



# South Carolina Commission on Higher Education

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CHE  
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## MEMORANDUM

TO: Mr. Ken Wingate, Chairman, and Members, Commission on Higher Education

FROM: Dr. Bettie Rose Horne, Chairman, and Members, Committee on Academic Affairs  
and Licensing

**Consideration of Request for Amendment to Existing License to Add New  
Programs  
B.A., Human Services Administration and  
B.S., Health Care Management  
Saint Leo University, Saint Leo, FL, at its site in Sumter**

### Summary

Saint Leo University ([www.saintleo.edu](http://www.saintleo.edu)) requests approval of an amendment to its license to offer at its site in Sumter new programs leading to the B.A. degree in Human Services Administration and the B.S. degree in Health Care Management, to be implemented immediately following approval by CHE. All courses offered will be taught on-site at the facilities in Sumter combined with on-line, CD ROM, and video teleconferencing.

Saint Leo is a non-profit, Catholic, coeducational liberal arts university offering associate, bachelor, and master 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 Saint Leo began to offer degree programs on military bases and has developed into a system which also offers its programs in workplace locations, community colleges, and online. In addition to Shaw Air Force Base in Sumter, Saint Leo's off-campus programs are offered at sites in California, Florida, Georgia, Mississippi, Texas, and Virginia.

In 2006, the Commission licensed Saint Leo to offer in Sumter its first programs off a South Carolina military installation. The institution now offers programs leading to the A.A. degree in Liberal Arts, B.A. degrees in Business Administration, Criminal Justice, and Human Resources Administration, and the B.S. degree in Computer Information Systems at sites other than military installations. The Southern Association of Colleges and Schools (SACS) accredits the institution.

Under authority of the commanding officer at Shaw, Saint Leo University offers classes to 268 students (65 percent are civilians) on Shaw Air Force Base in Sumter. Saint Leo's, which has offered programs at Shaw AFB since 1975, will continue its programs there. Saint Leo offers programs off the base in order to provide educational opportunities to more civilian students and to prevent civilian students from being subjected to the additional security procedures now required for persons entering military bases.

The following information from the U.S. Department of Education (USDE) shows student loan default rates at Saint Leo University.

<b>OPE ID</b>	<b>School</b>	<b>Type</b>	<b>Control</b>	<b>PRGMS</b>		<b>FY2007</b>	<b>FY2006</b>	<b>FY2005</b>
001526	Saint Leo University	Master's Degree or Doctor's Degree	Private	Federal Family Education Loans and Federal Direct Loans (FFEL/FDL)	<b>Default Rate</b>	4.2	3.3	2.5
					<b>No. in Default</b>	121	113	74
					<b>No. in Repay</b>	2,835	3,395	2,862

The USDE sanctions a school when the school's three most recent cohort default rates are 25 percent or higher or if a school's current default rate is greater than 40 percent. Except in the event of a successful adjustment or appeal, such a school will lose Federal Family Education Loan, Direct Loan, and Federal Pell Grant program eligibility for the remainder of the fiscal year in which the school is notified of its sanction and for the following two fiscal years. Saint Leo University's default rates are far below this standard. According to Saint Leo officials, an estimate of the student loan debt for graduates of programs offered off-campus at civilian and military base locations is \$6,900 for associate degrees and \$13,900 for bachelor degrees.

In Sumter, classes meet at the Wise Drive Baptist Church. The facility offers seven classrooms and access to a break room and ancillary facilities. No additional equipment or facilities are needed to implement the new programs. The following table shows enrollments in and graduates from existing programs offered at the Sumter site:

<b>SAINT LEO FTE ENROLLMENT AND GRADUATES SUMTER (includes AFB and off-base location)</b>			
<b>Degree</b>	<b>Major</b>	<b>FTE Fall 1 2009</b>	<b>Graduates FY June 2009</b>
AA	Liberal Arts	8	17
BA	Business Administration	22	30
BA	Criminal Justice	26	10
BA	Human Resources Administration	36	14
BS	Computer Information Systems	4	6

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 librarian in the Central Region, local libraries in Sumter, the University Library Online services, and study materials for the Library Tutorial. The library tutorial serves as important preparation for studies at Saint Leo.

