

AGENDA

**ALABAMA COMMISSION ON HIGHER EDUCATION**

RSA Union Building  
Ninth Floor, PSC Hearing Room  
Montgomery, Alabama

December 10, 2004

	Page
I. Call to Order - 10:00 A.M.	
II. Roll Call of Members and Determination of Quorum	
III. Approval of Agenda	
IV. Consideration of Minutes of September 24, 2004 Commission Meeting .....	1
V. Chairman's Report	
VI. Executive Director's Report .....	10
VII. Discussion Items	
A. SREB Alabama Minority Doctoral Scholars Program .....	11
B. Student Database Edit Program .....	12
C. Status Report: Alabama Commission on Higher Education's Accountability Agenda for the Implementation of the State Plan for Higher Education 2003-04 to 2008-09 .....	13
D. Annual Report: Alabama Experimental Program to Stimulate Competitive Research (EPSCoR) .....	19
E. Annual Report: U.S. Department of Education No Child Left Behind (NCLB) Title II [P.L. 107-110] Announcement of Competitive Grant Awards FY 2004-2005 .....	21
F. Annual Report: Non-Resident Institutional Review Activities/Calendar Year 2004 .....	23
G. Academic Libraries for the 21 <sup>st</sup> Century .....	35
VIII. Decision Items	
A. Executive Budget Request for FY 2005-2006 .....	37
B. Unified Budget Recommendation for FY 2005-2006 .....	46
C. Approval of 2005 Meeting Schedule .....	47

D. Request to Amend Post-Implementation Conditions

- 1. Bishop State Community College, Associate in Applied Science in Health Information Technology and Certificate in Medical Transcription, CIP 51.0707 ..... 48

IX. Information Items

- A. Changes to the Academic Program Inventory ..... 51
- B. Implementation of New Certificate Programs Less Than or Equal to 29 Semester Hours in Selected Fields at Various Two-Year Colleges ..... 53
- C. Lurleen B. Wallace Community College, New Exempt Off-Campus Site ..... 54
- D. Implementation of Approved Programs ..... 57
- E. Programs That Meet Post-Implementation Conditions
  - 1. Auburn University, Doctor of Philosophy in Integrated Textile and Apparel Science, CIP 14.2801 ..... 60
- F. Programs That Do Not Meet Post-Implementation Conditions
  - 1. Bevill State Community College, Associate in Applied Science in Medical Laboratory Technology, CIP 51.1004 ..... 62
  - 2. Enterprise-Ozark Community College, Associate in Applied Science in Medical Records Technology, CIP 51.0707 ..... 64

The next meeting is scheduled for March 2005

## MINUTES

### ALABAMA COMMISSION ON HIGHER EDUCATION

September 24, 2004

#### **I. Call to Order**

The Alabama Commission on Higher Education met in regular session on Friday, September 24, 2004, in the PSC Hearing Room, RSA Union Building, Montgomery, Alabama. Chairman Pugh called the meeting to order at 10:00 a.m.

#### **II. Roll Call of Members and Determination of Quorum**

Members present: J. R. Brooks, Ralph Buffkin, Bettye Fine Collins, Tom Davis, Joseph Lowman, Johnnie J. McDougald, Danny Patterson, Roland Pugh, Steve Shaw, and Roberta Watts. Members absent: Gale Main and Ron Wise. A quorum was declared present.

#### **III. Approval of Agenda**

RESOLVED: Mrs. Collins made a motion to amend the agenda to place the Report of the Nominations Committee before Other Business. Mr. Patterson seconded the motion, and the agenda was approved as amended.

#### **IV. Consideration of Minutes**

RESOLVED: Mr. Patterson made a motion to approve the minutes of the June 25, 2004 Commission meeting. Mrs. McDougald seconded the motion, and the minutes were approved.

#### **V. Chairman's Report**

Mr. Pugh recognized the new appointments to the Commission, Mr. Ralph Buffkin and Mrs. Gale Main.

He then recognized the attendance of Lt. Governor Lucy Baxley, Dr. Roy Johnson, Chancellor, Alabama Department of Postsecondary Education, Dr. Robert McChesney, President, University of Montevallo, and State Superintendent of Education, Dr. Joe Morton.

Dr. Morton presented a handout to the Commissioners entitled, "The Alabama Educational Ruler: Making and Measuring Progress Grade by Grade." He stated that whether reviewing and discussing the National Center for Public Policy and Higher Education's National Report or talking about the Alabama Policy Institute's cost of remedial education, or Alabama's public schools scores on the national assessment of education progress know as NAEP, it does hurt the state when these reports are not good. Dr. Morton stated that the low ranking of Alabama in reading and math scores is related to K-12 preparation which is directly related to the increasing cost of higher education remediation. He is proposing ways that the Alabama State Board of Education and Department of Education can break this cycle. He stated that the Department of Education has a 64 page report that he hopes will be reduced to one page that could be translated across the state to all in public education. Dr. Morton stated that there are four things that every student in Alabama should have: 1) a safe and disciplined school that is comprised of programs around good character education, 2) a strong parental or guardian and community involvement, 3) strong evaluations of teachers, and 4) to always pursue strong accountability in our classrooms.

Dr. Morton mentioned that the State Board of Education approved new standards for teacher education programs on July 13. He stated that Dr. Michael E. Malone co-chaired this committee and thanked him for his work. He also stated that work is still continuing on the Alabama Reading Initiative and that it has matured tremendously. The Alabama legislature has given funding to begin the expansion of this program statewide. Dr. Morton stated that there will be several emerging school leaders and that the State Board of Education will be working with existing professionals, superintendents to improve education. He stated that he hopes that the new standards will be used to guide us as we seek legislative appropriations and share with the citizens of the state. Dr. Morton stated his appreciation in sharing his views with the Commission.

## **VI. Executive Director's Report**

Dr. Malone thanked Dr. Morton for his report and welcomed him as the new state superintendent of education. He stated that the development of the State Plan is a high priority of the Commission and that the plan is now in the implementation stage. The goals have been developed pertaining to access, quality, cooperation, resources, and workforce development and objectives have been written to these goals. The institutions are in the process of comparing aspects of their strategic plans to objectives in the State Plan. He stated that preparations for the Unified Budget Request are now beginning and will be submitted at the December Commission meeting for approval. He referenced the SMART budgeting plan recently submitted by Finance Director Jim Main and stated that the Commission will have an opportunity to have a UBR closely aligned with resources within the next few years. Dr. Malone stated that he appreciated Finance Director Main for laying out a step by step vehicle for us to follow and for inviting the institutions and the Commission into the process for a solution. The ultimate result will be more accountability with performance budgeting. Dr. Malone referenced the "The State Report Card for Higher Education," that was distributed recently by the National Center for Public Policy and Higher Education and is referenced in a discussion item in the Commission packet today. He stated that the overall categories were preparation, participation, affordability, completion, benefits, and learning. He stated that these same categories are captured in our current state plan. Dr. Malone then called on Dr. Roy Johnson to make his report on the Quality, Performance, and Accountability Project.

