



1333 Main Street, Suite 200  
Columbia, SC 29201

## Commission on Higher Education

Telephone (803) 737-2260  
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September 6, 2001

### Memorandum

TO: Dalton B. Floyd, Jr., Chairman, and Members, Commission on Higher Education

FROM: Dianne Chennis, Chairman, Committee on Academic Affairs and Licensing *cc: gmm*

### Consideration of Report on Nonpublic Postsecondary Institution Licensing and Licensing Requests

#### Background

At its July 12, 2001, meeting, the Commission on Higher Education requested that the staff provide information to the Commission on several topics about whether the Commission can consider the fiscal impact of programs seeking licensure on the public institutions, the use of criteria related to need or duplication, and whether use of facilities at public institutions by out-of-state licensed institutions violates the state procurement code.

In response to those issues, the staff met with Emory Smith, Assistant Deputy Attorney General, sought information from the Budget and Control Board concerning procurement code requirements that may apply to private use of public facilities or to delivery of academic programs, and initiated a study of the licensing requirements for other states within the SREB.

Enclosed is a copy of a letter from Emory Smith, our counsel from the Office of the Attorney General (**Attachment 1**). He expresses concern that if the Commission implemented a moratorium without statutory authority to deny licensure to institutions that have met the current requirements, the action "might be subject to challenge." Mr. Smith counsels the Commission that seeking legislative authority for any additional licensing criteria before proceeding would be safer legally.

Also enclosed is a copy of a letter from Michael Stewart, the Leasing Program Manager for the Office of General Services (**Attachment 2**). In instances where control of the space is retained by the institution, it would not have any "lease" aspect and would not be subject to the Budget and Control Board's real property jurisdiction. At a meeting with CHE staff on August 29, 2001, officials from the Materials Management Office (MMO) communicated verbally that the delivery of academic courses or programs is not a procurement code issue. Rather, these fall under the policies, procedures, statutes, or regulations of the Commission. A letter confirming this opinion has been requested and will be forthcoming. In reference to the application of the resident vendor preference provision of the procurement code, MMO staff explained that the

provision gives a preference of seven percent to vendors who are residents of South Carolina or whose products are made, manufactured, or grown in South Carolina and are sold to the state. According to the MMO staff, the provision is for goods or products and does not apply to academic programs.

The staff is conducting a comprehensive analysis of the licensing requirements in other states in the 16-state SREB and will use the information to formulate proposed changes in the licensing statute and regulations. The Commission has approved on two occasions during the last two years two sets of strengthening amendments to the licensing statute and or regulations which are still pending in the General Assembly (**Attachment 3**).

One item the Commission deferred at its July meeting was the approval of an amendment to the licensure of Gardner-Webb University to offer a B.S. in Social Science with a concentration in Criminal Justice. The officials of the institution have withdrawn the request for the present.

### **Recommendations**

The staff recommends:

1. That the Commission resume licensing functions under its enabling statute and regulations (**Attachment 4**) for degree-granting programs and approve the two remaining requests deferred from its July meeting:

- a. Initial license to recruit in South Carolina:  
High Tech Institute, Orlando, Florida  
High Tech Institute, Nashville, Tennessee (**See Attachment 5**)
- b. Initial license:  
Central Michigan University, Mt. Pleasant, Michigan at Beaufort Memorial Hospital (**See Attachment 6**).

2. That the Commission staff complete a comparative analysis of licensing requirements in other states and use the information to assist in formulating recommendations for amendments to the licensing requirements.

3. That the Commission appoint an advisory task force of representative stakeholders including members from the Committee on Academic Affairs and Licensing and the Committee on Finance and Facilities to make recommendations to the Committee on Academic Affairs and Licensing with respect to additional revisions to the licensing statute and/or regulations.