Saint Leo offers education programs to the full-time employed working adult population who find it difficult, if not impossible, to further their educations in a traditional college setting. Most students are “non-traditional” in that they tend to be older and have family and outside commitments. Distance learning provides off-campus students an opportunity to supplement the courses they take in traditional on-ground classrooms with Internet-based courses. Students with a 3.0 GPA may take up to three distance learning courses in any registration period but may not earn their degree through distance learning.

Saint Leo students, faculty, and staff have access to a full-time librarian and the Saint Leo University online library. Saint Leo students may borrow materials from Central Carolina Technical College 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 wide variety of online databases to assist them in locating magazine, journal, and newspaper articles.

Saint Leo staff members at the Sumter site include a campus director who reports to the assistant vice president for the central region. The assistant vice president reports to the vice president for continuing education and student services at Saint Leo’s main campus. The vice president reports to the president of the University. Other staff members at the Sumter site include an academic advisor, a recruiter, an assistant professor of management, and support staff.

Saint Leo faculty who teach in the undergraduate baccalaureate 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 should 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.

Applicants must hold a high school diploma or G.E.D. Saint Leo also conditionally accepts those serving on active duty military duty, in the National Guard, or in the reserves who have passed the armed forces enlistment test and who have earned 12 credit hours with a cumulative GPA of 2.0 or above. Conditionally admitted students are considered fully admitted upon completion of 12 credit hours with a GPA of 2.0 and no grades below a "D". The University accepts transfer credits from regionally accredited institutions for courses of comparable content in which students earned a grade of "C" or higher, nationally scored tests such as College Level Examination Program (C.L.E.P.), and Defense Activity for Non-Traditional Education Support (D.A.N.T.E.S.), American Council on Education Military Evaluations Program recommendations, National Guide to Educational Credit for Training Programs recommendations, and course-based equivalency challenges in several formats. Evaluation for credit through the prior learning process is based on the policies and procedures consistent with the principles of good practice established by the Council for Adult and Experiential Learning (C.A.E.L.). A maximum of 64 lower-division semester hours may be transferred from a two-year institution, and a maximum of 72 hours may be transferred into a program leading to a bachelor's degree.

Courses will be offered in six eight-week terms per year. Saint Leo's officials project enrolling nine students in each of the two new programs in the first year. Tuition is \$168 for each credit hour, a total of \$20,496 for 122 semester-credit hours.

The following are descriptions and curriculum outlines for each new program.

### **B.A., Human Services Administration**

Saint Leo University requests amendment of its license to add a new program leading to the B.A. degree in Human Services Administration with specializations in Administration and Social Services at its existing site in Sumter. The program is designed to foster an understanding of the causes and consequences of individual and social problems. Students choose to specialize in administration or social services.

Graduates of the administration specialization may expect employment in administrative positions in medical and health services management. They assist with planning, directing, coordinating, and supervising delivery of health care. They may manage personnel, finances (billing, collection, and budgeting), facility operations, and admissions while also providing resident care support.

Graduates of the social services specialization may expect employment in human services positions as human service workers, case management aides, social work assistants, community support workers, mental health aides, community outreach workers, life skills counselors, or gerontology aides. They usually work under the direction of licensed professionals from a variety of fields such as nursing, psychiatry, psychology, rehabilitative or physical therapy, and social work. The institution will provide a disclosure to each applicant stating that the program does not lead to social worker or counselor licensure.

Saint Leo University B.A., Human Services Administration Curriculum Content	
<b>General Education</b>	50
<b>Foundation Human Services Administration</b> Introduction to Human Services; Field Placement (3-9); Senior Seminar; Introduction to Psychology; Developmental Psychology; Abnormal Psychology; Introduction to Sociology; Statistics; Methods of Research; Drugs, Society, and Human Behavior or Diversity Issues in Social Practice	36
<b>Administration Specialization</b> Accounting (6); Computer Systems; Introduction to Internet Applications; Essential Business Skills; Health, Safety, and Security; Selection and Placement; Principles of Management; Management Information Systems; Management of Human Resources; Organizational Behavior and Development; Principles of Marketing <b>or Social Services Specialization</b> Field Placement (6) (may be waived with demonstrated professional service experience), Psychological Tests and Measurements, Interviewing and Counseling Skills, Social Psychology or Interaction in Everyday Life, elective	12-18
<b>Electives</b>	15-24
<b>Total B.A., Human Services Administration</b>	<b>122</b>

The Council for Standards in Human Service Education (CSHSE) accredits human services degree programs. Saint Leo University does not hold and does not plan to seek specialized accreditation for its program leading to the B.A. degree in Human Services Administration. Practitioner licensure or certification is not required for employment in this field.

