

May 4, 2006

**MEMORANDUM**

TO: Dr. Layton R. McCurdy, Chairman, and Members, Commission on Higher Education

FROM: Dr. Vermelle J. Johnson, Chairman, and Members, Committee on Academic Affairs and Licensing

**Consideration of Request for Initial License**

**Saint Leo University, Saint Leo, FL, at Sumter to offer  
A.A. in Liberal Arts; B.A. in (1) Business Administration, (2) Criminal Justice, and  
(3) Human Resources Administration; and B.S. in Computer Information Systems**

**Summary**

Saint Leo University (SLU) <<http://www.saintleo.edu/>> requests approval of initial license to offer programs leading to the A.A. degree in Liberal Arts; the B.A. degree in (1) Business Administration, (2) Criminal Justice, and (3) Human Resources Administration; and the B.S. degree in Computer Information Systems, to be offered in Sumter. With the approval of the Commission and sufficient enrollments, classes will begin in the Fall 2006.

Saint Leo is a non-profit, Catholic, coeducational liberal arts university offering associate's, bachelor's, and master's degrees. The University was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of confirming the usual academic and other degrees granted by any college in this state." In 1974 SLU began to offer degree programs on military bases and has developed into a system also offering its programs in workplace locations, community colleges, and online. In addition to Shaw Air Force Base in Sumter, the off-campus programs are offered at sites in Florida, Georgia, Texas, and Virginia. The Southern Association of Colleges and Schools (SACS) accredits the institution and the International Assembly for Collegiate Business Education (IACBE) accredits the School of Business.

Under authority of the commanding officer at Shaw, Saint Leo University offers classes to 362 students (62 percent are civilians) on Shaw Air Force Base in Sumter, having offered programs there since 1975. The Air Force provides classrooms and office space. SLU does not operate on any other South Carolina military bases and will continue its programs at Shaw. However, SLU requests approval for initial license so that it will be available to more civilian students and so that the students will not be subjected to the additional security procedures now required for those entering military bases. With the expected transfer of 1,500 to 3,000 Army personnel from Ft. McPherson in Atlanta to Shaw, SLU officials expect military enrollment in the programs offered at Shaw to increase and reach the capacity of the facilities.

Other institutions in Sumter that offer programs leading to the degrees similar to those Saint Leo proposes are: Central Carolina Technical College (A.A. and A.S.), Troy State (B.S. in Business Administration and Criminal Justice), USC-Aiken at USC-Sumter (B.S. in Business Administration), USC-Columbia at USC-Sumter (B.S. in Interdisciplinary Studies), and USC-Sumter (A.A. and A.S.).

SLU offers education programs to the full-time employed working adult population who find it difficult, if not impossible, to further their educations through the traditional college setting. Most students are "non-traditional." They tend to be older and have family and outside commitments. Distance Learning (DL) provides off-campus students an opportunity to supplement the courses they take in traditional on-ground classrooms with Internet-based courses. Students are limited to two DL courses in any registration period and may not earn their degree through DL.

Saint Leo University makes available sufficient learning resources to support the courses and degrees offered. Every new student entering Saint Leo University is given a Continuing Education Orientation CD which includes information on the Jerome Library and librarian in the Central Region, local libraries in Sumter, the University Library Online services, and study materials for the Library Tutorial. Students are required to take and pass a test on the online library tutorial. The library tutorial will serve as important preparation for studies at Saint Leo.

Saint Leo students, faculty, and staff have access to the Central Region Librarian and Jerome Library at the Saint Leo University Savannah Center. The collection consists of over 8000 volumes. Ms. Viki Stoupenos, the Central Region Librarian, visits all locations in the Central Region to conduct classroom presentations on library services and is available to assist all students, faculty, and staff.

Saint Leo students may borrow materials from Central Carolina Technical College and the Sumter County Library if they show a Sumter County Public Library card. Saint Leo will reimburse off-campus students for one library card from a university in their

area. Saint Leo students also have access to the Shaw Air Force Library; it contains a useful range of reference materials covering the Saint Leo curricula.

Saint Leo students and faculty can search book and media holdings in Saint Leo University's Cannon Memorial Library on the main Florida campus from any location by visiting LeoCat Voyager online. Saint Leo University also provides its students and faculty access to a variety of online databases to assist them in locating magazine, journal, and newspaper articles. Online resources include: Access Science; EBSCO: Academic Search Premier, ATLA Religion Database, Business Source Premier, Catholic Periodical and Literature Index (CPLI), EBSCO Animals, ERIC; Funk & Wagnells New World Encyclopedia, MAS Ultra School Edit, Military and Government Collection, MLA Directory of Periodicals, MLA International Bibliography, Newspaper Source, New Testament Abstracts, Old Testament Abstracts Online, Primary Search, PsycARTICLES, PsycEXTRA, PsycINFO, Regional Business News; Encyclopedia Britannic Online; Gale's Literature Resource Center; Lexis-Nexis Academic; netLibrary; Newsbank: America's Newspapers; Proquest; RIA Checkpoint; Safari Tech Books; Twayne Authors; Westlaw Campus Research; Wilson; Wilson OmniFile; and Xrefer Plus (181 online reference e-books).

Saint Leo officials have arranged to teach the proposed programs at St. Francis Xavier High School, 15 School Street, Sumter. The lease agreement is for classrooms with seating capacity for 30 students in each room per session, an office to house the Saint Leo administrative office, lavatories, break area with snack machines, and use of other space and facilities as available for special events. Saint Leo will provide computer software and licensing not currently owned by St. Francis Xavier for its instructional programs.

