermanich (2002) points out, “Little is known about how much organizations have actually invested in professional development and what this investment actually buys.” Marzano (2006) emphasizes the importance of monitoring curriculum, instruction, and achievement goals. During a study of leadership development provided by regional education service centers, Maze (2009) indicated one of the areas of key leadership behaviors studied was the monitoring of goals for instruction and achievement. Darling-Hammond (2003) discovered beginning teachers who receive quality mentoring are more likely to remain in the profession and also increase their level of teaching competency. This information indicates the need and importance for effective leadership development in the area of integrated curriculum and instruction.

Program Rationales by Concentration

a. M.Ed. in Integrated Curriculum: Mathematics and Sciences

The digitalization and globalization of modern society has substantially impacted learning and student engagement in all fields of study. This is especially true in science and mathematics disciplines as nations struggle to produce the talent required for competition in today’s global economy. The very nature of integrated science education is changing, requiring educators to be capable of rising to the challenge. As technology advances at an increasingly rapid pace, educators must be prepared to best align didactic practices with digital resources to engage today’s tech-savvy learners.

M.Ed. in Integrated Curriculum: Instructional Leadership

b. The concentration in Instructional Leadership is designed to enhance the overall development of instructional leaders, principals, and teachers in K-12 learning environments, as well as individuals from other fields and organizations. The coursework will increase levels of leadership capacity allowing for

solid data-driven decision making and will provide the foundation for effective design and implementation of professional development based on student, staff, or organizational needs. The coursework will also provide insight, real-world experiences, and a true perspective necessary to foster higher levels of human resource development, student-centered environments, student performance and critical thinking, technology integration in curriculum, and college and career readiness in the 21st century. The program will provide additional support for leadership development in a manner promoting diversity and a healthy, collaborative, collegial, and supportive organization and school community. Students in the program will also have the opportunity to thoroughly examine the challenges of maintaining state, federal, and other accountability standards, while also balancing finance issues impacting school and organizational budgets, complying with legal issues influencing policy, supporting culturally diverse learning environments, planning for future growth in student populations, promoting media/public relations, and the overall dynamics of organizational evaluation and improvement.

c. M.Ed. in Integrated Curriculum: Special Education

Special education is a continuously evolving field. The expectations and requirements for students with exceptionalities to excel in the general curriculum and compete in the educational environment continue to increase. For students with exceptionalities to excel, those professionals working with them must continuously improve their knowledge base and didactic skill sets to address the needs of these diverse learners. The development of collaborative, research-based instructional methodologies is critical to engendering the success of students with exceptionalities. This concentration will appeal to special education teachers and specialists seeking an advanced degree, classroom teachers who serve students with exceptionalities, administrators who oversee special education programs, and educators in nonprofit or other community-based settings meeting the needs of students with exceptionalities and their families.

Program Outcomes – Applicable to All Concentrations

1. Promote the design, development, and implementation of differentiated instructional strategies, resources, and relevant professional development to accelerate progress, performance, and achievement while enhancing post-secondary college and career readiness.
2. Employ research-based strategies and resources to target specific learning objectives, educational and organizational goals.
3. Demonstrate knowledge of academic standards, ethics, and collaborative strategies for improving the development of curriculum and delivery of instruction based on data and needs of the learner, organization, or community.
4. Promote the utilization of technology-based learning applications and resources throughout the school, organization, or community to enhance learning and foster higher levels of achievement.
5. Establish and maintain a climate of mutual respect, trust, collaboration, collegiality, and support to enhance stakeholder involvement throughout culturally diverse schools, organizations, and communities.
6. Construct a framework and create networking opportunities for stakeholders including business and industry leaders to develop and promote a common vision for meeting needs as they apply to post-secondary college and career readiness.
7. Build leadership capacity throughout organizations by utilizing a collaborative, data-driven decision making process to shape curriculum and instruction in a manner reflective of educational and organizational needs and goals.
8. Support ongoing progress monitoring of achievement by providing relevant, research-based professional development and implementation opportunities reflective of educational and organizational needs and goals.

a. Program Outcomes Specific to the Mathematics and Sciences Concentration

9. Collaborate in diverse communities of learning to build partnerships with science/math educators and organizations.
10. Analyze research in the field of integrated science education to identify best practices for engaging learners.
11. Demonstrate evidence-based decision making appropriate to the needs of a global society.
12. Demonstrate competence in the application of multiple intelligence theory, social learning theory, and exchange theory.
13. Demonstrate competence in the selection and utilization of digital resources to foster student learning.
14. Design effective integrated curriculum to engage diverse learners.

b. Program Outcomes Specific to the Instructional Leadership Concentration

9. Collaboratively promote higher levels of instructional leadership development, professional development, student achievement, and accountability throughout diverse school communities and organizations.
10. Effectively use research-based best practices in designing and implementing professional development for staff as an extension of data-driven decision making with the goal of improving learner outcomes and achievement.
11. Effectively integrate leadership principles with ethics, equity, and consistency throughout diverse school and organizational communities.
12. Demonstrate knowledge of state, federal, and other accountability standards, varying financial and legal issues, and future planning for growth and dynamics of changing student populations.
13. Demonstrate competency in managing fast-paced communication capabilities with media and public relations in schools and organizations as they apply to instructional leadership, facility management, fiscal responsibility, curriculum management, and student achievement and accountability.

c. Program Outcomes Specific to the Special Education Concentration

9. Collaborate in diverse communities of learning and build partnerships with educators, administrators, parents and families, community, and other resources providing support for students with exceptionalities and their needs.
10. Analyze research in the field of special education to identify best practices for educating students with exceptionalities.
11. Demonstrate evidence-based decision making integrating principles of ethics and law regarding students with exceptionalities.
12. Develop a personal philosophy of education and ethical principles for teaching diverse learners.
13. Demonstrate mastery of content knowledge through the utilization of critical and creative thinking and problem solving for working with students with exceptionalities, their families, and other support resources.
14. Contribute to professional knowledge bases through the dissemination of applied research.

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

Master of Education in Integrated Curriculum with Concentrations in:
a. Mathematics and Sciences
b. Instructional Leadership
c. Special Education

Name of Program: _____

31
(18 semester
credits in Core
courses; 13
semester credits in
Concentration
specialty courses)

Total Course Hours: _____

Check one: Quarter Hours _____
 Semester Hours **X**
 Clock Hours _____

Tuition : **\$6,665.00**
 (\$215.00/credit) Length of Program: **12-18 months**

CORE COURSES:

Please Note: The “Core” courses are identical for and apply to all concentrations. The concentration specific courses are listed below under the heading “Specialty Courses”.

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ED5253	Cognition and Critical Thinking	3
ED5263	Fundamentals of Integrated Thinking	3
RES5323	Research Design and Application	3
ED5023	Assessment Strategies	3
LIT5083	New Literacies in Curriculum Integration	3
CI5113	Design of Integrated Curriculum	3
<u>SPECIALTY COURSES:</u>		
<u>Master of Education in Integrated Curriculum: Mathematics and Sciences</u>		
SCI5203	Foundations of Integrated Science Education	3
SCI5213	Engaging Diversity in the Science Classroom	3
SCI5223	Modern Learning and Integrated Science Education	3
SCI5233	Inventing and Reinventing Mathematics and Science	3

SCI5091	Capstone Experience for Mathematics and Sciences	1
	<u>Master of Education in Integrated Curriculum: Instructional Leadership</u>	
LEAD6283	Instructional Leadership	3
LEAD6293	Designing and Leading Professional Development	3
LEAD6303	Achievement and Accountability	3
LEAD6313	The Art of Decision Making	3
IC5091	Capstone Experience for Instructional Leadership	1
	<u>Master of Education in Integrated Curriculum: Special Education</u>	
SPED5013	Strategies for Teaching Diverse Learners	3
SPED5023	Assessment and Evaluation in Special Education	3
SPED5033	Law and Policy in Special Education	3
SPED5043	Building Collaborative Relationships	3
SPED5091	Capstone Experience for Special Education	1
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Not Applicable	

Number of Credit/Clock Hrs. in Specialty Courses:	<u>31</u>	/	<u>0</u>	Percentage:	<u>100%</u>
Number of Credit/Clock Hrs. in General Courses:	<u>0</u>	/	<u>0</u>	Percentage:	<u>0%</u>

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:	<u>0</u>	/	<u>0</u>	Percentage:	<u>0%</u>
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**Integrated Curriculum: Mathematics and Sciences
Course and Program Outcome Comparison**

	Cognition and Critical Thinking	Fundamentals of Integrated Thinking	Research Design and Application	Assessment Strategies for Improving Learner Outcomes	New Literacies in Curriculum Integration	Design of Integrated Curriculum	Foundations of Integrated Science Education	Engaging Diversity in the Science Classroom	Modern Learning and Integrated Science Education	Inventing and Reinventing Mathematics and Science Curriculum	Capstone
Outcome 1		X			X	X		X		X	X
Outcome 2			X	X		X			X		X
Outcome 3	X	X		X		X	X	X			X
Outcome 4	X	X		X		X		X	X	X	X
Outcome 5	X	X		X			X				X
Outcome 6		X	X		X	X	X	X			X
Outcome 7	X	X		X		X		X	X	X	X
Outcome 8			X	X	X				X	X	X
Outcome 9						X		X	X		X
Outcome 10			X	X		X	X	X		X	X
Outcome 11	X	X		X	X	X	X	X		X	X
Outcome 12	X	X	X					X	X	X	X
Outcome 13	X	X	X					X	X	X	X
Outcome 14		X		X		X		X	X	X	X

**M.Ed. in Integrated Curriculum: Instructional Leadership
Course and Program Outcome Comparison**

	Cognition and Critical Thinking	Fundamentals of Integrated Thinking	Research Design and Application	Assessment Strategies for Improving Learner Outcomes	New Literacies in Curriculum Integration	Design of Integrated Curriculum	Instructional Leadership	Designing and Leading Professional Development	Achievement and Accountability	Date-Driven Decision Making	Capstone
Outcome 1		X			X	X			X		X
Outcome 2			X	X		X		X		X	X
Outcome 3	X	X		X		X				X	X
Outcome 4	X	X		X		X			X		X
Outcome 5	X	X		X			X	X			X
Outcome 6		X	X		X	X					X

Outcome 7	X	X		X		X					X
Outcome 8			X	X	X						X
Outcome 9				X			X		X	X	X
Outcome 10	X		X			X		X		X	X
Outcome 11							X	X			X
Outcome 12		X	X			X	X	X	X	X	X
Outcome 13				X	X		X	X	X	X	X

**M.Ed. in Integrated Curriculum: Special Education
Course and Program Outcome Comparison**

	Cognition and Critical Thinking	Fundamentals of Integrated Thinking	Research Design and Application	Assessment Strategies for Improving Learner Outcomes	New Literacies in Curriculum Integration	Design of Integrated Curriculum	Strategies for Teaching Diverse Learners	Assessment and Evaluation in Special Education	Law and Policy in Special Education	Building Collaborative Relationships	Capstone
Outcome 1		X			X	X	X	X			X
Outcome 2			X	X		X	X	X			X
Outcome 3	X	X		X		X			X		X
Outcome 4	X	X		X		X	X				X
Outcome 5	X	X		X			X			X	X
Outcome 6		X	X		X	X	X	X		X	X
Outcome 7	X	X		X		X		X		X	X
Outcome 8			X	X	X			X			X
Outcome 9					X		X		X	X	X
Outcome 10			X	X	X		X	X			X
Outcome 11		X							X	X	X
Outcome 12	X	X		X			X			X	X
Outcome 13			X	X			X	X			X
Outcome 14			X		X		X	X	X		X

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

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

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

2. Number of volumes of professional material:

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

A. EBSCO Discovery Service

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

B. Articles and E-Journals

ArticleFirst

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

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

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs

- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Child Development & Adolescent Studies (EBSCO)

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

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

ECO Electronic Collections Online

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

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

Education Abstracts/Full-Text (Wilson)

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

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

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of

full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

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

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

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

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

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office

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

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

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

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

OAIster

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

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

ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

ERIC

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

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

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

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

Mental Measurements Yearbook including Tests in Print

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

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

- Producer: Buros Institute of Mental Measurements at the University of Nebraska - Lincoln
- Vendor: EBSCO

- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only [no tests are available online]
- Includes other database? Yes – Tests in Print

Tests in Print

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

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

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

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

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

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

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

- Produced by: EBSCO

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

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

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

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

PapersFirst

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

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

Proceedings

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

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

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations
- Full-text: yes

WorldCat

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

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

WorldCat Dissertations

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

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

3. Number of professional periodicals subscribed to: See Above

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

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

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

Total # of Faculty in the Program:	12	Full-time:	5	Part-time:	7
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					

List Faculty Names (Alphabetical Order)	Concentration	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
Lana Sloan	Core Courses	Ed.D.	42	9	33	x	
Lee Tinchler	Core Courses	Ph.D.	31	4	27	x	
Brenda Hargrove	Core Courses	Ed.D.	28	4	24		x
Linetta Durand	Mathematics and Sciences	Ed.D.	33	3	30	x	
Ken Jandes	Mathematics and Sciences	Ed.D.	44	6	38	x	
Kimberly Truslow	Mathematics and Sciences	Ed.D.	19.5	3.5	16		x
Karen Austin	Instructional Leadership	Ed.D.	15	4.5	19.5		x
Felicia Steagall	Instructional Leadership	Ed.D.	20	1	21		x
Carol Theodorou	Instructional Leadership	Ed.D.	34	4	38		x
Karen Austin	Special Education	Ed.D.	19.5	4.5	15		x
Katrina Landa	Special Education	Ed.D.	16	4	2	x	
Carol Ronka	Special Education	Ph.D.	33	3	30		x

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

Institution: American College of Education
Degree Program: Master of Education in Integrated Curriculum
Locations: Online/Distance

State Licensure

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

This program is not designed for licensure but for those that already have licensure and want to extend their knowledge or learn about special education, STEM fields, or instructional leadership to enhance and strengthen their skills.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

Not Applicable

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

Not Applicable

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes.

If so, please identify:

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

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

- Special Education Concentration: Council for Exceptional Children – The CEC Professional Standards and Content Standards; Common Core State Standards as applicable
- Mathematics and Sciences Concentration: NCTM Standards; Next Generation Science Standards; Common Core State Standards as applicable

+++++

Program Accreditation

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

No, specialized accreditation is not needed.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not Applicable

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

+++++

Job Titles

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

An American College of Education graduate with a Master of Education Degree in Integrated Curriculum will find unlimited opportunities to serve diverse populations, organizations, and communities in a variety of roles such as administrators, curriculum directors, coordinators, program specialists, instructional specialists, or teacher leaders. Those in the mathematics and science concentration also can work in the STEM fields. The special education concentration is intended to develop curriculum and instruction leaders by preparing them to effectively support diverse learners in a variety of K-12 and other educational and organizational settings.

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution American College of Education

Name of Program Master of Education in Literacy
CIP Code: 13.1315, Reading

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

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

Telephone Number 317.829.9417 Application Type

Date the Form was Prepared October 3, 2014 Initial or Renewal
(Revise date after any revision)

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

Program Description

Literacy is a foundational skill required for successful academic achievement. The focus of this program is to equip professionals working with students and teachers to meet reading milestones, develop supportive curriculum, and provide professional development at school and district levels. With a PK-12 focus, professionals can utilize this program to work with coordinators including those in special education, counseling, and supporting roles to bring systemic change to schools seeking to improve or enhance reading instruction.

Program Rationale

Reading is a foundational skill required for the successful acquisition of new knowledge and to support continued learning throughout a lifetime. Understanding the complexity of this skill ensures teachers are not only equipped with developmentally appropriate strategies, but also prepared to support struggling readers while aiding colleagues in designing effective intervention programs. Instructional coordinators need the specific components essential for creating relevant curriculum for literacy instruction, integrating skill-based learning into content.

According to the Bureau of Labor Statistics (2014), this degree will continue to see an average projected growth of 13% through 2022 for elementary, middle, and high school teachers, reading specialists, and instructional coordinators “with a projected employment increase of 23% between 2008-2018” (n.p.).

List of Program Outcomes M.Ed. in Literacy

1. Demonstrate critical application of theoretical and operational processes essential for reading and writing instruction.
2. Design developmentally and culturally appropriate literacy curricula and instructional units to improve learner equity and academic achievement.
3. Utilize academic standards to guide the selection of content and application of literacy strategies to develop age-appropriate instructional options for emerging, struggling, and advanced readers.
4. Apply research-based strategies to cultivate an environment which enhances literacy knowledge and skills in reading/language arts across all content areas.
5. Design and implement research-supported assessment and intervention plans by creating programs leading to continuous improvement of student achievement.
6. Analyze student data and apply research to support program and instructional approaches in traditional classrooms, resource rooms, and individualized learning situations.
7. Engage in leadership opportunities and research, and participate professionally in ongoing learning.

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

Name of Program: Master of Education in Literacy

Total Course Hours: 31 Check one: Quarter Hours _____
 Semester Hours X
 Clock Hours _____

Tuition : \$6,665.00
(\$215.00/credit) Length of Program: 12-18 months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
LIT5203	Strengthening Literacy	3
RES5323	Research Design and Application	3
LIT5053	Emerging Literacy for Elementary Teachers	3
LIT5323	Investigating Literacy Fundamentals	3
LIT5333	Integrating Literacy Concepts	3

LIT5343	Implementing Literacy in Context	3
LIT5353	Linguistics and Literature	3
LIT5373	21 st Century Literacies	3
LIT5363	Literacy for Exceptional Learners	3
LIT5233	Prescriptive Intervention for Reading Difficulties	3
LIT5091	Capstone Experience for Literacy	1

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Not Applicable	0

Number of Credit/Clock Hrs. in Specialty Courses: 31 / 0 Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: 0 / 0 Percentage: 0%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: 0 / 0 Percentage: 0%

	Strengthening Literacy	Research Methods	Emerging Literacy for Elementary Teachers	Investigating Literacy Fundamentals	Integrating Literacy Concepts	Implementing Literacy in Context	Linguistics and Literature	21 st Century Literacies	Literacy for Exceptional Learners	Prescriptive Intervention for Reading Difficulties	Capstone
Outcome 1			X	X	X		X		X	X	X
Outcome 2			X	X	X	X		X	X	X	X
Outcome 3		X	X	X	X	X	X	X	X	X	X
Outcome 4	X	X	X	X	X	X		X	X		X
Outcome 5		X				X		X	X	X	X
Outcome 6	X		X	X	X		X		X	X	X
Outcome 7	X					X				X	X

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

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

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

2. Number of volumes of professional material:

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

A. EBSCO Discovery Service

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

B. Articles and E-Journals

ArticleFirst

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

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

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs

- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

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

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- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Abstracts/Full-Text (Wilson)

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

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- Vendor: EBSCO
- Coverage: 770+ journals, yearbooks, monographs
- Full-text: Yes – 350+ journals back to 1996
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

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

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

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

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

GPO Monthly Catalog

GPO Monthly Catalog is the only comprehensive index of government publications. Established in 1876, the U. S. Government Printing Office is the world's largest publisher. Government publications are available on Education and every other subject in every academic discipline. Most are free from GPO or the issuing agency, and newer

ones may be available on the Web. GPO estimates that today 50% of all U.S. government documents are now born digital.

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

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

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

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

OAIster

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

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

- Full-text: Yes

ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

ERIC

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

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

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

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

Mental Measurements Yearbook including Tests in Print

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

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

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

Tests in Print

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

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

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

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

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings

- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

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

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

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly

research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

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

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

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

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

PapersFirst

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

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

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

Proceedings

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

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

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations
- Full-text: yes

WorldCat

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

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

WorldCat Dissertations

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

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

3. Number of professional periodicals subscribed to: See Above

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

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

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

Total # of Faculty in the Program:	3	Full-time:	2	Part-time:	1
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL ORDER.**)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Audrey Donaldson	Ed.D.	48	4	44	X	
Lee Tincher	Ph.D.	31	4	27	X	
Amy Horn	Ed.D.	29	3	26		X

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

Institution: American College of Education
Degree Program: Master of Education in Literacy
Locations: Online/Distance

State Licensure

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

No, while the state offers a licensure in Reading, this program is not designed to lead to licensure.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

Not Applicable

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

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes

If so, please identify

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

Standards for Reading Professionals – Revised 2010

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

International Reading Association in relation to CAEP.

