

AGENDA

Board for Proprietary Education

BOARD MEETING

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

Tuesday, June 9, 2015

- I. CALL TO ORDER –10:00 a.m.**
- II. ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM**
- III. CONSIDERATION OF THE MINUTES OF THE MARCH BOARD MEETING..... 1**
- IV. EXECUTIVE DIRECTOR’S REPORT**
- V. DECISION ITEMS**
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VI. INFORMATION ITEM

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

None.

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

**STATE OF INDIANA
Board for Proprietary Education**

Minutes of Meeting

Tuesday, March 10, 2015

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:

Bruce Bloomberg, Rod Haywood, Jr., (new member), Ken Konesco, Joe Pearson and Dr. Ken Sauer.

Members Absent:

Eric Ogel and Kimberly Perkins.

Members Present by Conference Call:

Ken Konesco

Guests Present:

Connie Adelman, Krystal Belton, Hiram Holt, Wayne Korpics, Sean Milliner, Glenna Shelby, Suzanne Smith, Ashly Stage and Joel Tobin.

It was determined that there was a quorum for the March 10, 2015 Board meeting.

III. CONSIDERATION OF THE MINUTES OF THE DECEMBER BOARD MEETING

The Board for Proprietary Education approved the Minutes of the December 9, 2014 meeting.

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

IV. EXECUTIVE DIRECTOR'S REPORT

Dr. Sauer provided an update on the BPE Rules. He stated the Board and more specifically the BPE Planning Committee have met on three occasions with discussions on establishing the revised rules. Ross Miller had an opportunity to speak with the Indiana Association of Private Career Schools last month. Ross shared the detailed draft with IAPCS and they provided great comments that were added to the rules. The next step is forwarding the draft to the Attorney's General Office and should be routed this week. The Attorney's General office will review the detailed draft rules and provide their comments.

The Board discussed a proposal from DeVry University for a Master's Degree program at the locations of Indianapolis and Merrillville. The Master of Science in Finance degree program was originally set as a tabled action from the December 9, 2014 meeting. The Board cited the need for

additional instructor applications, lack of certification with current instructor qualifications and a new roster of instructors. After speaking with the institutions, they decided to wait to resubmit the program for approval.

Dr. Sauer announced the Indiana Commission of Higher Education will be relocating to our new office space. The new address is 101 W. Ohio Street, Suite 300. Since the merge of (CHE, Board for Proprietary Education (formerly Commission on Proprietary Education), Division of Student Financial Aid (formerly State Student Assistance Commission of Indiana) and Learn More) in July 2012. The move consisted of consolidating three office locations. Hopefully, we will host our next board meeting at our new office location.

Mr. Bloomberg asked if we had any updates on Indiana Dabney University students. Mr. Miller stated that the transcripts were sent to Ivy Tech, Director of Nursing for review and evaluation of the Associate of Science Nursing (ASN) students. So hopefully the students will possibly be able to enter the program at Ivy Tech to finish their degree. Dr. Sauer stated that Ivy Tech has entertained the discussion of possibly tailoring a program for the students. The ideal is to construct a unique specialize program for a particular co-hort students that can benefit. We are still waiting to hear from Ivy Tech. Mr. Konesco asked how many students are being considered and suggested if Ivy Tech is not able to accommodate to please let him know. Mr. Konesco will consult with Harrison College to see if they are able to assist with the transition with the Indiana Dabney University students. Ross stated it is approximately 60 students in the ASN program.

V. TIME – SENSITIVE ACTION ITEMS

A. Academic Degree Programs

1. Franklin University of Ohio at Indianapolis: New Degree Requests

Representing Franklin University of Ohio at Indianapolis was: Suzanne Smith, Director of AIE and, Joel Tobin, Compliance Specialist.

Mr. Ross Miller presented the staff report recommending that Franklin University of Ohio at Indianapolis be granted approval to offer two Bachelor of Science degree programs.

- *B.S. in Entrepreneurship*
- *B.S. in Social Sciences*

Mr. Ken Konesco made the motion to approve the staff recommendation to grant approval to Franklin University in Ohio at Indianapolis to award the above mentioned programs with modification to include Online offering. Mr. Rod Haywood seconded the motion. The motion was approved by Bruce Bloomberg, Joe Pearson and Dr. Ken Sauer.

2. Harrison College: New Degree Requests

Representing Harrison College was: Krystal Belton, Director of Accreditation Compliance, Sean Milliner, Curriculum Manager at the School of Information Technology, Katie Morrison, Accreditation Specialist and Ashly Stage, Manager of Accreditation Affairs.

Mr. Ross Miller presented the staff report recommending that Harrison College at

Indianapolis Northwest be granted approval to offer two Associate of Applied Science and one Bachelor of Science degree programs.

- *A.A.S. in Information Technology*
- *A.A.S. in Web Application Development*
- *B.S. in Information Technology Leadership*

Mr. Bruce Bloomberg made the motion to approve the staff recommendation to grant approval to Harrison College at Indianapolis Northwest to award the above mentioned programs with modification to include Online offering and to include all electives programs offered. Mr. Joe Pearson seconded the motion. The motion was approved by Rod Haywood, Ken Konesco and Dr. Ken Sauer.

VI. INFORMATION ITEM

None

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

IX. ADJOURNMENT – approximately 10:58 a.m.

The next meeting of the Board will be on Tuesday, June 9, 2015 at 10:00 am – 12:30 pm.

Dr. Ken Sauer, Chairman

Date

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, June 9, 2015

DECISION ITEM A-1:

Art Institute of Indianapolis: Four Baccalaureate Degree Programs at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Bachelor of Science (B.S.) in Instructional Technology and Design, B.S. in Marketing and Entertainment Management, B.S. in Professional Writing for Creative Arts, and B.S. in Software Development for Creative Technologies in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

Background

Institution Profile

The Art Institute of Indianapolis is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS accredits Art Institute campuses in six states including Indiana. The National Center for Education Statistics (NCES) lists a total enrollment of 862 students in the fall of 2013 at the Art Institute of Indianapolis.

Degree Program Profiles

*Bachelor of Science (B.S.) in
Instructional Technology and Design at
Indianapolis*

This program consists of 180 quarter credit hours, with 70% of the courses in the specialty. The program faculty consists of 23 individuals, of whom three are full-time and 20 are part-time. Of the 23 individuals, nine have a Master's degree, and the remaining 14 have a Baccalaureate degree.

*Bachelor of Science (B.S.) in
Marketing and Entertainment Management at
Indianapolis*

This program consists of 180 quarter credit hours, with 70% of the courses in the specialty. The program faculty consists of 23 individuals, of whom three are full-time and 20 are part-time. Of the 23 individuals, nine have a Master's degree, and the remaining 14 have a Baccalaureate degree.

*Bachelor of Science (B.S.) in
Professional Writing for Creative Arts at
Indianapolis*

This program consists of 180 quarter credit hours, with 70% of the courses in the specialty. The program faculty consists of 23 individuals, of whom three are full-time and 20 are part-time. Of the 23 individuals, nine have a Master's degree, and the remaining 14 have a Baccalaureate degree.

*Bachelor of Science (B.S.) in
Software Development for Creative Technologies at
Indianapolis*

This program consists of 180 quarter credit hours, with 70% of the courses in the specialty. The program faculty consists of 23 individuals, of whom three are full-time and 20 are part-time. Of the 23 individuals, nine have a Master's degree, the remaining 14 have a Baccalaureate degree.

Supporting Documents

Degree Applications

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution	<u>The Art Institute of Indianapolis</u>
Name of Program	<u>Instructional Technology & Design</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>Michele Zollner</u>
Telephone Number	<u>412-995-1879</u> <u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>February 27, 2015</u> Initial Revised on 5/20/2015

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 Bachelor Degree Program in Instructional Technology & Design is an eleven-quarter, 180-credit, program designed to educate students in the creation of digital learning environments, merging digital design and curriculum development. Students will design effective and innovative learning solutions and environments intended to facilitate optimum learning opportunities for a range of audiences and purposes.

The Instructional Technology & Design degree program emphasizes hands-on learning and utilizes industry-related technology and software. Course topics in the Instructional Technology & Design degree program include learning theories, instructional strategies, curriculum development, learning management systems, typography, interface design, user experience design and web development.

The Instructional Technology & Design program at The Art Institutes is the first step toward a career in the creative development of learning and training resources. Initially, students develop an understanding of the elements of learning theory and its practical application, instructional design, curriculum development, learning management system design and emerging technology. As they progress through the program, students are trained in creative problem solving and learn to offer solutions that are effective in the instructional design field applicable on various mediums. Throughout the program students gain an understanding of the analysis, design, development, implementation, and evaluation of training and instructional materials.

With an Instructional Technology & Design degree, graduates can pursue entry-level jobs such as eLearning Instructional Designer, Curriculum Developer (Virtual), Hybrid Learning Assessment Specialist, Instructional Designer, Instructional Designer & Development Specialist, Learning & Development Virtual Classroom Manager, and Instructional Designer/Technologist.

Program Mission

The mission of the Instructional Technology & Design degree program is to provide a focus on the design and creation of effective learning delivery systems while developing skills in curriculum development and web development. Graduates are prepared to grow their careers from entry-level positions in the instructional design and technology field through practice of lifelong learning. Instructional Technology & Design graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Program Objectives

In the Bachelor Degree Program in Instructional Technology & Design students will:

- Learn to utilize existing and emerging learning technologies to create technology-base learning environments
- Gain an understanding of User Experience Design (UXD) and how it applies to online educational formats
- Possess an advanced understanding of elements of learning theory and its practical application
- Know how to develop and implement instructional strategies intended to meet the educational needs of specific audiences
- Learn advanced competencies for the integration of various multimedia components and materials into online instructional frameworks
- Learn essential skills in the development of course and program curricula

INSA115	Learning Theories & Strategies	3
INSA125	Foundations of Instructional Design	3
INSA202	Curriculum Design	3
INSA205	Developing Instructional Materials I	3
INSA207	Evaluation, Assessment & Analysis of Learning	3
INSA212	Advanced Instructional Design	3
INSA215	Developing Instructional Materials II	3
INSA217	Interaction Management	3
INSA302	User Experience Design	3
INSA303	Digital Media Production	3
INSA305	Foundations of Game-Based Learning	3
INSA307	Introduction to Research Methods	3
INSA313	Learning Management Systems	3
INSA317	Instructional Technology & Design Project Management	3
INSA327	Instructional Technology & Design Capstone I	3
INSA402	Instructional Technology & Design Capstone II	3
INSA406 OR Elective	Internship OR Elective III	3
INSA412	Special Topics in Instructional Technology & Design	3
INSA409	Portfolio	3
	Elective I	3
	Elective II	3
	Elective IV	3
	Elective V	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE110	English Composition	4
GE115	Critical Thinking	4

GE120	College Mathematics	4
GE130	Art History	4
GE140	Speech and Communication	4
GE150	Natural Science	4
GE160	Psychology	4
GE200	Sociology	4
GE201	Historical and Political Issues	4
GE220	World Civilization	4
GE250	Anthropology	4
GE260	Research and Technical Writing	4
GE280	Conversational Spanish I	4
GE490	General Education Capstone	2

Number of Credit/Clock Hrs. in Specialty Courses: 126 / 180 Percentage: 70%

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 54 / 180 Percentage: 30%

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: Second floor of Pyramid Two, 219

Hours of student access:

On campus:

Monday – Friday 7:30am – 8:00pm

Ask Today On-Call Librarian Service:

Monday – Thursday: 8am – 2am ET

Friday: 8am – 11pm ET

Saturday: 10am – 11pm ET

Sunday: 12pm – 2am ET

Full-time staff: One MLS

Part-time staff: Four student workers

Ask Today On-Call staff: Five FT and one PT MLS

2. Number of volumes of professional material:

At the campus: 6,947

Online: 198,907

3. Number of professional periodicals subscribed to:

At the campus: 71

Online: over 20,000

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

Indianapolis Public Library, Indianapolis Museum of Art Library, Indiana University/Perdue University Indianapolis

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:	23	Full-time:	3	Part-time:	20
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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
Brittany Burtner	BS	2	.75	0		X
Heather Bussell	BS	13	3.5	0		X
Colin Cassidy	BA	7	2	0		X
Scott Chenoweth	BS	11	6	0		X
Josh Corken	BS	5	1	0		X
Kristine Costello	BA	6	5	1		X
Gregory Craddock	MEd	10	4.5	17		X
Christopher Howden	BS	2	1	0		X
John King	MS	12	5	3		X
Brian Lee	BS	8	2	0		X
Karen Lee	BS	13	3.5	6		X
Brenda Manley	BS	23	.5	0		X
Heather Miles	BS	9	3.5	9		X
Rick Morris	MS	4	.5	2		X
Chris Pickey	BS	11	2.5	0		X
Austin Pittman	MFA	9	3.5	4		X
Gregory Rowe	MFA	12	3	0		X
Josette Starks-Van	MS	8	.25	15	X	
Elizabeth Staver	MFA	8	5.5	1	X	
Roxanne Terhune	MFA	31	.5	0		X
Ed Ventura	MS	10	.5	2		X

Matt Wagner	BS	3	1	0		X
Steve Williams	BA	14	5.5	0	X	

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

Institution: The Art Institute of Indianapolis
Degree Program: Bachelor of Science in Instructional Technology & Design
Locations: Indianapolis

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

- DACUM/SCID Certification (at the Ohio State University)

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

Training for DACUM (DACUM is an abbreviation for Developing A Curriculum) facilitators and SCID ((Systematic Curriculum and Instructional Development) practitioners is available several times a year at the Center on Education and Training for Employment (CETE), The Ohio State University in Columbus, Ohio, or at your site by arrangement. Three types of DACUM services are available from CETE:

- A two-day workshop can be conducted in Columbus or at your location. The outcome of such a workshop is a well-developed DACUM research chart listing the duties and tasks that define the job, plus some related information.
- A five-day DACUM Institute can be conducted in Columbus or at your location if six or more persons are to be trained. This program prepares you to be a certified DACUM facilitator.
- DACUM Research Chart Bank – Approximately 200 different job analyses are available in DACUM Research Chart form. All of these represent the results of a two-day workshop conducted within the last eight years.

SCID is presented in a comprehensive 5-day workshop that enables the practitioner to learn and implement critical tasks essential for developing competency-based learner-centered curriculum and instructional materials.

Experienced SCID curriculum developers are also available to conduct task verification, task analysis, and to develop learning guides and other materials.