#### **Attachments:**

- 1 Letter from Emory Smith
- 2 Letter from Michael Stewart
- 3 Outline of Proposed Changes to Law and Regulations
- 4 Summary of Current Requirements and Protocol
- 5 Summary and Recommendation for High-Tech Institute, Initial License
- 6 Summary and Recommendation for Central Michigan University, Initial License



CHE

9/6/01

Agenda Item 3.02.A. - Attachment 1

The State of South Carolina  
**OFFICE OF THE ATTORNEY GENERAL**

CHARLIE CONDON  
ATTORNEY GENERAL

August 2, 2001

Dr. Rayburn Barton  
Executive Director  
South Carolina Commission on Higher Education  
1333 Main St.  
Columbia, SC 29201

Dear Rayburn:

You have asked that I advise you as to whether the Commission on Higher Education may adopt criteria for licensing nonpublic institutions which would take into account the need for such programs or duplication of existing efforts at other institutions. Present criteria for regulation do not include these bases. Reg. 62-6, Vol. 25A, S.C. Code Ann. Further, you would like to know whether a moratorium may be imposed on granting licenses while these matters are reviewed.

S. C. Code Ann. §59-58-40(1) (Supp. 2000) provides as follows for licensing by the Commission:

The commission may license nonpublic educational institutions meeting the necessary standards . . . . These standards must include, but are not limited to, course or program offerings, adequate facilities, financial stability, competent personnel, educational resources, refund policies and legitimate operating practices.

An administrative regulation is valid so long as it is reasonably related to the purpose of the enabling legislation. [citation omitted] However, although regulations have the force of law, they may not alter or add to the terms of a statute. . . . " *U.S. Outdoor Advertising, Inc. v. S.C. Department of Transportation*, 324 S.C. 1, 3, 481 S.E.2d 112, 113 (1997). Although §59-58-40 states that the standards are not limited to those set forth therein, the standards that are specified do not appear to have much similarity to the possible criteria pertaining to need and duplication of efforts. In contrast, section 44-7-160 (Supp. 2000) specifically requires that a person or health care facility obtain a "Certificate of Need" from the Department of Health and Environmental Control before undertaking certain activities including the construction or other establishment of a new health care

Dr. Rayburn Barton  
August 2, 2001  
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facility. Accordingly, some risk may exist that any regulation adopting "need" or "duplicate of effort" criteria could be overturned if challenged in Court on the basis that it is not reasonably related to the purpose of the enabling legislation.

Further, no statute or regulation currently provides for the Commission to impose a moratorium on licensing. Moratoriums are subject to constitutional limitations that they "... not be unreasonable, arbitrary or capricious, and that means selected via such legislation shall have real and substantial relation to the objects sought to be attained". *Redab Amusement Inc. v. Mayor and Committee of the Township of Hillside*, 191 N.J. Super. 84, 465 A. 2d 564 (1983). Even if, *arguendo*, the Commission could impose a moratorium under certain circumstances, doing so for a lengthy period of time while considering the adoption of new licensing criteria might be subject to challenge, particularly as to those license applications that are otherwise complete when a moratorium is imposed.

For the above reasons, a safer legal course of action may be to obtain legislative authorization for the above measures before proceeding with them. I do not comment herein on the extent to which the above measures may, as a matter of law, be adopted by statute in that I have not reviewed any specific proposal regarding "need" or "duplication of effort" criteria. I also make no contact herein as to whether any of the measures under consideration should be adopted as a matter of public policy.

This letter constitutes general, agency legal advice of the undersigned attorney. This letter does not constitute an official or unofficial opinion of the Office of the Attorney General.

If you have further questions, please let me know.

Yours very truly,

  
J. Emory Smith, Jr.

Assistant Deputy Attorney General

CC: Ms. Gail Morrison  
Ms. Renea Eshleman

STATE OF SOUTH CAROLINA  
**State Budget and Control Board**  
OFFICE OF GENERAL SERVICES

CH 9.6/  
Agenda Item 3.02.A. - Attachments

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CAROL P. ROLTH  
ASSISTANT DIRECTOR

August 3, 2001

Ms. Renea Eshleman  
SC Commission on Higher Education  
1333 Main Street, Suite 200  
Columbia, SC 29201

Dear Ms. Eshleman:

Thank you for your letter of July 24 regarding the existence of any prohibition to public institutions allowing private institutions to use their facilities. This is in relation to the Horry-Georgetown Technical College and Gardner-Webb University proposal.