+++++

Program Accreditation

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

No, specialized accreditation is not needed.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not Applicable

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

+++++

Job Titles

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

With a PK-12 focus, professionals can utilize this program to work with coordinators including those in special education, counseling, and supporting roles to bring systemic change to schools seeking to improve or enhance reading instruction.

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

DEGREE APPLICATION
(New or Renewal program)

Name of Institution American College of Education

Name of Program Master of Education in Teacher Leadership
CIP Code: 13.0404, Educational, Instructional and Curriculum Supervision

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

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

Telephone Number 317.829.9417 Application Type

Date the Form was Prepared October 3, 2014 Initial or Renewal
(Revise date after any revision)

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

Program Description

The Master of Education in Teacher Leadership is designed for high-performing teachers whose goal is to support building principals by helping to create a system of shared leadership and by providing job-embedded, differentiated professional learning opportunities to teachers. Graduates are expected to develop a clear vision for educational transformation and work in a leadership role with principals and peers to align student experiences and school programs to support the vision. Graduates will be prepared to interpret research on leadership models and frameworks, learning theory, best practices, teacher evaluation, and motivation and use this evidence base to develop professional learning opportunities and curricula; identify and share student-centered instructional practices, and promote continuous improvement of learner motivation, engagement, and achievement. Course curriculum will address diverse perspectives and culture, personal and professional goal setting, reflective inquiry and practice, teacher leader modeling, and collaborative work with colleagues to achieve quality programming and teamwork among all stakeholders. Assessment and data interpretation, presented as tools for continuous improvement, will be integrated throughout the coursework.

Program Rationale

Instructional leadership is critical for students to meet the increasing demands of 21st century society and for teachers who are serving them. Most often, school principals shoulder the responsibility for providing instructional leadership in a building. Development of teacher leaders provides a support for principals by promoting a shared leadership structure. With formal preparation, teacher leaders are better prepared to assume leadership tasks delegated by their principals and to provide effective job-embedded professional development for colleagues. Teacher leadership may radiate from within or

from outside the classroom as candidates embrace the goals of developing and exhibiting their expertise in varied roles. The program will appeal to those who want to continue as classroom teachers but who aspire to increase their leadership potential and reach as well as those who wish to step outside the classroom and lead from a broader building-wide perspective. Classroom teachers, lead teachers, mentor teachers, academic coaches, department heads, teachers serving in supervisory roles, and specialists in content and curriculum are excellent candidates for this program.

List of Program Outcomes M.Ed. in Teacher Leadership

1. Apply knowledge of leadership models and frameworks to promote shared governance, capacity building, and collaboration to impact teaching and learning and school and student success.
2. Demonstrate the ability to assume leadership roles by working effectively with the principal and other adults in a school to improve student learning and achievement.
3. Model high performance in teaching by demonstrating expert knowledge of curriculum, instruction, assessment, intervention, culture/climate, reflective practice, lifelong learning, and teacher evaluation models and training.
4. Advocate for, design, implement, and evaluate job-embedded, differentiated professional learning and development for teachers, including mentoring, coaching, and group or individualized guidance, direction, support, and feedback.
5. Promote and influence school transformation to achieve school goals and improve learning and achievement for adults and students by fostering a collaborative culture to support educator development and student success.
6. Employ best practices in working with diverse learners, analyzing and interpreting data, and understanding the impact of instructional models to improve the culture, climate, and learning in a school.
7. Promote the understanding, development, assessment, and application of cognitive and psychological foundations to increase teacher performance and student achievement.
8. Employ and assist colleagues in the use of research-based strategies and resources, systematic inquiry, action research, and assessments and data to improve teacher practice and student learning.
9. Promote the utilization of technology-based learning applications and resources to enhance learning and foster higher levels of functionality.
10. Establish and maintain a climate of mutual respect, trust, collaboration, collegiality, and support to enhance parent, family, and community involvement throughout culturally diverse environments, organizations, and communities based upon ethical standards.
11. Build leadership capacity throughout the school by utilizing a collaborative, data-driven decision-making process to shape choices in a manner reflective of school needs, goals, vision, and mission.
12. Serve as an advocate for the development of teacher leadership, student learning, and the teaching profession by understanding laws, policies, and ethical standards influencing and impacting education.

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

Name of Program: _____ Master of Education in Teacher Leadership

Total Course Hours: 31 Check one: Quarter Hours _____
 Semester Hours X
 Clock Hours _____

Tuition : \$6,665.00
(\$215/credit) Length of Program: 12-18 months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CI5393	Teacher Leadership	3
LEAD6293	Designing and Leading Professional Learning	3
ED5213	Designing Learning Environments	3
RES5323	Research Design and Application	3
BE5053	Advocacy and Leadership	3
ED5053	Community Engagement, Outreach, and Collaboration	3
ED5223	Transforming Teaching and Learning	3
LEAD6313	The Art of Decision Making	3
ED5243	The Influence of Culture	3
EL5703	School Improvement	3
TL5091	Capstone Experience for Teacher Leadership	1

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Not Applicable	0

Number of Credit/Clock Hrs. in Specialty Courses: 31 / 0 Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: 0 / 0 Percentage: 0%

If applicable:
 Number of Credit/Clock Hrs. in Liberal Arts: 0 / 0 Percentage: 0%

	Teacher Leadership	Designing and Leading Professional Development	Designing Environments	Research Design and Application	Advocacy for Learning and the Profession	Community Outreach, Engagement, and Collaboration	Transforming Teaching and Learning	Assessment and Data-Based Decision Making	The Influence of Culture	School Improvement	Capstone
Outcome 1	X	X			X	X	X	X	X	X	X
Outcome 2	X	X			X	X	X	X	X	X	X
Outcome 3	X	X	X	X	X	X	X	X	X	X	X
Outcome 4	X	X			X				X	X	X
Outcome 5	X	X	X	X	X	X	X	X	X	X	X
Outcome 6	X	X	X		X	X	X	X	X	X	X
Outcome 7	X	X					X		X	X	X
Outcome 8	X	X		X	X	X	X	X	X	X	X
Outcome 9	X	X	X		X		X	X	X	X	X
Outcome 10	X		X		X	X	X	X	X	X	X
Outcome 11	X			X			X	X		X	X
Outcome 12	X	X			X	X	X	X		X	X

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

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

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

2. Number of volumes of professional material:

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

A. EBSCO Discovery Service

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

B. Articles and E-Journals

ArticleFirst

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

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

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs

- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Child Development & Adolescent Studies (EBSCO)

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

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

ECO Electronic Collections Online

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

- Produced by: OCLC
- Vendor: OCLC FirstSearch
- Coverage: 4.2+ million records
- Full-text: None

- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Abstracts/Full-Text (Wilson)

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

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

Education Source

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- Produced by: EBSCO
- Vendor: EBSCO
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- Full-text: Yes - 1,800+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try ProQuest Education Journals.

Education Week

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

Educational Administration Quarterly

- Produced by: Sage
- Vendor: EBSCO
- Coverage: one journal
- Full-text: yes

Google Scholar

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

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

GPO Monthly Catalog

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

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

JSTOR Current Education Collection

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Coverage: nine selected Education related journals
- Full-text: yes

Library, Information Science & Technology Abstracts with Full Text

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 735+ Journals; 30+ eBooks, monographs, conference papers, and pamphlets
- Full-text: yes

Medline

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

- Producer: U. S. National Library of Medicine
- Vendors: www.pubmed.gov, FirstSearch
- Coverage: 19,000+ journals; 19+ million citations

- Full-text: Yes – some articles are linked to full-text sources
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source, ProQuest Education Journals, or Wilson Select Plus.

OAIster

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

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

ProQuest Education Journals

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

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

ERIC Documents and Educational Tests

ERIC

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

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

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

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

Mental Measurements Yearbook including Tests in Print

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

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

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

Tests in Print

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

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

Books and E-Books

Business Source Complete (EBSCO)

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes both electronic journals and eBooks, as well as

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage:
- Full-text: 1800+ journals; 1000+ eBooks, reports and monographs
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try EBSCO's Education Source or ProQuest Education Journals.

Education Source (EBSCO)

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of

full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 2,330+ journals plus books, monographs, conference papers, and proceedings
- Full-text: Yes - 1,400+ journals and 550+ books and monographs plus numerous conference papers and proceedings
- Includes: EBSCO's Professional Development Collection
- To locate libraries that own specific eBooks in your zip code, go to www.worldcat.org.

Ebooks

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

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

eBooks (EBSCOHost)

eBooks is a collection of full-text education related e-books.

- Producer: EBSCO
- Vendor: EBSCO
- Coverage: 2009+ e-books in Education (88 e-books)
- Full-text: Yes

Future-Focused Leadership by Marx

- Vendor: EBSCO
- Full-text: Yes

GPO Monthly Catalog

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

- Produced by: U. S. Government Printing Office
- Vendor: <http://www.gpo.gov/> (1861 to date)
- Vendor: FirstSearch (1976 to date)
- Coverage: (GPO): government publications since 1861
- Coverage (FirstSearch): government publications since 1976
- Full-text: Yes – some links to full-text publications are provided by issuing agencies.
- To locate libraries that have government publications collections in your zip code, go to www.worldcat.org.

To locate full-text of a journals published by government agencies, try the specific agency's web site, EBSCO's Education Source or ProQuest Education Journals.

Education Source

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

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

Library, Information Science & Technology Abstracts with Full Text

Library, Information Science & Technology Abstracts with Full Text indexes hundreds of core journals plus books, research reports and proceedings. Subject coverage includes librarianship, online information retrieval, information management, technology and more. Coverage in the database extends back as far as the mid-1960s.

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 400+ journals plus books, monographs, conference papers, and pamphlets.
- Full-text: Yes - 160+ journals and 550+ books and monographs plus numerous conference proceedings and pamphlets.
- To locate libraries that own specific journals in your zip code, go to www.worldcat.org.
- To locate full-text of a specific article not available in this database, try Ebsco Education Source or ProQuest Education Journals.

OAIster

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

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

PapersFirst

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

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

Proceedings

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

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

ProQuest Dissertations & Theses Full Text – Volume A

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Coverage: 1,000,000 citations
- Full-text: yes

WorldCat

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

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

WorldCat Dissertations

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

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

3. Number of professional periodicals subscribed to: See Above

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

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

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

Total # of Faculty in the Program:	4	Full-time:	1	Part-time:	3
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Audrey Donaldson	Ed.D.	44	4	48	x	
Karen Rooks-Dotson	Ed.D.	36	3	39		x
Marsha Phelps	Ed.D.	19	4	23		x
William Smith	Ed.D.	32	4	36		x

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

Institution: American College of Education
Degree Program: Master of Education in Teacher Leadership
Locations: Online/Distance

State Licensure

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

No, graduates do not need to be licensed by the state.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

Not Applicable

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

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Not Applicable

If so, please identify

The specific professional industry standard(s) and/or best practice(s): Not Applicable

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

+++++

Program Accreditation

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

No, specialized accreditation is not needed.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Not Applicable

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

+++++

Job Titles

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

The program will appeal to those who want to continue as classroom teachers but who aspire to increase their leadership potential and reach as well as those who wish to step outside the classroom and lead from a broader building-wide perspective. Classroom teachers, lead teachers, mentor teachers, academic coaches, department heads, teachers serving in supervisory roles, and specialists in content and curriculum are excellent candidates for this program.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

DECISION ITEM A-2:

DeVry University: One Master of Science Degree Program at Two Locations

Staff Recommendation

That the Board for Proprietary Education approve the Master of Science (M.S.) in Finance in accordance with the background discussion in this agenda item and the Application for Degree Approval.

Background

Institution Profile

DeVry University at Indianapolis and Merrillville are regionally accredited by the Higher Learning Commission of the North Central Association (HLC). HLC accredits DeVry University in 24 states including Indiana. DeVry University has two campuses in Indiana: Indianapolis and Merrillville. The National Center for Education Statistics (NCES) lists a total enrollment of 467 students in the fall of 2013 at the Indianapolis Campus. NCES does not presently list enrollment data for DeVry University at Merrillville.

Degree Program Profiles

*Master of Science (M.S.) in
Finance at
Indianapolis, and Merrillville*

This program consists of 33 semester credit hours, with 100% of the courses in the specialty. The Indianapolis faculty consists of three individuals, of whom one is full-time and the remaining two are part-time. Of the three individuals, each has a Master's degree. The partial list of Merrillville campus program faculty consists of one individual, who is part-time. That individual has a Master's degree.

Supporting Documents

Degree Application

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution DeVry University, Indianapolis and Merrillville Campus

Name of Program Master of Science in Finance

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

Name of Person Preparing this Form Elizabeth C. Jendral

Telephone Number 630-353-3840 Application Type

Date the Form was Prepared 7/30/2014 Initial X or Renewal
(Revise date after any revision)

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

The Master of Science in Finance program is designed to enable those with a bachelor's degree in accounting or finance to advance in the fields of corporate, investment and global finance. The program is designed to help students develop knowledge and skills needed to function in domestic and international environments as corporate financial managers, investment analysts in the financial marketplace or financial institution managers. Coursework – taught from the practitioner's perspective – focuses on developing and applying concepts and skills in managerial finance, securities analysis, mergers and acquisitions, financial institution management and international finance.

Program objectives include:

- Preparing students for careers in corporate financial management, investment analysis and portfolio management, management of financial institutions and markets, and international finance and global financial management.
- Providing students with academic work required to qualify to sit for, and pass, professional licensure and certification exams in the field of finance.
- Exposing students to an appropriate blend of current financial theory and relevant practical applications.
- Equipping students with skills needed to explore current financial topics and applications, and to conduct technical financial research.
- Enabling students to function as financial professionals in either domestic or international environments.

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

Name of Program: _____ Master of Science in Finance

Total Course Hours: 33 Check one: Quarter Hours _____
 _____ Semester Hours X
 _____ Clock Hours _____

Tuition : \$25,278 Length of Program: 22 months. Based on a student taking one class per eight-week session

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<i>Program Core Courses:</i>		(18 Credits)
<i>All six required for all MSF students</i>		
	ACCT553 Federal Taxes and Management Decisions	3
	FIN515 Managerial Finance	3
	FIN516 Advanced Managerial Finance	3
	FIN560 Securities Analysis	3
	FIN564 Management of Financial Institutions	3
	FIN610 Finance Capstone/Project	3
Choose One Emphasis		
Corporate Treasury Emphasis-Specific Courses		
<i>any five required</i>		(15 Credits)
	FIN550 Corporate Treasury Management	3
	FIN561 Mergers and Acquisitions	3
	FIN565 International Finance	3
	FIN567 Options and Financial Futures Markets	3
	FIN575 Advanced Financial Statement Analysis	3
	FIN580 Personal Financial Planning	3

FIN590 Real Estate Finance	3
ECON545 Business Economics	3
Financial Analysis Emphasis-Specific Courses	
<i>any five required</i>	(15 Credits)
FIN512 Entrepreneurship Finance	3
FIN561 Mergers and Acquisitions	3
FIN565 International Finance	3
FIN567 Options and Financial Futures Markets	3
FIN575 Advanced Financial Statement Analysis	3
ECON545 Business Economics	3
PA581 Governmental Budgeting and Finance	3
Financial Planning Emphasis	
<i>all five required</i>	(15 Credits)
FIN540 Employee Benefits Planning	3
FIN545 Retirement and Estate Planning	3
FIN555 Insurance Planning and Risk Management	3
FIN567 Options and Financial Futures Markets	3
FIN590 Real Estate Finance	3
General Finance Emphasis	(15 Credits)
<p>For students who do not wish to complete a specialized finance emphasis, a general emphasis is available. The MSF program with general finance emphasis requires successful completion of the program core courses as well as successful completion of any five courses from among the FIN courses; and ECON545 and PA581.</p>	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Not Applicable.	

Number of Credit/Clock Hrs. in Specialty Courses: 33 / Percentage: 100%

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

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

Please refer to Appendix 2 for additional information on Library Resources and page 90 of the 2014-2015 Keller Graduate Academic Catalog, provided in Appendix 5, for more details.

2. Number of volumes of professional material:

Please refer to Appendix 2 for additional information on Library Resources and page 90 of the 2014-2015 Keller Graduate Academic Catalog, provided in Appendix 5, for more details.

3. Number of professional periodicals subscribed to:

Please refer to Appendix 2 for additional information on Library Resources and page 90 of the 2014-2015 Keller Graduate Academic Catalog, provided in Appendix 5, for more details.

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

Please refer to Appendix 2 for additional information on Library Resources and page 90 of the 2014-2015 Keller Graduate Academic Catalog, provided in Appendix 5, for more details.

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

Institution: DeVry University
Degree Program: Master of Science in Finance
Locations: Indianapolis and Merrillville, Indiana

State Licensure

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

Not Applicable.

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

1. Certified Financial Analyst
2. Certified Treasury Professional
3. Certified Financial Planner

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

1. Yes

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

1. Professional Certification: Chartered Financial Analyst® (CFA®) Charter
Issuing organization: Certified Financial Analyst Institute (<https://www.cfainstitute.org/>)
CFA® and Chartered Financial Analyst® are registered trademarks owned by CFA Institute.
2. Professional Certification: Certified Financial Planner™ (CFP®)
Issuing organization: Certified Financial Planner Board of Standards (<http://www.cfp.net/>)
3. Professional Certification: Certified Treasury Professional® (CTP®)
Issuing Organization: Association for Financial Professionals, Inc. (<http://www.afp.org> or <http://www.ctpcert.org/>)

Please explain the rationale for choosing each professional certification:

1. CFA® credential is one of the most respected credentials in the Financial Analyst profession. The CFA® charter is the designation of professional excellence within the global investment community
2. CFP® is the designation of professional excellence within the global financial planning community. Certified CFP® professionals are uniquely qualified to help individuals pull all their finances together, solve financial problems, and make a plan to achieve their financial goals. – (from the web-site: <http://www.cfp.net/become-a-cfp-professional/a-career-in-demand>)
3. CTP® is the designation of professional excellence for corporate treasury within the global finance community. CTP®

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

1. **CFA Topic areas include:** Ethics and Professional Standards; Economics; Quantitative Methods; Financial Reporting and Analysis; Corporate Finance; Equity Investments; Fixed-Income Investments; Derivatives; Alternative Investments; Portfolio Management and Wealth Planning. The combination of the MS Finance Program Core courses along with five of the eight courses in the Financial Analysis Emphasis will prepare graduates with the requisite knowledge areas for the CFA exam.

MS Finance Program Core Courses:

all six required by all MSF students

ACCT553	Federal Taxes and Management Decisions
FIN515	Managerial Finance
FIN516	Advanced Managerial Finance
FIN560	Securities Analysis
FIN564	Management of Financial Institutions
FIN610	Finance Capstone/Project

Financial Analysis Emphasis-Specific Courses

Select any five from the list below

FIN512	Entrepreneurship Finance
FIN561	Mergers and Acquisitions
FIN565	International Finance
FIN567	Options and Financial Futures Markets
FIN575	Advanced Financial Statement Analysis
ECON545	Business Economics
PA581	Governmental Budgeting and Finance

2. **CFP Topic areas include:** General principles of financial planning; Insurance planning and risk management; Employee benefits planning; Investment planning; Income Tax planning; Retirement planning; Estate planning. The combination of the MS Finance Program Core courses along with five required courses in the Financial Planning Emphasis will prepare graduates with the requisite knowledge areas for the CFP exam.

MS Finance Program Core Courses:

all six required by all MSF students

ACCT553	Federal Taxes and Management Decisions
FIN515	Managerial Finance
FIN516	Advanced Managerial Finance
FIN560	Securities Analysis
FIN564	Management of Financial Institutions
FIN610	Finance Capstone/Project

Financial Planning Emphasis-Specific Courses

All five required

FIN540	Employee Benefits Planning
FIN545	Retirement and Estate Planning
FIN555	Insurance Planning and Risk Management
FIN567	Options and Financial Futures Markets
FIN590	Real Estate Finance

3. ***CTP Topic areas include:*** Treasury Management; Financial Regulatory Environment; Financial Planning and Analysis; Working Capital Management and Tools; Cash Management and Forecasting; Financial Risk Management; Treasury Policies and Procedures; Money Markets, Short-term Investing and Borrowing; Capital Markets; Capital Structure and Dividend Policy. The combination of the MS Finance Program Core courses along with the one required and a selection of four of seven courses in the Corporate Treasury Emphasis will prepare graduates with the requisite knowledge areas for the CFP exam.