DACUM has multiple and subordinate uses such as Management Decision-Making, Human Resources/Organizational Development, Career Planning/Advising, Learner Assessment, certification and licensure. The process can be used for job analysis, occupational analysis, process analysis, functional analysis, and conceptual analysis. DACUM is a job occupational analysis performed by expert workers in the occupation

DACUM is an occupational skill profile which can be used for instructional program planning, curriculum development, training materials development, organizational restructuring, employee recruitment, training needs assessment, meeting ISO 9000 standards, career counseling, job descriptions, competency test development, and other purposes. The DACUM philosophy states that:

- Expert workers can describe and define their jobs more accurately than anyone else.
- An effective way to define a job is to precisely describe the tasks that expert workers perform.
- All tasks, in order to be performed correctly, require certain knowledge, skills, tools, and worker behaviors.

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 the Instructional Technology & Design curriculum will have a foundation in curriculum development, curriculum technology support and instructional design. Obtaining DACUM certification will allow the candidate to become a facilitator among a group of curriculum and subject matter experts, a skill that displays leadership and growth.

Please explain the rationale for choosing each professional certification:

This certification promotes training and leadership in curriculum technology and design. It would be obtainable by graduates of the Instructional Technology & Design graduates.

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

Courses that may help students further explore this certification would include: INSA105 Psychology of Learning, INSA115 Learning Theories & Strategies, INSA103 Instructional Technology Integration, GWDA132 Information Architecture, INSA205 Developing Instructional Materials I, INSA202 Curriculum Design, INSA212 Advanced Instructional Design, GWDA204 Introduction to Writing for Interactive Media, INSA215 Developing Instructional Materials II, INSA207 Evaluation, Assessment & Analysis of Learning, INSA313 Learning Management Systems, INSA307 Introduction to Research Methods, INSA305 Foundations of Game-Based Learning, INSA305 Foundations of Game-Based Learning

In addition, a graduate may be interested in joining these professional organizations:

- AACE - Association for the Advancement of Computing in Education
- Agency for Instructional Technology - An education organization that provide technology-based resources and leadership for the instructional technology community.
- American Educational Research Association — Encourages scholarly inquiry related to education and by promotes the dissemination and practical application of research results.
- EDUCAUSE - The association for managing and using information resources in higher education.

- CELT - Center for Educational Leadership & Technology. A non-profit organization integrating technology and research.
- Educom - Integrating information technology into classrooms, curricula and research.
- Global SchoolNet Foundation - A non-profit organization involved in the development of philosophies, designs, and content of educational networking.
- International Board of Standards for Training, Performance and Instruction-
- iNACOL - International Council for K-12 Online Learning
- PIDT - Professors of Instructional Design and Technology
- AECT (Association for Educational Communications and Technology)- The Association for Educational Communications and Technology (AECT) is a professional association of thousands of educators and others whose activities are directed toward improving instruction through technology. AECT membership includes subscription to *TechTrends*, discounts to annual conferences, access to summer leadership institute, discounts to AECT publications, among others.
- ASTD (American Society for Training & Development): ASTD is one of the world's leading associations of workplace learning and performance professionals, forming a world-class community of practice. ASTD provides exclusive resources such as the
- ISPI (International Society for Performance Improvement) - ISPI's vision is that members have the proficiency and insight to customize Human Performance Technology to meet the needs and goals of their organizations and clients, so that the members are recognized as valued assets. ISPI's mission is to develop and recognize the proficiency of its members and advocate the use of Human Performance Technology. ISPI provides exclusive resources such as *PI*, *PIQ*, *PerformanceXpress* journals, job and resume posting services in a *Career Center*, and conference discounts to its members. ISPI also provides the instructional design community with development opportunities such as the *CPT (Certified Performance Technologist)* as well as professional conferences, institutes, and webinars. ISPI also has multiple state chapter organizations throughout the United States. ISPI is a wonderful instructional design organization that also offers podcasts on human performance improvement topics.
- IEEE LTF (IEEE Computer Society Learning Technology Task Force)
Emerging technology has the potential to dramatically improve learning. The purpose of this technical committee is to contribute to the field of *Learning Technology* and to serve the needs of professionals working in this field. The Technical Committee on Learning Technology (TCLT) has initiated a number of activities to promote research and development of Advanced Learning Technologies. These activities foster collaboration among academic and professional communities.
- ISTE (The International Society for Technology in Education)
The premier membership association for educators and education leaders engaged in improving teaching and learning by advancing the effective use of technology in PK-12 and teacher education. Home of NETS and ISTE's annual conference and exposition (formerly NECC), ISTE represents more than 100,000 professionals worldwide.
- The eLearning Guild is a community of practice for designers, developers, and managers of e-Learning. The eLearning Guild offers three types of membership: Associate (free), Member Plus, and Premium Member. The Associate member receives access to the *Learning Solutions eMagazine*, *Guild Research*, discussion boards, job boards, among others. The eLearning Guild offers the eLearning Community multiple online forums and conferences throughout the year. The conferences and forums are focused on the management, design, and development of eLearning. The eLearning Guild provides the eLearning community with excellent 360 degree research studies on various subjects such as learning management systems, instructional design and eLearning salary report, mobile learning, measuring learning, simulations and more.

- Sloan-C Consortium

The Sloan Consortium (Sloan-C) is an institutional and professional leadership organization dedicated to integrating online education into the mainstream of higher education, helping institutions and individual educators improve the quality, scale, and breadth of online education. Sloan-C supports the collaborative sharing of knowledge and effective practices to improve online education in learning effectiveness, access, affordability for learners and providers, and student and faculty satisfaction. Sloan C is a solid instructional design site and organization that offers its members access to journals, reports, catalogs, listservs, networking, and discounts on conferences. Sloan C offers the instructional design community with symposiums, conferences, workshops, publications, and news feeds.

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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 curriculum is developed utilizing:

- market research
- industry roundtables (moderated panels of subject matter experts and professionals)
- faculty assessment and feedback

Once developed and implemented, the curriculum continues to undergo review by industry professionals by the rolling three-year to five-year review cycle. Components of this review include, but are not limited to:

- analysis from graduate surveys
- analysis from employer surveys
- input from advisory board meetings
- feedback from industry professionals through career services interactions
- roundtable discussions that are part of the review process.

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

These have been incorporated into the entire curriculum, including but not limited to course objectives and software selection.

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

The standards don't emanate from a specific organization or agency. They emanate from professionals currently working in the industry.

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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:

This program does not need specialized accreditation.

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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?

This is not an associate degree.

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:

Instructional Media Developer, eLearning Instructional Designer, Curriculum Developer (Virtual), Hybrid Learning Assessment Specialist, Instructional Designer, Instructional Designer & Development Specialist, Learning Designer, eLearning Specialist, Learning & Development Virtual Classroom Manager, Instructional Designer/Technologist

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution **The Art Institute of Indianapolis**

Name of Program **Marketing & Entertainment Management**

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

Name of Person Preparing this Form **Michele Zollner**

Telephone Number **412-995-1879** **Application Type**

Date the Form was Prepared **February 27, 2015** Initial
(Revise date after any revision) Revised on 5/20/2015

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 Bachelor Degree Program in Marketing & Entertainment Management is an eleven-quarter, 180-credit, program designed to provide students interested in careers in the entertainment industry with knowledge of the management of entertainment professionals, projects, and personnel as well as key skills in messaging, branding, and marketing of events and individuals. The program also incorporates key business management competencies

The Marketing & Entertainment Management degree program emphasizes hands-on learning and utilizes industry-related technology and software. Course topics in the Marketing & Entertainment Management degree program include business communications and practices, marketing and public relations, event management, copywriting, networking and client management, online community management and brand strategy .

The Marketing & Entertainment Management program at The Art Institutes is the first step toward a career in the development of creative messaging, branding, and marketing solutions. Initially, students develop an understanding of fundamental business concepts and practices and begin to develop written and verbal communication skills. As they progress through the program, students learn aspects of consumer outreach and engagement and learn how to market to and target messages at specific audiences. Throughout the Marketing & Entertainment Management program students gain in-depth knowledge of industry-specific news, developments, trends, and key players and also gain strong knowledge of finances and logistics related to specific

entertainment industries and events. Students also gain experience in working with and communicating effectively to the press and various media outlets.

With a Marketing & Entertainment Management degree, graduates can pursue entry-level jobs such as Special Events Manager, Event Marketing Specialist, Promotions Coordinator, Talent Recruiter, Partnership Marketing Coordinator, Tour Manager, Communications Specialist, Consumer Marketing Coordinator, Talent Manager, Booking Agent, and Public Relations Coordinator.

Program Mission

The mission of Marketing & Entertainment Management degree program is to provide a focus on the development of creative messaging, branding, and marketing of institutions, individuals and events. Graduates are prepared to grow their careers from entry-level positions in the marketing and entertainment management field through practice of lifelong learning. Marketing & Entertainment Management graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Program Objectives

In the Bachelor Degree Marketing & Entertainment Management program students will:

- Gain a strong understanding of fundamental business concepts and practices and their application in a variety of entertainment-related career options
- Learn to write press releases and prepare information for media distribution
- Become aware of legal issues relevant to the entertainment industry, including aspects of intellectual property and copyright considerations
- Become proficient in aspects of consumer outreach and engagement, learning how to market to and target messages at specific audiences
- Understand the delivery of effective communication in representation of an individual, event, or organization
- Understand management techniques related to both for-profit and not-for-profit organizations

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: _____ **BS in Marketing & Entertainment Management**

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

Tuition : \$73,620 Length of Program: 121 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ADVA101	Fundamentals of Advertising	3
ADVA201	Fundamentals of Marketing	3
ADVA204	Consumer Behavior & Persuasive Sales Techniques	3
ADVA208	Principles of Marketing Research	3
ADVA214	Advertising Copywriting	3
ADVA303	Interactive Advertising	3
ADVA307	Brand Strategy	3
ADVA322	Digital Media Campaigns	3
ADVA328	Public Relations	3
ADVA402	Online Community Management	3
DFVA208	Media Business Practices	3
FADA308	Fundamentals of Business	3
GWDA101	Applications & Industry	3
MRKA101	Survey of Marketing & Entertainment Management	3
MRKA104	Business Communications	3
MRKA111	Office Systems	3
MRKA121	Networking & Client Management	3
MRKA141	Entertainment Business Accounting	3

MRKA203	Project Management	3
MRKA204	Scriptwriting for Event Management	3
MRKA205	Marketing & Promotions in the Entertainment Industry	3
MRKA213	Preproduction	3
MRKA214	Public Relations Writing	3
MRKA223	Producing & Production	3
MRKA233	Artist Management	3
MRKA305	Business for the Entrepreneur I	3
MRKA306	Event Management I: Music & Theater	3
MRKA315	Business for the Entrepreneur II	3
MRKA316	Event Management II: Television & Film	3
MRKA326	Event Management III: Conferences	3
MRKA336	Internship	3
OR	OR	
MRKA346	Marketing & Entertainment Workshop	
MRKA406	Senior Project	3
MRKA408	Advanced Promotions	3
MRKA409	Portfolio I	3
MRKA418	Media Business Practices II	3
MRKA419	Portfolio II	3
PHOA101	Principles of Photography	3
PHOA222	Web Design for Non-Majors	3
	Elective I	3
	Elective II	3
	Elective III	3
	Elective IV	3
<u>GENERAL EDUCATION / LIBERAL ARTS COURSES:</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE110	English Composition	4

GE115	Critical Thinking	4
GE120	College Mathematics	4
GE130	Art History	4
GE140	Speech and Communication	4
GE150	Natural Science	4
GE160	Psychology	4
GE200	Sociology	4
GE201	Historical and Political Issues	4
GE220	World Civilization	4
GE250	Anthropology	4
GE260	Research and Technical Writing	4
GE280	Conversational Spanish I	4
GE490	General Education Capstone	2

Number of Credit/Clock Hrs. in Specialty Courses: 126 / 180 Percentage: 70%

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 54 / 180 Percentage: 30%

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: Second floor of Pyramid Two, 219

Hours of student access:

On campus:

Monday – Friday 7:30am – 8:00 pm

Ask Today On-Call Librarian Service:

Monday – Thursday: 8am – 2am ET

Friday: 8am – 11pm ET

Saturday: 10am – 11pm ET

Sunday: 12pm – 2am ET

Full-time staff: One MLS

Part-time staff: Four student workers

Ask Today On-Call staff: Five FT and one PT MLS

2. Number of volumes of professional material:

At the campus: 6,947

Online: 198,907

3. Number of professional periodicals subscribed to:

At the campus: 71

Online: over 20,000

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

Indianapolis Public Library, Indianapolis Museum of Art Library, Indiana University/Perdue University Indianapolis

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:	23	Full-time:	3	Part-time:	20
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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
Brittany Burtner	BS	2	.75	0		X
Heather Bussell	BS	13	3.5	0		X
Colin Cassidy	BA	7	2	0		X
Scott Chenoweth	BS	11	6	0		X
Josh Corken	BS	5	1	0		X
Kristine Costello	BA	6	5	1		X
Gregory Craddock	MEd	10	4.5	17		X
Christopher Howden	BS	2	1	0		X
John King	MS	12	5	3		X
Brian Lee	BS	8	2	0		X
Karen Lee	BS	13	3.5	6		X
Brenda Manley	BS	23	.5	0		X
Heather Miles	BS	9	3.5	9		X
Rick Morris	MS	4	.5	2		X
Chris Pickey	BS	11	2.5	0		X
Austin Pittman	MFA	9	3.5	4		X
Gregory Rowe	MFA	12	3	0		X
Josette Starks-Van	MS	8	.25	15	X	
Elizabeth Staver	MFA	8	5.5	1	X	
Roxanne Terhune	MFA	31	.5	0		X
Ed Ventura	MS	10	.5	2		X

Matt Wagner	BS	3	1	0		X
Steve Williams	BA	14	5.5	0	X	

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

Institution: The Art Institute of Indianapolis
Degree Program: Bachelor of Science in Marketing & Entertainment Management
Locations: Indianapolis

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

- American Marketing Association Professional Certified Marketer (PMP)
- Certified Trade Show Marketer

American Marketing Association Professional Certified Marketer (PCM®)

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

The American Marketing Association Professional Certified Marketer (PCM®) certification requires a bachelor's degree and four years' experience or a master's degree and two years of experience. The application fee is \$75. The AMA PCM® program is open to AMA members and nonmembers. The exam fee is \$650 fee for nonmembers and AMA members receive a discount.

American Marketing Association PCM® certification is a career-long commitment that demonstrates to current and potential employers, peers and clients that potential employees have mastered core marketing knowledge and principles. It also shows your dedication to staying current in the marketing field and upholding the highest professional standards.

