



March 17, 2020

Michale S. McComis, Ed.D.
Executive Director
Accrediting Commission of Career Schools and Colleges
VIA ELECTRONIC SUBMISSION

Dear Dr. McComis:

International Business College (#M073021) has begun to implement Temporary Distance Education Delivery of our seven programs. Essentially all courses are taught by our full-time faculty members, and their dedication to our students and commitment to hard work should allow us to implement this plan very quickly.

We are suspending classes for March 18 and March 19 to plan with faculty and provide teacher training. We expect to begin conduct on March 20 all current classes via TeacherEase (Evolve for Dental Assisting), supplemented by video via Zoom, FaceTime, and YouTube based on individual instructor preferences. We currently plan to continue Temporary Distance Education Delivery through April 10, after which we hope to return to more normal operations. Our provisional plan to make up time missed due to the two-day class suspension is to extend hours or use currently-scheduled break days when we return to more normal operations; it is possible we will be able to accelerate that timetable and make up some class time via distance education.

Possible quarantines: In the event individual students or employees become ill with flu-like symptoms or are aware of exposure to COVID-19, they should be strongly encouraged to self-quarantine for 14 days. The student or employee should also be encouraged to seek testing for COVID-19. Individual situations are to be evaluated on a case-by-case basis.

Programs impacted: 40 of our 42 current courses in our seven programs will be delivered via Distance Education; see Externships below regarding the other two courses. Our current plan is to front-load upcoming lecture content in these courses until we can return to more normal operations, at which time we expect to emphasize and refocus on practicing skills.

<u>Course Number</u>	<u>Course Name</u>	<u>Total Sections</u>	<u>Total Students</u>
AC112	Computerized Accounting	1	7
AC113	Financial Analysis and Reporting	1	7

AC116	Payroll Accounting	1	7
CA104	Networks	1	2
CA106	.Net Programming	1	2
CA115	Database Applications	1	2
DA103	Principles of Practice Management	1	17
DA114	Chairside Assisting IV	2	17
DA123	Dental Materials II	2	17
DA202	CDA Exam Review	1	17
EN205	Public Speaking	3	66
GD123	Comprehensive Illustration	1	17
GS105	Mathematics for Veterinary Technicians	1	24
HP109	Guest Relations Management	1	1
MD103	Medical Laboratory Procedures	2	17
MD106	Medical Office Systems	1	17
MD123	Pharmacology	1	17
OT132	Multimedia and Animation	1	17
	Advanced Spreadsheets & Electronic		
OT138	Communication	1	7
OT220	Desktop Publishing	1	17
PD102	Professional Development	3	51
PD108	Human Relations in the Workplace	1	25
TR117	Computerized Reservations	1	1
TR120	Event Planning II	1	1
TR205	Global Tourism Seminar	1	1
VT101	Clinical Medicine I	1	24
VT103	Clinical Medicine III	1	40
VT104	Clinical Medicine V	1	55
VT111	Animal Technology I	3	24
VT113	Animal Technology III	3	40
VT123	Veterinary Terminology	1	24
VT124	Animal Anatomy & Physiology I	1	24
VT132	Clinical Laboratory II	3	40
VT143	Veterinary Pharmacology I	1	40
VT202	Clinical Medicine V	1	19
VT211	Animal Technology V	3	55
VT225	Veterinary Office Procedures	2	40
VT231	Clinical Laboratory IV	3	55
VT241	Radiography I	1	55
VT246	Surgical Nursing I	3	17

Effective date: March 20, 2020. We will need to make up for two days of suspended classes.

Method: TeacherEase (Evolve for Dental Assisting), supplemented by video via Zoom, FaceTime, and YouTube, plus phone and/or email as necessary.

Management: I, along with Director of Education Judy Thames, will lead and manage the faculty planning, oversee initial training, oversee practice class sessions, monitor classes, and otherwise continue to lead, monitor, and coach as appropriate.

Technology: All faculty have at their homes internet access and laptops or desktops with cameras and microphones. All students state that they are able to use laptops, PCs, and/or mobile devices to participate in the classes. Graphic Design students are being allowed to take home the school's iMacs in order to complete coursework.

Faculty access: TeacherEase, email, phone/text

LRS access: Most LRS materials already are online and thus will be available to students and faculty. A partial list of resources includes:
<https://www.Plumbsveterinarydrugs.com>
<https://www.aalas.org/publications>
<https://www.atdove.org/>
<https://www.vetmedteam.com>
<https://www.cliniciansbrief.com>
<https://www.vasg.org>
<https://www.vspn.org>
<https://www.navta.net>
<https://www.evolve.elsevier.com>
<https://www.pattersonvet.com>
etc.

Externships: 30 current students have started VT265 Veterinary Externship, a capstone, end-of-the program, 270-hour externship that is normally completed in eight weeks at external animal health facilities. We currently plan to have students complete the experiences at external facilities; however, we will provide students with support and flexibility, as we understand it probably take more than eight weeks for most students to complete their hours. We also have 17 current students who have started VT251 Large Animal Practicum, which includes brief large animal experiences at external sites; these are being reevaluated for safety. If CVTEA, our programmatic accreditor, provides guidance on alternatives such as clinical simulations, we will evaluate such alternatives at that time.

Updates: We will provide updates as appropriate. We have communicated to students and faculty that hope to return to more normal, on-campus operations on April 13, but everyone understands that date is provisional.

Based on guidance from our state licensing agency on March 16, we believe this plan meets all of its requirements. Based on guidance from USDE on March 5, we believe this plan meets all of its requirements.

Note that we utilize the Remind texting service to blast text messages to students and faculty as necessary.

A mandatory meeting/training session was held on Friday, March 13, to inform instructors of our plan for distance learning. At that time, a written plan was distributed to all instructors indicating what was expected of them. In addition, training was provided for TeacherEase, Zoom, and many questions were answered. Since that time, numerous emails and conversations have taken place as instructors have begun the process of transitioning to a distanced platform.

Below are (a) the notification to all students on March 16 and (b) a reminder email with faculty instructions sent this morning.

Please contact me at 317.813.2320 (Direct), 317.694.6962 (Mobile), or kchiudioni@ibcindianapolis.edu if I may provide further information.

Sincerely,

A handwritten signature in black ink that reads "Kathy Chiudioni". The signature is written in a cursive style with a large initial "K".

Kathy Chiudioni.
President