MS Finance Program Core Courses:

all six required by all MSF students

ACCT553	Federal Taxes and Management Decisions
FIN515	Managerial Finance
FIN516	Advanced Managerial Finance
FIN560	Securities Analysis
FIN564	Management of Financial Institutions
FIN610	Finance Capstone/Project

Corporate Treasury Emphasis-Specific Courses

Required

FIN550	Corporate Treasury Management
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Select any four (4) required

FIN561	Mergers and Acquisitions
FIN565	International Finance
FIN567	Options and Financial Futures Markets
FIN575	Advanced Financial Statement Analysis
FIN580	Personal Financial Planning
FIN590	Real Estate Finance
ECON545	Business Economics

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Professional Industry Standards/Best Practices

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

Yes.

If so, please identify

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

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

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

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

Association of Financial Professionals (AFP) Standards of Ethical Conduct

<http://www.afponline.org/pub/cert/ethics.html>

COMPETENCE

- Continue to acquire an appropriate level of professional knowledge and skill in finance.
- Perform professional duties in good faith and in accordance with technical, legal and regulatory practices, as well as the letter and spirit of the law in the field of finance.

CONFIDENTIALITY

- Maintain confidential information acquired in the course of professional activities and disclose such information when legally obligated to do so.
- Refrain from using or appearing to use confidential information for unethical or illegal advantage either personally or through third parties.

INTEGRITY

- Practice honesty and standards of professional care in all dealings without engaging in any activity that would prejudice the ability to carry out professional responsibilities competently and fairly. Avoid conflicts of interest or the appearance thereof.
- Refrain from abusing the financial systems and markets.
- Disclose fully all relevant information that could reasonably be expected to influence business dealings.

Certified Financial Advisor (CFA) Institute Code of Ethics and Standards of Professional Conduct

<http://www.cfainstitute.org/ethics/codes/Pages/index.aspx>

The Code of Ethics maintains that you must:

- Place the integrity of the profession and the interests of clients above your own interests
- Act with integrity, competence, and respect
- Maintain and develop your professional competence

The Standards of Professional Conduct cover:

- Professionalism and integrity of the capital markets
- Duties to clients and employers
- Investment analysis and recommendations
- Conflicts of interest and your responsibilities

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Program Accreditation

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

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

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

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

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

Not Applicable.

Job Titles

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

Job Roles and Demand

The opportunities for graduates among the standard occupational classification (SOC) codes tracked by the Bureau of Labor Statistics are shown below. The table below shows the 7 codes used to compile statistics presented throughout this proposal document. These represent the occupations for which a student with a Master's-level education in Finance is expected to possess a relevant qualification, as opposed to a guarantee of employment.

**U.S. Department of Labor
Bureau of Labor Statistics**



2010 Standard Occupational Classification (SOC) codes and descriptions

Bureau of Labor Statistics Title & Link
Department of Labor Title(s) & Link(s)

BLS SOC Description

[13-2031 Budget Analysts](#)

Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports.

[Budget Analysts \[B\]](#)

Bureau of Labor Statistics Title & Link Department of Labor Title(s) & Link(s)	BLS SOC Description
13-2041 Credit Analysts Credit Analysts	Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making.
13-2051 Financial Analysts Financial Analysts {B}{G}	Conduct quantitative analyses of information affecting investment programs of public or private institutions.
13-2052 Personal Financial Advisors Personal Financial Advisors {B}{G}	Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.
13-2072 Loan Officers Loan Officers	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and payment methods. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.
13-2099 Financial Specialists, All Other Financial Quantitative Analysts {B}{G} Risk Management Specialists {B}{G} Investment Underwriters {B}{G} Fraud Examiners, Investigators and Analysts {B}	All financial specialists not listed separately.

Key

{B} Every Bright Outlook occupation matches at least one of the following criteria:

- Projected to grow much faster than average (employment increase of 20% or more) over the period 2008-2018

- Projected to have 100,000 or more job openings over the period 2008-2018

- New & Emerging occupation in a high growth industry

source: <http://www.onetonline.org/find/bright?b=0&g=Go>

{G} Green occupations will likely change as a result of the green economy. Green economy activities and technologies are increasing the demand for occupations, shaping the work and worker requirements needed for occupational performance, or generating new and emerging occupations.

source: <http://www.onetcenter.org/green.html?p=2>

BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

DECISION ITEM A-3:

ITT Technical Institute: Three Associate Degree Programs at Six Locations and One Baccalaureate Degree Program at Six Locations

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Applied Science (A.A.S.) in Computer and Electronic Systems Technology, A.A.S. in Computer Systems Support and Administration, A.A.S. in Drafting and Design Architectural and Civil, and Bachelor of Science (B.S.) in Construction Engineering Technology in accordance with the background discussion in this agenda item and the Application for Degree Approval.

The B.S. in Construction Engineering Technology is recommended for approval with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date.

Background

Institution Profile

ITT Technical Institute is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS accredits ITT Technical Institute in 38 states including Indiana. ITT Technical Institute has six campuses in Indiana: Fort Wayne, Indianapolis (North), Indianapolis East, Merrillville, Newburgh, and South Bend. Listed below are the six campuses ITT Technical Institute operates in Indiana, and their Fall 2013 enrollment data as reported to the National Center for Education Statistics (NCES):

Fort Wayne	283
Indianapolis (North)	4,397
Indianapolis East	337
Merrillville	357
Newburgh	295
South Bend	330

Degree Program Profiles

*Associate of Applied Science (A.A.S.) in
Computer and Electronic Systems Technology at
Fort Wayne, Indianapolis (North), Indianapolis East
Merrillville, Newburgh, South Bend*

This program consists of 1,154 clock hours, with a BPE staff calculated 78% of the courses in the specialty. The Fort Wayne faculty consists of three individuals, of whom one is full-time and two are part-time. Of the three individuals, one has a Master's degree, and the remaining two have a Baccalaureate degree. The Indianapolis (North) faculty consists of eight individuals, of whom one is full-time, and seven are part-time. Of the eight individuals one has a Ph.D., three have a Master's degree, and the remaining four have a Baccalaureate degree. The Indianapolis East faculty consists of three individuals, of whom each are part-time. Of the three individuals one has a Master's degree, and the remaining two have a Baccalaureate degree. The Merrillville faculty consists of four individuals, of whom two are full-time, and two are part-time. Of the four individuals, three have a Master's degree, and the remaining individual has a Baccalaureate degree. The Newburgh faculty consists of four individuals, of whom each are part-time. Of the four individuals, two have a Master's degree and the remaining two have a Baccalaureate degree. The South Bend faculty consists of four individuals, of whom one is full-time, and three are part-time. Of the four individuals, two have a Master's degree, and the remaining two have a Baccalaureate degree.

*Associate of Applied Science (A.A.S.) in
Computer Systems Support and Administration at
Fort Wayne, Indianapolis (North), Indianapolis East
Merrillville, Newburgh, South Bend*

This program consists of 1,109 clock hours, with a BPE staff calculated 78% of courses in the specialty. The Fort Wayne faculty consists of five individuals, of whom each are part-time. Of the five individuals, three have a Master's degree, and the remaining two have a Baccalaureate degree. The Indianapolis (North) faculty consists of seven individuals, of whom each are part-time. Of the seven individuals, four have a Master's degree, and the remaining three have a Baccalaureate degree. The Indianapolis East faculty consists of three individuals, of whom one is full-time, and two are part-time. Of the three individuals, each has a Baccalaureate degree. The Merrillville faculty consists of three individuals, of whom one is full-time, and the remaining two are part-time. Of the three individuals, each has a Master's degree. The Newburgh faculty consists of

seven individuals, of whom one is full-time, and the remaining six are part-time. Of the seven individuals, three have a Master's degree, and the remaining four have a Baccalaureate degree. The South Bend faculty consists of six individuals, of whom one is full-time, and five are part-time. Of the six individuals, two have a Master's degree, and the remaining four individuals have a Baccalaureate degree.

*Associate of Applied Science (A.A.S.) in
Drafting and Design Architectural and Civil at
Fort Wayne, Indianapolis (North), Indianapolis East
Merrillville, Newburgh, South Bend*

This program consists of 93 quarter credit hours, with 76% of the courses in the specialty. The Fort Wayne faculty consists of two individuals, of whom both are part-time. Of the two individuals, one has a Master's degree, and the remaining individual has a Master's degree. The Indianapolis (North) faculty consists of four individuals, of whom each are part-time. Of the four individuals, one has a Master's degree, and the remaining three have a Baccalaureate degree. The Indianapolis East faculty consists of three individuals, of whom each are part-time. Of the three individuals, each has a Baccalaureate degree. The Merrillville faculty consists of one individual who is part-time. The individual has a Master's degree. The Newburgh faculty consists of two individuals, of whom both are part-time. Of the two individuals, one has a Master's degree, and the remaining individual has a Baccalaureate degree. The South Bend faculty consists of three individuals, of whom each are part-time. Of the three individuals, one has a Master's degree, and the remaining two have a Baccalaureate degree.

*Bachelor of Science (B.S.) in
Construction Engineering Technology at
Fort Wayne, Indianapolis (North), Indianapolis East
Merrillville, Newburgh, South Bend*

This program consists of 180 quarter credit hours, with a BPE staff calculated 68% of the courses in the specialty.

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Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal program)**

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

Name of Institution ITT Technical Institutes, Indianapolis (North Campus), Indianapolis (East Campus),
Fort Wayne, Merrillville, Newburgh, and South Bend

Name of Program Computer And Electronic Systems Technology Online and Residence Delivery

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

Name of Person Preparing this Form Nicholas Moline, Regulatory Affairs Manager

Telephone Number 317-706-9280 **Application Type**

Date the Form was Prepared 09/02/2014 New Renewal

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

This program exposes students to a variety of fundamental skills utilized in entry-level computer and electronics technician positions. Students are instructed in the theory of various computer and electronics components and systems in a classroom environment and to various techniques and applications in a laboratory environment.

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level computer and electronics technology positions, such as computer technician, electronics technician, service technician, telecommunications technician, and engineering technician.

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: Computer And Electronic Systems Technology

TOTAL COURSE HOURS: 94.5 Check one: Quarter Hours X
Semester Hours

LENGTH OF PROGRAM: 7 Quarters

Clock Hours X

TUITION: \$46,588 (Residence)
\$40,257 (Online)

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
GS1140	Problem Solving Theory	4.5/45
NT1110	Computer Structure and Logic	4.5/56
GS1145	Strategies for the Technical Professional	4.5/56
ET1210	DC-AC Electronics	4.5/56
NT1210	Introduction to Networking	4.5/56
ET1220	Digital Fundamentals	4.5/56
GS2530	Technical Physics	4.5/56
NT1430	Linux Networking	4.5/56
ET1310	Solid State Devices	4.5/56
ET1410	Integrated Circuits	4.5/56
CE2530	Computer Communications	4.5/56
ET2530	Electronic Communications	4.5/56
CE2640	Microcontrollers	4.5/56
CE2750	Signals and Systems	4.5/56
CE2799	Computer and Electronics Systems Technology Capstone Project	4.5/60

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I	4.5/45
EN1320	Composition I	4.5/56
MA1310	College Mathematics II	4.5/45
HU1440	Rhetoric in Contemporary Culture	4.5/45
HU2740	Ethics in Society	4.5 /45
SP2750	Group Theory	4.5/45

Number of Credit/Clock Hrs. in Specialty: $\frac{72}{22.5}$ / $\frac{94.5}{94.5}$ Percentage:76
Number of Credit/Clock Hrs. in General Courses: $\frac{72}{22.5}$ / $\frac{94.5}{94.5}$ Percentage:24

If applicable:

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

All courses in the Computer and Electronics System Technology program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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:

Fort Wayne

- The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN
- The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m.
- Library personnel consist of a Library Assistant, Work-study Assistants, and Evening Supervisor

Indianapolis (North campus)

- The Library is located at 9511 Angola Ct., Indianapolis, IN 46268.
- The hours of operation are: 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday.
- A full time librarian and a full time library assistant staff the LRC.

Merrillville

- The Library is located at 8488 Georgia Street, Merrillville, IN.
- Library hours are Monday 7:30 pm to 9:00 pm Monday- Friday and 9:00AM-1:00PM on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

Newburgh

- The Library is located at the institute at 10999 Stahl Road, Newburgh, IN.
- Library hours are 8:00 a.m. until 9.30 p.m Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays.
- Part-time personnel staff the LRC

South Bend

- The Library is located at 17390 Dugdale Drive, South Bend.
- Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is

<http://www.itt-tech.library.com>.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodicals, databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition,

the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

Fort Wayne

The on-site library has 2580 volumes of professional material.

Indianapolis

The current on-site LRC collection estimates 1735 volumes of professional material.

Merrillville

The on-site LRC collection estimates 189 volumes of professional material.

Newburgh

The current on-site LRC collection estimates 638 volumes of professional material.

South Bend

The current on-site LRC collection estimates 300 volumes of professional material.

The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 12.

The Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the curricula. All items are full-text unless otherwise indicated.

Periodical Databases

The Virtual Library currently provides access to over 20,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through fourteen databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**

ProQuest databases provide online access to an extensive collection of technology-related publications as well as publications in the fields of criminal justice and health sciences. Additionally, we subscribe to ProQuest Newsstand database. The Newspapers database includes full-text of the Atlanta Journal-Constitution, Boston Globe, Chicago Tribune, Christian Science Monitor, Los Angeles Times, New York Times, USA Today, Wall Street Journal, And Washington Post Plus An Additional 350 U.S. and international newspapers. ProQuest Criminal Justice Periodicals is a collection of U.S. and international criminal justice journals including information for professionals in law enforcement, corrections administration, drug enforcement, rehabilitation, family law, and industrial security. ProQuest Health Information Management database includes information from leading publications covering all aspects of health administration, including public health.

safety, hospitals, finance, personnel management, insurance, population studies, labor relations and law.

- **EbscoHost**
The EbscoHost databases provide access to information on a broad range of general interest topics including business, education, computers, social sciences, nursing, health, humanities, science, and the arts. The Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies. Business Source Premier database covers management, economics, finance, accounting, international business, and more; it includes many scholarly business journals, peer-reviewed business publications, country economic reports, and industry and company profiles. CINAHL Plus with Full Text is a comprehensive source of full text for nursing & allied health journals and is considered a core resource in the field. EbscoHost MasterFile Premier covers a wide variety of topics including general reference, business, education, health, and science. EbscoHost Regional Business News covers regional business publications from major metropolitan areas. And EbscoHost SocIndex with Full Text covers sociology topics including criminal justice, criminology, and ethnic and gender studies.
- **ACM Digital Library**
The ACM (Association for Computing Machinery) Digital Library includes bibliographic information, abstracts, reviews, and full-text for articles published in ACM periodicals and conference proceedings.
- **Criminology**
This database includes the full-text of 23 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.
- **LexisNexis Academic**
LexisNexis Academic is an online service providing a wealth of information from over 6000 publications. Comprehensive coverage of news and current events, government, business, medical, and legal topics, as well as general reference information is included. LexisNexis Academic includes international and domestic newspapers, magazines and trade journals, broadcast transcripts, company financial information, industry and market news, wire services, federal and state case law, law reviews, medical news and abstracts, and state and country profiles. The Company Dossier feature is used to retrieve detailed company information and financial performance measures or identify and compare companies matching specific criteria. This product also provides access to the renowned Shepard's Citations® service for all federal and states court cases back to 1789.
- **Ovid Nursing Journals**
Ovid Nursing Journals is a collection of 54 full-text journals, plus back-files. The journals focus on patient care, nursing fundamentals, and professional development. Additionally, indexing is provided for Ovid Nursing Database and Ovid Medline.
- **Gale Computer Database**
This database of over 800 full-text publications covers computer-related topics such as product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

- AccessScience is a database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- Britannica Online, the online version of *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, videos, statistical tools, timelines, maps, news, quotations, selected classical literature, and links to pertinent Internet sites.
- Gale Virtual Reference Library
The Gale Virtual Reference Library platform supports a collection of hundreds of specialized reference books that add quality and depth to our library. Topics including criminal justice, computers, law, social sciences, nursing and medicine, and business. GVRL's particular strength is in the many multi-volume encyclopedias. Content can be easily translated into numerous languages and students appreciate the read-aloud function which allows content to be downloaded to an MP3 player.
- Opposing Viewpoint Resource Center
Opposing Viewpoints Resource Center is a full-text resource covering current social issues. Drawing on the acclaimed series published by Greenhaven Press and other Gale imprints, this database brings together information to help fully understand an issue: pro and con viewpoint articles, primary source documents, government and organizational statistics, multimedia, links to selected web sites, and more. Opposing Viewpoints Resource Center helps to develop critical thinking and information literacy skills by assisting students with researching, analyzing, and organizing various types of data for research assignments, persuasive essays, and debates. Opposing Viewpoints Resource Center is cross-searchable with Gale Virtual Reference Collection.
- Mergent
This service is a suite of global business and financial information products including U.S and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.
- IBISWorld
The IBISWorld database covers over 700 industries of the U.S. economy. Two types of reports are available; Industry Market Research reports and Industry Risk Ratings. The U.S. Industry Market Research Reports contain key statistics, industry conditions, market characteristics, industry performance, external market drivers, key success factors, and 5-year revenue forecasts for each US industry. The Industry Risk Ratings determine how much risk an industry will face over the next 18 months by assessing the operating conditions for companies in the industry. Each report contains a high level of analysis to support each score component. IBISWorld provides in-depth coverage of the underlying structures and external economic forces that drive each industry, as well as the interrelationships between those industries.
- MADCAD Online Building Codes
This resource provides access to 2012 International Building Code, 2012 International

Existing Building Code, and 2012 International Residential Code. Also ADA guidelines.

Many additional online reference sources are linked from the Virtual Library. Our collection includes links to additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials.

Online Books

- **Books24x7**
The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, and diagrams of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of approximately 19,000 information technology and business-related titles.
- **CRC Press Collections**
EngNetBase and ForensicNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. ForensicNetBase includes forensics, criminal justice, and law enforcement.
- **Ebrary**
A book database that offers full-text online access to over 100,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. The Business & Economics collection includes titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.
- **eBooks on EbscoHost**
eBooks on EbscoHost is a collection of over 3900 online books and digital audio-books on various academic topics. The collection includes a wide range of reference, scholarly, and professional titles from leading commercial publishers and university presses. Titles are selected to support ITT Technical Institute curricula and programs of study. This collection offers outstanding support for students, faculty, and staff on subjects such as architecture, business, engineering, technology, computers, social sciences, criminal justice, design, health sciences, information security, medicine, electronics, manufacturing, and construction. The digital audio-books can be downloaded or played on a desktop, laptop, or

portable device. This new format provides an alternate way for users to interact with selected books.

- **Gale Virtual Reference Library**
This collection of unabridged encyclopedias, dictionaries, directories, almanacs and other references provides excellent curricula support for ITT Technical Institute programs. In addition to standard reference resources, the collection includes many monographs useful for research and study.

Schools of Study

Specialized subject area pages offering selected links relevant to ITT Technical Institute programs are made available to provide convenient access to databases, professional organizations, recommended links, selected textbooks, online magazines and journals, and research guides, and tutorials.

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

Fort Wayne

Allen County Public Libraries
Indiana University-Purdue University at Fort Wayne

Indianapolis

Butler University
Carmel Clay Public Library (and other local public libraries)
Christian Theological Seminary Library, Indianapolis
Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library

Merrillville

East Chicago Public Library
Lake County Public Library
Gary Public Library

Newburgh

University of Southern Indiana's Library Services, Evansville, IN.
University of Evansville's University Library, Evansville, IN
Willard Library, Evansville, IN
McCullough Library, Evansville, IN
Central Library, Evansville, IN

South Bend

Saint Joseph County Public Library (multiple branches)
Indiana University South Bend
Memorial Hospital of South Bend/Library Services

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

N/A

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

Indianapolis (North)

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

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

Total # of Faculty in the Program: 8 Full-time: 1 Part-time: 7

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

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Bailey, William	Ph.D.					X
Boudaia, Mohammed	B.S.					X
Duncan, Donald	B.A.S.					X
Lowry, Michael	M.S.					X
Ozbaki, Kamuran	M.S.E.E					X
Rodriguez, Joseph	M.S.				X	
Smith, Carlos	B.S.					X
Welp, Scott	B.A.S					X

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

Institution: ITT Technical Institute
Degree Program: Computer and Electronic Systems Technology
Locations: Fort Wayne, Indianapolis, Indianapolis East, Merrillville, Newburgh, South Bend

State Licensure

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

No, a graduate of this program does not need to be licensed by the State to practice their profession in Indiana.