Potential employees can earn the AMA PCM® designation by satisfying the 4 E's: proof of formal **education** and professional **experience**, successful completion of a certification **exam**, and adherence to a code of **ethics**.

Unlike *certificate* programs offered by colleges, universities and training centers, a *certification* is not intended to teach new information but, rather, to measure an individual's knowledge and application of the skills needed for professional practice.

If a graduate meets the education and experience requirements above and your application is approved, they must pass the AMA PCM® Certification Exam).

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?

Earning the PCM certification sets potential employees apart from the competition and prepares them for new opportunities. Having met strict criteria established by the AMA, they can use the PCM credential to:

- Prove you have mastered core marketing knowledge and principles
- Show your dedication to staying current in the marketing field
- Demonstrate your high professional standards

Please explain the rationale for choosing each professional certification:

This certification provides an opportunity for graduates of the Marketing & Entertainment Management curriculum to demonstrate a higher level of marketing skill and knowledge

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

Courses that may help students further explore this certification would include: FADA308 Fundamentals of Business, Survey of Marketing & Entertainment Management, ADVA201 Fundamentals of Marketing, MRKA121 Networking & Client Management, ADVA101 Fundamentals of Advertising, MRKA104 Business Communications, ADVA204 Consumer Behavior & Persuasive Sales, ADVA307 Brand Strategy, ADVA328 Public Relations, ADVA208 Principles of Marketing Research, MRKA205 Marketing & Promotions in the Entertainment Industry, DFVA208 Media Business Practices, ADVA303 Interactive Advertising, ADVA322 Digital Media Campaigns, Online Community Management, Event Management, MRKA408 Advanced Promotions

Certified Trade Show Marketer

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

Offered at EXHIBITOR Conference in Las Vegas, and at the regional EXHIBITOR*FastTrak* conferences, Certified Trade Show Marketer candidates must attend 23 required sessions in the following areas and upon completion of the session component, a written comprehensive exam is required:

- Measurement and Results
- Planning and Execution
- Marketing and Communications
- Corporate Events
- Personal and Career
- Exhibits and Experiences
- Global
- An additional 5 elective sessions, offered at EXHIBITOR conferences, are required

This three-hour exam is comprised of multiple choice and true/false questions. Candidates also demonstrate skills gained by completing a Candidate Portfolio based on a real-world situation to document program improvements. Work experience is a requirement for the program, not something for which candidates get credit. Prior to receiving certification, candidates will need a minimum of two years' experience if candidates possess a bachelor's degree or at least 3 years if candidates do not hold a degree. Job experience may be completed concurrently with the program. All candidates will still need to complete 28 sessions, the exam and the portfolio.

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?

Candidates will still need to sit for the 28 sessions required but Marketing & Entertainment Management graduates will only need two years of experience rather than 3 to attempt certification. The Marketing & Entertainment Management curriculum will prepare candidates with prior knowledge to sit for the certification.

Please explain the rationale for choosing each professional certification:

This certification provides an opportunity for graduates of the Marketing & Entertainment Management curriculum to demonstrate a higher level of marketing in the specific areas of trade shows and events.

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

Courses that may help students further explore this certification would include: FADA308 Fundamentals of Business, Survey of Marketing & Entertainment Management, ADVA201 Fundamentals of Marketing, MRKA121 Networking & Client Management, MRKA104 Business Communications, ADVA204 Consumer Behavior & Persuasive Sales, ADVA328 Public Relations, MRKA205 Marketing & Promotions in the Entertainment Industry, ADVA303 Interactive Advertising, ADVA322 Digital Media Campaigns, Online Community Management, MRKA306 Event Management I, MRKA316 Event Management II, MRKA326 Event Management III, MRKA408 Advanced Promotions

In addition, a graduate may be interested in joining these professional organizations:

- American Marketing Association – The American Marketing Association is one of the largest marketing associations in the world, with over 30,000 members who work, teach and study in the field. By becoming a member, you gain access to a vast body of marketing knowledge, high-quality training programs, the latest tools and tactics, exposure to leading-edge thinking, and opportunities to interact with marketing peers around the world. Membership also provides study aids and a discount for the Professional Certified Marketer certification exam.
- Professional Club Marketing Association- Established in 1995, PCMA is the association for membership and marketing professionals at private clubs and is dedicated to providing contemporary resolution to complex club membership and marketing issues through information, education and networking. The PCMA offers assistance and advise for becoming a Master Certified Marketing Professional.
- Chartered Institute of Marketing- The world’s leading professional marketing body, CIM has built a huge network of marketing professionals and offers countless resources for building your professional network and professional development.
- American Association of Advertising Agencies- Trade organization representing the advertising agency business.

- Direct Marketing Association- professional organization offering members the opportunity to attend conferences and exhibitions on Acquisition & Lead Generation, Brand, Constant & Social Marketing as well as numerous other Marketing related topics.
- Public Relations Society of America- Chartered in 1947, the Public Relations Society of America (PRSA) is the world’s largest and foremost organization of public relations professionals. PRSA provides professional development, sets standards of excellence and upholds principles of ethics for its members and, more broadly, the multi-billion dollar global public relations profession. We also advocate for greater understanding and adoption of public relations services, and act as one of the industry’s leading voices on the important business and professional issues of our time.
- Digital Analytics Association- The Digital Analytics Association makes analytics professionals more effective and valuable through professional development and community.
- Mobile Marketing Association- MMA’s mission is to accelerate the transformation and innovation of marketing through mobile, driving business growth with closer and stronger consumer engagement.
- International Public Relations Associations- IPRA provides both intellectual leadership in the practice of international public relations and make available to its members the services that will help them meet their professional responsibilities and to succeed in their careers, thus enabling the Association to increase membership, grow financially and create a virtuous circle of success.
- Society for Marketing Professionals- The Society for Marketing Professional Services is the only marketing organization dedicated to creating business opportunities in the A/E/C industry. SMPS represents a dynamic network of 6,000+ marketing and business development professionals working to secure profitable business relationships for their design and building companies

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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 curriculum is developed utilizing:

- market research
- industry roundtables (moderated panels of subject matter experts and professionals)
- faculty assessment and feedback

Once developed and implemented, the curriculum continues to undergo review by industry professionals by the rolling three-year to five-year review cycle. Components of this review include, but are not limited to:

- analysis from graduate surveys
- analysis from employer surveys
- input from advisory board meetings
- feedback from industry professionals through career services interactions
- roundtable discussions that are part of the review process.

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

These have been incorporated into the entire curriculum, including but not limited to course objectives and software selection.

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

The standards don't emanate from a specific organization or agency. They emanate from professionals currently working in the industry.

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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:

This program does not need specialized accreditation.

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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?

This is not an associate degree.

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:

Special Events Manager, Event Marketing Specialist, Promotions Coordinator, Talent Recruiter, Partnership Marketing Coordinator, Tour Manager, Communications Specialist, Consumer Marketing Coordinator, Talent Manager, Booking Agent, Public Relations Coordinator

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>The Art Institute of Indianapolis</u>	
Name of Program	<u>Professional Writing for Creative Arts</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>Michele Zollner</u>	
Telephone Number	<u>412-995-1879</u>	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	<u>February 27, 2015</u>	Initial
	Revised on 5/20/2015	

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 Bachelor Degree Program in Professional Writing for Creative Arts is an eleven-quarter, 180-credit, program designed to cultivate in students the necessary skills and competencies for writing engaging and captivating content and narratives, ably identify target audiences and the specific message requirements needed to reach these audiences, and write and create messages in a way that captures the audience.

The Professional Writing for Creative Arts degree program emphasizes the development of content for advertisements, books, magazines, websites, performing arts scripts, and other publications. Course topics in the Professional Writing for Creative Arts degree program include business writing, technical writing, marketing and corporate communications, quantitative and qualitative research methods, copyediting, scriptwriting and social media management.

The Professional Writing for Creative Arts program at The Art Institutes is the first step toward a career in writing creativity. Initially, students will develop advanced competencies in English composition and learn the fundamentals of narrative and storytelling structure and technique. As they progress through the program, students are trained in the application of writing in various industries to meet specific needs and purposes of those industries. Students will focus on writing, editing, and critiquing content for specific purposes and will learn to write creatively in different styles and techniques to achieve different results, emotions, audience relations, etc.

With a Professional Writing for Creative Arts degree, graduates can pursue entry-level jobs such as Writer, Content Specialist, Content Editor, Copywriter/Copyeditor, Freelance Writer, Proofreader, Communications Specialist, Web Editorial and Content Specialist, Content Strategist, Blogger, Online

Communications Specialist, Content Creator, Script Supervisor, Content Editor, Social Media Content Strategist, Quest Designer, Interactive Story Designer, Narrative Designer.

Program Mission

The mission of the Professional Writing for Creative Arts degree program is to provide a focus on the development, strategy, marketing and curation of content and to enable students to successfully write narrative or informative content for multiple media platforms and purposes. Graduates are prepared to grow their careers from entry-level positions in the professional writing field through practice of lifelong learning. Professional Writing for Creative Arts graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Program Objectives

In the Bachelor Degree Program in Professional Writing for Creative Arts students will:

- Gain advanced competencies in English composition
- Learn the fundamentals of narrative and storytelling structure and technique
- Understand the application of writing in various industries to meet specific needs and purposes
- Learn research techniques required to obtain information relevant to their topic
- Write, edit, and critique content for specific purposes
- Learn to write creatively in different styles and techniques to achieve different results, emotions, audience relations, etc.
- Successfully write narrative or informative content for multiple media platforms and purposes

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: _____ **BS in Professional Writing for Creative Arts** _____

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

Tuition : \$73,620 Length of Program: 121 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ADVA201	Fundamentals of Marketing	3
ADVA214	Advertising Copywriting	3
ADVA215	Advertising Storyboarding & Scriptwriting	3
ADVA328	Public Relations	3
DFVA201	Fundamentals of Scriptwriting	3
DFVA214	Scriptwriting	3
GWDA101	Applications & Industry	3
GWDA132	Information Architecture	3
GWDA133	Fundamentals of Web Design	3
GWDA204	Introduction to Writing for Interactive Media	3
INSA307	Introduction to Research Methods	3
PRWA101	Principles of Rhetoric	3
PRWA102	Journalism	4
PRWA103	Foundations of Professional Writing	3
PRWA104	Marketing Communications	3
PRWA107	Myth & Symbol	4
PRWA111	Introduction to Literary Studies	4
PRWA121	Creative Writing	4

PRWA202	The Language of Business	3
PRWA203	Introduction to Copyediting	3
PRWA212	Story Writing	4
PRWA213	Content Management for Web Media	3
PRWA222	Lifestyle Writing	3
PRWA302	The Editorial Process	3
PRWA303	The Publication Process	3
PRWA304	Communication in the Global Marketplace	3
PRWA305	Senior Thesis: Concept & Development	3
PRWA307	Ethics in Professional Writing	3
PRWA312	Creative Nonfiction Writing	4
PRWA322	Grant & Proposal Writing	3
PRWA402	Writing for Health, Science & Technology	3
PRWA403	Senior Thesis: Content Creation	3
PRWA406	Internship OR	3
OR	Elective III	
Elective		
PRWA408	The Writers Marketplace	3
PRWA409	Portfolio	3
PRWA413	Senior Thesis: Revision & Defense	3
	Elective I	3
	Elective II	3
	Elective IV	3
	Elective V	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE110	English Composition	4
GE115	Critical Thinking	4
GE120	College Mathematics	4

GE130	Art History	4
GE140	Speech and Communication	4
GE150	Natural Science	4
GE160	Psychology	4
GE200	Sociology	4
GE201	Historical and Political Issues	4
GE220	World Civilization	4
GE250	Anthropology	4
GE260	Research and Technical Writing	4
GE280	Conversational Spanish I	4
GE490	General Education Capstone	2

Number of Credit/Clock Hrs. in Specialty Courses: 126 / 180 Percentage: 70%

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 54 / 180 Percentage: 30%

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: Second floor of Pyramid Two, 219

Hours of student access:

On campus:

Monday – Friday 7:30am – 8:00 pm

Ask Today On-Call Librarian Service:

Monday – Thursday: 8am – 2am ET

Friday: 8am – 11pm ET

Saturday: 10am – 11pm ET

Sunday: 12pm – 2am ET

Full-time staff: One MLS

Part-time staff: Four student workers

Ask Today On-Call staff: Five FT and one PT MLS

2. Number of volumes of professional material:

At the campus: 6,947

Online: 198,907

3. Number of professional periodicals subscribed to:

At the campus: 71

Online: over 20,000

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

Indianapolis Public Library, Indianapolis Museum of Art Library, Indiana University/Perdue University Indianapolis

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:	23	Full-time:	3	Part-time:	20
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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
Brittany Burtner	BS	2	.75	0		X
Heather Bussell	BS	13	3.5	0		X
Colin Cassidy	BA	7	2	0		X
Scott Chenoweth	BS	11	6	0		X
Josh Corken	BS	5	1	0		X
Kristine Costello	BA	6	5	1		X
Gregory Craddock	MEd	10	4.5	17		X
Christopher Howden	BS	2	1	0		X
John King	MS	12	5	3		X
Brian Lee	BS	8	2	0		X
Karen Lee	BS	13	3.5	6		X
Brenda Manley	BS	23	.5	0		X
Heather Miles	BS	9	3.5	9		X
Rick Morris	MS	4	.5	2		X
Chris Pickey	BS	11	2.5	0		X
Austin Pittman	MFA	9	3.5	4		X
Gregory Rowe	MFA	12	3	0		X
Josette Starks-Van	MS	8	.25	15	X	
Elizabeth Staver	MFA	8	5.5	1	X	
Roxanne Terhune	MFA	31	.5	0		X
Ed Ventura	MS	10	.5	2		X

Matt Wagner	BS	3	1	0		X
Steve Williams	BA	14	5.5	0	X	

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

Institution: The Art Institute of Indianapolis
Degree Program: Bachelor of Science in Professional Writing for Creative Arts
Locations: Indianapolis

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

- Certifications from The Society for Technical Communication
- Certified Grant Writer® Exam
- Medical Writing Certification Commission

The Society for Technical Communication

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

The Society for Technical Communication offers a three tier certification for technical writers. The certification program is currently under revision and it is anticipated that the program will be re-opened to applicants in 2015. The re-engineered program will be a three-tiered professional certification: Foundation, Practitioner, and Expert

- The **Foundation**-level Professional Certification will focus on knowledge of the field. To achieve Certified Professional Technical Communicator – Foundational designation, applicants will demonstrate knowledge and understanding of best practices in technical communication by passing a test.
- The **Practitioner**-level Professional Certification will demonstrate mastery of applying best practices and leading others in their use. The achievement of Certified Professional Technical Communicator – Practitioner designation will be a test and an evaluation of work product
- The **Expert**-level Professional Certification requirements will be similar to the previous CPTC program, requiring a set of work products and interviews. Those who have already achieved

Certified Professional Technical Communicator under the old program will be automatically grandfathered into the Certified Professional Technical Communicator – Expert Certification level.