Dr. Johnson thanked the Commission and staff for their work in higher education and welcomed the opportunity to share the project update. He stated that the project goal was to develop quality standards, performance indicators, and a system of accountability that characterizes a model community college. Dr. Johnson stated that a steering committee with 20 members was formed with Dr. Don Crump as consultant. The committee addressed five major considerations which were to compare college performance to quality standard, efficiency, clarity, consistency, and use of results for improvement. He stated that five educational components were also addressed dealing with academic transfer, health professions, career and technical programs with workforce training and adult education and developmental studies. Dr. Johnson stated that four administrative and educational support services were also looked at involving organization and administration, learning resources and technology, financial and physical resources, and student development services. He stated that along with the steering committee nine task forces were developed involving faculty, administrators and professional staff with every college represented. The project resulted in developing 39 comprehensive quality standards and related indicators for the educational components and administrative and educational support services referenced earlier. He stated that the committee developed the College Accountability Performance Profile known as CAPP. The next step would be to begin the pilot program in Academic Year 2004-05 and to incorporate the standards and performance indicators. Dr. Johnson thanked Dr. Malone and his staff for their work on this project.

Mr. Pugh thanked all educators for working together to try to make higher education better for the state and stated that he appreciated all the cooperation involved. He thanked Dr. Morton, Dr. Johnson, and Dr. Malone for their cooperative effort in helping to work collaboratively.

**VII. Discussion Items**

**A. Report on the Articulation and General Studies Committee (AGSC)**

Mr. Keith Sessions, Executive Director of the Articulation and General Studies Committee gave an update of the statewide transfer and articulation reporting system. He explained how the STARS website allows students in Alabama to obtain transfer guides for majors of their choice. He presented the Commissioners with a handout of this update along with a sample copy of the transfer guide and agreement. Mr. Sessions also presented a guide which shows what programs are offered at Alabama institutions which can be accessed using the web page.

**B. Measuring Up 2004: The State-by-State Report Card for Higher Education**

Dr. Elizabeth French, Director of Institutional Effectiveness and Planning, stated that this report is global in scope and includes the importance of preparing students for postsecondary education. She stated that if students are not prepared in high school there is little to be done to improve later. Dr. French stated that Alabama is one of the top ten states with respect to completion and this is partly due to articulation and collaboration among higher institutions in Alabama. She stated that this report includes a detailed picture of how well American higher education is meeting external demands and that the report cards enable states to track the progress of their own improvement efforts.

**VIII. Decision Items**

**A. Guidelines for the Review and Approval of the Consolidation or Merger of Colleges and Universities**

Mr. Tim Vick, Associate Executive Director, referenced page 14 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Davis made a motion to approve the staff recommendation. Mrs. Collins seconded the motion, and it passed.

**B. Fiscal Year 2004-05 Operating Budget**

Mr. Tim Vick, Associate Executive Director, referenced page 22 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mrs. Collins made a motion to approve the staff recommendation. Mr. Patterson seconded the motion, and it passed.

**C. Public Drawing to Determine the Order of Payment of Alabama Student Grant Program (ASGP) Funds for the 2004-2005 Academic Year**

Mrs. Cheryl Newton, Student Assistance Administrator, stated that Chapter 300-4.04 of the Alabama Student Grant Program Regulations as approved by the Alabama Commission on Higher Education states that the order in which institutions will be issued fall term checks shall be determined by a random and public drawing of institutional names. Chairman Pugh requested that Mr. Buffkin randomly open the sealed envelopes containing the names of eligible institutions in order to determine the order in which Fall term grant payments will be dispersed. The results were:

1. Concordia College
2. Faulkner University
3. Samford University
4. University of Mobile
5. Stillman College
6. Southern Christian University
7. Miles College
8. Spring Hill College
9. Southeastern Bible College
10. Birmingham-Southern College
11. Oakwood College
12. Judson College
13. Huntingdon College

RESOLVED: Mr. Patterson made a motion to approve the order in which payments will be released. Mr. Davis seconded the motion, and it passed.

**D. Academic Programs**

1. Troy State University, Bachelor of Arts and Bachelor of Science in Music (CIP 50.0901)

Mrs. Brenda Carter, Director of Academic Affairs referenced page 25 of the Commission packet and stated that the staff recommended approval of this item.

Mrs. Collins questioned the wording that TSU may be required to phase out the program if any of the post-implementation conditions are not met. She requested that the wording be changed to will be required to phase out.

Mr. Brooks questioned the reference to the teaching track and whether an academic degree is needed.

Dr. Jayne Meyer, State Board of Education stated that the program does meet the guidelines of the No Child Left Behind legislation. State Board of Education adopted new guidelines that all middle and secondary teachers must have on their transcript an academic major listed.

RESOLVED: Mrs. Collins made a motion to approve the staff recommendation with the following change: Troy State University will be required to phase out the program if any of the post-implementation conditions are not met. Mr. Patterson seconded the motion, and it passed with ten yeas votes.

**E. Extensions/Alterations of Existing Programs and Units of Instruction**

Mr. Patterson referenced each page of the following recommendations and requested that Mrs. Carter be available for any questions.

1. The University of Alabama, Addition of a Concentration in Church Music to the Existing Master of Music in General Music (CIP 50.0901)

Mrs. Brenda Carter, Director of Academic Affairs referenced page 34 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Brooks made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

2. University of Alabama at Birmingham, Implementation of Fast-Track Options in the Bachelor of Science in Health Sciences, the Bachelor of Science in Health Information Management, and the Master of Science in Health Informatics

Mrs. Brenda Carter, Director of Academic Affairs referenced page 35 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

3. University of North Alabama

- a. Addition of an Option in General Science to the Existing Bachelor of Arts and Bachelor of Science in Physics (CIP 40.0801)

Mrs. Brenda Carter, Director of Academic Affairs referenced page 38 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Davis made a motion to approve the staff recommendation. Mrs. McDougald seconded the motion, and it passed.

- b. Addition of a New Option in Banking and Financial Services to the Existing Bachelor of Business Administration in Finance

Mrs. Brenda Carter, Director of Academic Affairs referenced page 39 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Mrs. Collins seconded the motion, and it passed.

- c. Addition of an Option in Foreign Languages Education to the Existing Bachelor of Arts in Foreign Languages (CIP 16.0101)

Mrs. Brenda Carter, Director of Academic Affairs referenced page 40 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mrs. McDougald made a motion to approve the staff recommendation. Mrs. Collins seconded the motion, and it passed.

- d. Addition of a Concentration in Child Development to the Existing Bachelor of Science in General Home Economics (CIP 19.0101)

Mrs. Brenda Carter, Director of Academic Affairs referenced page 41 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Shaw made a motion to approve the staff recommendation. Mrs. McDougald seconded the motion, and it passed.

4. University of South Alabama, Addition of Concentrations in Service Management and Entrepreneurship to the Existing Bachelor of Science in Business Administration in Management (CIP 52.0201)

Mrs. Brenda Carter, Director of Academic Affairs referenced page 42 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Davis made a motion to approve the staff recommendation. Mrs. McDougald seconded the motion, and it passed.

5. Troy State University, Establishment of the School of Accountancy in the Sorrell College of Business

Mrs. Brenda Carter, Director of Academic Affairs referenced page 44 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Dr. Watts made a motion to approve the staff recommendation. Mr. Shaw seconded the motion, and it passed.

6. The University of Alabama, New Off-Campus Site

Mrs. Brenda Carter, Director of Academic Affairs referenced page 45 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Davis made a motion to approve the staff recommendation. Mrs. McDougald seconded the motion, and it passed.

7. Request to Amend Post-Implementation Conditions: University of Alabama in Huntsville, Doctor of Philosophy in Optical Science and Engineering (CIP 14.9999)

Mrs. Ellen Haulman, Staff Associate for Academic Affairs referenced page 48 of the Commission packet and stated that the staff recommended approval of this item.

RESOLVED: Mr. Brooks made a motion to approve the staff recommendation. Mr. Davis seconded the motion, and it passed.