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

+++++

Professional Certification

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

Professional certifications are not identified for graduates of this program; however, this program exposes students to a variety of fundamental skills utilized in entry-level computer and electronics systems technology positions. Students are instructed in the theory of various computer and electronics components and systems in a classroom environment and in various techniques and applications in a laboratory environment.

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level computer and electronics systems technology positions, such as computer technician, electronics technician, service technician, telecommunications technician, and engineering technician.

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

A graduate of this program does not need to be certified or licensed to practice their profession in Indiana.

This program is not a certification program. Graduation from this program is not designed to lead the graduate to any national professional certification.

If so, please identify

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

Please explain the rational for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes.

If so, please identify

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

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

Within each computer and electronics course the various electronics and computer industry standards will be identified and discussed as they apply to the particular topic of study.

Some of these are the ISO (International Standards Organization) standards for electronic components, IEEE standards for wireless communications, ANSI/TIA/EIA and ISO/IEC standards for connectors and cables, IPC standards for electronic assemblies, Bluetooth wireless standard, IDE storage interface standard, and the ISO/IEC standard for computer communications.

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Program Accreditation

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

This program is not programmatically accredited.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

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

+++++

Job Titles

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

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level computer and electronics systems technology positions, such as computer technician, electronics technician, service technician, telecommunications technician, and engineering technician.

Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal program)**

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

Name of Institution ITT Technical Institutes, Indianapolis (North Campus), Indianapolis (East Campus),
Fort Wayne, Merrillville, Newburgh, and South Bend

Name of Program Computer Systems Support and Administration Online and Residence Delivery

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

Name of Person Preparing this Form Nicholas Moline, Regulatory Affairs Manager

Telephone Number 317-706-9280 **Application Type**

Date the Form was Prepared 09/09/14 New Renewal

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

This program exposes students to a variety of fundamental skills utilized in entry-level computer systems support and administration positions. Students will be exposed to various aspects of computing hardware and software, maintenance and monitoring, configuring and supporting systems, IT service management tools and practices, customer service, and computer networks.

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level computer systems support and administration positions, such as help-desk technician, computer support specialist, information technology specialist, local area network (LAN) or wide area network (WAN) support specialist.

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: Computer Systems Support and Administration

TOTAL COURSE HOURS: 93.0 Check one: Quarter Hours X

Semester Hours

Clock Hours X

LENGTH OF PROGRAM: 7 Quarters

TUITION: \$45,849 (Residence)
\$39,618 (Online) BPE AGENDA 165

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
GS1140	Problem Solving Theory	4.5/45
NT1110	Computer Structure and Logic	4.5/56
GS1145	Strategies for the Technical Professional	4.5/56
NT1210	Introduction to Networking	4.5/56
NT1230	Client-Server Networking I	4.5/56
NT1330	Client Server Networking II	4.5/56
NT1430	Linux Networking	4.5/56
NT1410	Operating Systems	4.5/56
NT2670	Email and Web Services	4.5/56
NT1460	Enterprise Support and Administration	4.5/56
NT2580	Introduction to Information Security	4.5/56
NT2510	Service Desk Practices and Technologies	4.5/56
NT2570	Cloud Computing and Virtualization	4.5/56
GS2520	Professional Communications	4.5/45
GS2745	Advanced Strategies for the Technical Professional	3.0/40
NT2795	Computer Systems Support and Administration Capstone Project	4.5/60

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MA1210	College Mathematics I	4.5/45
EN1320	Composition I	4.5/56
MA1310	College Mathematics II	4.5/45

SC1130	Survey of the Sciences	4.5/56
HU2740	Ethics in Society	4.5 /45

Number of Credit/Clock Hrs. in Specialty: $\frac{862}{247}$ / $\frac{1109}{1109}$ Percentage: 77
 Number of Credit/Clock Hrs. in General Courses: $\frac{247}{247}$ / $\frac{1109}{1109}$ Percentage: 23

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

All courses in the Computer Systems Support and Administration program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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:

Fort Wayne

- The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN
- The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m.
- Library personnel consist of a Library Assistant, Work-study Assistants, and Evening Supervisor

Indianapolis (North campus)

- The Library is located at 9511 Angola Ct., Indianapolis, IN 46268.
- The hours of operation are: 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday.
- A full time librarian and a full time library assistant staff the LRC.

Merrillville

- The Library is located at 8488 Georgia Street, Merrillville, IN.
- Library hours are Monday 7:30 pm to 9:00 pm Monday- Friday and 9:00AM-1:00PM on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

Newburgh

- The Library is located at the institute at 10999 Stahl Road, Newburgh, IN.
- Library hours are 8:00 a.m. until 9.30 p.m Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays.
- Part-time personnel staff the LRC

South Bend

- The Library is located at 17390 Dugdale Drive, South Bend.
- Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is

<http://www.itt-tech.library.com>.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodicals, databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition,

the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

Fort Wayne

The on-site library has 2580 volumes of professional material.

Indianapolis

The current on-site LRC collection estimates 1735 volumes of professional material.

Merrillville

The on-site LRC collection estimates 189 volumes of professional material.

Newburgh

The current on-site LRC collection estimates 638 volumes of professional material.

South Bend

The current on-site LRC collection estimates 300 volumes of professional material.

The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 12.

The Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the curricula. All items are full-text unless otherwise indicated.

Periodical Databases

The Virtual Library currently provides access to over 20,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through fourteen databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**

ProQuest databases provide online access to an extensive collection of technology-related publications as well as publications in the fields of criminal justice and health sciences. Additionally, we subscribe to ProQuest Newsstand database. The Newspapers database includes full-text of the Atlanta Journal-Constitution, Boston Globe, Chicago Tribune, Christian Science Monitor, Los Angeles Times, New York Times, USA Today, Wall Street Journal, And Washington Post Plus An Additional 350 U.S. and international newspapers. ProQuest Criminal Justice Periodicals is a collection of U.S. and international criminal justice journals including information for professionals in law enforcement, corrections administration, drug enforcement, rehabilitation, family law, and industrial security. ProQuest Health Information Management database includes information from leading publications covering all aspects of health administration, including public health.

safety, hospitals, finance, personnel management, insurance, population studies, labor relations and law.

- **EbscoHost**
The EbscoHost databases provide access to information on a broad range of general interest topics including business, education, computers, social sciences, nursing, health, humanities, science, and the arts. The Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies. Business Source Premier database covers management, economics, finance, accounting, international business, and more; it includes many scholarly business journals, peer-reviewed business publications, country economic reports, and industry and company profiles. CINAHL Plus with Full Text is a comprehensive source of full text for nursing & allied health journals and is considered a core resource in the field. EbscoHost MasterFile Premier covers a wide variety of topics including general reference, business, education, health, and science. EbscoHost Regional Business News covers regional business publications from major metropolitan areas. And EbscoHost SocIndex with Full Text covers sociology topics including criminal justice, criminology, and ethnic and gender studies.
- **ACM Digital Library**
The ACM (Association for Computing Machinery) Digital Library includes bibliographic information, abstracts, reviews, and full-text for articles published in ACM periodicals and conference proceedings.
- **Criminology**
This database includes the full-text of 23 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.
- **LexisNexis Academic**
LexisNexis Academic is an online service providing a wealth of information from over 6000 publications. Comprehensive coverage of news and current events, government, business, medical, and legal topics, as well as general reference information is included. LexisNexis Academic includes international and domestic newspapers, magazines and trade journals, broadcast transcripts, company financial information, industry and market news, wire services, federal and state case law, law reviews, medical news and abstracts, and state and country profiles. The Company Dossier feature is used to retrieve detailed company information and financial performance measures or identify and compare companies matching specific criteria. This product also provides access to the renowned Shepard's Citations® service for all federal and states court cases back to 1789.
- **Ovid Nursing Journals**
Ovid Nursing Journals is a collection of 54 full-text journals, plus back-files. The journals focus on patient care, nursing fundamentals, and professional development. Additionally, indexing is provided for Ovid Nursing Database and Ovid Medline.
- **Gale Computer Database**
This database of over 800 full-text publications covers computer-related topics such as product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

- AccessScience is a database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- Britannica Online, the online version of *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, videos, statistical tools, timelines, maps, news, quotations, selected classical literature, and links to pertinent Internet sites.
- Gale Virtual Reference Library
The Gale Virtual Reference Library platform supports a collection of hundreds of specialized reference books that add quality and depth to our library. Topics including criminal justice, computers, law, social sciences, nursing and medicine, and business. GVRL's particular strength is in the many multi-volume encyclopedias. Content can be easily translated into numerous languages and students appreciate the read-aloud function which allows content to be downloaded to an MP3 player.
- Opposing Viewpoint Resource Center
Opposing Viewpoints Resource Center is a full-text resource covering current social issues. Drawing on the acclaimed series published by Greenhaven Press and other Gale imprints, this database brings together information to help fully understand an issue: pro and con viewpoint articles, primary source documents, government and organizational statistics, multimedia, links to selected web sites, and more. Opposing Viewpoints Resource Center helps to develop critical thinking and information literacy skills by assisting students with researching, analyzing, and organizing various types of data for research assignments, persuasive essays, and debates. Opposing Viewpoints Resource Center is cross-searchable with Gale Virtual Reference Collection.
- Mergent
This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.
- IBISWorld
The IBISWorld database covers over 700 industries of the U.S. economy. Two types of reports are available; Industry Market Research reports and Industry Risk Ratings. The U.S. Industry Market Research Reports contain key statistics, industry conditions, market characteristics, industry performance, external market drivers, key success factors, and 5-year revenue forecasts for each US industry. The Industry Risk Ratings determine how much risk an industry will face over the next 18 months by assessing the operating conditions for companies in the industry. Each report contains a high level of analysis to support each score component. IBISWorld provides in-depth coverage of the underlying structures and external economic forces that drive each industry, as well as the interrelationships between those industries.
- MADCAD Online Building Codes
This resource provides access to 2012 International Building Code, 2012 International

Existing Building Code, and 2012 International Residential Code. Also ADA guidelines.

Many additional online reference sources are linked from the Virtual Library. Our collection includes links to additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials.

Online Books

- **Books24x7**
The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, and diagrams of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of approximately 19,000 information technology and business-related titles.
- **CRC Press Collections**
EngNetBase and ForensicNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. ForensicNetBase includes forensics, criminal justice, and law enforcement.
- **Ebrary**
A book database that offers full-text online access to over 100,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. The Business & Economics collection includes titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.
- **eBooks on EbscoHost**
eBooks on EbscoHost is a collection of over 3900 online books and digital audio-books on various academic topics. The collection includes a wide range of reference, scholarly, and professional titles from leading commercial publishers and university presses. Titles are selected to support ITT Technical Institute curricula and programs of study. This collection offers outstanding support for students, faculty, and staff on subjects such as architecture, business, engineering, technology, computers, social sciences, criminal justice, design, health sciences, information security, medicine, electronics, manufacturing, and construction. The digital audio-books can be downloaded or played on a desktop, laptop, or

portable device. This new format provides an alternate way for users to interact with selected books.

- **Gale Virtual Reference Library**
This collection of unabridged encyclopedias, dictionaries, directories, almanacs and other references provides excellent curricula support for ITT Technical Institute programs. In addition to standard reference resources, the collection includes many monographs useful for research and study.

Schools of Study

Specialized subject area pages offering selected links relevant to ITT Technical Institute programs are made available to provide convenient access to databases, professional organizations, recommended links, selected textbooks, online magazines and journals, and research guides, and tutorials.

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

Fort Wayne

Allen County Public Libraries
Indiana University-Purdue University at Fort Wayne

Indianapolis

Butler University
Carmel Clay Public Library (and other local public libraries)
Christian Theological Seminary Library, Indianapolis
Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library

Merrillville

East Chicago Public Library
Lake County Public Library
Gary Public Library

Newburgh

University of Southern Indiana's Library Services, Evansville, IN.
University of Evansville's University Library, Evansville, IN
Willard Library, Evansville, IN
McCullough Library, Evansville, IN
Central Library, Evansville, IN

South Bend

Saint Joseph County Public Library (multiple branches)
Indiana University South Bend
Memorial Hospital of South Bend/Library Services

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

N/A

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

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

Institution: ITT Technical Institute
Degree Program: Computer Systems Support and Administration
Locations: Fort Wayne, Indianapolis, Indianapolis East, Merrillville, Newburgh, South Bend

State Licensure

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

No, a graduate of this program does not need to be licensed by the State to practice their profession in Indiana.

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

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Professional Certification

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

Professional certifications are not identified for graduates of this program; however, this program exposes students to a variety of fundamental skills utilized in entry-level computer systems support and administration positions. Students will be exposed to various aspects of computing hardware and software, maintenance and monitoring, configuring and supporting systems, IT service management tools and practices, customer service, and computer networks.

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level computer systems support and administration positions, such as help-desk technician, computer support specialist, information technology specialist, local area network (LAN) or wide area network (WAN) support specialist.

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

A graduate of this program does not need to be certified or licensed to practice their profession in Indiana.

This program is not a certification program. Graduation from this program is not designed to lead the graduate to any national professional certification.

If so, please identify
Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes.

If so, please identify

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

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

The CSSA program will incorporate ITIL into the curriculum—specifically through the NT2510 Service Desk Practices and Technologies class. ITIL is an internationally recognized set of best practices for IT service management in business or enterprise settings.

Specific practices incorporated into NT2510 will focus primarily on ITIL standards related to event and incident management detailed in ITIL Service Operation.

Steinberg, R., Rudd, C., Lacy, S. & Hanna, A. (2011). ITIL service operation. London: TSO. ISBN 978-0113313075.

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Program Accreditation

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

This program is not programmatically accredited.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

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

+++++

Job Titles

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

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level computer systems support and administration positions, such as help-desk technician, computer support specialist, information technology specialist, local area network (LAN) or wide area network (WAN) support specialist.

Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal program)**

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

Name of Institution ITT Technical Institutes, Indianapolis (North Campus), Indianapolis (East Campus),
Fort Wayne, Merrillville, Newburgh, and South Bend

Name of Program Drafting and Design Architectural and Civil Online and Residence Delivery

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

Name of Person Preparing this Form Nicholas Moline, Regulatory Affairs Manager

Telephone Number 317-706-9280 **Application Type**

Date the Form was Prepared _____ New Renewal

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

This program prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural, civil and related construction projects. Includes instruction in basic construction and structural design, architectural and civil rendering, architectural and civil computer-aided drafting (CAD), layout and designs, architectural and civil blueprint interpretation, building materials, and basic structural wiring diagramming.

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving drafting and design, and may include architectural and civil drafting and design and structural detailing.

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: Drafting and Design Architectural and Civil

TOTAL COURSE HOURS: 93 Check one: Quarter Hours X

Semester Hours

Clock Hours X

LENGTH OF PROGRAM: 7 Quarters

TUITION: \$45,849 (Residence)
\$39,618 (Online) BPE AGENDA 183

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Credit/ClockHours</u>
GS1145	Strategies for the Technical Professional	4.5/56
Gs1140	Problem Solving Theory	4.5/45
Dt1110	Introduction to Drafting and Design Technology	4.5/56
Dt1230	CAD Methods	4.5/56
Dt1120	Reading Construction Documents	4.5/56
DT1320	Building Information Modeling (BIM)	4.5/56
Dt1325	Sustainability in Design	4.5/56
DT1440	Residential Construction	4.5/56
DT1410	Materials and Processes in Design	4.5/56
GS2530	Technical Physics	4.5/56
Dt2540	Commercial Construction	4.5/56
Dt2510	Advanced CAD Methods	4.5/56
DT2630	3D Modeling and Visualization	4.5/56
GS2520	Communications	4.5/45
DT2797	Drafting and Design Technology Architectural and Civil Program Capstone	4.5/60
GS275	Advanced Strategies for the Technical Professional	3.0/30

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
Ma1210	College Mathematics I	4.5/45
Ma1310	College Mathematics II	4.5/45
EN1320	Composition I	4.5/56
AR1440	Art Appreciation	4.5/45
HU2740	Ethics in Society	4.5/45

Number of Credit/Clock Hrs. in Specialty: 70.5 / 93 Percentage:76
Number of Credit/Clock Hrs. in General Courses: 22.5 / 93 Percentage:24

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

All courses in the Drafting and Design Architectural and Civil program may be taught either completely in residence at the school, completely online over the Internet as a distance education course, or partially in residence and partially online, as determined by the school from time to time in its discretion.

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:

Fort Wayne

- The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN
- The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m.
- Library personnel consist of a Library Assistant, Work-study Assistants, and Evening Supervisor

Indianapolis (North campus)

- The Library is located at 9511 Angola Ct., Indianapolis, IN 46268.
- The hours of operation are: 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday.
- A full time librarian and a full time library assistant staff the LRC.

Merrillville

- The Library is located at 8488 Georgia Street, Merrillville, IN.
- Library hours are Monday 7:30 pm to 9:00 pm Monday- Friday and 9:00AM-1:00PM on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

Newburgh

- The Library is located at the institute at 10999 Stahl Road, Newburgh, IN.
- Library hours are 8:00 a.m. until 9.30 p.m Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays.
- Part-time personnel staff the LRC

South Bend

- The Library is located at 17390 Dugdale Drive, South Bend.
- Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is

<http://www.itt-tech.library.com>.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodicals, databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition,

the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

2. Number of volumes of professional material:

Fort Wayne

The on-site library has 2580 volumes of professional material.

Indianapolis

The current on-site LRC collection estimates 1735 volumes of professional material.

Merrillville

The on-site LRC collection estimates 189 volumes of professional material.

Newburgh

The current on-site LRC collection estimates 638 volumes of professional material.

South Bend

The current on-site LRC collection estimates 300 volumes of professional material.

The Virtual Library has licensed approximately 35,000 online books. We anticipate that the number of licensed volumes will continue to increase as new titles are added monthly. In addition to the licensed books, the Virtual Library provides links to large collections of freely available online books made available by various government agencies, publishers, universities, and others interested in promoting unrestricted access to educational materials.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 12.

The Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the curricula. All items are full-text unless otherwise indicated.

Periodical Databases

The Virtual Library currently provides access to over 20,000 full-text magazines and professional journals as well as an abstracts and indexing for hundreds of additional titles through fourteen databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**

ProQuest databases provide online access to an extensive collection of technology-related publications as well as publications in the fields of criminal justice and health sciences. Additionally, we subscribe to ProQuest Newsstand database. The Newspapers database includes full-text of the Atlanta Journal-Constitution, Boston Globe, Chicago Tribune, Christian Science Monitor, Los Angeles Times, New York Times, USA Today, Wall Street Journal, And Washington Post Plus An Additional 350 U.S. and international newspapers. ProQuest Criminal Justice Periodicals is a collection of U.S. and international criminal justice journals including information for professionals in law enforcement, corrections administration, drug enforcement, rehabilitation, family law, and industrial security. ProQuest Health Information Management database includes information from leading publications covering all aspects of health administration, including public health.

safety, hospitals, finance, personnel management, insurance, population studies, labor relations and law.