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?

Earning one of these certifications sets potential employees apart from the competition and prepares them for new opportunities, using the certification to prove mastery and demonstrate high professional standards.

Please explain the rationale for choosing each professional certification:

Technical Writing is specifically addressed in the Professional Writing for Creative Arts curriculum, therefore students interested in beginning technical writing certification would have a foundation in place. Because little information is available at the current time, it is difficult to ascertain the level of certification within graduates' scope at this time.

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

Courses that may help students obtain certification from the Society for Technical Communication at the time it becomes available would include: PRWA103 Foundations of Professional Writing, PRWA202 The Language of Business, PRWA402 Writing for Health, Science & Technology, , INSA307 Introduction to Research, PRWA304 Communication in the Global Marketplace, PRWA302 The Editorial Process, PRWA307 Ethics in Professional, PRWA303 The Publication Process

Certified Grant Writer® Exam

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

The Certified Grant Writer® professional credential is the grant industry standard for professionals in government and philanthropy. The credential documents that the professional has demonstrated proficiency in grant researching, proposal writing, budgeting, and professional ethics. The professional credential is valid for a period of 5 years and may be renewed by earning 30 CGW Renewal Credits every 5 years.

- **Certified Grant Writer® Online Series.** This option is ideal for beginning grant writers who want to earn the Certified Grant Writer® professional credential as well as learn to write competitive letters, proposals and applications for grants.
- **Certified Grant Writer Workshop Series** This option is ideal for beginning grant writers who want to earn the Certified Grant Writer credential as well as learn to write competitive proposals, letters, and applications for grants.
- **Certified Grant Writer® Workshop Package** This option is ideal for intermediate grant writers who already know how to research grant opportunities, use online resources for grantseekers, and are familiar with terminology used by grantseekers, but want to learn how to write more competitive proposals and budgets, as well as earn the Certified Grant Writer® professional credential.
- **Certified Grant Writer® Review Course and Examination**
This option is ideal for experienced grant writers who do not need any coursework, except the CGW Review Course that is offered the day prior to the exam. You must be a member on the date of the CGW Exam.

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?

Students enrolled in the Professional Writing for Creative Arts program will have a solid base in varied areas of professional writing and content creation. Those graduates interested in employment in the grant writing field should be poised to explore the Certified Grant Writer Online Series with the completion of the curriculum which includes the PRWA322 Grant & Proposal Writing course.

Please explain the rationale for choosing each professional certification:

Grant Writing is specifically addressed in the Professional Writing for Creative Arts curriculum; therefore students interested in beginning grant writing certification would have a foundation in place.

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

Courses that may help students obtain certification in grant writing would include: PRWA103 Foundations of Professional Writing, PRWA202 The Language of Business, PRWA322 Grant & Proposal Writing, INSA307 Introduction to Research, PRWA304 Communication in the Global Marketplace, PRWA302 The Editorial Process, PRWA307 Ethics in Professional, PRWA303 The Publication Process

Medical Writing Certification Commission

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

Offered by the American Medical Writers Association, the Medical Writing Certification Commission (MWCC), in collaboration with the American Medical Writers Association (AMWA), has developed the Medical Writer Certified (MWC™) credential that defines the scope of medical writing practice and distinguishes individuals in the field.

By becoming an MWC™, you can

- Give an employer or client increased confidence in your credibility and knowledge of medical writing.
- Show your commitment to continued professional development in the field of medical writing.
- Increase your marketability with opportunities for career advancement

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

While the Professional Writing does not address medical writing specifically, the completion of the Professional Writing for Creative Arts curriculum provides a solid foundation in professional writing and content creation. Foundational and technical writing courses in the curriculum will pave the way for further exploration of the medical writing field.

Please explain the rationale for choosing each professional certification:

Specific medical writing is not specifically addressed in the Professional Writing for Creative Arts curriculum although writing for the health professions is. Students interested in medical writing certification would have foundation business, ethics and technical writing skills in place.

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

Courses that may help students further explore medical writing would include: PRWA103 Foundations of Professional Writing, PRWA202 The Language of Business, PRWA222 Lifestyle Writing, INSA307 Introduction to Research, PRWA304 Communication in the Global Marketplace, PRWA302 The Editorial Process, PRWA307 Ethics in Professional, PRWA303 The Publication Process, PRWA322 Grant & Proposal Writing, PRWA402 Writing for Health, Science & Technology

In addition, a graduate may be interested in joining these professional organizations:

- American Society of Journalists and Authors- Founded in 1948, the American Society of Journalists and Authors is the nation's professional organization of independent nonfiction writers. Our membership consists of nearly 1,100 outstanding freelance writers of magazine articles, trade books, and many other forms of nonfiction writing, each of whom has met ASJA's exacting standards of professional achievement. ASJA offers extensive benefits and services focusing on professional development, including regular confidential market information, meetings with editors and others in the field, an exclusive referral service, seminars and workshops, discount services and, above all, the opportunity for members to explore professional issues and concerns with their peers.
- Nonfiction Authors Association- The NFAA is a professional organization dedicated to helping authors connect, exchange ideas and learn about book promotion opportunities. Their primary focus is on helping members with educational resources and community support for marketing non-fiction work.
- Association of Writers & Writing Programs- **AWP** provides support, advocacy, resources, and community to nearly 50,000 writers, 500 college and university creative writing programs, and 130 writers' conferences and centers. Our mission is to foster literary achievement, advance the art of writing as essential to a good education, and serve the makers, teachers, students, and readers of contemporary writing.
- Authors Guild — A professional organization for writers, great for keeping up with the changing face of the publishing industry and issues related to copyright protection.
- National Association of Independent Writers & Editors- NAIWE is a professional association for writers and editors dedicated to helping writers and editors understand how to create multiple streams of writing/editing income, understand emerging trends and technologies and build your professional network.
- National Writers Association- The National Writers Association Foundation exists to enhance the future of writers by fostering continuing education through awarding scholarships and providing no or low cost workshops and seminars. A non-profit organization, we provide education and an ethical resource for writers at all levels of experience.
- Small Publishers, Artists & Writers Network- The Small Publishers, Artists & Writers Network (SPAWN) provides information, resources and opportunities for anyone involved in or interested in publishing, whether they are an author, freelance writer, artist or own a publishing company.
- Society for Technical Communication- Its 14,000 members include technical writers and editors, content developers, documentation specialists, technical illustrators, instructional designers, academics, information architects, usability and human factors professionals, visual designers, Web designers and developers, and translators - anyone whose work makes technical information available to those who need it.

Society membership provides opportunities for ongoing learning and professional networking. Through the efforts of a small, full-time staff and a large network of volunteers, STC promotes the public welfare by educating its members and industry about issues concerning technical communication.

- Society of Professional Journalists- Professional organization that focuses on helping journalists and writers grow their professional network, stay current with industry news, trends and information as well as working as an advocate for First Amendment rights in the writing community.
- International Women’s Writing Guild- The IWWG, founded in 1976, is a network for the personal and professional empowerment of women through writing and open to all regardless of portfolio. As such, it has established a remarkable record of achievement in the publishing world, as well as in circles where lifelong learning and personal transformation are valued for their own sake. The Guild nurtures and supports holistic thinking by recognizing the logic of the heart--the ability to perceive the subtle interconnections between people, events and emotions- alongside conventional logic.

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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 curriculum is developed utilizing:

- market research
- industry roundtables (moderated panels of subject matter experts and professionals)
- faculty assessment and feedback

Once developed and implemented, the curriculum continues to undergo review by industry professionals by the rolling three-year to five-year review cycle. Components of this review include, but are not limited to:

- analysis from graduate surveys
- analysis from employer surveys
- input from advisory board meetings
- feedback from industry professionals through career services interactions
- roundtable discussions that are part of the review process.

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

These have been incorporated into the entire curriculum, including but not limited to course objectives and software selection.

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

The standards don’t emanate from a specific organization or agency. They emanate from professionals currently working in the industry.

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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:

This program does not need specialized accreditation.

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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?

This is not an associate degree.

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:

Writer, Content Specialist, Content Editor, Copywriter/Copyeditor, Freelance Writer, Proofreader, Communications Specialist, Web Editorial and Content Specialist, Content Strategist, Blogger, Online Communications Specialist, Content Creator, Script Supervisor, Content Editor, Social Media Content Strategist, Quest Designer, Interactive Story Designer, Narrative Designer

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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 The Art Institute of Indianapolis

Name of Program Software Development for Creative Technologies

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

Name of Person Preparing this Form Michele Zollner

Telephone Number 412-995-1879 Application Type

Date the Form was Prepared February 27, 2015 Initial
(Revise date after any revision) Revised on 5/20/2015

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 Bachelor Degree Program in Software Development for Creative Technologies is an eleven-quarter, 180-credit, program designed to educate students in skills necessary to create, modify, and test programming codes and scripts utilized in the functional operation of computer systems and applications as well as the implementation of these codes in the design and development of various software solutions. Specific emphasis will be applied to programming and development skills for creative media, technologies, and software.

The Software Development for Creative Technologies degree program emphasizes hands-on learning and utilizes industry-related technology and software. Course topics in the Software Development for Creative Technologies degree program include software design, user interface design, mobile device programming, computer networking, artificial intelligence, design patterns and data structures, e-commerce and operating and file systems.

The Software Development for Creative Technologies program at The Art Institutes is the first step toward a career in the creative development of unique software and programming solutions. Initially, students develop an understanding of numerous programming languages and their uses. As they progress through the program, students learn to apply programming and development abilities to various multimedia projects and learn about the uses of various software solutions for different creative industry goals. Throughout the Software Development for Creative Technologies program students gain an understanding of the of the scope of the software development process, including planning, design and development, programming and testing,

and maintenance and develop strong knowledge of math and physics skills required to program code and algorithms for multimedia and digital design programming.

With a Software Development for Creative Technologies degree, graduates can pursue entry-level jobs such as Applications Programmer, AV Designer/Programmer, Systems Programmer/Analyst, Developer-Programmer, Computer Programmer, JAVA Developer, Software Developer, Embedded Software Developer, Tools Programmer, Graphics Software Engineer, Animation Programmer, C/C++ Programmer and Graphics & Engine Programmer.

Program Mission

The mission of the Software Development for Creative Technologies degree program is to provide a focus on the development of unique software and programming solutions utilizing creative thinking skills. Graduates are prepared to grow their careers from entry-level positions in the software development field through practice of lifelong learning. Software Development for Creative Technologies graduates are prepared to meet the challenges of the continually changing marketplace and profession.

Program Objectives

In the Bachelor Degree Software Development for Creative Technologies students will:

- Learn the use of one or more common programming languages (C++, C#, Java, etc.)
- Gain an understanding of numerous additional programming languages (Python, PHP, SQL, etc.) and their uses
- Learn to apply programming and development abilities to various multimedia projects
- Understand the software development process, including planning, design and development, programming and testing, and maintenance
- Learn about the uses of various software solutions for different creative industry goals and will understand how to implement them appropriately
- Develop strong knowledge of math and physics skills required to program code and algorithms required for multimedia and digital design programming
- Learn to utilize creative thinking skills in development of unique software and programming solutions

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: _____ **BS in Software Development for Creative Technologies** _____

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

Tuition : \$73,620 Length of Program: 121 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GWDA123	Programming Logic	3
GWDA133	Fundamentals of Web Design	3
GWDA243	Object-Oriented Scripting	3
GWDA273	Intermediate Web Design	3
GWDA283	Advanced Web Design	3
MAAA213	3D Modeling	3
MAAA232	3D Animation	3
SDVA101	Survey of Software Development	3
SDVA102	Design for Programmers	3
SDVA103	C++ Programming I	3
SDVA202	Software Design & User Interface I	3
SDVA203	C++ Programming II	3
SDVA212	Software Design & User Interface II	3
SDVA213	C++ Programming III	3
SDVA223	Databases I	3
SDVA233	Databases II	3
SDVA243	Secondary Languages I	3
SDVA303	Team Management & Software Lifecycle	3
SDVA306	Team Production I	3

SDVA313	Mobile Device Programming I	3
SDVA316	Team Production II	3
SDVA323	Computer Networking I	3
SDVA333	Secondary Languages II	3
SDVA343	Mobile Device Programming II	3
SDVA353	Computer Networking II	3
SDVA363	E-Commerce	3
SDVA373	Software Instrumentation & Analysis	3
SDVA383	Alternative Languages I	3
SDVA393	Operating Systems & File Systems Programming	3
SDVA403	Game Engine Scripting	3
SDVA406	Internship	3
OR	OR	
Elective I	Elective I	
SDVA409	Portfolio I	3
SDVA413	Alternative Languages II	3
SDVA419	Portfolio II	3
SDVA423	Artificial Intelligence	3
VGPA107	Discrete Mathematics	3
VGPA117	Geometry for Computer Graphics	3
VGPA203	Design Patterns & Data Structures	3
VGPA207	Continuous Mathematics for Applications	3
	Elective II	3
	Elective III	3
	Elective IV	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE110	English Composition	4
GE115	Critical Thinking	4

GE120	College Mathematics	4
GE130	Art History	4
GE140	Speech and Communication	4
GE150	Natural Science	4
GE160	Psychology	4
GE200	Sociology	4
GE201	Historical and Political Issues	4
GE220	World Civilization	4
GE250	Anthropology	4
GE260	Research and Technical Writing	4
GE280	Conversational Spanish I	4
GE490	General Education Capstone	2

Number of Credit/Clock Hrs. in Specialty Courses: 126 / 180 Percentage: 70%

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

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 54 / 180 Percentage: 30%

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: Second floor of Pyramid Two, 219

Hours of student access:

On campus:

Monday – Friday 7:30am – 8:00pm

Ask Today On-Call Librarian Service:

Monday – Thursday: 8am – 2am ET

Friday: 8am – 11pm ET

Saturday: 10am – 11pm ET

Sunday: 12pm – 2am ET

Full-time staff: One MLS

Part-time staff: Four student workers

Ask Today On-Call staff: Five FT and one PT MLS

2. Number of volumes of professional material:

At the campus: 6,947

Online: 198,907

3. Number of professional periodicals subscribed to:

At the campus: 71

Online: over 20,000

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

Indianapolis Public Library, Indianapolis Museum of Art Library, Indiana University/Perdue University Indianapolis