I can not answer as to programmatic prohibitions (as handled by the institution or CHE) or prohibitions in the contract arena (as handled by General Services' MMO section). If the arrangement were such that total control of the space was retained by the institution, it would not have any "lease" aspect and would not be subject to our real property jurisdiction. In this event, you may want to contact MMO.

As to leasing, there are several leases by institutions of their property to others. The preponderance seems to be for purposes that relate to the public good (to accommodate water and power companies for example). For some background, SC Code §1-11-56 directs the Budget and Control Board to "...develop a program to manage the leasing of all public and private space of state agencies." Our program, regulation R.19-447.1000, in Part B requires that "No governmental body shall contract with any commercial entity or other governmental body for the lease, rental or use of State-owned real property ... without the approval of the Office of General Services except..." as exempted by the Board.

I know of no exemption for institutions to leasing of their facilities to private institutions. Without an exemption, approval by General Services is required and this process is described in our procedures manual. If you would like a copy, just let me know and we'll send one or, if you prefer, it can be downloaded from our web site. ([www.ogs.state.sc.us/sb-ps/leasing/leasing-index.html](http://www.ogs.state.sc.us/sb-ps/leasing/leasing-index.html)).

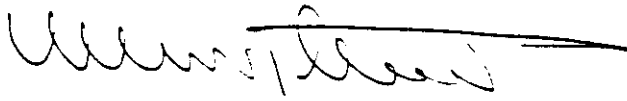
Ms. Renea Eshleman

August 3, 2001

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We hope this is helpful and if you need anything else, please let us know.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael T. Stewart", with a long horizontal line extending to the right.

Michael T. Stewart  
Leasing Program Manager

### Outline of Proposed Changes to Law Governing Nonpublic Postsecondary Institutions

South Carolina Code of Laws, Title 59, Chapter 58

Section		Paragraph	Proposed Change	Purpose/application of Proposed Change
20.	Definitions.	(17)	Add a definition of "operating or soliciting."	Specifies activities that create a physical presence
		(18)	Add a definition of "religious or theological training."	Limits authority to awarding non-academic degrees
30.	Exclusions.	(10)	Qualify exemption for training professional organization sponsored training.	Clarifies that this exemption is for professional development or continuing education and not occupational training
		(12)	Add exemption for out-of-state institutions that collaborate with public South Carolina institutions.	Provides exemption as allowed by the Commission's Program Approval Guidelines
50.	License Requirements.	(F)	Specify authority to license for less than 12 months.	Justifiable cases may be for institutions coming off probation or to stagger renewals
60.	Name.		Further restrict use of terms "college" and "university."	Prevents use of these terms by non-degree granting entities such as companies offering computer application training
70.	Fees.		Add penalty for failure to provide information or repeat violations.	Gives Commission sanction authority for non-compliance, parameters to be defined by regulation
110.	Denial, Revocation.	(A)	Add authority to deny or revoke licensure for habitual, willful violations.	Broadens authority so that the Commission can seek revocation even if the institution says it will comply
		(C)	To authorize the Commission to delay matriculation of new students into a new class term	Gives authority to delay matriculation of new students into a new class term to allow time to investigate and adjust

Outline of Proposed Changes to Regulations  
Governing Nonpublic Postsecondary Institutions