## VIII INFORMATION ITEMS

Chairman Pugh called attention to the following items of information:

- A. Distribution of 2004-2005 Alabama Student Assistance Program (ASAP) Funds
- B. Student Database Reports for Fall 2003
- C. Changes to the Academic Program Inventory



- D. Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours) in Selected Fields at Various Two-Year Colleges
- E. Alabama Department of Postsecondary Education, Upgrading and Standardizing the Nursing Education Program Courses
- F. Lurleen B. Wallace Community College, New Exempt Off-Campus Site
- G. University of Alabama at Birmingham, Establishment of the South Central Center for Public Health Preparedness
- H. University of North Alabama, Revisions to the Teaching Field in Various Departments
- I. Implementation of Approved Programs
- J. Programs That Meet Post-Implementation Conditions
  - 1. Beville State Community College, Associate in Applied Science in Nursing (CIP 51.1601)
  - 2. University of Alabama at Birmingham, Doctor of Philosophy in Medical Sociology (CIP 15.0201)
  - 3. University of Alabama in Huntsville, Doctor of Philosophy in Atmospheric Science (CIP 40.0401)

**IX. Report of Nominations Committee**

Mrs. Collins stated that a Nominating Committee had been appointed at the last meeting which included Mrs. Bettye Fine Collins, Mrs. Johnnie McDougald, and Mr. Trip Pittman.

Mrs. Collins made the following nominations of officers for next year: Chairman – Mr. Danny Patterson, Mobile and Vice Chairman – Mr. J.R. Brooks, Huntsville. No other nominations were presented.

RESOLVED: Mrs. Collins made a motion to move to close and then approve the nominations. Mr. Shaw seconded the motion, and it passed.

Mr. Pugh expressed his appreciation for all that the staff has done over his eight years of service to the Commission and thanked the presidents for allowing him to visit each of them on their campuses. He stated that all his goals were not accomplished but he is glad that everyone is working more closely together.

Mr. Patterson thanked Mr. Pugh for what he accomplished and all his time and effort for higher education. He welcomed two new Commissioners, Mr. Ralph Buffkin from Mobile and Mrs. Gale Main from Montgomery.

Dr. Malone recognized Mrs. Susan Davis of the Commission staff with a resolution from the State Auditor's Office of Alabama.

Certification of Commendation To  
Dr. Michael E. Malone, Executive Director, Alabama Commission on Higher Education

In recognition of achieving a perfect Property Inventory Audit, you are hereby commended.

The numerous duties of an agency property manager are physically and mentally demand. While Property Managers may strive for excellent work, few attain a perfect audit. Ms. Susan Davis, your property manager, has displayed the ability to accomplish this goal which reflects her professional knowledge, competency and desired to succeed.

On behalf of the citizens of the State of Alabama we commend you and Ms. Davis and honor you for your distinguished service.

Presented this 23<sup>rd</sup> day of June 2004.

Signed by Beth Chapman, State Auditor, and Bob Riley, Governor

Dr. Malone recognized Ms. Marilyn Fletcher of the Commission staff with an award for her leadership in the 2004 State Combined Campaign.

The Camellia Award  
Presented to Commission on Higher Education  
Coordinator: Marilyn Fletcher  
In Recognition for Exceeding  
Goal Prior to Kickoff  
124.83% of Goal

Dr. Malone presented Commissioner Bettye Fine Collins and Commissioner Roland Pugh with a golden gavel plaque thanking them for their leadership serving as Chairman with the Commission.

Mr. Patterson stated that he has established two committees with the Commissioners. The Academic Affairs Committee will be chaired by Roberta Watts and Tom Davis as Vice Chair. The Planning, Finance, and Accountability Committee will be chaired by Steve Shaw and Johnnie McDougald as Vice Chair. The Committee of the Whole will be chaired by J.R. Brooks.

**X. Adjournment**

The meeting was adjourned at 12:10 a.m. The next meeting of the Commission is scheduled for December 10, 2004.

\_\_\_\_\_  
Danny K. Patterson, Chairman

\_\_\_\_\_  
Michael E. Malone, Executive Director

Sworn to and subscribed before  
me this the \_\_\_\_ day of \_\_\_\_\_  
2004.

\_\_\_\_\_  
Notary Public

**EXECUTIVE DIRECTOR'S REPORT**

Staff Presenter:

Dr. Michael E. Malone  
Executive Director

Testimonial at Dr. Joe Sutton's  
Memorial Service, October 24, 2004:

I think about Joe Sutton every day in my work. Joe was a long-time family friend; the man who hired me at the University of Alabama; the Godfather of our child; the man who most influenced me to join the Alabama Commission on Higher Education following in his footsteps. But more than this, Joe was my mentor, just as Professor William Small was Thomas Jefferson's mentor during Mr. Jefferson's undergraduate days at The College of William and Mary. In his Autobiography, Mr. Jefferson describes Mr. Small as a "man profound in most of the useful branches of science, with a happy talent of communication, correct gentlemanly manners and an enlarged and liberal mind." Friends and colleagues will remember Joe in the fashion described above. I will remember Joe in the same way Mr. Jefferson also described his mentor when Jefferson wrote: Professor Small "fixed the destinies of my life." My mentor, Joe Sutton did the same for me.

(Final Note: My friends and colleagues will hear me often invoke the "spirit" of Dr. Joe!)

DISCUSSION ITEM A: SREB Alabama Minority Doctoral Scholars Program

Staff Presenter: Dr. Paul B. Mohr, Sr.  
Director of Special Programs

Staff Recommendation: For discussion only.

Background: This year is the 11<sup>th</sup> year that the Commission has coordinated the Alabama component of the Southern Regional Education Board's (SREB) Doctoral Scholar's program. The purpose of the program is to increase the number of minority faculty members in institutions where they are underrepresented.

The Alabama program has become the top program in the 16-state region because of the support that has been provided by the Governor, the Legislature, and the universities. For example, Alabama leads in the following categories:

1. Matriculating Scholars (46)
2. Graduates (34)

The following Alabama universities are noted for the number of graduates they have produced:

1. The University of Alabama (18)
2. Auburn University (7)
3. The University of Alabama at Birmingham (9)

Because of the program's success, Court officials for the Knight v. Alabama case have encouraged Alabama's traditionally white institutions to consider the Scholars as they respond to the Court's 1991, 1995 and 2002 mandates to increase the employment of African American faculty and administrators.

In that regard, we present to you Dr. Hope White, an example of the program's success. She is Assistant Professor of English at Auburn University and a University of Alabama doctoral graduate.

Supporting Documentation: Statewide Monitoring Committee Annual Report, July 2004. Available upon request.

DISCUSSION ITEM B: Student Database Edit Program

Staff Presenter: Mrs. Diane Sherman  
Director of Institutional Research

Staff Recommendation: For discussion only.

Background: For the past several months, various institutions have requested a copy of the edit program ACHE staff uses to edit the enrollment submissions for the Alabama Statewide Student Database.

Staff has developed an edit program that will be available to all 2-year and 4-year public institutions. This edit program will allow the institutions to edit their data, clean-up any exceptions, and view a summary of their data before sending it to the Commission. These changes should increase the validity of the data submitted and should decrease processing time of the data both at the institutions and at the Commission.

Staff released the initial version of this application to several institutions on October 27, 2004. Staff plans to implement this application with all public institutions for the processing of Fall 2004 enrollment submissions for the Alabama Statewide Student Database.

