



SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

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November 4, 1999

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MEMORANDUM

To: Mr. R. Austin Gilbert, Jr., Chairman, and Members,
Commission on Higher Education

From: Ms. Dianne Chinnes, Chairman *DC/gmm*
Committee on Academic Affairs and Licensing

Consideration of Request to Renew License

Lesley College, Cambridge, MA

M.Ed., Technology in Education

M.Ed., Curriculum and Instruction

(Creative Arts, Early Childhood, and Literacy: Language,
Reading, Writing)

Summary

Lesley College requests renewal of its license to offer two programs leading to the M.Ed. in Technology in Education and to the M.Ed. in Curriculum and Instruction with concentrations in Creative Arts, Early Childhood, and Literacy: Language, Reading, and Writing.

The Commission on Higher Education licensed Lesley College in May 1994. Lesley has offered its programs in Charleston (Summerville), Greenville, Columbia (Cayce/West Columbia), and Conway.

Lesley College was founded in 1909 as a professional school for women in early childhood education. Today, the College offers a variety of graduate and undergraduate programs on its Cambridge campus and in regional, national, and international locations.

The Graduate School was established in 1954 as a center of advanced professional training for men and women in teaching. Enrollment exceeds 3,500 a year. The average age of students in the master's degree programs is 37 years, and they are working

professionals. Classes are scheduled at convenient evening and weekend hours tailored to meet the needs of non-traditional students. The New England Association of Schools and Colleges (NEASC) has accredited Lesley since 1952.

It is customary for the staff to conduct program reviews and make recommendations concerning licensure of degree-granting institutions. Because of the non-traditional nature of the programs that Lesley College offers and because the programs are graduate level, the staff sought assistance with the review of these programs from two area experts.

Rhonda Taylor Richards, Ph.D., Associate Dean, College of Education, Winthrop University, and Margaret Johnson, Ph.D., Professor of Art and Design, College of Visual and Performing Arts, Winthrop University, reviewed the Technology in Education and Creative Arts programs respectively. Lesley College officials provided the renewal application and exhibits and the licensing staff forwarded the materials to Drs. Richards and Johnson. After their initial review of the materials, each reviewer submitted their comments, commendations, and concerns. Lesley College officials then provided additional information to address the reports, and the licensing staff surveyed graduates of each of these programs. Based on the Lesley responses and the survey results, both reviewers submitted amended reports. The licensing staff wishes to express its appreciation for the extraordinary time and effort that Drs. Richards and Johnson committed to the review.

The following is a summary of the operations, the reviewers' findings, and the graduate surveys. The original application materials, reports, responses, surveys, and revised reports are voluminous and are available from the licensing staff for your review if you desire additional information.

Since the Commission licensed Lesley in 1994, Lesley has offered its M.Ed. programs as follows:

Program	Location	Start - End	Enrollment	Graduates
Computers in Education	Summerville	10/95 - 8/97	23	23
Computers in Education	Greenville	4/96 - 1/98	22	20
Computers in Education	Columbia	8/96 - 4/98	18	16
Technology in Education*	Conway	9/97 - 5/99	23	23
Technology in Education	Conway	9/97 - 5/99	20	20
C&I, Creative Arts in Learning	Columbia	9/97 - 5/99	24	21
C&I, Creative Arts in Learning	Summerville	10/97 - 5/99	22	20
Technology in Education	Conway	8/98 - 4/00	23	
C&I, Creative Arts in Learning	Columbia (2 nd)	12/98 - 7/00	29	
C&I, Creative Arts in Learning	Conway	1/99 - 7/00	20	
C&I, Creative Arts in Learning	Columbia	2/99 - 8/00	29	

* Computers in Education name changed to Technology in Education 12/96

The programs are offered in an intensive weekend format. Each three-credit-hour course is scheduled for two weekends, separated by two to four weeks, with students attending class on Friday evening and all day on Saturday and Sunday. Students register for a course two weeks before the first weekend seminar. Assignments, readings, and other activities are presented to students before the class. Students are expected to complete required assignments before the first class session, between the class sessions, and after the last session. Students have access to the course instructor, a program advisor, a faculty advisor, and the program director when necessary. Local site coordinators serve as liaisons between the students and Lesley. Some of their duties are to order textbooks, collect registration forms and payments, distribute forms, books, evaluations, and information of any changes in schedule or procedures, and notify the College's administration about concerns or issues (such as the site, lodging, book orders).

The 33 credit-hour program in Curriculum and Instruction with a specialization in Creative Arts in Learning is designed for teachers who wish to develop individual creativity and to integrate the arts into the school curriculum. Dr. Johnson cited the Adjunct Faculty Handbook as "indeed an impressive document." She found the curriculum current, relevant, practical, and well aligned with the objectives of the program. The course syllabi range from adequate to outstanding. Dr. Johnson's report also mentions the potential this program has for serving as a model for the integration of the arts initiative in the general curriculum, particularly if completed by elementary classroom teachers.

The 33 credit-hour program in Technology in Education is designed for teachers who wish to enhance their skills and knowledge in the area of technology within the school curriculum. Dr. Richards included several suggestions for Lesley officials to consider in the areas of including information about accreditation, authorization, and licensing; updating software for technology courses; requiring a minimum grade point average for admission; and hiring faculty who possess terminal credentials.

