



SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

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MEMORANDUM

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

From: Ms. Dianne Chinnes, Chairman,
Committee on Academic Affairs and Licensing

Dr. Chinnes

Consideration of Request for Initial License

Miller-Motte Business College, Clarksville, TN

A.A.S. in Accounting,

A.A.S. in Business Management,

A.A.S. in Medical Assisting

A.A.S. in Microcomputer Applications with Concentrations in

Microcomputer Applications Assistant and Systems Network Engineer

Summary

Miller-Motte Business College requests approval of an initial license to offer in Charleston four programs leading to the A.A.S. degree in 1) Accounting, 2) Business Management, 3) Medical Assisting, and 4) Microcomputer Applications with concentrations in Microcomputer Applications Assistant and Systems Network Engineer.

Judge Leon Motte founded the school in 1916 in Wilmington, North Carolina to train courtroom stenographers. After the death of Judge Motte, his wife expanded the curriculum to include secretarial studies and thereby created Motte's Secretarial School. In 1954 Mr. Homer Miller, a business educator from Virginia, purchased the school and expanded its offerings into other business-related fields. Richard and Sharon Craig purchased the school in 1979, and opened a branch in Clarksville, Tennessee in 1987.

The Accrediting Council of Independent Colleges and Schools (ACICS) has accredited MMBC since 1989, at which time the Clarksville campus was designated as the main campus and the Wilmington campus was designated as a branch campus. In 1998 Delta Educational Systems, Inc., a Virginia corporation that is incorporated in North

Carolina, purchased the schools. The Clarksville campus offers the A.A.S. under authority granted by the State of Tennessee through the Tennessee Higher Education Commission. The Board of Governors of the University of North Carolina licenses MMBC to offer five A.A.S. degree programs.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Committee on Accreditation for Medical Assistant Education. CAAHEP officials informed the licensing staff that it does not have a process by which it can include an additional location within its accreditation until after one class has graduated. MMBC officials have assured the staff that they will seek this accreditation as soon as eligibility is established.

The institution has designed its programs to provide the student with vocational career training and not for transfer to other institutions. Each degree program for which MMBC seeks licensure includes at least 99-quarter credit hours. The minimum time to complete a program is eight quarters (two years). The attached table shows the content of each program.

The institution will provide student support services in financial aid, placement assistance, and academic advising. Initially, personnel at the main campus will provide substantial support to the Charleston branch. Beginning with a Branch Director, MMBC will also employ a Director of Education, a Director of Financial Aid, a Director of Student Services and Institutional Effectiveness, a Registrar/Office Manager, a Director of Admissions, a Receptionist/Secretary, and Admissions Representatives.

Student enrollment will dictate faculty size. Projected full-time positions for the next three years are: 1) for 2000-2001, Director of Education, Program Coordinators (microcomputers and medical assisting); 2) for 2001-2002, three full-time faculty in general education and business, 3) for 2002-2003, two full-time faculty. Faculty members who teach general education must have a baccalaureate degree with 18 hours in the teaching discipline. Faculty members who teach occupational courses must hold a baccalaureate degree. If the degree is in an area other than the assigned teaching area, he or she must have two years of related work experience or evidence of specialized training or competency in the teaching area.

MMBC has entered a lease agreement for 10,432 square feet of commercial space in the Rivers Park Business Center on Rivers Avenue in North Charleston. The space will include administrative offices, classrooms, a medical laboratory/classroom, a computer lab, a library including two computers with Internet access, and a student lounge with vending. Its goal is to have the facilities renovated and equipped to begin classes in October 2000. MMBC projects enrollment for the first year of 208 students. Tuition is \$1,980 each quarter for a full-time student taking four classes.

Students will be able to access adequate learning resources (library resources, computer labs, and audio-visual support) at the Charleston MMBC branch site library. The library will include seating for 25 students, computer workstations, a basic reference collection, ProQuest Direct subscription (provides monthly reports on usage), a circulating collection, paper editions of magazines, journals, and newspapers, videos, and an automated catalog/circulation system to be implemented in year two. A Library Advisory Committee will assist the librarian to develop appropriate resources.