- 62-2. Remove the specific terms as defined by statute so that the regulation includes the terms by reference to the statute.
- 62-4.E. Add provision that the Commission may not license new activities if the new activities threaten the financial stability of the institution.
- 62-6.C. Refine requirement for access to sufficient learning resources and define formal agreements.
- 62-6.J.(1) Errata – correct to use parallel grammar
- 62-6.J.(2) Errata – correct to use parallel grammar
- 62-6.J.(4) Add provision that an owner or director of an institution cannot be a plaintiff or defendant in litigation that carries a significant risk to the ability of the institution to continue operation.
- 62-6.J.(5) Renumbered (4) to (5)
- 62-6.J.(6) Renumbered (5) to (6)
- 62-6.1. Add general requirement that programs offered by distance education must meet the licensing requirements and the policies, guidelines, and procedures regarding distance education adopted by the Commission.
- 62-8. Add provision that each institution must possess adequate liquid assets to make potential refunds and pay expenses in a timely fashion, and for initial licensure must possess liquid assets for start-up costs, expenses, and projected tuition income for the first term of enrollment.
- 62-8.A. Expand adequate financial records requirement to specifically include proper management, controls, and business practices.
- 62-10.A. Add general education requirements for diploma programs.
- 62-10.D. Add provision that notwithstanding the requirements of Section 62-10, the Commission may license out-of-state institutions that have recognized accreditation to recruit in South Carolina.
- 62-11.B. Specify 15 semester hours in general education course requirements for associate degree programs
- 62-11.C. Add language to define purpose of associate in arts and associate in science degrees as transfer and the requirement that 50 percent of the credit hours consist of college-level courses in the arts and sciences.
- 62-11.D. Add language to require that 50 percent of occupational degree curricula be in related technical course instruction.
- 62-11.E. Renumber D to E.
- 62-11.F. Renumber E to F.
- 62-11.G. Renumber F to G.
- 62-11.H. Renumber G to H.
- 62-11.I. Renumber H to I; amend the regulation so that faculty credentials must be awarded by an accrediting agency recognized by the U.S. Department of Education instead of the Council on Postsecondary Accreditation.
- 62-11.J. Add provision that notwithstanding the requirements of Section 62-11, the Commission may license out-of-state institutions that have recognized accreditation to recruit in South Carolina.
- 62-12.A. Add language to require that baccalaureate degree programs include a minimum of 30 semester hours of general education course requirements in specific subjects.
- 62-12.D. Amend the regulation so that faculty credentials must be awarded by an accrediting agency recognized by the U.S. Department of Education instead of the Council on Postsecondary Accreditation.
- 62-12.E. Add language that teacher certification programs must meet the requirements of the South Carolina Department of Education.
- 62-13.D. Add language that teacher certification programs must meet the requirements of the South Carolina Department of Education.



- 62-14. Refine provision for learning resources so that licensed institutions ensure access via current and formal written agreements with other libraries or from other resources.
- 62-16.H. Add "South Carolina" to catalog reference to licensure by the Commission on Higher Education.
- 62-16.I. Expand references to accreditation to include program accreditation.
- 62-16.K. Add requirements and procedures for obtaining any licensure, registration, or certification required or advantageous for the occupational field.
- 62-18. Amend the regulation so that institutions approved for eligibility for Title IV Student Financial Aid must comply with the federal regulations regarding computation of refunds to students.
- 62-20. Add requirement that institutions store official student academic records in a secure vault or fireproof cabinet or store duplicates in a different building or at an off-site location, have adequate security measures in place to protect and back up electronically stored records, and have retention, disposal, and information-release policies.
- 62-20.A. Add the provision that institutions may destroy certain records no longer needed for reference as the Commission deems appropriate.
- 62-20.B. Add that institutions must maintain transcripts 50 years from graduation or termination (or a shorter time as the Commission deems appropriate for programs or courses for which it is unlikely that students will need documentation of attendance) as adequate minimum time for maintenance of "permanent" records.
- 62-20.D. Add provision that institutions must have in place at all times the capability to transfer academic records (easily accessible in format and system) for former and current students.
- 62-23.A. Increase initial licensure and renewal fees from minimum of \$100 to minimum of \$115 and from maximum of \$1,000 to maximum of \$1,150.
- 62-23.B.(1) Remove limit on late fee; add authority to reactivate late fee for incomplete applications for renewal of licenses.
- 62-23.B.(2) Add authority to waive or reduce late fee in case of mitigating circumstances.
- 62-23.C. Increase fee for amendment of license to move an existing location or site from \$50 to \$60.
- 62-23.D. Increase fee for amendment of license to add a program from minimum of \$50 to \$75 and a maximum of \$500 to \$575.
- 62-23.E. Increase fee for re-issuance of license for program or institution name change from \$25 to \$30.
- 62-23.F. Increase fee for initial and renewal of agent permit from \$25 to \$30.
- 62-23.I. Add authority to assess a fine for failure to respond in a timely manner to a request for information or for repeat violations involving deceptive trade or sales practices or advertising. The proposed language limits fines to \$1,000 per year.
- 62-23.K. Add authority for the Commission to adjust fees based on the consumer price index or other appropriate indicator.
- 62-25.K. Add provision to prohibit exempt institutions from claiming the Commission's oversight.
- 62-25.M. Add provision that institutional personnel may not discredit other schools or solicit any student to leave another institution.
- 62-26.D. Add provision that courses offered by distance education must clearly describe the method of delivery.
- 62-26.K. Add requirements for information provided through the Internet or other electronic media.
- 62-27.B. Add provision that if the Commission determines that circumstances upon which a student submits a complaint to the Commission justify, that notwithstanding the institution's refund policy, the Commission may require an institution to make full or partial refund of tuition or other fees.
- 62-27.C. Add provision that the Commission may intervene on behalf of a person filing a complaint with the Commission involving an institution that is exempt from the oversight of the Commission.
- 62-28.B. Add provision to probation authority that the Commission may require that an institution delay matriculation of new students into a new class term.