- **EbscoHost**
The EbscoHost databases provide access to information on a broad range of general interest topics including business, education, computers, social sciences, nursing, health, humanities, science, and the arts. The Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies. Business Source Premier database covers management, economics, finance, accounting, international business, and more; it includes many scholarly business journals, peer-reviewed business publications, country economic reports, and industry and company profiles. CINAHL Plus with Full Text is a comprehensive source of full text for nursing & allied health journals and is considered a core resource in the field. EbscoHost MasterFile Premier covers a wide variety of topics including general reference, business, education, health, and science. EbscoHost Regional Business News covers regional business publications from major metropolitan areas. And EbscoHost SocIndex with Full Text covers sociology topics including criminal justice, criminology, and ethnic and gender studies.
- **ACM Digital Library**
The ACM (Association for Computing Machinery) Digital Library includes bibliographic information, abstracts, reviews, and full-text for articles published in ACM periodicals and conference proceedings.
- **Criminology**
This database includes the full-text of 23 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.
- **LexisNexis Academic**
LexisNexis Academic is an online service providing a wealth of information from over 6000 publications. Comprehensive coverage of news and current events, government, business, medical, and legal topics, as well as general reference information is included. LexisNexis Academic includes international and domestic newspapers, magazines and trade journals, broadcast transcripts, company financial information, industry and market news, wire services, federal and state case law, law reviews, medical news and abstracts, and state and country profiles. The Company Dossier feature is used to retrieve detailed company information and financial performance measures or identify and compare companies matching specific criteria. This product also provides access to the renowned Shepard's Citations® service for all federal and states court cases back to 1789.
- **Ovid Nursing Journals**
Ovid Nursing Journals is a collection of 54 full-text journals, plus back-files. The journals focus on patient care, nursing fundamentals, and professional development. Additionally, indexing is provided for Ovid Nursing Database and Ovid Medline.
- **Gale Computer Database**
This database of over 800 full-text publications covers computer-related topics such as product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

- AccessScience is a database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- Britannica Online, the online version of *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, videos, statistical tools, timelines, maps, news, quotations, selected classical literature, and links to pertinent Internet sites.
- Gale Virtual Reference Library
The Gale Virtual Reference Library platform supports a collection of hundreds of specialized reference books that add quality and depth to our library. Topics including criminal justice, computers, law, social sciences, nursing and medicine, and business. GVRL's particular strength is in the many multi-volume encyclopedias. Content can be easily translated into numerous languages and students appreciate the read-aloud function which allows content to be downloaded to an MP3 player.
- Opposing Viewpoint Resource Center
Opposing Viewpoints Resource Center is a full-text resource covering current social issues. Drawing on the acclaimed series published by Greenhaven Press and other Gale imprints, this database brings together information to help fully understand an issue: pro and con viewpoint articles, primary source documents, government and organizational statistics, multimedia, links to selected web sites, and more. Opposing Viewpoints Resource Center helps to develop critical thinking and information literacy skills by assisting students with researching, analyzing, and organizing various types of data for research assignments, persuasive essays, and debates. Opposing Viewpoints Resource Center is cross-searchable with Gale Virtual Reference Collection.
- Mergent
This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.
- IBISWorld
The IBISWorld database covers over 700 industries of the U.S. economy. Two types of reports are available; Industry Market Research reports and Industry Risk Ratings. The U.S. Industry Market Research Reports contain key statistics, industry conditions, market characteristics, industry performance, external market drivers, key success factors, and 5-year revenue forecasts for each US industry. The Industry Risk Ratings determine how much risk an industry will face over the next 18 months by assessing the operating conditions for companies in the industry. Each report contains a high level of analysis to support each score component. IBISWorld provides in-depth coverage of the underlying structures and external economic forces that drive each industry, as well as the interrelationships between those industries.
- MADCAD Online Building Codes
This resource provides access to 2012 International Building Code, 2012 International

Existing Building Code, and 2012 International Residential Code. Also ADA guidelines.

Many additional online reference sources are linked from the Virtual Library. Our collection includes links to additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials.

Online Books

- **Books24x7**
The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, and diagrams of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of approximately 19,000 information technology and business-related titles.
- **CRC Press Collections**
EngNetBase and ForensicNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. ForensicNetBase includes forensics, criminal justice, and law enforcement.
- **Ebrary**
A book database that offers full-text online access to over 100,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. The Business & Economics collection includes titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.
- **eBooks on EbscoHost**
eBooks on EbscoHost is a collection of over 3900 online books and digital audio-books on various academic topics. The collection includes a wide range of reference, scholarly, and professional titles from leading commercial publishers and university presses. Titles are selected to support ITT Technical Institute curricula and programs of study. This collection offers outstanding support for students, faculty, and staff on subjects such as architecture, business, engineering, technology, computers, social sciences, criminal justice, design, health sciences, information security, medicine, electronics, manufacturing, and construction. The digital audio-books can be downloaded or played on a desktop, laptop, or

portable device. This new format provides an alternate way for users to interact with selected books.

- **Gale Virtual Reference Library**
This collection of unabridged encyclopedias, dictionaries, directories, almanacs and other references provides excellent curricula support for ITT Technical Institute programs. In addition to standard reference resources, the collection includes many monographs useful for research and study.

Schools of Study

Specialized subject area pages offering selected links relevant to ITT Technical Institute programs are made available to provide convenient access to databases, professional organizations, recommended links, selected textbooks, online magazines and journals, and research guides, and tutorials.

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

Fort Wayne

Allen County Public Libraries
Indiana University-Purdue University at Fort Wayne

Indianapolis

Butler University
Carmel Clay Public Library (and other local public libraries)
Christian Theological Seminary Library, Indianapolis
Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries
University of Indianapolis Library

Merrillville

East Chicago Public Library
Lake County Public Library
Gary Public Library

Newburgh

University of Southern Indiana's Library Services, Evansville, IN.
University of Evansville's University Library, Evansville, IN
Willard Library, Evansville, IN
McCullough Library, Evansville, IN
Central Library, Evansville, IN

South Bend

Saint Joseph County Public Library (multiple branches)
Indiana University South Bend
Memorial Hospital of South Bend/Library Services

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

N/A

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

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

Institution: ITT Technical Institute
Degree Program: Drafting and Design Architectural and Civil
Locations: Fort Wayne, Indianapolis, Indianapolis East, Merrillville, Newburgh, South Bend

State Licensure

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

No, a graduate of this program does not need to be licensed by the State to practice their profession in Indiana.

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

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Professional Certification

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

Professional certifications are not identified for graduates of this program; however, this program prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural, civil and related construction projects. Includes instruction in basic construction and structural design, architectural and civil rendering, architectural and civil computer-aided drafting (CAD), layout and designs, architectural and civil blueprint interpretation, building materials, and basic structural wiring diagramming.

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving drafting and design, and may include architectural and civil drafting and design and structural detailing.

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

A graduate of this program does not need to be certified or licensed to practice their profession in Indiana.

This program is not a certification program. Graduation from this program is not designed to lead the graduate to any national professional certification.

If so, please identify
Each specific professional certification:

The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

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

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Professional Industry Standards/Best Practices

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

Yes.

If so, please identify

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

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

Within the DDAC program, students are exposed to many industry standards and best practices such as Building Codes, Autodesk 's CAD Certification and USGBC's (United States Green Building Council) LEED (Leadership for Energy and Environment Design). Other standards covered throughout a variety of courses are those determined by ANSI (American National Standards Institute), CSI (Construction Specification Institute) and ASME (American Society of Mechanical Engineers).

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Program Accreditation

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

This program is not programmatically accredited.

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

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

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

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

+++++

Job Titles

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

This program offers graduates an opportunity to develop knowledge and skills that can help them pursue careers in a variety of entry-level positions involving drafting and design, and may include architectural and civil drafting and design and structural detailing.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	ITT Technical Institutes, Indianapolis (North Campus), Indianapolis (East Campus) Fort Wayne Merrillville Newburgh	
Name of Program	Construction Engineering Technology	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	BS	
Name of Person Preparing this Form	Nicholas Moline, Regulatory Affairs Manager	
Telephone Number	317-706-9280	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	10/15/2014	<input checked="" type="checkbox"/> Initial or <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.

This program provides opportunities for individuals to study and apply basic engineering principles and technical skills in support of engineers, engineering contractors and other professionals engaged in the construction of buildings and related structures. The program includes instruction in basic structural engineering principles and construction techniques, building site inspection, site supervision, construction personnel supervision, plan and specification interpretation, supply logistics and procurement, applicable building codes, and report preparation.

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

Name of Program: _____ **Construction Engineering Technology**

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

Tuition : \$88,740 (Residence)
\$76,680 (Online) Length of Program: 14 Quarters

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
-----	Unspecified Core courses**	49.5
PM3110	Introduction to Project Management+	4.5
PM3150	Construction Techniques+	4.5
CT3210	Surveying and Site Construction+	4.5
CT3220	Building Systems and Materials+	4.5
CT3320	Statics+	4.5
CT3325	Strengths of Materials+	4.5
CT3330	Applicable Building Codes+	4.5
CT4430	Construction Safety and Inspection+	4.5
CT4440	Structural Analysis – Steel+	4.5
CT4540	Structural Analysis – Concrete+	4.5
PM4550	Construction Cost Estimating+	4.5
CT4610	Procurement and Contract Management+	4.5
CT4630	Legal Issues in Construction+	4.5
CT4799	Construction Engineering Technology Capstone Project+	4.5
-----	Unspecified Elective courses+	9.0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
-----	Unspecified General Education courses+	31.5
MA3110	Statistics+	4.5
SS3150	Research Methods+	4.5
EN3220	Written Analysis+	4.5
SP3450	Social Psychology+	4.5
HU4640	Ethics+	4.5
SC4730	Environmental Science+	4.5

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 121.5 / 180 Percentage: 67.5

Number of Credit/Clock Hrs. in General Courses: 58.5 / 180 Percentage: 32.5

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:

Fort Wayne

- The library is located at 2810 Dupont Commerce Court, Fort Wayne, IN
- The hours of operation are: Monday-Friday 8:00 a.m. to 9:00 p.m., Saturday 8:30 a.m. to 12:30 p.m.
- Library personnel consist of a Library Assistant, Work-study Assistants, and Evening Supervisor

Indianapolis (North campus)

- The Library is located at 9511 Angola Ct., Indianapolis, IN 46268.
- The hours of operation are: 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday.
- A full time librarian and a full time library assistant staff the LRC.

Indianapolis (East campus)

- The Library is located at 2525 N Shadeland Ave, Ste 103 Indianapolis, IN 46219
- The hours of operation are: 8:30 AM until 10:00 PM Monday through Friday, and 9:00 AM until 1:30 PM on Saturday.
- A full time librarian and a full time library assistant staff the LRC.

Merrillville

- The Library is located at 8488 Georgia Street, Merrillville, IN.
- Library hours are Monday 7:30 pm to 9:00 pm Monday- Friday and 9:00AM-1:00PM on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

Newburgh

- The Library is located at the institute at 10999 Stahl Road, Newburgh, IN.
- Library hours are 8:00 a.m. until 9.30 p.m Monday through Friday and 8:00 a.m. until 2:00 p.m. on Saturdays.
- Part-time personnel staff the LRC

South Bend

- The Library is located at 17390 Dugdale Drive, South Bend.
- Library hours are 9 a.m. to 9 p.m. Monday through Friday and 9 a.m. to 2 p.m. on Saturday.
- Library personnel consist of two library assistants and the Dean oversees all operations.

ITT's Virtual Library is available at any time from any location through an Internet connection and standard Web browser. The URL is <http://www.itt-tech.library.com>.

The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses. ITT Technical Institute provides its students and faculty with a Virtual Library that not only supports their teaching, learning, and research needs, but also offers opportunities for further

academic and intellectual exploration. The Virtual Library is available 7 days a week, 24 hours a day, from any Web-enabled computer. By utilizing technological advances and the dynamic environment of the World Wide Web, we have created a library that comes to the user. Our Virtual Library provides access to rich databases that provide a mix of searching and information delivery to bring documents directly to a user's desktop. Our online collection includes full-text books, periodical databases providing full-text magazines and journals, authoritative encyclopedias and other reference sources, and links to Web sites selected for relevance to our programs of study. In addition, the Virtual Library provides traditional library services in the online environment. Information seekers receive support through our "Ask a Librarian" reference service and curriculum-specific research guides, tutorials, and collections of frequently asked questions and answers.

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- ProQuest

ProQuest databases provide online access to an extensive collection of technology-related publications as well as publications in the fields of criminal justice and health sciences. Additionally, we subscribe to ProQuest Newsstand database. The Newspapers database includes full-text of the Atlanta Journal-Constitution, Boston Globe, Chicago Tribune, Christian Science Monitor, Los Angeles Times, New York Times, USA Today, Wall Street Journal, And Washington Post Plus. An Additional 350 U.S. and international newspapers. ProQuest Criminal Justice Periodicals is a collection of U.S. and international criminal justice journals including information for professionals in law enforcement, corrections administration, drug enforcement, rehabilitation, family law, and industrial security. ProQuest Health Information Management database includes information from leading publications covering all aspects of health administration, including public health and safety, hospitals, finance, personnel management, insurance, population studies, labor relations and law.

- **EbscoHost**
The EbscoHost databases provide access to information on a broad range of general interest topics including business, education, computers, social sciences, nursing, health, humanities, science, and the arts. The Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies. Business Source Premier database covers management, economics, finance, accounting, international business, and more; it includes many scholarly business journals, peer-reviewed business publications, country economic reports, and industry and company profiles. CINAHL Plus with Full Text is a comprehensive source of full text for nursing & allied health journals and is considered a core resource in the field. EbscoHost MasterFile Premier covers a wide variety of topics including general reference, business, education, health, and science. EbscoHost Regional Business News covers regional business publications from major metropolitan areas. And EbscoHost SocIndex with Full Text covers sociology topics including criminal justice, criminology, and ethnic and gender studies.
- **ACM Digital Library**
The ACM (Association for Computing Machinery) Digital Library includes bibliographic information, abstracts, reviews, and full-text for articles published in ACM periodicals and conference proceedings.
- **Criminology**
This database includes the full-text of 23 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.
- **LexisNexis Academic**
LexisNexis Academic is an online service providing a wealth of information from over 6000 publications. Comprehensive coverage of news and current events, government, business, medical, and legal topics, as well as general reference information is included. LexisNexis Academic includes international and domestic

newspapers, magazines and trade journals, broadcast transcripts, company financial information, industry and market news, wire services, federal and state case law, law reviews, medical news and abstracts, and state and country profiles. The Company Dossier feature is used to retrieve detailed company information and financial performance measures or identify and compare companies matching specific criteria. This product also provides access to the renowned Shepard's Citations® service for all federal and states court cases back to 1789.

- **Ovid Nursing Journals**
Ovid Nursing Journals is a collection of 54 full-text journals, plus back-files. The journals focus on patient care, nursing fundamentals, and professional development. Additionally, indexing is provided for Ovid Nursing Database and Ovid Medline.
- **Gale Computer Database**
This database of over 800 full-text publications covers computer-related topics such as product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

Reference Resources

- **AccessScience** is a database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- **Britannica Online**, the online version of *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, videos, statistical tools, timelines, maps, news, quotations, selected classical literature, and links to pertinent Internet sites.
- **Gale Virtual Reference Library**
The Gale Virtual Reference Library platform supports a collection of hundreds of specialized reference books that add quality and depth to our library. Topics including criminal justice, computers, law, social sciences, nursing and medicine, and business. GVRL's particular strength is in the many multi-volume encyclopedias. Content can be easily translated into numerous languages and students appreciate the read-aloud function which allows content to be downloaded to an MP3 player.
- **Opposing Viewpoint Resource Center**
Opposing Viewpoints Resource Center is a full-text resource covering current social issues. Drawing on the acclaimed series published by Greenhaven Press and other Gale imprints, this database brings together information to help fully understand an issue: pro and con viewpoint articles, primary source documents,

government and organizational statistics, multimedia, links to selected web sites, and more. Oposing Viewpoints Resource Center helps to develop critical thinking and information literacy skills by assisting students with researching, analyzing, and organizing various types of data for research assignments, persuasive essays, and debates. Oposing Viewpoints Resource Center is cross-searchable with Gale Virtual Reference Collection.

- **Mergent**
This service is a suite of global business and financial information products including U.S and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.
- **IBISWorld**
The IBISWorld database covers over 700 industries of the U.S. economy. Two types of reports are available; Industry Market Research reports and Industry Risk Ratings. The U.S. Industry Market Research Reports contain key statistics, industry conditions, market characteristics, industry performance, external market drivers, key success factors, and 5-year revenue forecasts for each US industry. The Industry Risk Ratings determine how much risk an industry will face over the next 18 months by assessing the operating conditions for companies in the industry. Each report contains a high level of analysis to support each score component. IBISWorld provides in-depth coverage of the underlying structures and external economic forces that drive each industry, as well as the interrelationships between those industries.
- **MADCAD Online Building Codes**
This resource provides access to 2012 International Building Code, 2012 International Existing Building Code, and 2012 International Residential Code. Also ADA guidelines.

Many additional online reference sources are linked from the Virtual Library. Our collection includes links to additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials.

Online Books

- **Books24x7**
The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, and diagrams of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of approximately 19,000 information technology and business-related titles.

- **CRC Press Collections**
 EngNetBase and ForensicNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. ForensicNetBase includes forensics, criminal justice, and law enforcement.
- **Ebrary**
 A book database that offers full-text online access to over 100,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. The Business & Economics collection includes titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary’s Computers, Technology & Engineering collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary’s Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. Ebrary’s Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.
- **eBooks on EbscoHost**
 eBooks on EbscoHost is a collection of over 3900 online books and digital audio-books on various academic topics. The collection includes a wide range of reference, scholarly, and professional titles from leading commercial publishers and university presses. Titles are selected to support ITT Technical Institute curricula and programs of study. This collection offers outstanding support for students, faculty, and staff on subjects such as architecture, business, engineering, technology, computers, social sciences, criminal justice, design, health sciences, information security, medicine, electronics, manufacturing, and construction. The digital audio-books can be downloaded or played on a desktop, laptop, or portable device. This new format provides an alternate way for users to interact with selected books.
- **Gale Virtual Reference Library**
 This collection of unabridged encyclopedias, dictionaries, directories, almanacs and other references provides excellent curricula support for ITT Technical Institute programs. In addition to standard reference resources, the collection includes many monographs useful for research and study.

Schools of Study

Specialized subject area pages offering selected links relevant to ITT Technical Institute programs are made available to provide convenient access to databases, professional organizations, recommended links, selected textbooks, online magazines and journals, and research guides, and tutorials.

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

Fort Wayne

Allen County Public Libraries

Indiana University-Purdue University at Fort Wayne

Indianapolis

Butler University

Carmel Clay Public Library (and other local public libraries)

Christian Theological Seminary Library, Indianapolis

Indianapolis-Marion County Public Library System

Indiana State Library, Indianapolis

Indiana Historical Society Library, Indianapolis

Indiana University Purdue University at Indianapolis (IUPUI) Libraries

University of Indianapolis Library

Merrillville

East Chicago Public Library

Lake County Public Library

Gary Public Library

Newburgh

University of Southern Indiana's Library Services, Evansville, IN.

University of Evansville's University Library, Evansville, IN

Willard Library, Evansville, IN

McCullough Library, Evansville, IN

Central Library, Evansville, IN

South Bend

Saint Joseph County Public Library (multiple branches)

Indiana University South Bend

Memorial Hospital of South Bend/Library Services

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

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

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

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

Institution: ITT Technical Institute
Degree Program: Construction Engineering Technology
Locations: Fort Wayne, Indianapolis, Indianapolis East, Merrillville, Newburgh, South Bend

State Licensure

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

No, a graduate of this program does not need to be licensed by the State to practice their profession in Indiana.

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

+++++

Professional Certification

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

Professional certifications are not identified for graduates of this program; however, this program provides opportunities for individuals to study and apply basic engineering principles and technical skills in support of engineers, engineering contractors and other professionals engaged in the construction of buildings and related structures. The program includes instruction in basic structural engineering principles and construction techniques, building site inspection, site supervision, construction personnel supervision, plan and specification interpretation, supply logistics and procurement, applicable building codes, and report preparation.

This program offers students enrolled in the program an opportunity to develop knowledge and skills that can help them pursue employment in a variety of entry-level positions involving construction estimating, construction safety, building inspection, or building code compliance.

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

A graduate of this program does not need to be certified or licensed to practice their profession in Indiana.

This program is not a certification program. Graduation from this program is not designed to lead the graduate to any national professional certification.

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

Please explain the rational for choosing each professional certification:

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

+++++

Professional Industry Standards/Best Practices

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

Yes.

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

Within the CETEC program, students are exposed to all the standards mentioned above plus the ones determined by OSHA (Occupational Health and Safety Administration). From a project Management point of view, students explore ISO (International Standards Organization) standards and they are exposed to CMAA (Construction Management Association of America) and its certification program. Another important industry organization is PMI (Project Management institute) and students PMBOK (Project Management Body of Knowledge) guidelines are introduced.

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Program Accreditation

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

This program is not programmatically accredited.