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:	23	Full-time:	3	Part-time:	20
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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
Brittany Burtner	BS	2	.75	0		X
Heather Bussell	BS	13	3.5	0		X
Colin Cassidy	BA	7	2	0		X
Scott Chenoweth	BS	11	6	0		X
Josh Corken	BS	5	1	0		X
Kristine Costello	BA	6	5	1		X
Gregory Craddock	MEd	10	4.5	17		X
Christopher Howden	BS	2	1	0		X
John King	MS	12	5	3		X
Brian Lee	BS	8	2	0		X
Karen Lee	BS	13	3.5	6		X
Brenda Manley	BS	23	.5	0		X
Heather Miles	BS	9	3.5	9		X
Rick Morris	MS	4	.5	2		X
Chris Pickey	BS	11	2.5	0		X
Austin Pittman	MFA	9	3.5	4		X
Gregory Rowe	MFA	12	3	0		X
Josette Starks-Van	MS	8	.25	15	X	
Elizabeth Staver	MFA	8	5.5	1	X	
Roxanne Terhune	MFA	31	.5	0		X
Ed Ventura	MS	10	.5	2		X

Matt Wagner	BS	3	1	0		X
Steve Williams	BA	14	5.5	0	X	

Supplementary Information on Licensure, Certification, and Accreditation

Institution: The Art Institute of Indianapolis

Degree Program: Bachelor of Science in Software Development for Creative Technologies

Locations: Indianapolis

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

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

- MCSD: Microsoft Certified Solutions Developer
- Adobe Certified Expert (ACE) for Developers

MCSD: Microsoft Certified Solutions Developer

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

The Microsoft Certified Solutions Developer is Microsoft's prevailing certification for programmers and application developers. The MCSD covers current Visual Studio versions (for the MCSD: Application Lifecycle Management cert) and also emphasizes HTML5, CSS3, JavaScript, C#, ASP.NET, Azure, Web Services, and SharePoint. Within each specific credential you'll find various specialties that focus on specific job roles or target application types. There are a lot of options to choose from in this program, which currently includes four different MCSD credentials.

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 the Software Development for Creative Technologies curriculum will have a foundation in software development which includes describing what JavaScript is and how it is implemented, defining the Document Object Model (DOM) and demonstrating control over it, creating various JavaScript

effects, utilizing the programming constructs of C++, database management, contrasting techniques for creating Web applications such as JSP, ASP and others, defining principles of operating systems and file management to name a few. These are areas covered in the MCSD Certification, illustrating the advantage graduates of the Software Development for Creative Technologies students will have when sitting for this certification.

Please explain the rationale for choosing each professional certification:

The Microsoft Certified Solutions Developer is Microsoft's prevailing certification for programmers and application developers

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

Courses that may help students further explore this certification would include: GWDA133 Fundamentals of Web Design, GWDA123 Programming Logic, GWDA273 Intermediate Web Design, SDVA103 C++ Programming I, SDVA203 C++ Programming II, SDVA213 C++ Programming III, GWDA243 Object-Oriented Scripting, GWDA283 Advanced Web Design, SDVA223 Databases I, SDVA233 Databases II, VGPA203 Design Patterns & Data Structures, SDVA202 Software Design & User Interface, SDVA212 Software Design & User Interface II, SDVA243 Secondary Languages I, SDVA333 Secondary Languages II, SDVA323 Computer Networking I, SDVA353 Computer Networking II, SDVA383 Alternative Languages, SDVA393 Operating Systems & File Systems Programming

Adobe Certified Expert (ACE) for Developers

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

Despite Adobe's occasionally unwanted attention for the Flash-vs-HTML5 controversy that's currently raging, and various platform security issues, Adobe certified professionals -- especially those with developer credentials -- remain in high demand. For developers looking to get into Web-based gaming, media, or other higher-end Web application areas, Adobe expertise remains a good skillset to cultivate.

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 the Software Development for Creative Technologies curriculum will have a foundation in software, gaming and development which includes designing, creating and deploying web pages, solving information architecture and communication problems with effective web site styling, animating 3D objects using industry standard techniques, demonstrating production of software user interfaces for internet systems, utilizing a variety of software user interface techniques, producing software user interfaces for desktop systems, conceptualizing 3D coordinate systems and constructing 3D model, developing a mobile app using hybrid technologies among other skills. These are areas covered in the ACE Certification, illustrating the advantage graduates of the Software Development for Creative Technologies students will have when sitting for this certification.

Please explain the rationale for choosing each professional certification:

The Adobe Certified Expert (ACE) for Developers certification is an excellent opportunity for graduates of the Software Development for Creative Technologies curriculum to expand upon their employability and marketability.

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

Courses that may help students further explore this certification would include: GWDA133 Fundamentals of Web Design, GWDA123 Programming Logic, MAAA213 3D Modeling, MAAA232 3D Animation, GWDA273 Intermediate Web Design, SDVA103 C++ Programming I, SDVA203 C++ Programming II, SDVA213 C++ Programming III, GWDA243 Object-Oriented Scripting, GWDA283 Advanced Web Design, SDVA223 Databases I, SDVA233 Databases II, VGPA203 Design Patterns & Data Structures, SDVA202 Software Design & User Interface, SDVA313 Mobile Device Programming I, SDVA343 Mobile Device Programming II, SDVA212 Software Design & User Interface II, SDVA243 Secondary Languages I, SDVA333 Secondary Languages II, SDVA323 Computer Networking I, SDVA353 Computer Networking II, SDVA383 Alternative Languages, SDVA393 Operating Systems & File Systems Programming

In addition, a graduate may be interested in joining these professional organizations:

- Association of Software Professionals- ASP is a professional trade association of software developers who are creating and marketing leading-edge applications. Members share their experiences of mastering promising technologies, benefiting from new marketing strategies and working business challenges.
- Institute of Electrical & Electronics Engineers- IEEE is the world's largest professional association dedicated to advancing technological innovation and excellence for the benefit of humanity. IEEE and its members inspire a global community through IEEE's highly cited publications, conferences, technology standards, and professional and educational activities.
- Society of Software Engineers- The Society of Software Engineers (SSE) is a student organization at RIT composed of software engineers, computer scientists, and other students. We have over fifty active members that participate in mentoring, software projects, intramural sports, and social events. We work closely with companies in the software industry to bring companies and students together.
- International Society of Software Engineers- The IAENG Society of Software Engineering (ISSE) is organized for the engineers and the scholars in the software engineering discipline. Through regularly scheduled conferences and workshops on the Software Engineering, the IAENG Society of Software Engineering serves as a forum for networking, information sharing, idea exchange and problem solving for the software engineering community.
- International Game Developers Association- As an international organization, IGDA is a global network of collaborative projects and communities comprised of individuals from all fields of game development - from programmers and producers to writers, artists, QA and localization. IGDA brings together developers at key industry conferences, in over 90 Chapters and in Special Interest Groups (SIGs) to improve their lives and their craft.
- Association of Information Technology Professionals- Founded in 1951 as NMAA and later known as DPMA, the name Association of Information Technology Professionals, AITP, was adopted in 1996. In individual chapters and as a national association, AITP seeks to advance the IT Profession through professional development, support of IT education, and national policies on IT that improve society as a whole.
- Black Data Processing Associates- BDPA is an international organization with a diverse membership of professionals and students at all levels in the fields of information technology,

computer science and related S.T.E.M fields. Members are actively engaged in serving the community through outreach and charting the future of the IT industry.

- Women in Technology- Women in Technology (WIT) is a not-for-profit organization with the mission of advancing women in technology - from the classroom to the boardroom - by providing advocacy, leadership development, networking, mentoring and technology education. With nearly 1000 members in the Washington, D.C.-area, WIT strives to meet its vision of being the premier organization empowering women to be architects of change in the technology industry.
- National Association of Programmers- The National Association of Programmers is an association dedicated to programmers, developers, consultants and other professionals and students in the computer industry. Our goal is to provide information and resources to help give our members the competitive edge in today's fast-paced, ever-changing computer industry. The National Association of Programmers also offers professional certification.

A NAP Certification is granted when an individual has demonstrated his/her knowledge and abilities relevant to the information and computer industries. Each candidate is reviewed by a member of the NAP Certification Board to ensure that the member has met certain requirements and merits certification. Not all certified members are programmers. Some are consultants, developers, students and others in the computer/IT industry.

Certified NAP members represent an elite group who are dedicated to pride and professionalism and perform their duties pursuant to the NAP Professional Code of Ethics.

- Programmers Guild- The Programmer's Guild is a professional society advocating for the advancement and preservation of our profession. Programmers are not sufficiently organized and The Programmer's Guild provides a sound approach to answering the forces increasingly putting our profession at risk. The Programmer's Guild accepts as members a wide variety of information technology professionals.

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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 curriculum is developed utilizing:

- market research
- industry roundtables (moderated panels of subject matter experts and professionals)
- faculty assessment and feedback

Once developed and implemented, the curriculum continues to undergo review by industry professionals by the rolling three-year to five-year review cycle. Components of this review include, but are not limited to:

- analysis from graduate surveys
- analysis from employer surveys
- input from advisory board meetings
- feedback from industry professionals through career services interactions
- roundtable discussions that are part of the review process.

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

These have been incorporated into the entire curriculum, including but not limited to course objectives and software selection.

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

The standards don't emanate from a specific organization or agency. They emanate from professionals currently working in the industry.

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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:

This program does not need specialized accreditation.

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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?

This is not an associate degree.

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:

Applications Programmer, AV Designer/Programmer, Systems Programmer/Analyst, Developer-Programmer, Computer Programmer, JAVA Developer, Software Developer, Embedded Software Developer, Tools Programmer, Graphics Software Engineer, Animation Programmer, C/C++ Programmer, Graphics & Engine Programmer

BOARD FOR PROPRIETARY EDUCATION

Tuesday, June 9, 2015

DECISION ITEM A-2:

Harrison College:

One Associate of Applied Science Degree Program at Seven Locations, One Associate of Applied Science Degree Program at Nine Locations, One Associate of Applied Science Degree Program at Two Locations, One Associate of Science Degree Program at One Location, and One Baccalaureate Degree Program at Four Locations

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Applied Science (A.A.S.) in Accounting, A.A.S. in Medical Assisting, A.A.S. in Surgical Technology, Associate of Science (A.S.) in Logistics, and Bachelor of Science (B.S.) in Accounting in accordance with the background discussion in this agenda item and the Applications for Degree Approval.

The A.A.S. degree program in Medical Assisting at Anderson, Elkhart and Terre Haute 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

Harrison College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The institution has 10 campuses in Indiana: Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Indianapolis East, Lafayette, Northwest, and Terre Haute. The National Center for Education Statistics (NCES) lists a total enrollment of 3,726 students in the fall of 2013 at the Indianapolis campus. NCES lists student enrollment data as 0 for the 9 other Harrison College campuses in Indiana.

Degree Program Profiles

*Associate of Applied Science (A.A.S.) in
Accounting at
Anderson, Columbus, Evansville, Fort Wayne, Indianapolis,
Lafayette, and Terre Haute*

This program consists of 90 quarter credit hours, with 78% of the courses in the specialty. The Anderson program faculty

consists of two individuals, of whom one is full-time and the second is part-time. Of the two individuals, each has a Master's degree. The Columbus program faculty consists of two individuals of whom both are full-time. Of the two individuals, each has a Master's degree. The Evansville program faculty consists of six individuals of whom one is full-time and five are part-time. Of the six individuals, each has a Master's degree. The Fort Wayne program faculty consists of two individuals, of whom both are part-time. Of the two individuals both have a Master's degree. Indianapolis program faculty consists of eight individuals, of whom four are part-time and four are full-time. Of the eight individuals, one has a Ph.D., six have a Master's degree, and the remaining individual has a Baccalaureate degree. The Lafayette program faculty consists of one individual who is part-time. That individual has a Master's degree. The Terre Haute faculty consists of six individuals, of whom four are full-time and two are part-time. Of the six individuals one has a Ph.D., and the remaining five have a Master's degree.

*Associate of Applied Science (A.A.S) in
Medical Assisting at
Anderson, Columbus, Elkhart, Evansville, Fort Wayne,
Indianapolis, Indianapolis East, Lafayette, and Terre Haute*

This program consists of 90 quarter credit hours, with 78% of the courses in the specialty. The Anderson program faculty is absent. The Columbus faculty consists of two individuals, of whom one is full-time and one is part-time. Of the two individuals, one has a Baccalaureate degree, and one has an Associate's degree. The Elkhart program faculty is absent. The Evansville program faculty consists of five individuals, of whom three are full-time and two are part-time. Of the five individuals, three have a Baccalaureate degree, and the remaining two have an Associate's degree. The Fort Wayne program faculty consists of nine individuals, of whom three are full-time, and six are part-time. Of the nine individuals, three have a Master's degree, four have a Baccalaureate degree, one has an Associate's degree, and one has a diploma. The Indianapolis faculty consists of 10 individuals, of whom each is part-time. Of the 10 individuals, one has a J.D., seven have a Master's degree, and two have a Baccalaureate degree. The Indianapolis East program faculty consists of 10 individuals, of whom nine are full-time, and the remaining individual is part-time. Of the 10 individuals, four have a Master's degree, four have a Baccalaureate degree, and two have an Associate's degree. The Lafayette program faculty consists of five individuals, of whom three are full-time, and the remaining two are part-time. Of the five individuals, four have a Master's degree, and one has an Associate's degree. The Terre Haute

program faculty is absent.

*Associate of Applied Science (A.A.S.) in
Surgical Technology at
Fort Wayne and Indianapolis East*

This program consists of 90 quarter credit hours, with 76% of the courses in the specialty. The Fort Wayne program faculty consists of nine individuals, of whom three are full-time and six are part-time. Of the nine individuals, three have a Master's degree, four have a Baccalaureate degree, one has an Associate's degree, and one has a diploma. The Indianapolis East program faculty consists of 10 individuals, of whom nine are full-time and one is part-time. Of the 10 individuals, four have a Master's degree, four have a Baccalaureate degree and two have an Associate's degree.

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

This program consists of 90 quarter credit hours, with 78% of courses in the specialty. The faculty consists of seven individuals, of whom four are full-time and three are part-time. Of the seven individuals, one individual has a doctorate, and the remaining six individuals have a Master's degree.