Summary of Current Requirements and Protocol

The License Act and implementing regulations (Chapter 62. Commission on Higher Education Regulations 62-1 through 62-28) prescribe licensing criteria as follows:

- The course, program, curricula, and instruction must be of quality, content, and length to achieve reasonably and adequately the stated objective for which the institution offers the course, program, curriculum, or instruction.
- Adequate space, equipment, and instructional material must be available to provide training and education of good quality.
- The institution must enforce satisfactory policies and maintain records to document student attendance, progress, and grades.
- The institution must be financially sound and able to fulfill its commitments for education or training.
- The institution must provide a performance bond that the Commission holds to protect students in the event the institution closes owing tuition refunds.
- Institution owners and directors must be appropriately experienced and educated and of good reputation and character.
- Institutions must publish a catalog, bulletin, or brochure with specific disclosures, including a refund policy providing a pro-rata refund for the first 60 percent of the first term for which students are obligated.
- Advertising or the institution's name cannot be erroneous or misleading.
- Student living quarters which the institution owns, maintains, or approves must be appropriate, safe, and adequate.

The licensing staff (or a committee of examiners) review and recommend licenses and renewal of licenses for degree-granting institutions for periods not to exceed five years. The Commission's Committee on Academic Affairs and Licensing reviews, considers, and votes on those recommendations, as does the Commission. Annual reports are submitted by degree-granting licensed institutions and include payment of fees, enrollment reports, financial statements, confirmation that bonds in the required amounts and liability insurance remain in place, and updated publications.

**Consideration of Request for Initial Licenses to Recruit in South Carolina**

**High-Tech Institute, Orlando, Florida  
Specialized Associate Degrees in Medical Assistant, X-Ray Technician, Surgical  
Technologist, and Computer Networking & Information Technology  
and**

**High-Tech Institute, Nashville, Tennessee  
A.O.S. Degrees in Medical Assistant, Surgical Technologist, and Computer  
Networking & Information Technology, A.S. Degree in X-ray Technician**

**Summary**

High-Tech Institute (HTI) requests approval of an initial license to recruit students to several programs offered at its branches in Orlando, Florida and Nashville, Tennessee. Specifically, the request covers four programs leading to Specialized Associate Degrees (Florida), and to the A.O.S. and A.S. degrees (Tennessee) in 1) Medical Assistant, 2) X-ray Technician, 3) Surgical Technologist/Technician, and 4) Computer Networking & Information Technology.

Founded in 1964, the main campus for High-Tech Institute is located in Phoenix, AZ. It is a private, for-profit institution, and through acquisitions and expansion, it now owns a network of eight career schools in Arizona, California, Colorado, Florida, Texas, Minnesota, and Tennessee.