According to the U.S. Department of Labor's Bureau of Labor Statistics *Occupational Outlook Handbook*, employment of social and human service assistants is expected to grow by nearly 34 percent through 2016. Job prospects are expected to be excellent, particularly for applicants with appropriate postsecondary education. Also, employment for social workers is expected to grow much faster than the average for all occupations through 2016. Job prospects are expected to be favorable, particularly for social workers who specialize in working with the aging population or in rural areas.

The following table shows other colleges and universities in the State that offer bachelor's degree programs in human services.

Institution	Degree	Institution Program Name
USC-Beaufort	B.S.	Human Services
Springfield	B.S.	Human Services
Virginia College	B.S.	Health Services Management

## **B.S., Health Care Management**

Saint Leo University requests amendment of its license to add a new program leading to the B.S. degree in Health Care Management. Students accepted into this major normally hold an associate degree or diploma in nursing or an A.S. degree in an applied health science discipline with clinical experience. Students not holding such a degree may be admitted based on the equivalent of four full-time months of experience in a health care discipline or in a health service organization. Students with little or no experience in a health care discipline may be admitted but will be required to complete a 15-credit-hour internship.

Students will learn management skills and how to evaluate the effectiveness of healthcare administrative systems and procedures for strategic revision and modification. Graduates will be prepared for entry-level employment in settings such as hospitals, medical clinics, health insurance offices, and home health care agencies.

Saint Leo University B.S., Health Care Management	
<b>General Education</b>	50
Common Body of Knowledge required for all School of Business majors Business Computer Skills, Accounting I and II, Finite Math, Statistics, Macro/microeconomics, Management, Finance, Marketing, Business Law, and Applied Decision Methods for Business	27-33
<b>Core Human Services Administration</b> Health Care Organization (6), Health Care Management, Health Law, Community Health Evaluation, Quality Improvement Methods in Health Care, Health Care Internship (3-12 credit hours), Critical Issues in Health Care, Health Planning Policy Management, business electives (6)	30-39
<b>Electives</b>	9-24
<b>Total B.S., Health Care Management</b>	<b>122</b>

While the Commission on Accreditation of Healthcare Management Education (CAHME) accredits professional master's degree programs in healthcare management, there is no specialized accrediting agency for baccalaureate-level programs. Practitioner licensure or certification is not required for employment.

The *Occupational Outlook Handbook* predicts that job opportunities will be good in the field of medical and health services management as the health care industry continues to expand and diversify, requiring managers to help ensure smooth business operations. Hospitals employ the most medical and health services managers. Employment will grow fastest in practitioners' offices and in home health care agencies as many services previously provided in hospitals will shift to these settings.

The following table shows other colleges and universities in the State that offer bachelor's degree programs in health care management or similar majors.

<b>Institution</b>	<b>Degree</b>	<b>Major</b>
Brown Mackie	B.S.	Healthcare Management
ECPI	B.S.	Healthcare Administration
South	B.S.	Healthcare Management
University of Phoenix	B.S.	Health Administration, Human Services
Virginia College	B.S.	Health Services Management
Webster	B.A.	Management, Health Care Administration

### **Recommendation**

The Committee on Academic Affairs and Licensing commends favorably to the Commission an amendment to the existing license of Saint Leo University to offer at its existing Sumter site programs leading to the B.A. degree in Human Services Administration and the B.S. degree in Health Care Management for implementation immediately upon approval by the Commission provided that the University includes a written disclosure to each applicant indicating that the program leading to the B.A. degree in Human Services Administration does not lead to licensure.