MMBC uses an Institutional Effectiveness System to evaluate its programs, faculty, externships, employer satisfaction, and facilities. The system includes student services surveys, externship student site evaluations, student evaluations of courses and instructors, graduate evaluations, and extern sponsor evaluations.

Although federal antitrust laws prohibit restraint of trade based on competition, we provide the following information about degree programs offered at other institutions in Charleston that are similar to those MMBC proposes: Trident Technical College offers the Associate in Business in Accounting, Management, Management (Business Information Systems Career Path and Corporate Quality Career Path), and Office Systems Technology (Executive Career Path and Office Management Career Path).

Recommendation

The Committee recommends that the Commission approve initial licensure for five years of Miller-Motte Business College to offer the A.A.S. in Accounting, Business Management, Medical Assisting, and Microcomputer Applications with concentrations in Microcomputer Applications Assistant and Systems Network Engineer, providing that accreditation is sought at the earliest opportunity for the Medical Assisting program.

Further, the Committee recommends that the Commission authorize the staff to issue the license after the facility is renovated, equipped, and inspected.

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Miller-Motte Business College Program Requirements:

Courses	Qtr Cr Hrs	Accounting	Business Mngmnt	Microcomputer Applications		Medical Assisting
				Microcomputer Applications Assistant	Systems Network Engineer	
English Composition I & II	8	8	8	8	8	8
Math, College	4	4	4	4	4	4
Communications, Oral	4	4	4	4	4	4
Psychology	4	GEE*	GEE*	GEE*	GEE*	4
Algebra, Physical Science	8	GEE*	GEE*	GEE*	GEE*	GEE*
Art Appreciation, Intro to Literature, Ethics	12	GEE*	GEE*	GEE*	GEE*	GEE*
Critical Reasoning, Sociology	8	GEE*	GEE*	GEE*	GEE*	GEE*
Accounting Essentials	4					4
Accounting I, II, III, IV	16	16	12	12	4	
Accounting, Computer	3	3	3	3		
Business Finance	4	CRE*	CRE*			
Business Law, Fed Income Tax	8	8	8			
Communications, Business	4	4	4	4	4	
Data Processing	3	3	3	3	3	3
Database Management	3			3	3	
Externship	6	CRE*	CRE*	CRE*		6
Internet Applications	3		3	3		
Introduction to Business	4	4	4	4	4	
Keyboarding I, II, III, IV	12	6, CRE*	6	6	3	6
Mathematics, Business	4	4	4	4	4	
Office Machines and Filing	3	3	3			3
Payroll	4	4	4			
Professional Development	4	4	4	4	4	4
Professional Office Practices	4		CRE*			
Small Business Applications	4	4	CRE*			
Spreadsheets Electronic	6	6	6	6	6	
Supervision	4		4			
Word Processing	6	3		6		3
Anatomy & Physiology, Computer Appltns for Medical Office, Diagnostic & Surgical Prctrs, Dosage Calculations, Examining Room Prctrs, Insurance, Laboratory, Machine Transcription, Records & Prctrs, Terminology, Pharmacology	54					54
MS 4.0 Internet Information Svr & Proxy Svr; MS Windows NT 4.0: Supporting Enterprise Tech, Supporting Core Tchnlgs, Networking Esntls, TCP/IP; Selected Networking Topics; PC Hrdwr (A+ Crtfctn)	38				38	
Network Hardware & Technology	4			4		
Novell NetWare Administration	4			CRE*		
PC Operating Systems	3			3	3	
Presentation Graphics & Software	3			3		
Windows NT Network Administration	4			CRE*		
GEE* General Education Electives		12	12	12	12	8
CRE* Core Requirement Electives		4	4	8		
Total Program Quarter Credit Hours		100	100	104	104	111

*GEE General Education Elective; *CRE Core Requirement Electives