Training sessions will be held with institutional representatives to ensure they know how to use the application. One session was held in Birmingham in November. Another session is scheduled in Montgomery in January 2005.

Supporting Documentation: Available upon request.

DISCUSSION ITEM C: Status Report: Alabama Commission on Higher Education's Accountability Agenda for the Implementation of the *State Plan for Higher Education 2003-04 to 2008-09*

Staff Presenter: Dr. Elizabeth C. French  
Director of Institutional Effectiveness and Planning

Staff Recommendation: For discussion only.

Since Commission adoption of the *State Plan for Higher Education 2003-04 to 2008-09* (State Plan) in August 2003, major activities in the implementation of the State Plan have been initiated by the leadership of both two-year and four-year institutions.

June 21, 2004. The Advisory Council to the Commission for Statewide Planning and Accountability (Advisory Council) agreed to a two-step process for institutional reporting on progress related to goals of the State Plan.

September 24, 2004. Chancellor Johnson presented to the Commissioners an update on *Project QPA (Quality, Performance, and Accountability)*, the Alabama College System initiative launched in September 2003 to develop a model community college characterized by quality standards, performance indicators, and institutional accountability. With the endorsement of the State Board of Education to pursue plans for piloting the College Accountability Performance Profile (CAPP) during the 2004-05 academic year, the QPA Steering Committee in the coming months will develop guidelines for data collection and consider revisions to Institutional Management Plans.

October 26, 2004. At the Council of President's meeting on this date, staff presented an overview of the Alabama Commission on Higher Education's Accountability Agenda for the implementation of the State Plan. A copy of the handout provided at this meeting is attached.

Following a discussion on the two-part institutional reporting process and timetable recommended in June 2004 by the Advisory Council, there was agreement to proceed with one modification to the timetable.

Trustee Reports. The eleven Boards of Trustees throughout the state will file the first of their annual written reports of three to five pages with the Commission by May 1, 2005. These reports will include the mission of the institution(s), the strategies designed to address the statewide goals identified in the State Plan, and a roster of Board membership.

Institutional Reports. Over the five-year period of the State Plan, presidents of the four-year institutions and selected two-year institutions will make public presentations before the Commission at regularly scheduled Commission meetings. These oral reports may be accompanied by one to five page written abstracts. Institutions have been requested to schedule their presentations through their Advisory Council representatives by January 15, 2005. Time allotted for these presentations is 30 minutes (15-20 minutes for the institutional report and 10-15 minutes for dialogue with Commissioners). Dr. William Meehan is scheduled for the first of these presentations on behalf of Jacksonville State University at the March 2005 Commission meeting.

Background:

In accord with its statute as the state agency responsible for statewide long-range planning for postsecondary education in Alabama, the Commission adopted the *State Plan for Higher Education 2003-04 to 2008-09* on August 8, 2003. The State Plan provides a framework for institutions to develop their own plans within the context of individual institutional missions and financial resources. The expectation is that institutions will be able to measure the degree to which progress has been made towards the identified goals and objectives at the end of the five-year period.

Supporting Documentation:

The Alabama Commission on Higher Education's Accountability Agenda for the Implementation of the State Plan for Higher Education 2003-04 to 2008-09 is attached.

Roster: Advisory Council to the Commission for Statewide Planning and Accountability is attached.

Copies of the *State Plan for Higher Education 2003-04 to 2008-09* are available at <http://ache.state.al.us> under the heading: Publications.



# **THE ALABAMA COMMISSION ON HIGHER EDUCATION'S ACCOUNTABILITY AGENDA**

*for the implementation of the*

## **State Plan for Higher Education 2003-04 to 2008-09**

*"Accountability is the public presentation and communication of evidence about performance in relation to goals."*  
Business Higher Education Forum, April 2004

**National Accountability Reports**  
**MEASURING UP**  
A Biennial Assessment of State-by-State Progress in Higher Education in Accord with Findings Published by the National Center for Public Policy

**Institutional Accountability Reports**  
**THE STATE PLAN FOR HIGHER EDUCATION 2003-04 TO 2008-09**  
Trustee and Institutional Reports of Progress toward Statewide Goals

**Commission Accountability Reports**  
**SECTION 16-5-1, ET SEQ., CODE OF ALABAMA 1975**  
Annual Reports of Progress on Legislative Mandates and Ongoing Statewide Initiatives

*Access*

*Cooperation*

*Quality*

*Resources*

*Workforce Development*

# ***THE ALABAMA COMMISSION ON HIGHER EDUCATION'S ACCOUNTABILITY AGENDA***

*for the implementation of the*

## **State Plan for Higher Education 2003-04 to 2008-09**

*"Accountability is the public presentation and communication  
of evidence about performance in relation to goals."*

*Business Higher Education Forum, April 2004*

### **Institutional Accountability Reports**

Trustee and Institutional Reports of Progress toward Statewide Goals

- **Trustee Reports:** Written reports of 3-5 pages submitted annually by each of the 11 Boards of Trustees. In response to the commitment to support the implementation of the *State Plan* within the context of institutional missions and available financial resources, Trustee Reports need to include the mission of the institution(s), the scope of operations, the strategies designed to address the statewide goals identified in the plan, and a roster of Board members. Contents of the reports are an opportunity to present evidence of progress by the institution(s) toward the statewide goals. There is no prescribed format for these reports that will be compiled by the Commission staff, presented to Commissioners by the Chair of the Council of Presidents, and distributed to legislators, etc.
- **Institutional Reports:** Public presentations by presidents of four-year and selected two-year institutions will be scheduled for Commission meetings beginning in 2005 and will extend over a five-year period. These oral reports, accompanied by a 1-5 page written abstract/handout, are opportunities to focus on the extent to which an institution has made progress toward accomplishing goals identified in the *State Plan* within the context of their missions and available financial resources. Presentations will be informal and non-prescriptive in terms of design, presentation, and Commission response/dialogue. Scheduling of presentations will be at the convenience and preference of the institutions.

*Access*

*Cooperation*

*Quality*

*Resources*

*Workforce Development*

**ADVISORY COUNCIL TO THE COMMISSION FOR STATEWIDE  
PLANNING & ACCOUNTABILITY**

July 1, 2004

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ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, December 10, 2004  
Discussion Item C

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205-652-3591 Fax  
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Dr. Evelyn White  
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Mr. Kenneth J. Procter  
Dean College of Fine Arts  
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205-665-6663  
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Institutional Planning Research &  
Evaluation  
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Normal, AL 35762  
256-372-8173  
256-372-8162 Fax  
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Dr. C. Fay Raines  
Asso Provost for Institutional Effectiveness  
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256-824-6026 Fax  
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Mr. Bob Romine  
Vice Chancellor for Workforce  
Development & Adult Education  
Alabama Department of Postsecondary  
Education  
401 Adams Avenue  
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334-242-0214 Fax  
Email: [romine@acs.cc.al.us](mailto:romine@acs.cc.al.us)

DISCUSSION ITEM D: Annual Report: Alabama Experimental Program to Stimulate Competitive Research (EPSCoR)

Staff Presenter: Dr. Elizabeth French  
Director of Institutional Effectiveness and Planning

Staff Recommendation: For discussion only.

Activities associated with the Alabama EPSCoR provide evidence of successfully supporting selected goals of the *State Plan for Alabama Higher Education 2003-04 to 2008-09*.