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

This program offers students enrolled in the program an opportunity to develop knowledge and skills that can help them pursue employment in a variety of entry-level positions involving construction estimating, construction safety, building inspection, or building code compliance.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

DECISION ITEM A-4:

Kaplan University:
One Master of Science Degree Program at One Location
and One Doctoral Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Master of Science (M.S.) in Nursing, and Doctor of Nursing Practice in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

Kaplan University is regionally accredited by the Higher Learning Commission of the North Central Association (HLC). HLC accredits Kaplan University in five states including Indiana. HLC considers Kaplan University at Indianapolis a “course location.” The National Center for Education Statistics (NCES) does not presently list enrollment data for Kaplan University at Indianapolis.

Degree Program Profiles

*Master of Science (M.S.) in
Nursing
at Indianapolis*

This program consists of 65 to 100 quarter credit hours, with 46% to 65% of the courses in the specialty depending on the specialization. The program includes three specialization options: Adult-Gerontology Nurse Practitioner, Executive Leader, and Family Nurse Practitioner. The faculty consists of 49 individuals, of whom 7 are full-time, and 42 are part-time. Of the 49 individuals, 19 have a Doctoral Degree, 10 have a Ph.D., 19 have a Master’s degree, and 1 has a FNP.

*Doctor of Nursing Practice (D.N.P.)
at Indianapolis*

This program consists of 50 to 115 quarter credit hours, with 57% to 100% of the courses in the specialty depending on the specialization. The program includes three specialization options: Adult-Gerontology Nurse Practitioner, Executive

Leader, and Family Nurse Practitioner. The degree proposal includes a track for students who previously completed a Master of Science in Nursing (M.S.N) with a different specialization from the chosen Doctoral of Nursing Practice Specialization; and a separate track for students with a M.S.N. specialization the same as the chosen Doctoral of Nursing Practice Specialization. The faculty consists of 108 individuals, of whom 15 are full-time, and 93 are part-time. Of the 108 individuals, 34 have Doctoral degree, 24 have a Ph.D., 49 have a Master's degree, and 1 has a FNP.

Supporting Documents

Degree Applications

or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center.

The family and adult-gerontology nurse practitioner specializations are designed to educate students on the topics of how to best provide primary care as a member of an interdisciplinary team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps students develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice. Upon completion of the adult-gerontology nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification. Upon completion of the family nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

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

NAME OF PROGRAM: Master of Science in Nursing

TOTAL COURSE HOURS: 65-100 Check one: Quarter Hours
 Semester Hours
 Clock Hours

LENGTH OF PROGRAM: 7-10 Terms TUITION: \$23,920 - \$36,800

Adult-Gerontology Nurse Practitioner Specialization Requirements

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CORE REQUIREMENTS		
MN 501	Advanced Nursing Roles	5
MN 502	Theoretical Foundations of Advanced Nursing	5
MN 503	Advanced Statistics for the Health Sciences	5
MN 504	Inquiry and Evidence-Based Practice	5
MN 505	Health Promotion and Disease Prevention in a Diverse Community	5

MN 506	Ethical and Legal Perspectives of the Health Care System	5
MN 507	Health Policy, Financing, and Organization of Health Care Delivery Systems	5
SPECIALIZATION REQUIREMENTS		
MN 550	Role of the Nurse Practitioner in Primary Care	5
MN 551	Advanced Pathophysiology Across the Life Span	5
MN 552	Advanced Health Assessment	5
MN 553	Advanced Pharmacology Across the Life Span	5
MN 554	Primary Care Across the Adult Age Continuum I	5
MN 555	Primary Care Across the Adult Age Continuum II	5
MN 556	Primary Care Across the Adult Age Continuum III	5
MN 560	Advanced Practice Nurse Clinical I	5
MN 561	Advanced Practice Nurse Clinical II	5
MN 562	Advanced Practice Nurse Clinical III	5
MN 600	Evidence-Based Practice Project	5

Executive Leader – Specialization Requirements (Core Courses are the Same) (65 Credit Hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
SPECIALIZATION REQUIREMENTS		
MN 512	Leadership, Organizational Theory, and Behavior	5
MN 513	Health Care Finance, Strategic Planning and Budgeting	5
MN 514	Human Resource Management	5
MN 515	Innovation in Healthcare Information Technology – Administrative and Advanced Practice Priorities	5

MN 520	Executive Leader Practicum	5
MN 600	Evidence-Based Practice Project	5

Family Nurse Practitioner – Specialization Requirements (Core Courses are the Same) (100 Credit Hours)

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	SPECIALIZATION REQUIREMENTS	
MN 550	Role of the Nurse Practitioner in Primary Care	5
MN 551	Advanced Pathophysiology Across the Life Span	5
MN 552	Advanced Health Assessment	5
MN 553	Advanced Pharmacology Across the Life Span	5
MN 554	Primary Care Across the Adult Age Continuum I	5
MN 555	Primary Care Across the Adult Age Continuum II	5
MN 556	Primary Care Across the Adult Age Continuum III	5
MN 557	Primary Care for the Pediatric Client	5
MN 560	Advanced Practice – Nurse Clinical I	5
MN 561	Advanced Practice – Nurse Clinical II	5
MN 562	Advanced Practice – Nurse Clinical Pediatrics	5
MN 599	Advanced Practice – Nurse Clinical III	5
MN 600	Evidence-Based Practice Project	5

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:

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, www.library.kaplan.edu/content.php?pid=150035, also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

2. Number of volumes of professional material:

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

3. Number of professional periodicals subscribed to:

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

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

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

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

Upon completion of the adult-gerontology nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Adult-Gerontology Primary Care Nurse Practitioner certification or the American Academy of Nurse Practitioners' Adult-Gerontology Primary Care Nurse Practitioner certification.

Upon completion of the executive leader specialization, students may be eligible to sit for the Nurse Executive or the Nurse Executive, Advanced, certification examinations depending on their meeting the eligibility requirements of the American Nurses Credentialing Center.

Upon completion of the family nurse practitioner specialization, students may be eligible to sit for the American Nurses Credentialing Center's Family Nurse Practitioner certification or the American Academy of Nurse Practitioners' Family Nurse Practitioner certification. These are primary care certifications.

No license other than a registered nurse license is needed to practice as a Nurse Practitioner in Indiana. A license is needed for prescriptive authority. A student must graduate from a college or university accredited by the Commission on Recognition of Postsecondary Authority to obtain prescriptive authority - Kaplan University meets this standard. The recognizing body is the Indiana State Board of Nursing Professional Licensing Agency.

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: 49 Full-time: 7 Part-time: 42

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
Alexander, Lucy	BSN, MSN		4yr. 3 mo.		x	
Edds, Kelley	MHNP, MSN		5 yr.		x	
Fant, Cathy	BSN, MSN		5 yr. 4 mo.		x	
Lewis-Washington, Cynthia	DNP, FNP		1.5 yr.		x	
Liken, Michelle	PhD, CNS		5 yr.		x	
Mason, Wendy	Phd, MHNP		5.5 yr.		x	
Turner, Cynthia	DNP, FNP		4.5 yr.		x	
Adams, Belinda Jeanette	BSN, MSN,		8 mos.			x
Araich, Manjit	DNP, FNP		7 mos.			x
Beechinor, Linda	DNP, FNP		3 yr. 3 mo.			x
Boyd, Diane	ANP, MHNP		4 yr. 10 mo.			x
Crawford, Angela	MSN, PNP		5 yr. 4 mo.			x
Curcio, Kristin	DNP, A/GNP		8 mo.			x
Curtis-Masano, Nicole	BSN, MSN		3 yr. 2 mo.			x
Davis, Cathy	MSN, Neonatal NP		2 yr.			x
Diggins, Kristene	DNP, FNP, GNP		1 yr. 11 mo.			x
Ellison, Nina	DNP, FNP		9 mos.			x

Findley, Barbara	MSN, CNS		4 yr. 10 mo.			x
Forsythe, Lyida	MSN, MA, PhD		1 yr. 7 mo.			x
Frander, Elizabeth	DNP, FNP		2 yr. 6 mo.			x
Gilbert, Pamela	BSN, MSN, DNP		1 yr.			x
Gordon, Jean	BSN, MSN		1 yr. 3 mo.			x
Guthrie, Becky	MSN, FNP		8 mo.			x
Haizlip, Joan (Based in IN)	MSN, CNS		9 yr. 4 mo.			x
Hodges, Stephanie	BSN, MSN,		3 yr. 3 mo.			x
Hudson, Kandi	BSN, MSN, EdD		3 yr. 6 mo.			x
Hvingelby, Henriette	PhD, Acute Care NP,		9 mo.			x
Isnetto, Jessica	DNP, FNP		9 mo.			x
Johnston, Sue	DNP, FNP		9 mo.			x
Jordan, Mary	DNP, FNP		2 yr. 2mo.			x
Krause, Krista	MSN, FNP		3.5 yr.			x
Landry, Michael	BSN, MSN,		1.5 yr.			x
Layton, Susan	BSN, MSN,		5 yr.			x
McQuinston, Linda (Based in IN)	BSN, MSN,		11 mo.			x
O'Hare, Marion	BSN, MSN,		4 yr. 4 mo.			x
Patton, Carol	PhD, FNP,		6 yr. 1 mo.			x
Pedulla, Michelle	DNP, PNP		2 yr.			x
Ramsey, Carolyn	PhD, ANP		3 yr. 7 mo.			x
Richter, Martha	DNP, CRNA		9 mo.			x
Robinson, Sabrina	PhD, FNP, MPH		6 mo.			x

Royster, Tomeka	DNP, General Practice NP		2 yr. 10 mo.			x
Rubio, Lori	MSN, Acute Care NP		2 yr.			x
Shenkman, Laura	FNP		3 yr. 4 mo.			x
Spiegel, Kathryn	BSN, MS, PhD		5 yr.			x
Treschuk, Judith	BSN, MSN, PhD		5 yr. 3 mo.			x
Trigg, Brenda	DNP, Acute Care NP, CNE		1 yr. 2 mo.			x
Weeks, Donna	DNP, CNS		1 yr. 9 mo.			x
Wegmann, Jo Ann	BSN, MSN, PhD		6 yr. 4 mo.			x
Wright, Kathy	DNP, PNP		1 yr. 9 mo.			x

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

Institution: Kaplan University
Degree Program: MSN-DNP Path
Locations:

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? No. The program may prepare someone for the role of advanced practice nurse; the Indiana Board of Nursing does not grant a separate license but they do grant the nurses prescriptive authority.

If so, please identify

The specific license(s) needed: N/A

The State agency issuing the license(s):

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Nurse Executive

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

If so, please identify

Each specific professional certification: Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Nurse Executive

The national organization issuing each certification: American Nurses Credentialing Center

Please explain the rationale for choosing each professional certification: Family Nurse Practitioner and Adult-Gerontology Primary Care Nurse Practitioner national certifications are necessary for a nurse to legally practice with an increased scope of practice. The Nurse Executive certification is optional for nurses who are looking for advanced leadership roles.

Please identify the single course or a sequence of courses that lead to each professional certification? There are no single courses or sequences; the entire Master of Science in Nursing is necessary.

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Professional Industry Standards/Best Practices

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

If so, please identify

The specific professional industry standard(s) and/or best practice(s): *The Essentials of Master's Education in Nursing*

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

+++++

Program Accreditation

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

If so, please identify the specialized accrediting agency: Commission on Collegiate Nursing Education (CCNE)

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

The executive leader specialization is designed to prepare graduates to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems.

The family and adult-gerontology nurse practitioner specializations are designed to educate students on the topics of how to best provide primary care as a member of an interdisciplinary team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps students develop the skills to evaluate the health and wellness of individuals, families, and their communities. The specific job title is Nurse Practitioner.

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Indiana Commission for Higher Education/
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence* in the State:
DEGREE APPLICATION
(New or Renewal
program)**

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

Name of Institution Kaplan University

Name of Program Doctor of Nursing Practice

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

Name of Person Preparing this Form Benjamin Lyon

Telephone Number 312-385-1385

Date the Form was Prepared July 11, 2014 **Application Type**
 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 Doctor of Nursing Practice is designed to prepare nursing leaders to practice at the highest level of professional nursing practice.

Specializations

Students will choose from three specializations: executive leader, adult-gerontology nurse practitioner, or family nurse practitioner.

The executive leader uses current scientific findings, evidence-based guidelines, and advanced levels of analysis and decision making to design, deliver, and assess health care that improves the health outcomes of individuals, families, and populations. This includes the management of complex systems, negotiation of one's role within the health care system, administration of nursing and health care organizations, and the development, implementation, and evaluation of health policy and programs. Upon graduation, students could prepare to function in systems-focused roles (e.g. administrative, public health, and policy roles).

The adult-gerontology nurse practitioner focuses on advanced clinical practice that influences health care outcomes for individuals (focusing on adults and the elderly), families, and populations. This includes the direct care of individual patients, management of care for individuals and populations, administration of nursing and health care organizations, and the development, implementation, and evaluation of health policy and programs. Upon graduation, students could prepare to function in direct care roles, indirect care or systems-focused roles (e.g. administrative, public health, and policy roles), or a blend of these roles.

The family nurse practitioner focuses on advanced clinical practice that influences health care outcomes for individuals and families at all stages of the life cycle, and addresses care for individuals, families, and populations. This includes providing direct care for individual patients, management of care for individuals, families and populations, administration of nursing and health care organizations, and the development, implementation, and evaluation of health policy and programs. Upon graduation, students could prepare to function in direct care roles, indirect care or systems-focused roles (e.g. administrative, public health, and policy roles), or a blend of these roles.

Students who choose the executive leader specialization will complete practicum experiences designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility the student selects in consultation with the Practicum Coordinator.

For students who choose the adult-gerontology nurse practitioner or family nurse practitioner specializations, they will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site the student selects in consultation with the faculty and the Practicum Coordinator.

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

Two structures exist for the DNP program. The Post-MSN Doctor of Nursing Practice degree plan accommodates students who have an MSN, but in a specialization that differs from their chosen doctoral specialization. Students who have already fulfilled the appropriate graduate-level coursework in their MSN may be admitted to the standard DNP degree plan and immediately begin doctoral-level coursework.

NAME OF PROGRAM: Doctor of Nursing Practice

TOTAL COURSE HOURS: 50-115 Check one: Quarter Hours Semester Hours Clock Hours

LENGTH OF PROGRAM: 6-13 Terms TUITION: \$33,120-\$58,920

<u>Doctor of Nursing Practice – Adult Gerontology Nurse Practitioner; Family Nurse Practitioner Track:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	<u>CORE REQUIREMENTS</u>	
DN 705	INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 710 BPE AGENDA 232	CLINICAL DECISION MAKING FOR ADVANCE PRACTICE	5

DN 715	CLINICAL EDUCATION IN THE CARE ENVIRONMENT	5
DN 720	DNP CLINICAL SCHOLARSHIP	7
DN 730	CLINICAL SCHOLARSHIP DEVELOPMENT	8
DN 810	DNP CLINICAL SCHOLARSHIP IMPLEMENTATION	8
DN 820	DNP CLINICAL LEADERSHIP CAPSTONE PROJECT— EVALUATION AND DISSEMINATION	7
MN 570	APPLIED EPIDEMIOLOGY	5
	Total # Core Credits Required:	50

Doctor of Nursing Practice – Executive Leader Track		
<u>CORE REQUIREMENTS</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
DN 705	INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 725	SYNTHESIS PROJECT DEVELOPMENT	8
DN 735	SYNTHESIS PROJECT IMPLEMENTATION	8
DN 745	SYNTHESIS PROJECT EVALUATION AND DISSEMINATION	8
DN 815	DNP RESIDENCY I—SYSTEMS-FOCUSED ROLE	8
DN 825	DNP RESIDENCY II—SYSTEMS-FOCUSED ROLE	8
MN 620	ETHICAL LEADERSHIP IN HEALTH CARE	5
MN 625	TRANSFORMING THE HEALTH CARE ORGANIZATION	5
MN 630	ADVANCED NURSING LEADERSHIP CONCEPTS	5
MN 640	EXECUTIVE LEADERSHIP AND MANAGEMENT PRACTICUM	9
	Total # Core Credits Required:	69

Doctor of Nursing Practice – Post Master of Science in Nursing		
Adult-Gerontology Nurse Practitioner – Core Requirements		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
DN 705	INQUIRY AND EVIDENCE-BASED PRACTICE II	5
DN 710	CLINICAL DECISION MAKING FOR ADVANCE PRACTICE	5
DN 715	CLINICAL EDUCATION IN THE CARE ENVIRONMENT	5
DN 720	DNP CLINICAL SCHOLARSHIP	7
DN 730	CLINICAL SCHOLARSHIP DEVELOPMENT	8
DN 810	DNP CLINICAL SCHOLARSHIP IMPLEMENTATION	8
DN 820	DNP CLINICAL LEADERSHIP CAPSTONE PROJECT— EVALUATION AND DISSEMINATION	7
	Total # Core Credits Required:	45

<u>Specialization Requirements – Adult-Gerontology Nurse Practitioner</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MN 550	ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551	ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552	ADVANCED HEALTH ASSESSMENT	5
MN 553	ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554	PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555	PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556	PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 560	ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561	ADVANCED PRACTICE NURSE CLINICAL II	5
MN 570	APPLIED EPIDEMIOLOGY	5
MN 599	ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600	EVIDENCE-BASED PRACTICE PROJECT	5

	SubTotal # Specialty Credits Required:	60
	Total Program Requirements:	105

Specialization Requirements – Family Nurse Practitioner		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MN 550	ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE	5
MN 551	ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN	5
MN 552	ADVANCED HEALTH ASSESSMENT	5
MN 553	ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN	5
MN 554	PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I	5
MN 555	PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II	5
MN 556	PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III	5
MN 557	PRIMARY CARE OF THE PEDIATRIC CLIENT	5
MN 560	ADVANCED PRACTICE NURSE CLINICAL I	5
MN 561	ADVANCED PRACTICE NURSE CLINICAL II	5
MN 562	ADVANCED PRACTICE NURSE CLINICAL— PEDIATRICS	5
MN 570	APPLIED EPIDEMIOLOGY	5
MN 599	ADVANCED PRACTICE NURSE CLINICAL III	5
MN 600	EVIDENCE-BASED PRACTICE PROJECT	5
	SubTotal # Specialty Credits Required:	70
	Total Program Requirements:	115

<u>Specialization Requirements – Executive Leader</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
MN 512	LEADERSHIP, ORGANIZATIONAL THEORY, AND BEHAVIOR	5
MN 513	HEALTH CARE FINANCE, STRATEGIC PLANNING, AND BUDGETING	5
MN 514	HUMAN RESOURCES MANAGEMENT	5
MN 515	INNOVATION IN HEALTH CARE INFORMATION TECHNOLOGY—ADMINISTRATIVE AND ADVANCED PRACTICE THEORIES	5
MN 520	EXECUTIVE LEADER PRACTICUM	5
MN 600	EVIDENCE-BASED PRACTICE PROJECT	5
	SubTotal # Specialty Credits Required:	30
	Total Program Requirements:	99

II. 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:

Through Kaplan University's online library, students receive basic reference and circulation services. The library site, www.library.kaplan.edu/content.php?pid=150035, also provides quick links where students can obtain an introduction to the library, guides for research and for students studying certain academic areas, tutorials for using the library, answers to frequently asked questions, and assistance with writing and citations. In addition, the website provides students Course Reserves, materials that are not part of the library's collection but are required materials for specific programs.

Kaplan University's online library is available to students 24/7, and students may obtain assistance from library staff during specific hours posted on the library website.

The Online Library staff is available to answer reference questions by e-mail, instant message, and telephone. The library guarantees response times to student emails within one business day, and chat services are available at set times posted on the library website, Monday - Friday. During the 2012-2013 Academic Year, 96.4% of students who chatted with the Library staff reported satisfaction with the interaction in after-chat surveys. Students also receive guidance on the use of our research tools from resource guides, video demonstrations, and other instructional aids like a searchable F.A.Q. knowledgebase.

Kaplan University's Director of Library Services is a professionally trained librarian, having obtained a Master of Library Science degree from the School of Library and Information Science at Indiana University.

Kaplan University's online library staff includes a reference librarian who has an MLIS degree from San Jose State University and extensive experience in public, academic, special, and medical libraries; a library assistant who has a bachelor's degree in English and experience

working in two other academic libraries before Kaplan University; and a Library Services Coordinator, who has extensive experience working in online university libraries.