*Bachelor of Science (B.S.) in
Accounting at
Columbus, Evansville, Indianapolis, and Terre Haute*

This program consists of 180 quarter credit hours, with 62% of the courses in the specialty. The Columbus program faculty consists of three individuals, of whom two are full-time and one is part-time. Of the three individuals, each has a Master's degree. The Evansville program faculty consists six individuals, of whom one is full-time, and the remaining five are part-time. Of the six individuals, each has a Master's degree. The Indianapolis program faculty consists of seven individuals, of whom four are full-time and three are part-time. Of the seven individuals, one has a Ph.D., and the remaining six have a Master's degree. The Terre Haute program faculty consists of six individuals, of whom four are full-time and two are part-time. Of the six individuals, one has a Ph.D., and the remaining five have a Master's degree.

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SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
ACC1050	Payroll/10 Key	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting	4
ACC2010	Accounting III	4
ACC2020	Cost Accounting	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
FIN2000	Introduction to Finance	4
FIN2800		4
HR2100	Human Resource Law	4
MGT2000	Management	4
INT2990 or RTIS2990	Internship OR Lower Division Capstone	4
CPU1000	Computers and Office Automation	4
CD1000	Career Development	0
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

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

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

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

If applicable:

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

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

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

Anderson Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 140 East 53rd Street, Anderson, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

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

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Columbus Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

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

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Evansville Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Fort Wayne Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Indianapolis Downtown Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Lafayette Campus

The location of the library is in the Lafayette Harrison College campus building, at 4705 Meijer Court Lafayette IN 47905.

The library is open to the students Monday-Thursday 8:00 am – 8:00 pm and Friday 8:00 am – 4:00 pm.

At the Lafayette Campus library, there is one full time staffed librarian who holds a MLS degree. Two part time work studies work in the library as well, each work 25 hours per week.

Terre Haute Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

Anderson Campus

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Columbus Campus

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Evansville Campus

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Fort Wayne Campus

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In

addition, the library offers direct access to over 45,000 ebooks.

Indianapolis Downtown Campus

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Lafayette Campus

The physical collection represents over 245 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Terre Haute Campus

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

3. Number of professional periodicals subscribed to:

Anderson Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 3 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Columbus Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Evansville Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Fort Wayne Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Indianapolis Downtown Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Lafayette Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 18 print journals chosen to support the various program areas, to

meet the general education requirements of this campus, and to promote life-long learning.

Terre Haute Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

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

Anderson Campus

The Anderson Public library is located approximately 3 miles from campus. This library provides access to any resident of Anderson City, Anderson, Stony Creek, or Union Townships. Materials are able to be utilized on-site by any.

Columbus Campus

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

Evansville Campus

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County.

Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

Fort Wayne Campus

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

Indianapolis Downtown Campus

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

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

Lafayette Campus

Tippecanoe County Public Library - Downtown/Main branch
 Tippecanoe County Public Library - Ivy Tech Campus

Terre Haute Campus

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

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

Total # of Faculty in the Program:	2	Full-time:	1	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
Nichols, Rodney	MBA	21	8	0		X
Williams, Julia	MA	11	5	0	X	

IV. FACULTY - Columbus, IN: 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
Dariage, Vincent	MBA	8	12	0	X	
Goodwin, Beth	MA	4	5	12	X	

Stevenson-Holmes, Amanda	MBA	14	2	0		X
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IV. FACULTY - Evansville: Attach completed Instructor's Qualification Record for each instructor.

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

Total # of Faculty in the Program:	6	Full-time:	1	Part-time:	5
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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
Elkin, Leslie	MBA	21	10	0	X	
Harper-Sperry, Angela	MBA	27	13	0		X
Riley, Pat	MBA	23	17	0		X
Shanks, Stacey	MSM	24	1	0		X
Skodinski, Andy	MBA	10	2	0		X
Walton, Amanda	MSM	22	9	2		X

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

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

Total # of Faculty in the Program:	2	Full-time:	0	Part-time:	2
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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
Dunbar, Jean	MA	19	2	16		X
Lemert, Laura	MS	14	2	10		X

IV. FACULTY Indianapolis Downtown/Online: 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:	4	Part-time:	4
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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
Abraham, Ken	BS	16	2	3		X
Nicol Bradberry	MS	10	7	0	X	
Cheryl Gannaway	MA	13	3	13		X
Diane Heavin	MA	34	29	5	X	
Anthony Jean-Louis	Ed S	11	4	11		X
Susan Salamo	MA	41	6	35		X
Greg Scifflì	MA	21	4	4	X	
Stephen Walker	MS	17	1	10	X	

IV. FACULTY - Lafayette: 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:	1	Full-time:		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
McConnell, Ann	MS	20	4	3		X

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

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

Total # of Faculty in the Program:	6	Full-time:	4	Part-time:	2
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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
Camp, James	MBA	27	16	4	X	
Myers, Margaret	MBA	13	7	2		X
Phelps, Michael	PHD	9	3	5		X
McGuire, Karen	MBA	8	20	1	X	
Schmidt, Jessica	MA	2	8	3	X	
Watson, Theresa	MS	5	12	5	X	

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

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

Institution: Harrison College
Degree Program: Accounting AAS
Locations: Anderson, Columbus, Evansville, Fort Wayne, Indianapolis Downtown, Lafayette, and Terre Haute

State Licensure

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

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

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

Professional Certification

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

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

The Harrison College Accounting AAS degree is designed to prepare students for a variety of career opportunities upon graduation. Graduates of the AAS program are eligible to sit for CB certification,

however, two years of field experience is required before one would be granted the opportunity to use the CB title. Other certifications are not available without further education and/or industry experience.

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)?

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

If so, please identify

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

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

- ***Global business considerations***
- ***Stakeholder satisfaction***
- ***Logistics performance measurement***
- ***Cost analysis***
- ***Multi-functional operations***
- ***Forecasting and demand management***
- ***Material planning and control***
- ***Transportation, safety and control regulations and compliance***
- ***Environmental considerations and factors***
- ***Six Sigma and quality design principles***
- ***Quality assurance***
- ***Inventory Management***
- ***Enterprise Resource Planning (ERP)***
- ***Project Management Standards (Project Management Institute)***
- ***Business ethics***

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

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

+++++

Program Accreditation

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

No, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

N/A

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

+++++

Job Titles

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

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

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College - Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis Downtown, Indianapolis East, Lafayette, and Terre Haute

Name of Program Medical Assisting

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

Name of Person Preparing this Form Katie Morrison

Telephone Number 317.447.6866 Application Type

Date the Form was Prepared 4.1.2015 Initial
(Revise date after any revision) Revised on 5/18/2015

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

This program seeks to provide students with the skills necessary to be proficient in both front and back office procedures. Students receive hands-on experience so that they are able to assist physicians in minor surgery, perform laboratory tests, assess vital signs, administer medication, operate an ECG machine and perform other therapeutic modalities prescribed by physicians. Medical Assistants are employed in physicians' offices, medical clinics, laboratories and other health agencies

Upon graduation, students will be able to:

- 1. Master administrative and clinical procedures performed in an ambulatory (out-patient) care setting.*
- 2. Ascertain patient needs and respond by providing appropriate care per physicians' orders.*
- 3. Exhibit compliance to scope of legal and regulatory boundaries.*
- 4. Conduct self in ethical and professional manner while functioning as an integral member of the health care team.*
- 5. Prepare to take professional credentialing exam and demonstrate a commitment to lifelong learning through professional development to ensure up-to-date knowledge.*

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 Assisting AAS

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

Tuition : \$36,000 Length of Program: 90 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
EXT2900	Medical Assisting Externship	4
HIM1220	Introduction to Health Information Management	4
INS1220	Basic Insurance	4
MAA1500	Medical Assisting Clinical I	4
MAA2500	Medical Assisting Clinical II	4
MAA2900	Medical Assistant Certification Preparation	4
MGT2000	Management	4
MGT2150	Group Dynamics	4
MED1010	Medical Terminology	4
MED1020	Medical Law and Ethics	4
MED2200	Medical Office Administration	4
MED2210	Medical Office Software	4
PHM1140	Pharmacology	4
PHY1020	Anatomy and Physiology I	4
PHY1030	Anatomy and Physiology II	4
PHY1260	Pathophysiology	4
CD1000	Career Development	0
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
HUM1500	Introduction to Humanities	4
PSY1060	Psychology	4
SOC1050	Sociology	4
SCI2400	Principles of Nutrition	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 70 / 90 Percentage: 78%

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

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

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

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

Anderson

Location: The library (called the Learning Resource Center) is located on the campus at: 140 East 53rd Street, Anderson, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

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

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Columbus

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

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

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Elkhart

Location: The library (called the Learning Resource Center) is located on the campus at: 56075 Parkway Avenue, Elkhart, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours : The library is fully staffed Monday and Tuesday 10:30 AM - 7:30 PM, Wednesday 8:00 5:30 PM, Thursday 8:30 AM – 5:30 PM, Friday 8:00 AM – 4:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Evansville

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Fort Wayne

Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Indianapolis Downtown

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student

intern at 10-20 hours per week to cover extended evening hours. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Indianapolis East

The library (called the Learning Resource Center) is located at the Harrison College - Indy East campus at 8150 Brookville Road, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

The hours of operation are: Monday-Thursday 7:30 AM to 8:30 PM, and Friday 8:00 AM to 2:00 PM.

Staff: There is one full time librarian, and one part-time librarian staffing the area. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Lafayette

The location of the library (called the Learning Resource Center) is in the Lafayette Harrison College campus building, at 4705 Meijer Court Lafayette IN 47905.

The library is open to the students Monday-Thursday 8:00 am – 8:00 pm and Friday 8:00 am – 4:00 pm.

At the Lafayette Campus library, there is one full time staffed librarian who holds a MLS degree. Two part time work studies work in the library as well, each work 25 hours per week.

Terre Haute

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

Anderson

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Columbus

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Elkhart

The physical collection represents over 500 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Evansville

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Fort Wayne

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Indianapolis Downtown

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Indianapolis East

The physical collection represents over 850 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Lafayette

The physical collection represents over 245 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Terre Haute

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

3. Number of professional periodicals subscribed to:

Anderson

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 3 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Columbus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to

meet the general education requirements of this campus, and to promote life-long learning.

Elkhart

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 8 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Evansville

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Fort Wayne

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Indianapolis Downtown

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Indianapolis East

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 30 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Lafayette

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 18 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Terre Haute

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

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

Anderson Campus

The Anderson Public library is located approximately 3 miles from campus. This library provides access to any resident of Anderson City, Anderson, Stony Creek, or Union Townships. Materials are able to be utilized on-site by any.

Columbus Campus

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county

residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

Elkhart Campus

The Elkhart Public library is located approximately 5 miles from campus and features 4 branches. This library provides access to any resident of Elkhart, or Cleveland, Concord, or Oslo Townships. Materials are able to be utilized on-site by any.

The Bristol Public library is located approximately 5 miles from campus. The library provides access to any resident of Washington Township. Materials are able to be utilized on-site by any.

Evansville Campus

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County. Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

Fort Wayne Campus

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

Indianapolis Downtown Campus

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

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

Indianapolis East Campus

There are five library facilities within close proximity for students. They are: the University of Indianapolis (8.8 miles), Indiana University Purdue University Indianapolis (9.3 miles), Indianapolis Central Library (8.6 miles), Warren Township Branch (5.0 miles), and the Franklin Road Branch (2.7 miles).

Lafayette Campus

Tippecanoe County Public Library - Downtown/Main branch
Tippecanoe County Public Library - Ivy Tech Campus

Terre Haute Campus

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches

of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

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

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

Total # of Faculty in the Program:	2	Full-time:	1	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
Aufdermauer, Aimee	CMA, AAS	16	8			X
Sanders, Debbie	BS	11	13	11	X	

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

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

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
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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
Robert G. Collins	AAS	11	2	0	X	
Jamie O'Daniel	AAS	8	1	0	X	
Megan Tate	BSN	6	2	0	X	
Janelle Wheeler	BS	10	3	0		X
Kory White	BS	15	2	1		X

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

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

Total # of Faculty in the Program:	9	Full-time:	3	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Christina Bard	M.B.A.	24	4	2		X
Angela Bojrab	B.S.	5	2	0		X
Ami Cook	BS	5	4	0	X	
Cynthia Crist	BS	26	2	7		X
Jean Dunbar	M.A.	31	3	9		X
Lynda Hatfield	BA	33	16	5	X	
Laura Lemert	M.S.	15	3	13		X
Amanda McCain	A.A.S.	9	3	0		X
Jennifer Nelson	C.S.T. Diploma	24	5	0	X	

IV. FACULTY Indianapolis Downtown and Online: Attach completed Instructor's Qualification Record for each instructor.

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

Total # of Faculty in the Program:	10	Full-time:	0	Part-time:	10
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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
Darla Pattengale	M.B.A.	18	4	0		X
Donna Armes	M.B.A.	6	3	3		X
Frank Shepersky	M.B.A.	23	7	0		X
Jeff Odom	J.D.	12	7	0		X
JoAnn Schafer	M.S.	9	6	6		X

Kim Shea	M.B.A.	4	5	0		X
Linda Myers	B.S.	31	20	3		X
Mike Newell	B.A.	11	11	0		X
Sharion Thompson	M.A.	13	4	10		X
Tina Miller	M.S.	33	4	30		X

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

Total # of Faculty in the Program:	10	Full-time:	9	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
Fish, Jennifer	BS	10	3	5 mo.	X	
Stanley Ballinger	MA	25	7	17	X	
Lisa Boswell	B.S.	12	10	0	X	
Keah Cuautle	MBA	5	3	.5	X	
Susan Fisher	A.A.S.	45	10	12	X	
Cleve Johnson	M.A.	9	9	0	X	
Morgan Ronan	B.S.	8	8	0	X	
Sarah Schalk	B.S.	16	8	0	X	
Megan Smith	A.A.S.	5	4	0		X
Stephen Walker	M.S.M	10	6	8	X	

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

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
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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
Borisenko, Sandra	M.A.	13	7	3	X	
Evans, Patricia	M.S.N.	6	5	3 mos.	X	
Fossnock, Doreen	A.A.S.	9	8	0	X	
McConell, Helen	M.S.	20	4	1		X
Newhouser, Jason	M.E.	11	4	8		X

Indiana Commission for Higher Education
Indiana Board for Proprietary Education
Supplementary Information on
Licensure, Certification, and Accreditation

Institution: **Harrison College**

Degree Program: **Medical Assisting AAS**

Locations: **Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis - Downtown, Indianapolis – East, Lafayette, and Terre Haute**

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, Indiana does not establish any licensing requirement.

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)?