Cooperation. In addition to the seven member research institutions involved in research activities (the University of Alabama, Alabama A&M University, Auburn University, Tuskegee University, the University of Alabama in Huntsville, the University of Alabama at Birmingham, and the University of South Alabama), others participating in EPSCoR initiatives include a two-year community college, a K-12 institution, industrial partners, and federal laboratories and agencies. To enhance communication between the Centers of Excellence, researchers, and the nation, Alabama's Internet 2 Initiative provides a high-speed networking infrastructure that further improves statewide collaboration.

Quality/Workforce Development. Centers of Excellence increase the state's ability to compete nationally in attracting business and industry to Alabama. Scientists engaged in The Alabama Structural Biology Consortium (UAH, USA, and UAB) conduct research to support breakthroughs in the treatment of cancer and other diseases. The Integrated Micro-Electromechanical Systems program (UAH, AU, TU, and USA) is involved in the construction of state-of-the-art photonic products for high-speed fiberoptic communication, micro-sensors, and other systems. The Large-Scale Electromechanical Systems program is focused on the development and deployment of advanced electro-mechanical systems for a host of industrial and transportation applications.

Resources. Since its inception in 1984, Alabama EPSCoR has received more than \$20.5 million in state appropriations, an investment that has resulted in more than \$113 million of funds flowing into the state. This represents a return of \$5.50 for every state dollar invested.

Background: The Alabama EPSCoR is a family of competitive, merit-based programs supported by the State of Alabama and sponsored by the National Science Foundation, the National Aeronautics and Space Administration, the Department of Energy, the Department of Defense, and the Environmental Protection Agency. These programs represent a federal-state-industrial partnership formed to enhance the science and engineering research, education and technology capabilities of Alabama.

The Steering Committee of the Alabama EPSCoR Program is responsible for fiscal and programmatic aspects of the operations. Members include representatives from the seven research institutions (the University of Alabama, Alabama A&M University, Auburn University, Tuskegee University, the University of Alabama in Huntsville, the University of Alabama at Birmingham, and the University of South Alabama), the Alabama Department of Economic and Community Affairs, Southern Research Institute, the Alabama Development Office, Economic Department Partnership of Alabama, and the Executive Director of the Alabama Commission on Higher Education.

The Chair of the Steering Committee is Mr. Dave Echols, Senior Project Manager of the Alabama Development Office. Dr. Keith McDowell, Vice-president for Research at the University of Alabama serves as the Executive Director of the Alabama EPSCoR and is responsible for overall program supervision and coordination of all EPSCoR activities within the state. In addition to the Executive Director, the Steering Committee appoints Project Directors for each of the federal programs who are responsible for the administration of activities of their respective components in collaboration with the Executive Director.

The fiscal agent for the state EPSCoR appropriation is the Alabama Commission on Higher Education.

Supporting Documentation:

Annual Report to the Alabama Commission on Higher Education. To be distributed. Additional information on activities is available at <http://alepscor.ua.edu>

DISCUSSION ITEM E: Annual Report: U. S. Department of Education No Child Left Behind (NCLB) Title II [P.L. 107-110]; Announcement of Competitive Grant Awards FY 2004-2005

Staff Presenter: Dr. Elizabeth C. French  
Director of Institutional Effectiveness and Planning

Staff Recommendation: For discussion only.

Activities associated with the NCLB Title II competitive grant program provide evidence of successfully supporting selected goals of the *State Plan for Alabama Higher Education 2003-04 to 2008-09*.

Access. During the past year nearly 900 teachers, 43 administrators, and 360 pre-service teachers representing 82 public school districts and 15 private schools participated in one or more of the thirteen (13) federally-funded projects (FY 2003-2004). Seven hundred (700) of these teachers serve 78 public school districts identified by the Alabama State Department of Education as "high need." An estimated 21,000 students were directly impacted by the teaching.

Cooperation. All projects funded met the federal partnership requirement that included participation by the institution's school/department of education, the arts and sciences division, and at least one high-need local school district. Two projects included non-profit organizations.

Quality. In accord with the performance objectives of the legislation to increase the number of "highly qualified" teachers of core academic subjects (English, reading/language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography), thirty percent (30%) of the professional development activities exceeded 80 hours of instruction; eighty-five percent (85%) exceeded 40 hours of instruction extended over a 10 month period.

Resources. In addition to the \$1,288,447 in federal funds that supported these projects, additional funding was provided by the host higher education institutions and other partners including the Honda Corporation and Blue Cross/Blue Shield. The estimated total funding leveraged from those sources exceeded \$1 million.

Report of Grant Awards: The U. S. Department of Education allocation to the Alabama Commission on Higher Education under *No Child Left Behind/Title II* Competitive Grant Program for FY 2004-2005 was \$1,215,464, a slight decrease from the FY 2003-2004 award of \$1,221,222.

Eligible applicants were public and private institutions of higher education in partnership with Local Education Agencies (LEAs). Eighteen (18) proposals were received from eleven (11) institutions with a combined budget total of over \$3.4 million and project requests for federal funds of over \$2.1 million.

Proposals accepted for the *“Improving Teacher Quality: Mastery of Content”* competition were designed to meet the performance objectives of the legislation that all teachers of core academic subjects newly employed after the first day of the 2002-2003 school year and teaching in a program supported by Title I, Part A funds be “highly qualified.” In addition, all teachers currently employed must meet the standards of “highly qualified” no later than the end of the 2005-2006 school year. “Highly qualified” teachers are defined as those who not only possess full state certification but also have solid content knowledge of the subjects they teach. Core academic subjects are defined as English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

Background:

The Alabama Commission on Higher Education (ACHE) administers the U. S. Department of Education competitive grant partnership program for higher education institutions (Title II of the Elementary and Secondary Education Act of 1965 (ESEA) as amended and enacted in 2001 as part of the *No Child Left Behind Act (Public Law 107-110)*. The Title II program is the largest Federal program that supports professional development activities to improve teaching and learning. Under this program funds are made available to state educational agencies (SEAs), local educational agencies (LEAs), state agencies for higher education (SAHEs), and institutions of higher education (IHEs) to support and help shape state and local professional development activities. The *No Child Left Behind/Title II Program* has a direct relationship to systemic reform and student achievement tied to challenging state content and performance standards.

Process for Review:

Requests for Proposals were circulated on June 1, 2004 to all institutions of higher education, both public and private. Deadline for receipt of proposals was October 1, but extended to October 7 because of Hurricane Ivan. The peer review team met November 4-5. A roster of approved programs will be distributed at the December 2004 meeting.

Supporting Documentation:

The RFP may be accessed through the *No Child Left Behind/Title II* link on the ACHE website: [www.ache.state.al.us](http://www.ache.state.al.us).



DISCUSSION ITEM F: Annual Report: Non-Resident Institutional Review  
Activities/Calendar Year 2004

Staff Presenter: Dr. Elizabeth C. French  
Director of Institutional Effectiveness and Planning

Staff Recommendation: For discussion only.

Non-resident institutions are defined as postsecondary institutions or corporations offering educational programs in Alabama with main campuses or headquarters located outside the state, and include public and private, for profit (proprietary) and non-profit colleges and universities. Of the more than 200 private/proprietary institutions licensed by the Alabama Department of Postsecondary Education during 2004, thirty-three (33) institutions/corporations were operating as foreign corporations

- Four (4) of the licensed institutions have no physical sites in the state but solicit students for out-of-state programs through agents.
- Five (5) of the licensed institutions offer on-line programs only and have no physical sites in the state.
- Twenty-four (24) of the licensed institutions offer programs at more than 49 locations throughout Alabama. Of these, thirteen (13) institutions operating at more than 33 sites were exempt from Commission review for reasons of Alabama incorporation, program duration or purpose of offering, i. e., those offered by businesses for their employees. Eleven (11) institutions were reviewed in accord with ACHE criteria and approved to offer programs at more than sixteen (16) locations. Currently, two (2) of these locations are inactive.