2. Number of volumes of professional material:

Links to the Library are available from within the Kaplan University Campus student portal, or students and faculty may go directly to Kaplan University's website. At the beginning of 2013, Kaplan invested in improving the library's user experience by adding EBSCO Discovery Service, bringing the Library a modern web-scale search engine that allows users to search the library's materials through a single point. Students can now search and open the full text of thousands of articles from over 18,000 subscribed serial publications that cover a wide variety of subjects. Students also can search and read the full text of over 148,000 e-book titles, and hundreds more open access journals and e-books published on the web.

3. Number of professional periodicals subscribed to:

Because Kaplan University's library is completely online, it does not classify and organize materials by nationally approved conventions. Rather, as discussed above, students access the library through their student portal or the Kaplan University website, and search for appropriate materials using EBSCO Discovery Service, a modern web-scale search engine that allows users to search the library's materials through a single point.

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

Wayne Library – 198 South Girls Road
Decatur Library – 5301 Kentucky Avenue
Haughville Library – 2121 W. Michigan
Speedway Public Library – 5633 W. 25th Street
Indiana University, University Library – 755 West Michigan Street
Special Services Div-In Street Library – 140 N. Senate Ave.
Indiana State Library – 140 N. Senate Ave.
Marion County Law Library – 200 E. Washington
Indianapolis Central Library – 202 N. Alabama
Shelby Library – 2502 Shelby Street

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

For students who intend to complete the Doctor of Nursing Practice's adult-gerontology nurse practitioner or family nurse practitioner track, they must verify the specific requirements for licensing as an advanced practice registered nurse with their state Board of Nursing.

Upon completion of the executive leader track, students may be prepared to sit for the Nurse Executive or the Nurse Executive, Advanced certification examinations (depending on the level of leadership with the student's organization) provided by the American Nurses Credentialing Center, or may be eligible for the American Organization of Nurse Executives Certified in Executive Nursing Practice certification.

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: 108 **Full-time:** 15 **Part-time:** 93

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
Adelman, Deborah	PhD		3 yr. 10 mo.		x	
Alexander, Lucy	BSN, MSN, PhD		4yr. 3 mo.		x	
Edds, Kelley	MHNP, MSN		5 yr.		x	
Fant, Cathy	BSN, MSN, PhD		5 yr. 4 mo.		x	
Flurry, Kellee	MSN		6 yr. 3 mo.		x	
Kieffer, Susan	MSN/Ed.		6 yr. 7 mo.		x	
Lewis-Washington, Cynthia	DNP, FNP		1.5 yr.		x	
Liken, Michelle	PhD, CNS		5 yr.		x	
Mason, Wendy	Phd, MHNP		5.5 yr.		x	
Rogers, Tami	MSN/DVM		2 yr.		x	
Theiss, Mary Anne	PhD		4 yr. 11 mo.		x	
Thomas-Eckroade, Melissa	MSN		5 yr. 11 mo.		x	
Towne, Tracy	MSN		5 yr. 2 mo.		x	
Turner, Cynthia	DNP, FNP		4.5 yr.		x	
Wood, Laura	MSN		3 yr. 11 mo.		x	

Findley, Barbara	MSN, CNS	x
Frander, Elizabeth	DNP, FNP	x
Guthrie, Becky	MSN, FNP	x
Haizlip, Joan	MSN, CNS	x
Hvingelby, Henriette (Eva)	PhD, Acute Care NP	x

Adams, Belinda Jeanette	BSN, MSN, PhD		8 mos.			x
Allen-Beatley, Tiffany	MSN/Ed.		6 yr. 5 mo.			x
Anderson, Lanette	MSN/JD		6 yr.			x
Andrews, Janice	MSN		7 yr. 4 mo.			x
Araich, Manjit	DNP, FNP		7 mos.			x
Auler, Anna	PhD		3 yr.			x
Baldis, Leisa	MSN		2 yr. 7 mo.			x
Beddoe, Amy	PhD		2 yr. 8 mo.			x
Beechinor, Linda	DNP, FNP		3 yr. 3 mo.			x
Benzel-Lindley, Jean	PhD		2 yr. 4 mo.			x
Bivens, Megan	MSN		3 yr. 1 mo.			x
Boyd, Diane	ANP, MHNP		4 yr. 10 mo.			x
Brandau, Melvina	MSN		3 yr. 2 mo.			x
Brennan, Rita	DNP		4 yr. 1 mo.			x
Crawford, Angela	MSN, PNP		5 yr. 4 mo.			x
Crittenden, Amy	MSN		2 yr. 10 mo.			x
Curcio, Kristin	DNP, A/GNP		8 mos.			x
Curtis-Masano, Nicole	BSN, MSN		3 yr. 2 mo.			x
Davis, Cathy	MSN, Neonatal NP		2 yr.			x
Diggins, Kristene	DNP, FNP, GNP		1 yr. 11 mo.			x
Ellison, Nina	DNP, FNP		9 mos.			x

Erickson, Barbara	MSN		3 yr.			x
Eslinger-Vaughn, Tina	MSN		7 yr. 3 mo.			x
Fair, Betty	PhD		5 yr. 3 mo.			x
Findley, Barbara	MSN, CNS		4 yr. 10 mo.			x
Forsythe, Lyida	MSN, MA, PhD		1 yr. 7 mo.			x
Frander, Elizabeth	DNP, FNP		2 yr. 6 mo.			x
Gilbert, Pamela	BSN, MSN, DNP		1 yr.			x
Gordon, Jean	BSN, MSN		1 yr. 3 mo.			x
Goudounis, Joan	MSN		3 yr. 2 mo.			x
Grissom, Julie	MSN		2 yr.			x
Guthrie, Becky	MSN, FNP		8 mo.			x
Haizlip, Joan (Based in IN)	MSN, CNS		9 yr. 4 mo.			x
Halpin, Michelle	DNP, CNS		2 yr.			x
Hamric, Michelle (Based in IN)	MSN		2 yr.			x
Harris, Colleen	(DNP, MBA, MSN)		1 yr. 11 mo.			x
Higgins, Toinette	PhD, CNE		1 yr. 2 mo.			x
Hodges, Stephanie	BSN, MSN, DNP		3 yr. 3 mo.			x
Hudson, Kandi	BSN, MSN, EdD		3 yr. 6 mo.			x
Hvingelby, Henriette	PhD, Acute Care NP,		9 mo.			x
Isnetto, Jessica	DNP, FNP		9 mo.			x
Johnston, Sue	DNP, FNP		9 mo.			x

Jordan, Mary	DNP, FNP		2 yr. 2mo.			x
Kohal, Betty	DNP		1 yr. 2 mo.			x
Krause, Krista	MSN, FNP		3.5 yr.			x
Landry, Michael	BSN, MSN, DNS		1.5 yr.			x
Layton, Susan	BSN, MSN, EdD		5 yr.			x
Leffel, Cynthia	MSN		2 yr. 2 mo.			x
Lehmann, Shelly	MSN		5 yr. 8 mo.			x
Lewis, Jeremy	MSN		9 mo.			x
Litwhiler, Heather	MSN		2 yr. 2 mo.			x
Lockett, Lynnae	MSN		3 yr. 1 mo.			x
Lockhart, Robin	MSN		1 yr. 7 mo.			x
MacDonald, Maureen	MSN		1 yr 11 mo.			x
Mahlan, Elaina	MSN		2 yr. 9 mo.			x
McKnight, Heather	DNP		2 yr. 2 mo.			x
McQuinston, Linda (Based in IN)	BSN, MSN, PhD		11 mo.			x
Martin, Deanna	MSN		2 yr. 6 mo.			x
Nickerson, Carolyn	EdD		1 yr. 1 mo.			x
O'Hare, Marion	BSN, MSN, PhD		4 yr. 4 mo.			x
Patton, Carol	PhD, FNP, CNE		6 yr. 1 mo.			x
Pedulla, Michelle	DNP, PNP		2 yr.			x

Ramsey, Carolyn	PhD, ANP		3 yr. 7 mo.			x
Raymond, Alice	PhD		5 yr. 2 mo.			x
Redden, Shari	EdD		3 yr. 4 mo.			x
Reid, Kelli	MSN		2 yr 3 mo.			x
Reyes, Jimmy	DNP		1 yr. 7 mo.			x
Richter, Martha	DNP, CRNA		9 mo.			x
Roberts, Heather	MSN		5 yr. 8 mo.			x
Robinson, Sabrina	PhD, FNP, MPH		6 mo.			x
Royster, Tomeka	DNP, General Practice NP		2 yr. 10 mo.			x
Rubio, Lori	MSN, Acute Care NP		2 yr.			x
Shenkman, Laura	FNP		3 yr. 4 mo.			x
Sokolowich, Janelle	MSN		2 yr. 10 mo.			x
Spiegel, Kathryn	BSN, MS, PhD		5 yr.			x
Theodore, Donna	MSN		2 yr. 1 mo.			x
Thomas, Maria	DNP		1 yr. 10 mo.			x
Treschuk, Judith	BSN, MSN, PhD		5 yr. 3 mo.			x
Trigg, Brenda	DNP, Acute Care NP, CNE		1 yr. 2 mo.			x
Turner, Hortense	(MSN, CNE, CPN)		5 mo.			x
Wanneh, Eveline	MSN		1 yr. 1 mo.			x

Ward, Charlotte	PhD, CNE		1 yr.			x
Weeks, Donna	DNP, CNS		1 yr. 9 mo.			x
Wegmann, Jo Ann	BSN, MSN, PhD		6 yr. 4 mo.			x
Wehner, Lisa	MSN		3 yr. 1 mo.			x
White, Holly	MSN		5 yr. 2 mo.			x
White-Williams, Angelique	DSN		4 yr. 3 mo.			x
Whitworth, Tara	MSN		6 yr. 3 mo.			x
Williams, Tammy	MSN		2 yr.			x
Wood, Cassandra	MSN		3 yr. 3 mo.			x
Wright, Kathy	DNP, PNP		1 yr. 9 mo.			x
Zuniga, Gina	MSN, CNE		1 yr. 11 mo.			x
Zurcher, Natasha	MSN		2 yr. 9 mo.			x

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

Institution: Kaplan University
Degree Program: DNP
Locations:

State Licensure

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

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

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Professional Certification

Please note: Students who enter this program are likely to have already earned the necessary professional certification for the profession. If not, the DNP may prepare them for the certifications as outlined below.

What are the professional certifications that exist for graduates of similar program(s)? Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Nurse Executive

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

If so, please identify
Each specific professional certification: Family Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, Nurse Executive
The national organization issuing each certification: American Nurses Credentialing Center

Please explain the rationale for choosing each professional certification: Family Nurse Practitioner and Adult-Gerontology Primary Care Nurse Practitioner national certifications are necessary for a nurse to legally practice with an increased scope of practice. The Nurse Executive certification is optional for nurses who are looking for advanced leadership roles.

Please identify the single course or a sequence of courses that lead to each professional certification?
There are no single courses or sequences; the entire Doctor of Nursing Practice is necessary.

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Professional Industry Standards/Best Practices

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

If so, please identify

The specific professional industry standard(s) and/or best practice(s): *The Essentials of Doctoral Education for Advanced Nursing Practice*

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

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Program Accreditation

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

If so, please identify the specialized accrediting agency: Commission on Collegiate Nursing Education

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

The Doctor of Nursing Practice is designed to prepare nursing leaders to practice at the highest level of professional nursing practice. An executive leader graduate would be prepared to function in systems-focused roles (e.g. administrative, public health, and policy roles). A family nurse or adult-gerontology nurse practitioner graduate would be prepared to function in direct care roles, indirect care or systems-focused roles (e.g. administrative, public health, and policy roles), or a blend of these roles.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

DECISION ITEM A-5:

National College: One Baccalaureate Degree Program at One Location

Staff Recommendation

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

The B.S. in Medical and Health Services Management degree program is recommended for approval with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date.

Background

Institution Profile

National College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS accredits National College in six states including Indiana. The institution has three campuses in Indiana: Fort Wayne, Indianapolis, and South Bend. The National Center for Education Statistics (NCES) does not presently list enrollment data for National College at Fort Wayne, Indianapolis, or South Bend, Indiana.

Degree Program Profile

*Bachelor of Science (B.S) in
Medical and Health Services Management at
Indianapolis*

This program consists of 180 quarter credit hours, with 63% of the courses in the specialty.

Supporting Documents

Degree Application

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>National College, 6060 Castleway West Dr., Indianapolis, IN 46250</u>
Name of Program	<u>Medical and Health Services 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>Cathy Plunkett</u>
Telephone Number	<u>540 – 769-8289</u> <u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>10/6/14</u> Initial or 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 and Health Services Management bachelor degree provides healthcare practitioners holding an associate degree in an allied health or nursing field with the skills and competencies needed to function as managers and supervisors in healthcare settings. The program provides a foundation in management, as well as specifics on management, ethics and law within healthcare organizations. Students will be able to seek employment in management and supervisory positions in a variety of health related organizations including physician offices, hospitals, long term care facilities and clinics.

Students who have completed an associate's degree with an overall 2.5 GPA in a health-related field from an accredited college or university may enroll with immediate junior-level standing. A block of 96 quarter credits (72 core credits and 24 general education credits which include ENG102 or its' equivalent) will be transferred into the program. Students must also have completed an introductory Microsoft Office course equivalent to COM151 and an undergraduate ethics course equivalent to MED160 or ETH205. Additional transfer of credit, may be awarded based upon the University's transfer of credit policy. Students must complete the required number of total credits to graduate from the bachelor's degree program.

Students must also have a license or certification to practice in a health-related area or a minimum of 12 months' work experience in a health field to be eligible for admission to this program. Students may be required to participate in an interview to be admitted to the program.

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

Name of Program: _____ Medical and Health Services Management

Total Course Hours: 940-955 Check one: Quarter Hours X
180 Credits - 96 Semester Hours _____
transfer credits Clock Hours _____

Tuition : \$26,628 Length of Program: 80 Weeks

Course #	Course Title	Credits	Hours
Program Core (Required) (48)			
BUS101	Introduction to Business	4	40
BUS125	Principles of Management	4	40
BUS217	Organizational Behavior	4	40
BUS224	Organizational Management and Leadership	4	40
BUS227	Human Resource Mgt.	4	40
BUS390	Research and Report Writing	4	40
HCM201	Introduction to Healthcare Mgt.	4	40
HCM305	Computerized Health Info. Systems	4	50
HCM313	Mgt. of Information Tech. for Health Prof.	4	40
HCM320	Ethical Issues in Healthcare	4	40
HCM323	Advanced Healthcare Law and Ethics	4	40
HCM450	Politics of Healthcare	4	40
	Electives (4) Select 1	4	40-55 depending upon course chosen as elective
HCM224	Healthcare Economics	4	55
HCM302	Accounting & Billing Procedures for HCM	4	40
HCM310	Public Health Statistics	4	40
HCM423	Management of Physician Practices	4	40
BUS420	Project Management	4	40
BUS310	Quality Assessments, Outcomes and Improvements	4	40
Transfer Credit	72 Credits transferred from an accredited allied health or nursing program. (Additional transfer credits may be awarded based on individual student associate degree.)	72	
	General Education (56 Credits Total)	32	320
Transfer Credit	24 credits transferred from an accredited allied health or nursing program. The remaining 32 credits must be taken from those below	24	

	with a minimum of 5 300-400 level courses.	24	
	Written and Oral Communications		
ENG126	Oral Communication	4	40
	Mathematics, Statistics, and Logic	4	40
LOG215	Thinking Critically	4	40
LOG357	Logic & Critical Thinking	4	40
MAT101	Understanding Mathematics	4	40
MAT214	Algebra	4	40
MAT419	Introduction to Statistics	4	40
	Arts and Humanities		
GEN241	Cultural Appreciation	4	40
REL330	World Religion	4	40
	Social and Behavioral Sciences		
GOV340	American Government	4	40
HIS290	American History – 1945-present	4	40
HIS490	American Economic History	4	40
POL202	Political Science	4	40
PRO453	Parliamentary Procedures/Group Dynamics	4	40
PSY127	Psychology	4	40
SOC461	Introduction to Sociology	4	40
	Physical/Natural Science		
BIO101	Introduction to Biology	4	40
ENV101	Environmental Science	4	40
PER330	Personal Health	4	40

Number of Credit/Clock Hrs. in Specialty Courses: 52 / 520-535 Percentage: 63%

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 32 / 320 Percentage: 37%

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

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

Virtual Library access at National College is one of the most reliable and technologically advanced sources in the community for current information. This comprehensive resource consists of 20 databases from which students can search thousands of periodicals, newspapers, reference books, and academic journals.

National's Virtual Library features databases relating to the specific fields of study offered by the College: business, computers, health care, prescription drugs, and general academic information, most of which is not available on the World Wide Web. It allows students to search a subject from one or more databases simultaneously. Students have 24 hours a day, 7 days per week access to the virtual library.

The Campuses at National College have an on-site comprehensive library which has library staff on hand during the hours of operation. Students are able to get assistance with program specific research or help with general browsing.

The Library is located on the second floor of the campus. Its hours of operation are Monday-Thursday 8:00am-10:00pm, and Friday 8:00am-5:00pm

2. Number of volumes of professional material:

The Campus library has approximately 525 medical and business related items available for student use. Through the virtual library: Gale Cengage Learning offers faculty and students access to 20 research databases. Encyclopedia Britannica Online is also available. Library World provides students with information regarding our campus library collection.

3. Number of professional periodicals subscribed to:

National College has over 16,000 periodicals, publications, magazines, and journals available to students in various program offerings through the Virtual Library. The College's virtual library has access to 20 databases including three dedicated solely to business topics with over 900 full text business-related periodicals. Database holdings are further broken down into magazines, academic journals, books, profiles and news to allow students a wide breadth of sources to conduct academic research. Students have around the clock access to all periodicals and publications as well as having the ability to "ask the librarian" to assist with Online research or general browsing if needed.

4. Other library facilities in close geographical proximity for student access:The Indianapolis campus has the Glendale Library in close proximity. Twelve minutes/6.38 miles away from campus, students have the ability to visit this location for access for additional business-related periodicals, publications, and books.

Faculty Information

The faculty for this program have not been hired. The start date of this program is February 1, 2015. The College will send the Instructor Qualification Record for each faculty member upon hiring to the Commission.

The qualifications of the faculty upon hiring will be as follows:

- 100% of our faculty that teach 300/400 level courses will hold Master's degrees or higher.
- 50% of our faculty that teach 100/200 level courses will hold Master's degrees or higher.
- All remaining courses will be taught by faculty that hold a Bachelor's degree or higher.

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

Institution: National College
Degree Program: Medical and Health Services Management
Locations: Indianapolis, IN

State Licensure

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

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

There are no certifications or licensure required for this program.

+++++

Professional Certification

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

The professional certifications that exist for graduates of similar programs include:

- Certified Professional in Healthcare Quality (CPHQ)**
- Certified Healthcare Administrative Professional (cHAP)**
- Certified Materials & Resources Professional (CMRP)**
- Certified Medical Manager (CMM)**

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

Graduates of this program may be prepared to obtain national professional certification(s) depending on the exact field of their Associate degree course work and work experience. The proposed Medical and Health Services Management program is designed to augment students' prior academic and professional work. The proposed program was developed for students who desire a Bachelors degree as a component of eligibility for certification. Therefore the proposed program alone does not prepare graduates to obtain professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana.

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

Please explain the rational for choosing each professional certification:

Not Applicable

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

NotApplicable

+++++

Professional Industry Standards/Best Practices

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

If so, please identify

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

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

This is not applicable for this program.

+++++

Program Accreditation

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

If so, please identify the specialized accrediting agency:

No this program does not require any programmatic accreditation.

+++++

Transferability of Associate of Science Degrees

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

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

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

Not applicable as this is a baccalaureate degree.

+++++

Job Titles

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

The majority of people employed in this field hold a bachelor's degree. This degree prepares students for jobs such as:

- **Office Manager**
- **Nurse Manager**
- **Health and Social Service Manager**
- **Program Manager**
- **Clinical Director**
- **Medical Records Manager**
- **Practice Administrator**
- **Practice Manager**
- **Physician Office Manager**
- **Pharmacy Tech Supervisor**
- **Surgical Tech. Supervisor**

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

DECISION ITEM A-6:

Ross Medical Education Center: Three Associate Degree Programs at Three Locations

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Applied Science (A.A.S.) in Dental Assistant Specialist, A.A.S. in Medical Assistant Specialist, and A.A.S. in Medical Insurance Billing and Office Administration Specialist in accordance with the background discussion in this agenda item and the Application for Degree Approval.