The Accrediting Commission of Career Schools and Colleges of Technology has accredited HTI since 1984. The Nashville campus offers programs leading to the A.O.S. and A.S. degrees under authority granted in 1999 by the State of Tennessee through the Tennessee Higher Education Commission. The Orlando campus offers programs leading to the Specialized Associate Degree under authority granted in 1998 by the Florida State Board of Nonpublic Career Education.

The institution will seek programmatic accreditation for the medical assistant and surgical technologist programs through the Accrediting Bureau of Health Education Schools (ABHES) and for the radiography programs through The Joint Review Commission on Education in Radiologic Technology (JRCERT). After completing the x-ray technician program and passing the ARRT Limited Scope Examination, graduates will be eligible for recognition by the South Carolina Radiation Quality Standards Association.

Each branch is housed in 12,000 square feet of professional office space. The facilities include classrooms; laboratories for medical assisting, surgical technology, x-ray technology, and computers; student break and common areas; and administrative offices.

The institution has designed its programs to provide the student with vocational career training. The programs are not designed to transfer to other institutions. The programs are delivered in the traditional in-residence format. The minimum time to complete a program is eight quarters (two years). HTI officials project enrolling eight students from South Carolina into each of the two branches.

For admission into its programs, HTI requires that applicants possess a high school diploma, equivalency, or GED. It allows transfer credit for courses in which the student earned a grade of "C" or higher from accredited institutions not to exceed 75 percent of the program. Course work must have been completed within the past seven years. For credit to be given for prior work-related experience, students are required to complete a challenge test and/or a practical examination of skills and provide employer documentation. The following table shows the objectives, opportunities, externship requirement, and tuition for each program. The attached table shows the content of each program.

<b>Program</b>	<b>Program Objectives and Career Opportunities</b>	<b>Externship</b>	<b>Tuition</b>
Medical Assistant	Laboratory skills and administrative procedures for use in physician's office, hospital, or clinic	256 clock hours, averaging 7 weeks	\$15,183
X-ray Technician	X-ray services, electrocardiograms, venipuncture, routine lab tests, injections, and related back-office patient care for use in physician's office or clinic	320 clock hours, averaging 8 weeks	\$17,084
Surgical Technologist	Surgical skills and lab procedures for the operating room, surgical units, or surgeons' offices	320 clock hours, averaging 8 weeks	\$18,880
Computer Networking & Information Technology	Essentials of computer maintenance and repair, operating systems, basic programming, application software, the internet, network software, visual programming, system integration for the network administrator, assistant LAN manager, computer repair specialist, help desk specialist, system integrator, computer support analyst		\$19,858

Attachment 5.1 shows the curricula content.

### **Recommendation**

The Committee recommends that the Commission grant initial licensure for five years to High-Tech Institute to recruit students from South Carolina into the programs described above at its branch campuses in Florida and Tennessee, providing that the Institute seeks program accreditation for the medical assisting, x-ray technician and surgical technician programs as soon as the programs are eligible.