Institutional approvals for 2004 were:

- Columbia College/Columbia, Missouri
- Concordia Theological Seminary/Ft. Wayne, Indiana
- Concordia University/Seward, Nebraska
- Covenant Theological Seminary/St. Louis, Missouri (Inactive)
- Embry-Riddle Aeronautical University/ Daytona Beach, Florida
- Florida Institute of Technology/Melbourne, Florida
- ITT Technical Services/Indianapolis, Indiana
- Lesley University/Cambridge, Massachusetts
- National Graduate School of Quality Management/Falmouth, Massachusetts (Inactive)
- Nova Southeastern University/Ft. Lauderdale, Florida
- University of St. Francis/Joliet, Illinois

Activities associated with the review of non-resident institutions operating in Alabama provide evidence of successful support for selected goals of the *State Plan for Alabama Higher Education 2003-04 to 2008-09*.

Access. More than 1600 Alabama students are enrolled at the active sites. An undetermined number are enrolled in on-line programs, enrolled in programs at physical sites of exempt institutions, or recruited for programs offered at locations outside of Alabama.

Quality. Approved programs are assessed in accord with the Commission's review criteria and procedures which are designed to measure the quality of the offerings at each location through an evaluation of curriculum, attendance policies, admission requirements, faculty qualifications, administrative procedures, placement rate of graduates, and the marketing of programs. Reviews are conducted annually and include an on-site visit. Institutions approved hold accreditation by regional or national accrediting agencies.

Cooperation. A memorandum of agreement that provides for the integration of the programmatic review of non-resident institutions in Alabama with the licensure process was established initially with the Alabama State Department of Education (1985) and subsequently with the Alabama Department of Postsecondary Education (2002). Licenses are designed to serve a twofold purpose: 1) to protect the student from certain questionable schools and, 2) to protect the reputable schools from unfair competition of unscrupulous schools.

Background:

Act 79-461 (1979) granted to the Commission the authority to regulate instructional programs or units offered by non-Alabama institutions of postsecondary education in the State of Alabama. "No institution of postsecondary education located outside of Alabama may offer units or programs of instruction within Alabama without prior approval of the Commission. The Commission under its rule-making authority shall establish criteria for the approval of such institutions and programs." §16-5-10 (14).

Supporting Documentation:

1. A copy of the Inventory of Non-Resident Institution Programs is attached to this report.
2. Code of Alabama, 16-5-10 (14). Available upon request.
3. "Review and Approval or Disapproval of Proposed Postsecondary Course Offerings in Alabama by Non-Alabama Institutions," Administrative Procedures, Chapter 300-2-1-.02. Available upon request or at the Non-Resident Institutional Review link on the Commission's web site at [www.ache.state.al.us](http://www.ache.state.al.us).

## Alabama Commission on Higher Education NON-RESIDENT PRIVATE DEGREE AND NON-DEGREE GRANTING INSTITUTIONS Inventory

PARENT INSTITUTION/ CORPORATION	TYPE DEGREE/ NON-DEGREE	SITE(S) OF OPERATION IN ALABAMA	CONTACT PERSON	LICENSE EXP	SITE VISIT	COMMENTARY
<b>APPRAISAL INSTITUTE</b> 550 W. Van Buren St. Suite 1000 Chicago, IL 60607 312-335-4100 (main) www.appraisalinstitute.org	<b>Non-Degree</b>	Commercial venues/non-fixed	Magdalene Vasquez, Team Leader: Education 312-335-4236		NA	ACHE exemption. Programs less than 3 quarters in length.
<b>BEACON COLLEGE &amp; GRADUATE SCHOOL</b> 6003 Veterans Parkway Columbus, GA 31909 706-323-5364 www.Beacon.edu	<b>Degree</b>	NONE	Dr. Ian H. Bond Vice-President 706-323-5364 ext 267		NA	ACHE exemption. No physical sites in Alabama; programs offered online only. <i>Accreditation: TRACS</i>
<b>CAPELLA UNIVERSITY</b> 222 South 9th Street, 20th Floor Minneapolis, MN 55402-3389 Dr. Michael Offerman, President 1-800-Capella 612-659-5100 www.capella.edu	<b>Degree</b>	NONE	Ms. Sharyl Thompson Regulatory Administrator 612-659-5449		NA	ACHE exemption. No physical sites in Alabama; programs offered online only. <i>Accreditation: NCA</i>
<b>Recognized Accrediting Agencies:</b> ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

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<b>CAREER FUTURES</b> Delaware (Parent company of Virginia College) www.vc.edu	<b>Degree</b>	<b>VIRGINIA COLLEGE</b> Birmingham (2) Huntsville (1) Mobile (1)	Kenneth Horne, Jr. - Birmingham 205-802-1200 James Foster - Huntsville 256-533-7387 Beverly Livers-Mobile 251-343-7227		NA	ACHE exemption. Alabama Incorporation. <i>Accreditation: ACICS</i>
<b>CAREERWEB</b> 1395 S. Marietta Parkway Building 400, Suite 106 Marietta, GA 30067 <b>Joe Molmer</b> , Director	<b>Non-Degree</b>	Commercial venues/non-fixed	Lucia Coghlin Director		NA	ACHE exemption. Programs less than 3 quarters in length.
<b>CHRISTIAN LIFE SCHOOL OF THEOLOGY</b> 6003 Veterans Parkway Columbus, GA 31909 <b>Joanne Cottle</b> Chief Financial Officer	<b>Non-Degree</b>	Atmore, Birmingham, Clio, Decatur, Dothan, Elmore, Eufaula, Gardendale, Hamilton, Harvest, Huntsville, Montgomery, Mt. Meigs, Northport, Phenix City, Samson, Tuscaloosa, Wetumpka	A. Eugene Cottle Academic Dean  Joan Cottle Comptroller		NA	ACHE exemption. Programs less than 3 quarters in length.
<b>Recognized Accrediting Agencies:</b> <i>ACCSCT: Accrediting Commission of Career Schools &amp; Colleges of Technology</i> <i>ACICS: Accrediting Council for Independent Colleges &amp; Schools</i> <i>ATS: Association of Theological Schools</i> <i>DETC: Distance Education Training Council</i> <i>NEA: New England Association</i> <i>NCA: North Central Association</i> <i>SACS: Southern Association of Colleges &amp; Schools</i> <i>TRACS: Transnational Association of Christian Colleges &amp; Schools</i>						

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<b>COLLEGE OF FINANCIAL PLANNING</b> 6161 South Syracuse Way Greenwood Village, CO 80111 80111-4707 303-220-1200	<b>Degree</b>	NONE	Mr. Nathan Colbert Manager e-Learning and Recruitment		NA	ACHE exemption. No physical sites in Alabama, programs offered online only. <i>Accreditation: NCA</i>
<b>COLUMBIA COLLEGE</b> 100 Rogers Street Columbia, MI 65216 <b>Dr. Donald D. Ruthenberg</b> President	<b>Degree</b>	<b>US ARMY EDUCATION CENTER</b> Redstone Arsenal, AL 35898	Mary Morgan Director	9/05	8/04	FCCA 1976. Programs approved. <i>Accreditation: NCA</i>
<b>COMMERCIAL DRIVER INST.</b> 24645 State Road 23 South Bend, In 46614 Thomas Gast, President 800-882-7364 www.drivebigtrucks.com	<b>Non-Degree</b>	<b>COMMERCIAL DRIVER INST</b> 4939 US Highway 78W Oxford, AL	Robin Sharp P.O. Box 1599 Murphreesboro, TN 37133 615-895-2070		NA	ACHE exemption: Programs less than 3 quarters in length. <i>Accreditation: ACICS</i>
<b>Recognized Accrediting Agencies:</b> ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