Courses will be offered in five eight-week terms per year. SLU officials project enrolling 15 students in its first term and to enroll a total of 32 for the first year. Tuition at the undergraduate level is \$393 for each three-semester-hour course. DL courses are an additional \$105, for a total of \$498 for each three-credit course.

Faculty who teach in the programs must meet the South Carolina Commission on Higher Education licensing requirement that an appropriate number of faculty members hold terminal degrees, usually an earned doctorate, and that all others must hold master's degrees with at least 18 graduate semester hours in the teaching discipline, or a master's degree with a major in the teaching discipline. The institution will use a combination of core and adjunct faculty with a minimum of 25 percent of each program taught by faculty members who hold terminal credentials.

Twenty-five percent of the program must be earned at SLU and a minimum of 50 percent of the program hours must be on a senior college level.

The following table shows the general education curricula content in the various proposed majors.

Saint Leo University - Curricula Content						
		A.A. Liberal Arts	B.A. Bus Admin	B.A. HRAdmn	B.A. Crim Justice	B.S. CIS
COM 130 or 140	PC Applications ** or Business Computer Skills **	3	3	3	3	3
ENG 121, 122	Academic Writing I, II	6	6	6	6	6
FAS 101	The Integrated Arts	3	3	3	3	3
MAT 128 or higher (except MAT 201)	Mathematics:	3	3	3	3	3
PHI 101	The Quest for Wisdom	3	3	3	3	3
REL 201, REL 220, REL 223 or REL 224	Religion	3	3	3	3	3
SCI 101	Integrated Physical Science	3	3	3	3	3
SCI 102	Integrated Life Science	3	3	3	3	3
SSC 101	The Human Behavior Perspective	3	3	3	3	3
SSC 102	The Global Perspective	3	3	3	3	3
ART 103, ENG 202, FAS 123, FAS 125, or MUS 123	Fine Arts		3	3	3	3
ECO 201, HTY 121, HTY 122, or POL 223	Global Perspective		3	3	3	3
ENG 225, 226, or 311	Literature		3	3	3	3
PSY 121, SOC 121, or SOC/SSC 222	Human Behavior Perspective		3	3	3	3
REL 401	The Catholic Tradition		3	3	3	3
	<b>REQUIRED GENERAL EDUCATION</b>	<b>33</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>

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Saint Leo University - Curricula Content						
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	<b>REQUIRED GENERAL EDUCATION</b>	<b>33</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>
ACC 201, 202	Accounting I, II		6			6
COM 140	Business Computer Skills		3	3		3
CIS major courses	CIS, Computer Language, Decision Support Systems, Electronic Commerce, Systems Analysis and Design, Internet Applications, Database Concepts and Programming, Network Theory and Design, Information Technology and Project Management, Information Resource Management, CIS Comprehensive Exam					33
CRM required	Intro to Law and Legal System; Survey of CJ System; Substantive Criminal Law; Law of Criminal Procedure; Criminal Justice Ethics; Police Org and Admn; Theories of Criminal Behavior; Criminal Justice Comp Exam; Senior Seminar in CJ				24	
CRM Concentration	Five: Criminal Investigation, Special Topics; Drugs, Society, and Human Behavior; Organized Crime; White Collar Crime; Terrorism; Violent Crime; Juvenile Justice; Law Enforcement Systems; Correctional Systems; Forensic Psychology				15	
ECO 201, 202	Macro and Microeconomics		6			6
GBA 231	Business Law I		3			3
GBA 321	Essential Business Skills		3	3		3
GBA 334	Applied Decision Methods for Business		3			
GBA 335	Administrative and Personnel Law			3		
GBA 498	Strategic Management		3			
GBA 499	Business Comprehensive Examination		0	0		
HRA Concentration	Health, Safety, and Security; Selection and Placement; Training and Development; Compensation and Benefits; Seminar in HRA			15		
MAT 141	Finite Mathematics		3	3		3
MAT 201	Introduction to Statistics		3	3		3
MGT 301	Principles of Management		3	3		3
MGT 320	Entrepreneurship and Family Business I		3			
MGT 325	Finance for Managers		3			3
MGT 327	Management Information Systems		3	3		
MGT 331	Management of Human Resources		3	3		
MGT 340	International Management		3	3		
MGT 412	Organizational Behavior and Development		3	3		

Saint Leo University - Curricula Content						
		A.A. Liberal Arts	B.A. Bus Admin	B.A. HRAdmn	B.A. Crim Justice	B.S. CIS
MGT 441	Labor Relations			3		
MKT 301	Principles of Marketing		3			3
PHI 328	Business Ethics		3	3		
PSY 121	Introduction to Psychology			3		
PSY 331	Interviewing and Counseling Skills			3		
PSY 338	Industrial and Organizational Psychology			3		
SOC 320	Methods of Social Research			3		
300 or 400 level	Business Elective		3			
	GENERAL ELECTIVES	27	9	9	33	3
TOTAL		60	120	120	120	120

In summary, the staff finds that the proposed programs and the institution meet the requirements of the licensing statute and regulations.

### **Recommendation**

The Committee on Academic Affairs and Licensing recommends that the Commission grant initial licensure for five years to Saint Leo University to offer in Sumter the programs leading to the A.A. degree in Liberal Arts, the B.A. degree in Business Administration, Criminal Justice, and Human Resources Management, and the B.S. in Computer Information Science, to be implemented in Fall 2006.