# High Tech Institute Program Content and Quarter Credit Hour Requirements:

Courses	Medical Assistant	X-ray Technician (TN)	X-ray Technician (FL)	Surgical Technologist	Computer Networking & IT
MA101 Medical Office Administration	5.75				
MA102 Clinical Assisting & Bookkeeping	7.38				
MA103 Medical Insurance and Health Science	5.75				
MA104 Cardiopulmonary Sys & Electrocardiography	5.75				
MA105 Lab Procedures & Clinical Assisting	5.75				
MA106 Anatomy, Physiology and CPR	5.75				
MA107 Externship	8.53				
MB201 Medical Business Management	6.50	6.50	6.50	Choice of two to total from 11.75 to 14.63	
RM202 Medical Risk Management	6.50	6.50	6.50		
HR203 Dimensions of Human Relations	6.50	6.50	6.50		
CD204 Career Development	6.50	6.50	6.50		
CM205 Communications for Health Profess	6.50	6.50	6.50		
CA206 Computer Applications for Managers	5.25	5.25	5.25		
FP207 Medical Financial Principles	8.13	8.13	8.13		
XR101 Anatomy/Physiology, EKG, Chest Positioning		5.75	5.75		
XR102 X-Ray Physics, Beam Production, Equipment		7.38	7.38		
XR103 Phlebotomy, Darkroom, Office Procedures		5.75	5.75		
XR104 Radiation Safety, Patient Care, Urinalysis		5.75	5.75		
XR105 Radiologic Techniques, Math, Film Quality		5.75	5.75		
XR106 (FL) Torso-Skeleton			5.75		
XR106 (TN) Antmy/Physlgy Lmbr Spine, Skl&Sinuses		5.75			
XR107 (FL) Anatomy and Physiology of the Skull			5.75		
XR107(TN)108(FL) Externship		10.67	10.67		
ST101 Orgnztn of Body, Microblgy, Infection Control				6.00	
ST102 Hstry of Srgry, Med Law/Ethics, OR Envrmnt				6.00	
ST103 Special Senses and Surgical Procedures				6.00	
ST104 Digestive, Urinary, Reproductive Systems				6.00	
ST105 Surgical Procedures, Anesthesia, Pharmaclgy				7.13	
ST106 Instrumentation, Supplies				6.00	
ST107 Skeletal and Muscular System, Disease Prcs				6.00	
ST108 Specialty Surgeries				6.00	
ST109 Positioning, Counting Procedures				7.13	
ST110 Life and Death in the OR				6.00	
ST111 Circulatory System, Cardiovascular Surgery				10.67	
ST112 Externship					
ITO100 Introduction to Technology					11.25
ITO101&2 Cmptr Oprng Systems & Hrdwr I&II					22.50
ITO201 Microsoft Windows NT 4.0 Administration					11.25
ITO202 Novell Netware 5.0 Administration					11.25
ITO301 Network Connectivity I & II					22.50
ITO401 Network Integration (Cisco)					11.25
ITO402 Systems Analysis & Design					11.25
ITO500 Network Technologies					11.25
Totals	90.54	92.68	98.43	90.68	112.50

**Consideration of Request for Initial License**

**Central Michigan University, Mount Pleasant, Michigan, at Beaufort Memorial  
Hospital, Beaufort, South Carolina  
Master of Science in Administration with a Concentration in Health Services  
Administration**

**Summary**

Central Michigan University requests approval of an initial license to offer a program leading to the Master of Science in Administration degree with a concentration in Health Services Administration for implementation in Fall 2001. The program is offered through its College of Extended Learning. The purpose of the Extended Degree Programs is to provide opportunities for adult students to achieve their individual educational goals for personal growth and career development.

Founded in 1892 as the Central Michigan Normal School and Business Institute, Central Michigan University (CMU) is a comprehensive public university. It offers students their choice of 24 degrees. The main campus enrolls 17,800 on-campus students, and approximately 8,700 off-campus students. CMU is accredited by the North Central Association of Colleges and Schools, and is currently licensed/authorized to offer its Extended Degree Programs in Florida, Georgia, Kansas, Louisiana, Maryland, Missouri, North Carolina, North Dakota, and Virginia.

CMU has been offering this degree at the Beaufort Naval Base for several years. (The Commission does not have authority to license programs on military bases.) The Beaufort Memorial Hospital staff requested that the program be brought on-site for their employees and professionals in the surrounding area. In March 2001, Beaufort Memorial Hospital entered into a Memorandum of Understanding (MOU) with Central Michigan University for CMU to offer the program. The MOU stipulates that, for a rental fee, the Hospital will provide space for classrooms, student/faculty consultations, administrative staff, and advising staff, and classroom audio-visual equipment.

CMU requires that students in the 36-semester-hour Master of Science in Administration (MSA) program with a concentration in Health Services Administration complete a 15 to 21 semester hour administrative core, a twelve to eighteen semester hour concentration, and a three semester hour integrating experience course. The program is designed to provide the knowledge and skills required for directors, administrators, and

supervisors in health services. The same program is also offered at the CMU main campus.