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<b>CONCORDIA THEOLOGICAL SEMINARY</b> 6600 N. Clinton Street Fort Wayne, IN 46825	<b>Degree</b>	<b>CONCORDIA COLLEGE</b> 1804 Green Street Selma, AL 36701	Peter Scaer, Dean Distance Education			FCCA 1996. Programs approved. <i>Accreditation: NCA &amp; ATS</i>
<b>CONCORDIA UNIVERSITY</b> 800 N. Columbia Avenue Seward, NE 68434	<b>Degree</b>	<b>CONCORDIA COLLEGE</b> 1804 Green Street Selma, AL 36701	Phyllis Richardson 334-874-5700		TBA	FCCA Pending. Programs approved. Implementation pending. <i>Accreditation: NCA</i>
<b>COVENANT THEOLOGICAL SEMINARY</b> 12300 Conway Road St. Louis, MI 63141	<b>Degree</b>	<b>BIRMINGHAM THEOLOGICAL SEMINARY</b> 2200 Briarwood Way Birmingham, AL 35234	Zack Eswine Director	NA	7/03	FCCA/1993. Programs approved. <i>Accreditation: NCA. Inactive</i>
<b>DEVRY, INC.</b> 1 Tower Lane Oakbrook, IL 60181	<b>Both</b>	Birmingham (2) Montgomery Mobile	Patricia Duncan Director State & Provincial Licensing 630-571-7700 ext 3100		NA	ACHE exemption: Onsite programs less than 3 quarters in length. (Degree programs by licensed agent only.) <i>Accreditation: NCA</i>
<b>Recognized Accrediting Agencies:</b> ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

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<b>EDUCATION OF AMERICA, INC.</b> 500 President Clinton Avenue Suite 305 Little Rock, AK 72201 501-376-6300 www.4classes.net/remington	<b>Both</b>	<b>REMINGTON COLLEGE</b> 828 Downtowner Loop W Mobile, AL 36609 800-367-9716 Mary G. White President	Jenna Shanley Corporate Director of Accreditation & Licensure		4/88	ACHE exemption. Alabama Incorporation 1986. <i>Accreditation:</i> ACCSCCT
<b>EDUCATION MANAGEMENT CORP.</b> Pillisbury, Pennsylvania	<b>Both</b>	<b>SOUTH UNIVERSITY</b> 5355 Vaughn Road Montgomery, AL 36116-1120 334-395-8800	Victor K. Biebighauser President		NA	ACHE exemption. Alabama Incorporation 1952. <i>Accreditation:</i> SACS
<b>EMBRY RIDDLE</b> 600 S. Clyde Morris Blvd. Daytona Beach, FL 32114 <b>James M. Brown</b> Asst. Dean U.S. Division	<b>Degree</b>	Mobile Ft. Rucker Redstone Arsenal	Robin Blake Center Director	8/05	8/04 9/04	FCCA/1993. Programs Approved. <i>Accreditation:</i> SACS
<b>FLORIDA INSTITUTE OF TECHNOLOGY</b> Melburne, FL <b>Lynne E. Weaver</b> , President	<b>Degree</b>	<b>FLORIDA INSTITUTE OF TECHNOLOGY GRADUATE CENTER</b> Building 7446 Redstone Arsenal, AL 35898	Dr. William Wall Program Director	5/05	5/04	FCCA/1993. Programs approved. <i>Accreditation:</i> SACS/ABET
<b>Recognized Accrediting Agencies:</b> ACCSCCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

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<b>GLOBAL CHRISTIAN UNIVERSITY</b> 808 Treeline Drive Brandon, Mississippi 39042 601-824-0138 http://gcu.faithsite.com	<b>Degree</b>	<b>TBA</b>	Charles F. Myer, Jr.		NA	ACHE exemption. Alabama Incorporation 1990.
<b>HERZING INSTITUTES</b> 161 W. Wisconsin Avenue Milwaukee, WI 53203 877-903-8367 www.herzing.edu/birmingham	<b>Non-Degree</b>	<b>Herzing College</b> 280 W. Valley Ave Birmingham, AL 35209	Don Lewis 205-916-2800		NA	ACHE exemption. Alabama Incorporation 1970. <i>Accreditation: ACCSCT</i>
<b>HIGH-TECH INSTITUTE</b> 1515 Indian Hill Road Phoenix, Arizona 95014 www.hightechinstitute.com	<b>Both</b>	<b>NONE</b>	Melissa Gray		NA	ACHE exemption. Licensed agent only. <i>Accreditation: ACCSCT</i>

**Recognized Accrediting Agencies:**  
 ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology  
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<b>ITT EDUCATIONAL SERVICES</b> 5975 Castle Creek Park P.O. Box 50466 Indianapolis, IN 46250	<b>Degree</b>	<b>ITT TECHNICAL INSTITUTE</b> 500 Riverhills Business Park Birmingham, AL 35242	Alice E. Rice Director			FCCA 1993. Programs approved. <i>Accreditation: ACCSCT</i>
<b>INTELLIGENCE RESOURCE AGENCY, INC.</b> 319 East Foothills, Suite C Arcadia, Ca 91006 626-454-1060	<b>Non-Degree</b>	NONE	Dr. Fred Coles President		NA	ACHE exemption. No physical sites in Alabama; programs offered online only.
<b>LESLEY UNIVERSITY</b> 29 Everett Street Cambridge, MA 02138 www.Lesley.edu	<b>Degree</b>	TBA	Denise Hammon Director, Government Relations & Regulatory Affairs 617-349-8360		TBA	FCCA 2003. Programs approved. Implementation pending. <i>Accreditation: NEA</i>
<b>Recognized Accrediting Agencies:</b> ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

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<b>LINCOLN EDUCATION SERVICES</b> 200 Executive Drive Suite 340 West Orange, N.J. 07052 973-736-7340 www.lincolneducational services.com www.nadcedu.com	<b>Degree</b>	NONE	DBA Nashville Auto Diesel Nashville, TN 37206 Joan King 615-226-3990 Lincoln Technical Institute Indianapolis, Indiana 46268 973-736-9340		NA	ACHE exemption. Licensed agent only. <i>Accreditation: ACCSCT</i>
<b>MIDWEST CHRISTIAN COLLEGE &amp; UNIVERSITY</b> 1395 S. Marietta Parkway P.O. Box 260 Schererville, IN 46375 219-865-1180	<b>Non-Degree</b>	Oxford	Barbara Davis President		NA	ACHE exemption. Programs less than 3 quarters in length.
<b>NATIONAL GRADUATE SCHOOL OF QUALITY MANAGEMENT</b> P.O. Box 674 Falmouth, MA 02541 800-838-2580 www.falmouth.org	<b>Degree</b>	Ft. Rucker Building 5009 Ft. Rucker, Al 36362	Aileen DiSalvo 186 Jones Road Falmouth, MA 02540 800-838-2580		8/01	FCCA/June 1999. Programs approved. <i>Inactive</i> <i>Accreditation: NEA</i>
<b>Recognized Accrediting Agencies:</b> ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