The professional certifications available for graduates of CAAHEP accredited Medical Assisting programs are

- **Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA)**
- **Registered Medical Assistant (RMA) through the American Medical Technologist (AMT)**

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

While there are four certifications exams our graduates are eligible to take, Harrison College prepares our students to take the exams with the greater name recognition and preference of physician employers in Indiana.

Graduates of the program will be prepared and eligible to take the CMA or RMA credentialing exam to obtain a national professional certification to have substantially better prospects for employment.

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

- ***Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA)***
- ***Registered Medical Assistant (RMA) through the American Medical Technologist (AMT)***

Please explain the rationale for choosing each professional certification:

Informed employers seek applicants with credentials evidencing a quality knowledge base from an accredited Medical Assisting program.

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

The MAA2900 Medical Assisting Capstone Portfolio course includes a comprehensive review and knowledge assessment in preparation for taking a national credentialing exam.

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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:

The program incorporates the Standards and Guidelines of the Commission on Accreditation of Allied Health Programs (CAAHEP) and the curriculum cognitive, psychomotor, and affective quality education objectives of the Medical Assisting Education Review Board (MAERB). In addition, the program focuses on national certification exam content areas, along with professional principles of the health care industry.

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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:

The Harrison College Medical Assisting AAS program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

***Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350; Fax (727) 210-2354
<http://www.caahep.org>***

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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):

+++++

Job Titles

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

Job titles include administrative medical assistant, patient care coordinator, and clinical medical assistant.

Job categories include medial assisting, health care, medical record management and billing, and administrative support.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College – Fort Wayne and Indianapolis East

Name of Program Surgical Technology

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

Name of Person Preparing this Form Katie Morrison

Telephone Number 317.447.6866 Application Type

Date the Form was Prepared 4.6.2015 Initial
(Revise date after any revision)

Revised on 5/18/2015

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

This program is designed to provide students with an academic and clinical background in the field of surgical technology. Students develop the skills necessary to be a knowledgeable, professional and responsible member of the surgical team. The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers and public and private surgical centers.

Upon graduation, students will be able to:

- 1. Acquire a foundation in the basic sciences to synthesize and understand the various patient-focused events that occur in a surgical setting.*
- 2. Demonstrate mastery of manual dexterity skills in the use of basic surgical instruments and supplies to ensure quality patient care and safety.*
- 3. Exhibit a high level of surgical conscience identified by the Association of Surgical Technologist Code of Ethics.*
- 4. Acquire and apply surgical technologist skills as an integral part of the team of medical practitioners providing surgical care to patients in a variety of fast-paced surgical environments.*
- 5. Prepare to sit for the national certification and respond to changes in technology in the field through professional development opportunities.*

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: _____ Surgical Technology

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

Tuition : \$36,000 Length of Program: 90 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ANP1040	Human Anatomy and Physiology I	4
ANP1050	Human Anatomy and Physiology II	4
EXT2850	Surgical Technology Clinical II	12
MED1010	Medical Terminology	4
PHY1260	Pathophysiology	4
PHY1800	Microbiology	4
SUR1450	Hazards, Laws and Ethics	4
SUR1500	Introduction to Surgical Technology	4
SUR2000	Basic Surgical Skills	4
SUR2140	Surgical Procedures I	4
SUR2150	Surgical Procedures II	4
SUR2160	Surgical Procedures III	4
SUR2170	General Surgical Techniques	4
SUR2800	Surgical Technology Clinical I	4
SUR2900	Surgical Technology Capstone	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
MAT1500	Introductory Algebra	4
PSY1060	Psychology	4
HUM1500 or SOC1050 or SOC2050	Introduction to Humanities OR Sociology OR Societal Problems	4
CD1000	Career Development	0
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 68 / 90 Percentage: 76%

Number of Credit/Clock Hrs. in General Courses: 22 / 90 Percentage: 24%

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

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

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

Fort Wayne

Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Indianapolis East

The library (called the Learning Resource Center) is located at the Harrison College - Indy East campus at 8150 Brookville Road, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

The hours of operation are: Monday-Thursday 7:30 AM to 8:30 PM, and Friday 8:00 AM to 2:00 PM.

Staff: There is one full time librarian, and one part-time librarian staffing the area. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

Fort Wayne

The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Indianapolis East

The physical collection represents over 850 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

3. Number of professional periodicals subscribed to:

Fort Wayne

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Indianapolis East

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 30 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

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

Fort Wayne Campus

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

Indianapolis East Campus

There are five library facilities within close proximity for students. They are: the University of Indianapolis (8.8 miles), Indiana University Purdue University Indianapolis (9.3 miles), Indianapolis Central Library (8.6 miles), Warren Township Branch (5.0 miles), and the Franklin Road Branch (2.7 miles).

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

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

Total # of Faculty in the Program:	9	Full-time:	3	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Christina Bard	M.B.A.	24	4	2		x
Angela Bojrab	B.S.	5	2	0		x
Ami Cook	BS	5	4	0	X	
Cynthia Crist	BS	26	2	7		X
Jean Dunbar	M.A.	31	3	9		x
Lynda Hatfield	BA	33	16	5	X	
Laura Lemert	M.S.	15	3	13		x
Amanda McCain	A.A.S.	9	3	0		x
Jennifer Nelson	C.S.T. Diploma	24	5	0	x	

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

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

Total # of Faculty in the Program:	10	Full-time:	9	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
Fish, Jennifer	BS	10	3	5 mo.	X	
Stanley Ballinger	MA	25	7	17	X	
Lisa Boswell	B.S.	12	10	0	X	
Keah Cuautle	MBA	5	3	.5	X	

Susan Fisher	A.A.S.	45	10	12	X	
Cleve Johnson	M.A.	9	9	0	X	
Morgan Ronan	B.S.	8	8	0	X	
Sarah Schalk	B.S.	16	8	0	X	
Megan Smith	A.A.S.	5	4	0		X
Stephen Walker	M.S.M	10	6	8	X	

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

Supplementary Information on Licensure, Certification, and Accreditation

Institution: **Harrison College**
Degree Program: **Surgical Technology AAS**
Locations: **Fort Wayne and Indianapolis - East**

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)?

The professional certifications available for graduates of CAAHEP accredited Surgical Technology programs is the

- ***Certified Surgical Technologist (CST) administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA)***

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 the program will be prepared and eligible to take the CST exam. Indiana code requires individuals hold and maintain the Certified Surgical Technologist Credential administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) and must register the credential with the state to be employed as a surgical technologist.

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

- ***Certified Surgical Technologist (CST) administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) to become credentialed by the Association of Surgical Technologist (AST)***

Please explain the rationale for choosing each professional certification:

The Certified Surgical Technologist (CST) administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) is the only Surgical Technology credential recognized by the state of Indiana.

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

The SUR2900 Surgical Technology Capstone course includes a comprehensive review and knowledge assessment in preparation for taking the national credentialing exam.

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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 program incorporates the Standards and Guidelines of the Commission on Accreditation of Allied Health Programs (CAAHEP) and quality education requirements of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). In addition, the program focuses on the core curriculum of the Association of Surgical Technologist (AST) in preparation for the Certified Surgical Technologist (CST) exam, along with professional principles of the health care industry.

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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:

The Harrison College Surgical Technology AAS program is accredited by the Commission on Accreditation and Allied Health Education Programs (CAAHEP), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

1361 Park Street
Clearwater, FL 33756
(727) 210-2350
<http://www.caahep.org>

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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:

Job titles may include surgical technician, surgical technologist, and sterile processing technician. Job categories include surgical technology, labor/delivery/emergency care, inpatient/outpatient surgery, and central supply processing.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

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

DEGREE APPLICATION
(New or Renewal program)

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

Name of Institution Harrison College – Indianapolis Downtown

Name of Program Logistics

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

Name of Person Preparing this Form Katie Morrison

Telephone Number 317.447.6866 Application Type

Date the Form was Prepared 3/21/2015 Initial
(Revise date after any revision) Revised on 5/18/2015

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

This program seeks to provide students with a thorough understanding of theory and application related to the advanced demand of planning and designing systems of movement for goods and services. Students are able to collect and analyze data, identify alternative solutions and select the most appropriate course of action for product and service delivery. Graduates of the program are prepared to serve as supervisors, managers, analysts, logisticians and other leadership roles in the logistics industry. Upon graduation, students will be able to:

- 1. Efficiently plan, organize and design logistical support activities for the movement of goods and services.*
- 2. Develop project management documents such as plans, schedules and responsibility and compliance matrices.*
- 3. Identify strategies for fostering relationships with external and internal stakeholders significant to logistics activities.*
- 4. Continuously seek and learn innovative logistics advances to improve processes and delivery.*
- 5. Adhere to local and international laws associated with logistics activities.*

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: _____ Logistics AS

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

Tuition : \$36,000 Length of Program: 90 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BUS1000	Principles of Business	4
BUS2990 or INT2990	Lower Division Capstone or Internship	4
LOG1010	Introduction to Logistics	4
LOG1150	Introduction to Procurement/Sourcing	4
LOG2100	Materials Management	4
LOG2400	Regulatory Environments	4
LOG2450	Transportation Management	4
LOG2500	Quality Systems	4
LOG2600	Operations Management	4
LOG2950	Management Systems	4
MGT2000	Management	4
MGT2600	Project Management I	4
MGT2650	Project Management II	4
MGT3000	Business Ethics	4
CPU1000	Computers and Office Automation	4
CD1000	Career Development	0
GS1000	Success Strategies	6
ECN2000	Macroeconomics	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
COM2060	Composition II	4
MAT1500	Introductory Algebra	4
SPC1010	Presentation Skills	4
PSY1060 or SOC1050	Psychology OR Sociology	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Indianapolis Downtown Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

Indianapolis Downtown Campus

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

3. Number of professional periodicals subscribed to:

Indianapolis Downtown Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

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

Indianapolis Downtown Campus

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

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

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

Total # of Faculty in the Program:	7	Full-time:	4	Part-time:	3
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
Nicol Bradberry	MS	10	7	0	X	
Cheryl Gannaway	MA	13	3	13		X
Diane Heavin	MA	34	29	5	X	
Anthony Jean-Louis	Ed S	11	4	11		X
Susan Salamo	MA	41	6	35		X
Greg Sciffl	MA	21	4	4	X	
Stephen Walker	MS	17	1	10	X	

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

Institution: **Harrison College**
Degree Program: **Logistics AS**
Locations: **Indianapolis - Downtown**

State Licensure

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

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

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

+++++

Professional Certification

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

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

Certifications in the logistics field require additional field experience and/or a Bachelor's degree to be eligible. Harrison College's broad based Logistics AS program does not specifically match its curriculum to any professional certifications. Graduates are prepared to serve as supervisors, managers, analysts, logisticians, and other leadership roles in the logistics industry. Students certainly may choose to obtain a certification after gaining the appropriate work experience or continuing their educations beyond the Associate level.

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?

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Professional Industry Standards/Best Practices

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

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

If so, please identify

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

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

- *Global business considerations*
- *Stakeholder satisfaction*
- *Logistics performance measurement*
- *Cost analysis*
- *Multi-functional operations*
- *Forecasting and demand management*
- *Material planning and control*
- *Transportation, safety and control regulations and compliance*
- *Environmental considerations and factors*
- *Six Sigma and quality design principles*
- *Quality assurance*
- *Inventory Management*
- *Enterprise Resource Planning (ERP)*
- *Project Management Standards (Project Management Institute)*
- *Business ethics*

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

Original course development incorporated significant input from Conexus Indiana, the state’s initiative that focuses on strategic priorities in manufacturing and logistics, including education. Members come from a variety of firms including FedEx, UPS, Langham Logistics and others. Ongoing input comes from advisory board input that represents a diverse cross section of industry experts working for logistics and related firms based in Indiana and Ohio that serve the national and global marketplace.

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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?

N/A

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

Yes.

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

The Logistics AS program requires students to complete 25 courses. 17 of which are required courses within the Business Management Bachelor of Science degree program. Seven of the remaining eight Logistics AS fulfill Business Management Bachelor of Science elective course requirements.

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Job Titles

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

Job titles may include supervisor, manager, analyst, logistician, buyer/purchasing agent, and shipping-receiving clerk. Job categories include logistics, operations, inventory control, transportation, supply chain management, distribution, and warehouse management.

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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	Harrison College – Columbus, Evansville, Indianapolis Downtown, and Terre Haute	
Name of Program	Accounting	
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)	BS	
Name of Person Preparing this Form	Katie Morrison	
Telephone Number	317.447.6866	<u>Application Type</u>
Date the Form was Prepared (Revise date after any revision)	3/31/2015 Revised on 5/18/2015	Initial

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

The Accounting Bachelor of Science degree program seeks to provide students with an understanding of theory and application related to an accounting environment, including instruction in the areas of performance analysis, budgeting, managing controls, taxation and auditing. The Bachelor of Science degree in Accounting helps prepare professionals for jobs in private businesses, government or nonprofit agencies and public accounting firms.

Upon graduation, students will be able to:

- 1. Generate financial results arising from business transactions.*
- 2. Evaluate the relationship between financial statements, payroll, income tax statements and business operations.*
- 3. Critically interpret and communicate the implications of corporate governance and ethical operating decisions.*
- 4. Evaluate the regulatory and auditing implications when analyzing accounting processes and business risk.*
- 5. Perform financial analysis and critical decision making while implementing core accounting principles.*

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

Name of Program: _____ Accounting BS

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

Tuition : \$72,000 Length of Program: 180 weeks

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
ACC1050	Payroll/10 Key	4
ACC1070	Income Tax	4
ACC1150	Computerized Accounting	4
ACC2010	Accounting III	4
ACC2020	Cost Accounting	4
ACC2300	Auditing	4
ACC3020	Managerial Cost Accounting	4
ACC3150	Advanced Income Tax	4
ACC3400	Intermediate Accounting I	4

ACC3500	Intermediate Accounting II	4
ACC3700	Intermediate Accounting III	4
ACC4250	Advanced Auditing	4
ACC4500	Advanced Accounting	4
ACC4650	Accounting Capstone	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
BUS3650	Business Statistics	4
FIN2000	Introduction to Finance	4
FIN2800	Personal Finance and Investments	4
FIN3500	Finance for Managers	4
HR2100	Human Resource Law	4
HR3400	Human Resource Management	4
INT2990 or BUS2990	Internship OR Lower Division Capstone	4
MGT2000	Management	4
MGT3000	Business Ethics	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
COM2060	Composition II	4
ECN2000	Macroeconomics	4
ECN3100	Microeconomics	4
MAT1500	Introductory Algebra	4
MAT2000	College Algebra	4
POL2000	American Government	4

PSY2000	Critical Thinking and Problem Solving	4
SOC2300	Organizational Behavior	4
SPC1010	Presentation Skills	4
	Humanities Elective	4
	Science Elective	8
PSY1060 or SOC1050	Psychology OR Sociology	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

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

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

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

If applicable:

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

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:

Columbus Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

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

Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Evansville Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full

time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Indianapolis Downtown Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC with the assistance of one graduate student intern at 10-20 hours per week to cover extended evening hours. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

Terre Haute Campus

Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at www.harrison.edu/LRC features links to a materials catalog and the online resources.