The graduate surveys were extremely complimentary of the kind of education the students feel they are receiving through the Lesley College programs. According to the students, the content in most cases was timely, relevant, and applicable to classroom settings.

All 41 graduates responded that they feel positively about their decision to attend Lesley, and they recommend it to others. They indicated that they received adequate feedback on progress through the courses and that the course materials the instructors used were up-to-date and adequate. All respondents "agreed" or "strongly agreed" that the instructors were knowledgeable, prepared, understandable, available, and encouraging; the curriculum content was as expected, appropriate and useable; the schedule and pace were comfortable; grading was fair; administrative support was

adequate; and the class structure allowed enough research and reflection time between class meetings. Graduates valued most the knowledgeable professors, weekend format, curricula content and usefulness, and networking.

Faculty credentials are the only issue about which the Lesley College officials did not provide adequate documentation that the faculty who taught in the programs offered in South Carolina met the licensure requirements. This is an important deficiency which needs to be monitored to ensure appropriate compliance with the Commission on Higher Education Regulation 62-12. This regulation specifies "with rare exception, graduate faculty members shall hold a terminal degree (usually an earned doctorate) in the field in which they teach."

Recommendation

The Committee recommends that the Commission approve the proposed renewal of the license for Lesley College for five years, subject to staff approval of facilities as they are acquired, and granting Lesley College authority to offer two programs leading to the M.Ed. degree in: 1) Computers in Education and 2) Curriculum and Instruction with concentrations in Creative Arts, Early Childhood, and Literacy: Language, Reading, and Writing.

Further, the Committee recommends that the Commission require that Lesley College officials submit to the licensing staff a proposed faculty roster before each term for each course to be taught in that term. The roster should include each course to be taught at each site; the faculty assigned to teach each course; the highest credential earned by each faculty member and his or her field of study; and the institution from which the highest credential was earned.

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From: Ms. Dianne Chinnes, Chairman *DC/gmr*
Committee on Academic Affairs and Licensing

Consideration of Request to Renew License
Forrest Junior College, Anderson, SC
A.A.S. in Business Administration

Summary

Forrest Junior College requests renewal of its license to offer a program leading to the A.A.S. degree in Business Administration with specializations in Accounting, Child Care Management, Legal Office Administration, Medical Office Administration, Computer Information Systems, Office Administration, and Legal Assisting/Paralegal Studies.

The Commission has licensed Forrest Junior College (FJC) as a degree-granting institution since March 2, 1989. Before that, FJC operated since 1963 as a non-degree granting institution by authority of the State Department of Education. Dr. John Re and Mr. Charles E. Palmer, Jr. are the owners of the institution, having purchased it from Charles M. Forrest in April 1985. Mr. Forrest purchased the school in 1951 from Mr. R. C. Carr, who founded the school in 1946 as the Carolina School of Commerce.

Since the Commission renewed its license in 1996, FJC officials have filed annual reports, and Commission staff have visited the institution on several occasions to confirm information and to consult with the institution's officials concerning licensing matters. The Accrediting Council for Independent Colleges and Schools (ACICS) has accredited FJC

since 1965, and the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Medical Assistant program.

The Commission has delegated to the licensing staff licensing approvals and renewals for institutions that offer only diploma and certificate programs. Since Forrest Junior College offers diploma programs in addition to degree programs, the staff is including information about the diploma programs with this proposal. Forrest Junior College offers diplomas in Administrative Office Assistant, Bookkeeper, Managed Care Assistant, Medical Office Assistant, Medical Assistant, and Medical Laboratory Assistant. Each diploma program includes from 52.2 (Managed Care Assistant) to 78 (Medical Assistant) quarter credit hours. Each diploma program includes a course in English, math, and social or behavioral science. The staff has approved renewal of these diploma programs

The A.A.S. in Business Administration curriculum includes the following:

Component	Quarter Credit Hours (qch)
Business (Finance, planning, business writing, computers (10.5 qch), bookkeeping)	21.0
Major (Intro to business, management, marketing, HRM, internship (or approved elective), business law)	30.0
General Education (English 13.5 qch), math, sociology, psychology, economics)	40.5
Elective	18.0
Total Quarter Credit Hours for A.A.S. in Business Administration	109.5

Students may substitute an area of specialization for the elective component to earn an A.A.S. in Business Administration with a Specialization as follows:

Specialization	Quarter Credit Hours
Accounting	18.0
Child Care Management	22.5
Computer Information Systems	18.0
Legal Assisting/Paralegal Studies	30.0
Legal Office Administration	24.0
Medical Office Administration	24.0
Office Administration	18.0

The Commission holds surety bonds for \$90,000. There is in the institution adequate space, equipment, instructional materials, and appropriately qualified instructional personnel to provide training and education of good quality. The institution owns sufficient learning resources required to support the courses, programs, and degrees offered. The institution maintains written records of transfer credit, attendance, progress and grades, and publishes a catalog that contains all of the information the Commission requires.

Recommendation

The Committee recommends that the Commission approve the proposed renewal of the license for Forrest Junior College for five years to offer a program leading to the A.A.S. degree in Business Administration, with specializations in Accounting, Child Care Management, Legal Office Administration, Medical Office Administration, Computer Information Systems, Office Administration, and Legal Assisting/Paralegal Studies.

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