The program courses are as follows:

- I. Administrative Core 15-21 Hours  
Required Courses (9 hours)
  - MSA 600 Administrative Research and Report Methods
  - MSA 634 Managerial Accounting Concepts OR
  - MSA 635 Financial Management
  - MSA 640 Quantitative Applications in Administrative Decision MakingOther core courses (6-12 hours)
  - MSA 610 Environments in Administration
  - MSA 620 Effective Administration and Organizational Behavior
  - MSA 650 Organization Theory: Strategy and Structure
  - MSA 660 Marketing Administration
  - MSA 675 Strategic Policy Administration
  - MSA 696 Special Topics
- II. Health Services Administration Concentration  
Required courses (12 hours)
  - HPR 520 Health Services Administration
  - HRP 570 Financial Aspects of Health Services Organizations
  - HPR 571 Legal Aspects of Health Services Organizations
  - HPR 607 Health Service Organizations: Origins, Systems, and ApplicationsElective courses (3-6 hours)
  - HPR 538 Development of Proposals and Reports in Health Administration
  - HPR 544 Biostatistics
  - HPR 545 Health Planning
  - HPR 572 Quality Improvement in Health Services
  - HPR 601 Computerized Health Care Systems
  - HPR 617 Community and Public Health
  - HPR 680 Managed Care: Origins, Organizations and Operations
  - HPR 700 Program Evaluation in the Health Fields
- III. Integrating Experience (3 hours)
  - MSA 685 Integrative Analysis of Administration

Students complete one course at a time in classes that meet Friday evenings from six p.m. to ten p.m. and Saturdays eight a.m. to five p.m., every other weekend for a six-week period. The minimum time to complete the program is eighteen months. CMU projects enrollment of fifteen students in the first year at Beaufort, beginning in Fall 2001. Tuition is currently \$231 per credit hour.



Faculty who teach in the program must meet the South Carolina Commission on Higher Education licensing requirement that, with rare exception, graduate faculty members must hold a terminal degree, usually an earned doctorate, in the field in which they teach. In Beaufort the institution will use a combination of core and adjunct faculty.

For admission into its graduate programs, applicants must have earned a baccalaureate or equivalent degree from an institution that has received regional accreditation or recognized standing. Applicants are granted regular admission if their undergraduate GPA is at least 2.5, or in the final 60 semester hours, is at least 2.7. Conditional admission may be granted if the undergraduate GPA is less than 2.5. To attain regular admission status, applicants admitted as conditional must attain a cumulative GPA of 3.0 on the first nine credit hours of graduate study for the Master of Science in Administration degree.

Upon admission, the student meets with an adviser to determine prerequisite(s) and to develop a program plan. Students must show prerequisite competence for MSA core courses by completing prerequisite course work within the past three years or by demonstrating proficiency through taking and achieving a passing score on appropriate competency assessments. Competency assessments in accounting, algebra, basic economics, and statistics determine the mathematical and statistical skills and point out any areas that need strengthening before enrollment in a particular core course.

The skills assessment is administered at the program center of the student, and each takes approximately one to two hours to complete. Those students who do not demonstrate competency may improve their skills through CMU-sponsored refresher workshops (15 or more contact hours); through self-study using instructional materials provided by CMU, which include a textbook and assignments; or through enrollment in an undergraduate-level course at a local college.

In addition to its main-campus administration, CMU maintains a regional office in Atlanta, Georgia, through which administrative functions are conducted. CMU also has a full-time program administrator to oversee the administrative functions of the Beaufort Memorial Hospital cohort. This person is responsible for day-to-day operations, logistical support for students and faculty, promotion efforts, scheduling courses, text book coordination, scheduling advising appointments, and maintenance of student files.

The physical facilities are being provided by the Beaufort Memorial Hospital as agreed upon through a Memorandum of Understanding effective June 1, 2001. The classroom has a seating capacity of approximately fifty people and may be divided into two classrooms.