Hours: The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.

Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.

2. Number of volumes of professional material:

Columbus Campus

The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Evansville Campus

The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Indianapolis Downtown Campus

The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

Terre Haute Campus

The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.

3. Number of professional periodicals subscribed to:

Columbus Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Evansville Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Indianapolis Downtown Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

Terre Haute Campus

The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.

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

Columbus Campus

The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

Evansville Campus

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County.

Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

Indianapolis Downtown Campus

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

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

Terre Haute Campus

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

IV. <u>FACULTY - Columbus, IN:</u> 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
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
Dariage, Vincent	MBA	8	12	0	X	
Goodwin, Beth	MA	4	5	12	X	
Stevenson-Holmes, Amanda	MBA	14	2	0		X

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

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

Total # of Faculty in the Program:	7	Full-time:	1	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL ORDER**.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Elkin, Leslie	MBA	21	10	0	X	
Harper-Sperry, Angela	MBA	27	13	0		X
Riley, Pat	MBA	23	17	0		X
Shanks, Stacey	MSM	24	1	0		X
Skodinski, Andy	MBA	10	2	0		X
Walton, Amanda	MSM	22	9	2		X

IV. FACULTY Indianapolis Downtown and Online : Attach completed Instructor's Qualification Record for each instructor.

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

Total # of Faculty in the Program:	7	Full-time:	4	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

Nicol Bradberry	MS	10	7	0	X	
Cheryl Gannaway	MA	13	3	13		X
Diane Heavin	MA	34	29	5	X	
Anthony Jean-Louis	Ed S	11	4	11		X
Susan Salamo	MA	41	6	35		X
Greg Sciffli	MA	21	4	4	X	
Stephen Walker	MS	17	1	10	X	

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

Total # of Faculty in the Program:	6	Full-time:	4	Part-time:	2
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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
Camp, James	MBA	27	16	4	X	
Myers, Margaret	MBA	13	7	2		X
Phelps, Michael	PHD	9	3	5		X
McGuire, Karen	MBA	8	20	1	X	
Schmidt, Jessica	MA	2	8	3	X	
Watson, Theresa	MS	5	12	5	X	

*Indiana Commission for Higher Education
Indiana Board for Proprietary Education*
**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Harrison College
Degree Program: Accounting BS
Locations: Columbus, Evansville, Indianapolis Downtown, and Terre Haute

State Licensure

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

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

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

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Professional Certification

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

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

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

The Harrison College Accounting BS degree is designed to prepare students for a variety of career opportunities upon graduation. Graduates of the BS programs are eligible to sit for CB certification, however, two years of field experience is required before one would be granted the opportunity to use the CB title.

Requirements to sit for the Uniform Certified Public Accountant (CPA) Exam are outlined by the National Association of State Boards of Accountancy (NASBA) and may be found on their website www.nasba.org. The requirements may vary depending on the state in which the exam is administered. In the majority of cases, individuals interested in sitting for the CPA Exam must have successfully completed coursework beyond the bachelor degree level in order to be eligible. Students are encouraged to check with the State Board of Accountancy in the state in which the student resides for additional eligibility requirements.

Other certifications are not available without further education and/or industry experience

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)?

Each accounting course taught within the program focuses on a different concentration or group of industry standards and/or best practices. Harrison College reaches out to business and community representatives to help guide the ongoing review of the program. Requirements to sit for the Uniform Certified Public Accountant (CPA) exam are outlined by the National Association of State Board of Accountancy (NASBA) and are on their website. Requirements do vary by state.

If so, please identify

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

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

- ***Global business considerations***
- ***Stakeholder satisfaction***
- ***Logistics performance measurement***
- ***Cost analysis***
- ***Multi-functional operations***
- ***Forecasting and demand management***
- ***Material planning and control***
- ***Transportation, safety and control regulations and compliance***
- ***Environmental considerations and factors***
- ***Six Sigma and quality design principles***
- ***Quality assurance***
- ***Inventory Management***
- ***Enterprise Resource Planning (ERP)***
- ***Project Management Standards (Project Management Institute)***
- ***Business ethics***
- ***Regulatory requirements of the Sarbanes Oxley Act of 2002***
- ***Integrated audit requirements***
- ***Job order and process cost systems***
- ***Requirements of the Internal Revenue Service (IRS) for individual and business tax returns***
- ***Generally accepted accounting principles (GAAP)***
- ***Proper management and classification of cash and treatment of all accounts***
- ***Valuations and disclosures***
- ***Internal controls and risk management***
- ***Consolidated financial statements***

- ***Advanced financial analysis***

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

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

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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, there is no specialized accreditation for this program.

If so, please identify the specialized accrediting agency:

+++++

Transferability of Associate of Science Degrees

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

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

N/A

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

+++++

Job Titles

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

Job titles include bookkeeper, accounting clerk, accounting assistant, accounts payable or accounts receivable clerk, billing coordinator, forensic accountant, junior accountant, auditor, payroll clerk, and tax preparer. Broad job categories include general accounting, cost accounting, tax accounting, payroll, internal auditing, financial services, and banking.

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BOARD FOR PROPRIETARY EDUCATION

Tuesday, June 9, 2015

DECISION ITEM A-3:

Kaplan University: One Associate of Science Degree Program at One Location

Staff Recommendation

That the Board for Proprietary Education approve the Associate of Science (A.S.) in Health Science in accordance with the background discussion in this agenda item and the Application 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 Profile

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

This program consists of 90 quarter credit hours, with 56% of the courses in the specialty. The faculty consists of six individuals, of whom each are part-time. Of the six individuals, one has a doctorate, and the remaining five have a Master’s degree.

Supporting Documents

Degree Application

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

For military students who have already received military training for medical and health science occupational specialties, the Associate of Science in Health Science could help further educational and career goals. The curriculum focuses on the important role of professionalism in health care, general education, and industry-related technical information and builds on prior military medical training to help achieve an associate's degree.

**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 **Health Science**

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

Name of Person Preparing this Form **Rebecca Zolotor, Associate Dean**

Telephone Number **305-572-3219** **Application Type**

Date the Form was Prepared **3/8/2015** **Initial** or **Renewal**

(Revise date after any revision) **Revised on 6/2/2015**

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

For military students who have already received military training for medical and health science occupational specialties, the Associate of Science in Health Science could help further educational and career goals. The curriculum focuses on the important role of professionalism in health care, general education, and industry-related technical information and builds on prior military medical training to help achieve an associate's degree.

The program provides a broad education and allows students to select coursework in health science subjects including anatomy and physiology, chemistry, nutrition, nuclear medicine technology, pathophysiology, clinical skills, health education, health informatics, surgical technology, and telemetry. The program includes a capstone experience designed to prepare students for work in various health science fields within the military and could help meet educational requirements for advancement in the military. Upon graduation, students may also pursue a number of entry-level careers within the broad field of allied health should they return to civilian life.

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: _____ Associate of Science in Health Science (note: military only)

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

Tuition : \$14,850 Length of Program: 22 months (average time to completion is 7.5 months with military training credits)

Please refer to attached degree plans by specialization.

<u>Liberal Arts/General Education Requirements</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CM107	College Composition I	5
CM220	College Composition II	5
<u>Choose one</u> of the following mathematics courses:		
MM150	Survey of Mathematics	5
MM212	College Algebra	5
<u>Choose one</u> of the following Arts and Humanities courses:		
HU200	Critical Evaluation in the Humanities	5
HU245	Ethics	5
HU250	Humanities and Culture	5
Total General Education/Liberal Arts Requirements:		20

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Specialty Courses:	
HS290	Associate's Capstone in Health Science	5
	Specialty Courses <i>Students can choose any course from the School of Health Sciences Catalog (http://catalog.kaplanuniversity.edu/Course_Descriptions.aspx) as long as the pre-requisite requirements have been met. These must total 45 quarter credit hours in order to graduate. Specialty options are listed below:</i>	45
EF 205	Scientific Foundations of Exercise and Fitness	
EF 310	Current Trends in Exercise and Fitness- Aging Well Across the Lifespan	
HA 255	Human Resources for Health Care Organizations	
HA 405	Leadership and Ethics in Health Care	
HA 415	Health Care Policy and Economics	
HA 425	Operational Analysis and Quality Improvement	
HI 125	Health Care Delivery and Information Management	
HI 135	Legal Aspects of Health Information	
HI 230	Quality Assurance and Statistics in Health Information	
HI 300	Information Technology and Systems for Health Care	
HI 305	Management of Health Information	
HS 100	Introduction to Health Science	
HS 101	Medical Law and Bioethics	
HS 111	Medical Terminology	
HS 115	Software Applications for Health Care Professionals	
HS 200	Diseases of the Human Body	
HS 210	Medical Office Management	
HS 215	Medical Insurance and Billing	
HS 240	Medical Office Accounting	
HS 250	Cardiac Rhythm Analysis and Telemetry	
HS 255	Sterile Processing for Surgical Technologists	
HS 275	Professionalism in Health Care	
HS 305	Research Methods for Health Sciences	
HS 311	Epidemiology and Biostatistics I	
HS 315	Practices In Public Health	
HS 320	Microbiology	
HS 410	Organization and Management for Health Care	
HS 415	Environmental Health	
HS 420	Advanced Health Informatics	

HS 440	Finance for Health Care
HS 450	Strategic Planning and Organizational Development for Health Care
HW 205	Vitamins, Herbs, and Nutritional Supplements
HW 280	Mapping the Mind-Body Divide
HW 310	Complementary and Alternative Medicine
HW 315	Models for Health and Wellness
HW 320	Contemporary Diet and Nutrition
HW 410	Stress- Critical Issues in Management and Prevention
HW 420	Creating Wellness- Psychological and Spiritual Aspects of Healing
HW 425	Health and Wellness Programming: Design and Administration
MO 250	Medical Records Management
MO 260	Medical Office Applications
MO 270	Advanced Medical Office Management
NS 305	Food Safety and Microbiology
NS 310	Nutritional Analysis and Assessment
NS 321	Nutrition Planning and Management
NS 325	Nutrition Across the Human Life Cycle
NS 335	Nutrition for Special Populations
NS 415	Food Science with Lab
NS 420	Nutritional Counseling
NS 425	Sports Nutrition
NS 430	Whole Foods Production
NS 435	Ecological and Environmental Perspectives on Food
NS 440	Legal and Regulatory Environment in Food Production
PU 120	Introduction to Public Health
	Total Specialty Requirements: 50

<u>Open Electives/General</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
	Open Electives <i>Students can choose any course from the Kaplan Catalog (http://catalog.kaplanuniversity.edu/Course_Descriptions.aspx) as long as the pre-requisite requirements have been met.</i>	20
	TOTAL PROGRAM REQUIREMENTS:	90

Number of Credit/Clock Hrs. in Specialty Courses:	<u>50</u>	/	<u>90</u>	Percentage:	<u>56</u>
Number of Credit/Clock Hrs. in General Courses:	<u>20</u>	/	<u>90</u>	Percentage:	<u>22</u>
If applicable: Number of Credit/Clock Hrs. in Liberal Arts:	<u>20</u>	/	<u>90</u>	Percentage:	<u>22</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:

Students enrolled in one of the University's educational delivery systems are assured access to educational resources and services. The Kaplan University Online Library maintains and develops information resources and services that support the education goals of students, faculty, and staff. Through the Kaplan University Online Library's website, students have access to thousands of e-books and periodicals, including professional, scholarly, and trade journals, and other monographs.

Because library skills are an integral part of academic achievement, guidance on the use of research tools and resources is available through interactions with library staff, video demonstrations, and other instructional aids. The development of library skills is strengthened by research components built into the University's curriculum.

Professional librarians and trained support personnel are available to assist by email, live chat, and telephone. Normal staff hours are Monday-Friday: 9:30 am-7:00 pm ET. There are 8 full-time librarian staff members and 1 part-time member.

2. Number of volumes of professional material:

As above

3. Number of professional periodicals subscribed to:

As above

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

n/a

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

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

Total # of Faculty in the Program:	6	Full-time:	0	Part-time:	6
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Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Burke, Tracy	MS (Public Health)	26	2	7		X
Epperson, David	MBA (Health Care Management)	32	5	18		X
Heard, Katia	MHA (Health Administration)	14	5	5		X
McCormick, James	MPAS (Physician Assistant Studies)	31	2	5		X
Orona, Richard	MS (Management)	16	3	12		X
Springer, Lee	Phd (Healthcare Administration)	15	2	5		X

Note: The above instructors specifically teach in the AS HS program. The general education courses are taught by a group of 38 FT faculty members and 561 adjuncts. The elective courses

are taught by School of Health Sciences faculty. There are 11 FT faculty members and 437 adjuncts.

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

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

Institution: Kaplan University
Degree Program: Associate of Science in Health Science
Locations: online

State Licensure

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

If so, please identify
The specific license(s) needed:
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)?

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?

Certifications vary and are related to the military occupational specialty.

One example is for students focusing on telemetry. They are eligible to sit for the Certified Rhythm Analysis Examination offered by Cardiovascular Credentialing International after taking HS250, Cardiac Rhythm Analysis and Telemetry.

For students in a military training program in surgical technology, taking HS255, Sterile Processing for Surgical Technologists, makes them eligible for the Certified Surgical Technologist exam through The National Board of Surgical Technology and Surgical Assisting.

Obtaining an industry accepted credential can make students more competitive while seeking employment, improve earning potential and provide more opportunities for career advancement.

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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:

The AS HS with a specialization in Surgical Technology follows guidelines set forth by the Association of Surgical Technologists.

The AS HS with a specialization in Telemetry follows guidelines set forth by the American College of Cardiology.

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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:

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

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

- Bachelor of Science in Health Science
- Bachelor of Science in Health and Wellness
- Bachelor of Science in Nutrition Science
- Bachelor of Science in Health Care Administration

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Job Titles

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

Potential positions relate to the student's military occupational specialty. Some examples include:

- Cardiac Telemetry Technologist
- Telemetry Monitor Technologist
- Surgical Technician
- Nutrition and Diet Therapy
- Medical Logistics
- Medical Material Supervisor