The A.A.S. in Dental Assistant Specialist, A.A.S. in Medical Assistant Specialist, and A.A.S. in Medical Insurance Billing and Office Administration Specialist are recommended for approval with the stipulation that Instructor Qualification Records and documentation be submitted to the Board staff prior to the start date of each program.

Background

Institution Profile

Ross Medical Education Center is nationally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES accredits Ross Medical Education Centers in five states including Indiana. The institution has five campuses in Indiana: Evansville, Fort Wayne, Granger, Kokomo, Muncie. Listed below are the three campuses Ross Medical Education Center operates in Indiana, and their Fall 2013 enrollment as reported to the National Center for Education Statistics (NCES):

Fort Wayne	138
Granger	174
Kokomo	115

NCES does not presently list enrollment data for Ross Medical Education Center at Evansville, and Muncie.

Degree Program Profiles

*Associate of Applied Science (A.A.S.) in
Dental Assistant Specialist at
Evansville, Kokomo, and Muncie*

This program consists of 95 quarter credit hours, with 76% of the courses in the specialty.

*Associate of Applied Science (A.A.S.) in
Medical Assistant Specialist at
Evansville, Kokomo, and Muncie*

This program consists of 98.5 quarter credit hours, with 77% of the courses in the specialty.

*Associate of Applied Science (A.A.S.) in
Medical Insurance Billing and Office Administration Specialist
at
Evansville, Kokomo, and Muncie*

This program consists of 98.5 quarter credit hours, with 77% of the courses in the specialty.

Supporting Documents

Degree Applications

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Ross Medical Education Center, Kokomo, Evansville and Muncie, IN</u>	
Name of Program	<u>Dental Assistant Specialist</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AAS</u>	
Name of Person Preparing this Form	<u>Wendy Kandel</u>	
Telephone Number	<u>810-956-3570</u>	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>8/6/14</u>	<u>Initial</u>

During the Dental Assistant Specialist Associate of Applied Science degree program students will be instructed on:

- 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 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.

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

Name of Program: **Dental Assistant Specialist**

Total Course Hours: 1060 Check one: Quarter Hours 95.0

 Semester Hours _____

 Clock Hours _____

Tuition : \$26,480 Length of Program: 76 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Course Hours</u>
DA 301	Fundamentals of Dental Assisting	4.5	45
DA 302	Dental Law and Ethics	1.5	15
DA 303	Introduction to the Dental Team	1.0	10
DA 304	Dental Radiography and Clinical Procedures	6.5	90
DA 305	Skull Anatomy/Human Dentition	1.5	15
DA 306	Infection Control/Microbiology	1.5	20
DA 307	Oral Surgery/Endodontics	2.5	30
DA 308	Anatomy/Cranial Nerves	1.5	15
DA 309	Chair side Dental Assisting	7.0	90
DA 310	Dental Instruments and Equipment	1.5	20
DA 311	Dental Materials	4.5	60
DA 312	Dental Laboratory Procedures and Prosthodontics	3.0	40
DA 313	Dental Records Management	3.0	30
DA 314	Administrative Dental Assisting	2.0	20
DA 315	Periodontics/Orthodontics	2.0	25
DA 316	Dental Emergencies/CPR	1.0	15
BC 102	Introduction to Pharmacology	4.0	40
BC 104	Introduction to Epidemiology	4.0	40

BC 105	Core Concepts in Health	4.0	40
BC 203	Introduction to Biology for Non Majors	4.0	45
BC 211	Computer Fundamentals	4.0	45
BC 212	Dosage Calculations	4.0	45
DA 214	Capstone Dental Assistant Specialist	4.0	40

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>		<u>Course Hours</u>
GEN 114	Introduction to Communication	4.5	45
GEN 115	Introduction to Psychology	4.5	45
GEN 116	Introduction to Sociology	4.5	45
GEN 210	Critical Thinking	4.5	45
GEN 211	Lifespan Development	4.5	45

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

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 22.5 / 225 Percentage: 24%

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. Library resources are overseen by the corporate On-Ground Director of Education.

2. Number of volumes of professional material:

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:

With the Kokomo, Evansville, and Muncie locations part of collegiate geographical areas (e.g., IUPUI, Evansville University and University of Southern Indiana, and Ball State University respectively), multiple public libraries are available for use within the geographical proximity of the schools.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
KOKOMO, INDIANA					
Total # of Faculty in the Program:		Full-time:		Part-time:	
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> 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
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
EVANSVILLE, INDIANA					
Total # of Faculty in the Program:		Full-time:		Part-time:	
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					
List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check one:

(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full-time	Part-time
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.						
MUNCIE, INDIANA						
Total # of Faculty in the Program:			Full-time:		Part-time:	
Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)						
List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education
Supplementary Information on
Licensure, Certification, and Accreditation

Institution: **Ross Medical Education Center**
Degree Program: **Dental Assistant Specialist**

Locations: **Kokomo, Evansville, and Muncie**

State Licensure

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

Graduates can apply and sit for the R.D.A. (Registered Dental Assistant) national credential offered through American Medical Technology (AMT). They may also sit for the I.C.E. (Infection Control Exam) and the R.H.S. (Radiation Health and Safety exam) both offered by the Dental Assisting National Board (D.A.N.B.). These two exams are portions of the C.D.A. (Certified Dental Assistant) national credential they offer. The third portion, Chair side Dental Assisting can then be taken after completing requirements in Pathway II as listed per D.A.N.B. which include, but not limited to, 3500 hours of approved work experience.

In addition, the state of Indiana requires that individuals have received proper training in an approved radiology program (Ross program has met this state approval) and the candidate must pass an approved exam; one of which is the D.A.N.B. RHS exam, which our graduates generally pursue to assist in meeting their requirements of obtaining a radiology license. Indiana dental assistants may not expose radiographs until they have their state license.

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

Yes

If so, please identify

They are free to pursue the same credentials as mentioned above. Having an associate's degree may provide additional employment opportunities in dental office management, academic instruction, dental supply sales, and dental insurance administration.

Each specific professional certification:

RDA and ICE and the RHS portions of the CDA initially (see above)

The national organization issuing each certification:

American Medical Technology and Dental Assisting National Board

Please explain the rationale for choosing each professional certification:

These are national credentialing agencies. A national credential allows the dental assistant to utilize this credential within all 50 states. It is not state issued. Once obtained, they may utilize it in any state as a symbol of proven dental knowledge. Our current accreditor, ABHES, requires the national certification for those teaching in our programs.

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

It is a combination of syllabi that create the knowledge base required to sit for one of these exams. All syllabi in the program are created with a well-rounded approach to cover all basic aspects of dentistry.

GEN 114	Introduction to Communication
GEN 115	Introduction to Psychology
GEN 116	Introduction to Sociology
GEN 210	Critical Thinking
GEN 211	Lifespan Development
BC 102	Introduction to Pharmacology
BC 104	Introduction to Epidemiology
BC 105	Core Concepts in Health
BC 203	Introduction to Biology for Non Majors
BC 211	Computer Fundamentals
BC 212	Dosage Calculations
DA 214	Capstone

+++++

Professional Industry Standards/Best Practices

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

Yes

If so, please identify. An example of how the curriculum incorporates professional industry standards is evidenced by the fact that the feeder program (the diploma Dental Assistant program) meets the standards established by the Medical Radiology Services of the Indiana State Department of Health; specifically, the feeder program is an approved radiology program in Indiana. In addition, see above detail under Professional Certification.

The specific professional industry standard(s) and/or best practice(s): Standards required for a limited dental radiography program as well as the ability to sit for exams as explained above, under Professional Certification.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate: **Medical Radiology Services of the Indiana State Department of Health and DANB and AMT as well as our accreditor, ABHES.**

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Program Accreditation

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

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

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

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

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

+++++

Job Titles

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

**Upon completion of the program, the graduate should be eligible to work in positions such as:
Dental Assistant, Patient Services Representative, and Dental Office Manager**

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Ross Medical Education Center, Kokomo, Evansville and Muncie, IN</u>	
Name of Program	<u>Medical Assistant Specialist</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AAS</u>	
Name of Person Preparing this Form	<u>Wendy Kandel</u>	
Telephone Number	<u>810-956-3570</u>	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>8/6/14</u>	<u>Initial</u>

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

During the Medical Assistant Specialist Associate of Applied Science degree program students will be instructed:

- 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 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.

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

Name of Program: _____ Medical Assistant Specialist

Total Course Hours: 1165 Check one: Quarter Hours 98.5
 _____ Semester Hours _____
 _____ Clock Hours _____
 _____ 70 weeks-day _____
 Tuition : \$26,480 Length of Program: 76 weeks-eve

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Course Hours</u>
MA101A	Medical Terminology/Anatomy and Physiology	1.5	15
MA101B	Medical Terminology/Anatomy and Physiology	1.5	15
MA101C	Medical Terminology/Anatomy and Physiology	1.5	15
MA101D	Medical Terminology/Anatomy and Physiology	1.5	15
MA101E	Medical Terminology/Anatomy and Physiology	1.5	15
MA101F	Medical Terminology/Anatomy and Physiology	1.5	15
MA 103	Fundamentals of Assisting	2.0	30
MA 104	Cardiopulmonary Procedures	2.0	30
MA 105	Urinalysis	1.0	15
MA 106	Medical/Surgical Asepsis and Infection Control	1.0	15
MA 107	Administration of Medicine	3.0	45
MA 108	Basic Office First Aid	1.0	15
MA 109	Hematology	2.5	40
MA 110	Keyboarding	1.5	30
MA 111	Introduction to the Office Laboratory	1.0	15
MA 112	Introduction to Word Processing for the Medical Office	1.5	30

MA 113	Mathematical Applications in the Medical Office	1.0	15
MA 114	Financial Recordkeeping	2.0	30
MA 115	Medical Insurance Coding Procedures	1.0	15
MA 116	Medical Insurance Billing Procedures	1.0	15
MA 117	Medical Office Automation	2.0	30
MA 118	Medical Office Procedures	3.0	45
MA 119	Professional Growth and Communication Skills	2.0	20
MA 121	Specialty Examinations and Procedures	1.0	15
BC 102	Introduction to Pharmacology	4.0	40
BC 104	Introduction to Epidemiology	4.0	40
BC 105	Core Concepts in Health	4.0	40
BC 203	Introduction to Biology for Non Majors	4.0	45
BC 211	Computer Fundamentals	4.0	45
BC 212	Dosage Calculations	4.0	45
MA 207	Medical Law and Ethics	1.5	15
MA 208	Healthcare Information Management	4.0	45
MA 214	Computer Software Applications in Healthcare	4.0	45
MA 224	Capstone Medical Assistant Specialist	4.0	40

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>		<u>Course Hours</u>
GEN 114	Introduction to Communication	4.5	45
GEN 115	Introduction to Psychology	4.5	45
GEN 116	Introduction to Sociology	4.5	45
GEN 210	Critical Thinking	4.5	45
GEN 211	Lifespan Development	4.5	45

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

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 22.5 / 225 Percentage: 23%

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. Library resources are overseen by the corporate On-Ground Director of Education.

2. Number of volumes of professional material:

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:

With the Kokomo, Evansville, and Muncie locations part of collegiate geographical areas (e.g., IUPUI, Evansville University and University of Southern Indiana, and Ball State University respectively), multiple public libraries are available for use within the geographical proximity of the schools.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
KOKOMO, INDIANA					
Total # of Faculty in the Program:			Full-time:		Part-time:
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> 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
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
EVANSVILLE, INDIANA					
Total # of Faculty in the Program:			Full-time:		Part-time:
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> 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

None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.						
** Include all required documentation pertaining to the qualifications of each instructor.						
MUNCIE, INDIANA						
Total # of Faculty in the Program:			Full-time:	Part-time:		
Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)						
List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education
Supplementary Information on
Licensure, Certification, and Accreditation

Institution: **Ross Medical Education Center**
 Degree Program: **Medical Assistant Specialist**
 Locations: **Kokomo, Evansville, and Muncie**

State Licensure

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

CMA and RMA

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

YES

If so, please identify

Each specific professional certification:

CMA (AAMA) and RMA (AMT)

Please explain the rationale for choosing each professional certification:

CMA and RMA are the most recognized national credentials; with the additional education at the associate level, the student will be well prepared for sitting and passing both of these exams.

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

Introduction to Communication

Introduction to Psychology

Introduction to Sociology

Critical Thinking

Lifespan Development

Introduction to Pharmacology

Introduction to Epidemiology

Core Concepts in Health

Computer Fundamentals

Dosage Calculations

Medical Law and Ethics

Healthcare Information Management

Computer Software Applications in Healthcare

Capstone Medical Assistant Specialist

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Professional Industry Standards/Best Practices

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

Yes

In the AAS program, students take general education classes as well as classes that are specific to their respective program.

If so, please identify.

Both the MAS and MIBOAS programs take courses that incorporate the industry standards and best practice in Pharmacology, Epidemiology and Dosage Calculations and Core Concepts in Health. The MAS has additional courses that include Medical Law and Ethics, Healthcare Information Management and Computer Software Applications in Healthcare. The Capstone in the MAS and MIBOAS programs allow the student to demonstrate all of the skills learned during their training and how it applies to the industry standards.

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

MAS graduate will have a better understanding of the field they have chosen as a profession when they complete the MAS degree program and be eligible to take the RMA and CMA national certifications exam. Certification represents an individual's professional competence in their chosen field and ensures that the individual continues to stay current through CEU's.

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

The standards for our curriculum were established by our accreditation body, Accrediting Bureau of Health Education Schools, (ABHES) as well as the agencies listed under Professional Certification above.

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Program Accreditation

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

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

Upon completion of the program, the graduate should be eligible to work in positions such as: Medical Assistant (Administrative, Clinical or both), Community Support Worker, Community Outreach Worker, Social Services Aide, and Office Manager.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>Ross Medical Education Center, Kokomo, Evansville and Muncie, IN</u>	
Name of Program	<u>Medical Insurance Billing and Office Administration Specialist</u>	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	<u>AAS</u>	
Name of Person Preparing this Form	<u>Wendy Kandel</u>	
Telephone Number	<u>810-956-3570</u>	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>8/6/14</u>	<u>Initial</u>

During the Medical Insurance Billing and Office Administration Specialist Associate of Applied Science degree program students will be instructed on:

- 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 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.

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

Name of Program: _____ Medical Insurance Billing and Office Administration Specialist

Total Course Hours: 1120 Check one: Quarter Hours 98.5
 _____ Semester Hours _____
 _____ Clock Hours _____
 _____ 70 weeks-day _____
 Tuition : \$26,480 Length of Program: 82.5 weeks-eve

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Course Hours</u>
MB201A	BioMedical Science	4.5	45
MB201B	BioMedical Science	4.5	45
MB201C	BioMedical Science	4.5	45
MB201D	BioMedical Science	4.5	45
MB201E	BioMedical Science	3.0	30
MB202A	Medical Office Administration	3.0	45
MB202B	Medical Office Administration	3.0	45
MB202C	Medical Office Administration	2.0	30
MB202D	Medical Office Administration	2.0	30
MB202E	Medical Office Administration	2.5	40
MB 203	Fundamentals of Assisting	2.0	30
MB 204	Medical Law and Ethics	1.5	15
MB 205	Medical Asepsis and Infection Control	1.0	15
MB 206	Medical Office Procedures	3.0	45
MB 207	Mathematical Applications in the Medical Office	1.0	15
MB 208	Financial Recordkeeping	2.0	30
MB 209	Basic Office First Aid	1.0	15
MB 210	Medical Office Management	1.0	15

MB 211	Professional Growth and Communication Skills	2.0	20
BC 102	Introduction to Pharmacology	4.0	40
BC 104	Introduction to Epidemiology	4.0	40
BC 105	Core Concepts in Health	4.0	40
BC 203	Introduction to Biology for Non Majors	4.0	45
BC 211	Computer Fundamentals	4.0	45
BC 212	Dosage Calculations	4.0	45
MB 214	Capstone Medical Insurance Billing and Office Administration Specialist	4.0	40

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>		<u>Course Hours</u>
GEN 114	Introduction to Communication	4.5	45
GEN 115	Introduction to Psychology	4.5	45
GEN 116	Introduction to Sociology	4.5	45
GEN 210	Critical Thinking	4.5	45
GEN 211	Lifespan Development	4.5	45

Number of Credit/Clock Hrs. in Specialty Courses:	<u>76</u>	/	<u>895</u>	Percentage:	<u>77%</u>
Number of Credit/Clock Hrs. in General Courses:	<u> </u>		<u> </u>	Percentage:	<u> </u>
If applicable:					
Number of Credit/Clock Hrs. in Liberal Arts:	<u>22.5</u>	/	<u>225</u>	Percentage:	<u>23%</u>

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

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
 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. Library resources are overseen by the corporate On-Ground Director of Education.

2. Number of volumes of professional material:

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:

With the Kokomo, Evansville, and Muncie locations part of collegiate geographical areas (e.g., IUPUI, Evansville University and University of Southern Indiana, and Ball State University respectively), multiple public libraries are available for use within the geographical proximity of the schools.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
KOKOMO, INDIANA					
Total # of Faculty in the Program:			Full-time:		Part-time:
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> 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
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
EVANSVILLE, INDIANA					
Total # of Faculty in the Program:			Full-time:		Part-time:
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> 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

None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.						
MUNCIE, INDIANA						
Total # of Faculty in the Program:			Full-time:	Part-time:		
Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)						
List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
None hired for this program at this time*						

*Faculty will be hired under the requirements of state and ABHES Standards with approval of the program.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education
Supplementary Information on
Licensure, Certification, and Accreditation

Institution: **Ross Medical Education Center**
 Degree Program: **Medical Insurance Billing and Office Administration Specialist**
 Locations: **Kokomo, Evansville, and Muncie**

State Licensure

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

CMAS

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

YES

If so, please identify

Each specific professional certification:

CMAS (AMT)

Please explain the rationale for choosing each professional certification:

CMAS is a national credential for which the student will be well prepared to achieve with the additional education at the associate level.

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

Introduction to Communication

Introduction to Psychology

Introduction to Sociology

Critical Thinking

Lifespan Development

Introduction to Pharmacology

Introduction to Epidemiology

Core Concepts in Health

Computer Fundamentals

Dosage Calculations

Capstone Medical Insurance Billing and Office Administration Specialist

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Professional Industry Standards/Best Practices

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

Yes. In the AAS program, students take general education classes and basic core classes as well as classes that are specific to their specific program.

If so, please identify.

Both the MAS and MIBOAS programs take courses that incorporate the industry standards and best practice in Pharmacology, Epidemiology and Dosage Calculations and Core Concepts in Health. The MAS has additional courses that include Medical Law and Ethics, Healthcare Information Management and Computer Software Applications in Healthcare. The Capstone in the MAS and MIBOAS program allows the student to demonstration all of the skills learned during their training and how it applies to the industry standards.

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

The MIBOAS graduate will have a better understanding of the field they have chosen as a profession when they complete the MIBOAS degree program and be eligible to take the CMAS exam. Certification represents an individual’s professional competence in their chosen field and ensures that the individual continues to stay current through CEU’s.

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

The standards for our curriculum were established by our accreditation body, Accrediting Bureau of Health Education Schools, (ABHES) as well as guided by the agencies mentioned above.

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Program Accreditation

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

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

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

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

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

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Job Titles

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

Upon completion of the 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, Hospital Admissions Clerk, Medical Records Clerk, Social Work Assistant, Community Support Worker, Community Outreach Worker, Social Services Aide, and Office Manager.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, December 9, 2014

INFORMATION ITEM A:

Calendar of Tentative Meeting Dates of the Board

Staff Recommendation

For information only.

Background

The following are a tentative schedule of dates for the 2015 Board for Proprietary Education Business Meetings:

Tuesday, March 10, 2015	10:00 am - 12:30 pm
Tuesday, June 9, 2015	10:00 am - 12:30 pm
Tuesday, September 8, 2015	10:00 am - 12:30 pm
Tuesday, December 8, 2015	10:00 am - 12:30 pm

Supporting Documents

None.