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PARENT INSTITUTION/ CORPORATION	TYPE DEGREE/ NON-DEGREE	SITE(S) OF OPERATION IN ALABAMA	CONTACT PERSON	LICENSE EXP	SITE VISIT	COMMENTARY
<b>NATIONAL TRAINING, INC.</b> P.O. Box 65789 188 College Drive Orange Park, FL 32065 800-488-7364 www.earthmoverschool.com	<b>Non-Degree</b>	NONE	Larry Lark President 904-272-4000 ext 216		NA	ACHE exemption. Licensed agent only. <i>Accreditation: DETC</i>
<b>NOVA SOUTHEASTERN UNIVERSITY</b> 3301 Colleg Avenue Ft. Lauderdale, FL 33314	<b>Degree</b>	Birmingham Mobile Huntsville (2)	Dr. Greg Stiber Director/State Relations	3/05	3/04 6/04	FCCA/1976. Programs approved. <i>Accreditation:</i> SACS
<b>ON-LINE TRAFFIC SCHOOL</b> 30101 Agoura Coast Suite 150 Agoura Hills, Ca 91301	<b>Non-Degree</b>	NONE	Casey Albitre 888-662-6356		NA	ACHE exemption. No physical site in the state, programs offered online only.
<b>SEA SCHOOL</b> 844 4th Street North St. Petersburg, FL 33702 727-577-3992	<b>Non-Degree</b>	<b>SEA SCHOOL</b> 9180 Little River Bayou LaBatre, AL 36509	Willie Long 251-824-4500		9/04	ACHE exemption. Programs less than 3 quarters in length.
<b>Recognized Accrediting Agencies:</b> ACCSCT: Accrediting Commission of Career Schools & Colleges of Technology ACICS: Accrediting Council for Independent Colleges & Schools ATS: Association of Theological Schools DETC: Distance Education Training Council NEA: New England Association NCA: North Central Association SACS: Southern Association of Colleges & Schools TRACS: Transnational Association of Christian Colleges & Schools						

## Alabama Commission on Higher Education NON-RESIDENT PRIVATE DEGREE AND NON-DEGREE GRANTING INSTITUTIONS Inventory

PARENT INSTITUTION/ CORPORATION	TYPE DEGREE/ NON-DEGREE	SITE(S) OF OPERATION IN ALABAMA	CONTACT PERSON	LICENSE EXP	SITE VISIT	COMMENTARY
<b>TRUCK DRIVER INSTITUTE</b> P.O. Box 1599 Murphreesboro, Tn 37133 Thomas Gast, President www.drivebigtrucks.com	<b>Non-Degree</b>	<b>Truck Driver Institute</b> 4939 U.S. Highway 78W Oxford, Alabama 36203	Robin Sharp P.O. Box 1599 Murphreesboro, TN 37133 615-895-2070		NA	ACHE exemption. Programs less than 3 quarters in length.
<b>UNIVERSITY OF ST. FRANCIS</b> 500 Wilcox Street Joliet, IL 60435	<b>Degree</b>	Birmingham (2)	Janine Hicks Director/Health Arts	6/05	6/04 7/04	FCA/1986. Programs approved. <i>Accreditation:</i> NCA
<b>UNIVERSAL TECHNICAL INSTITUTE</b> 721 Lockhaven Drive Houston, TX 77073 www.uti.quinstreet.com	<b>Non-Degree</b>	NONE	Gary Green H.R. Coordinator 281-443-6262		NA	ACHE exemption. Licensed agent only. <i>Accreditation: ACCSCT</i>
<b>Recognized Accrediting Agencies:</b> <i>ACCSCT: Accrediting Commission of Career Schools &amp; Colleges of Technology</i> <i>ACICS: Accrediting Council for Independent Colleges &amp; Schools</i> <i>ATS: Association of Theological Schools</i> <i>DETC: Distance Education Training Council</i> <i>NEA: New England Association</i> <i>NCA: North Central Association</i> <i>SACS: Southern Association of Colleges &amp; Schools</i> <i>TRACS: Transnational Association of Christian Colleges &amp; Schools</i>						

DISCUSSION ITEM G: Academic Libraries for the 21<sup>st</sup> Century

Staff Presenter: Dr. Sue Medina  
Director of Network of Alabama Academic Libraries

Staff Recommendation: For discussion only.

Background: The history of Alabama academic libraries is marked by an exceptional commitment to improving resources and services for students and faculty. When a statewide assessment found that Alabama's academic libraries could not adequately meet their users' information needs, the Network of Alabama Academic Libraries united wisdom and forged a collective vision to achieve excellence in: students, research, library resources and services. By working together, Alabama's academic institutions have transcended institutional boundaries to build an information infrastructure that assures **EVERY** student, faculty member, and other researcher with access to the information resources needed for study and research.

The two decades of NAAL are noted for advances in the use of technology which have changed the way librarians identify, select, and deliver information for their users. Innovations such as the Internet, World Wide Web, online indexing and abstracting databases, electronic text, and digital images – unthinkable strategies just a decade ago – have placed the library at the fingertips of faculty and students researching from their own workstations.

In this environment, the library has grown in its importance to academe. Librarians have been able to use technology to shift personnel from performing repetitive tasks to increasing services for library users. Some changes seem invisible, such as understanding the organization and transmission of knowledge to assure effective selection of information resources and to manage their retrieval and use. Some seem simple but are quite complex such as understanding technology and its rapid rate of innovation to transform knowledge management. Some are more readily visible, such as traditional library reference services, supplemented now by online or "virtual" reference services. Academic library users are increasingly oriented toward "self-service," but turn to librarians for help with complex questions needing logical thinking skills and a deep understanding of how knowledge is organized and archived. As a result, today's academic reference services require increased and more intensive use of staff time.

Librarians are also more fully engaged in the teaching responsibilities of their colleges and universities. They assist in planning and teaching information literacy and "writing across the curriculum" programs. These curricula focus on teaching critical and logical thinking skills and require students to analyze and synthesize information.

Students are expected to improve their skills for interpretation, comprehension, and communication. Librarians are valued partners in these programs for their knowledge of information sources; knowledge of information technologies and how to maximize their use; and knowledge of the information needs of their users and the environment in which they operate.

In FY2005, NAAL will continue to build on accomplishments of the past twenty years. Its members are committed to:

- sustaining the statewide online catalog of university libraries' holdings – searchable from any Alabama library to determine what information resources are owned in-state,
- lending library materials among all academic libraries without charge to the borrowing students or faculty,
- maintaining rapid delivery of requested materials through interlibrary loan,
- achieving financial savings through shared acquisitions of online research databases, and
- supporting the Alabama Virtual Library to assure equity, economy, and excellence in the provision of information services for **ALL** Alabamians.

Also in FY2005, NAAL will emphasize:

- recruiting and retaining professional librarians to sustain the high level of services provided to Alabama students and faculty,
- increasing the ability of users to find information about Alabama by contributing digital materials to *AlabamaMosaic*, the web portal for Alabama history, and
- developing a distributed archival program to assure long-term access to Alabama state publications posted online by state agencies.

NAAL has achieved notable recognition as an exemplary model for providing information services required for excellence in education. This excellent reputation continues, even as Alabama's traditional underfunding for higher education and libraries also continues. Most important, NAAL's remarkable success has been earned through the unfaltering dedication of its member institutions – and their librarians – to excellence.

This report reflects NAAL's vision to continue successful initiatives to share existing resources, plan for an increasingly digital information future, and collaborate with other groups to assure every student, faculty member, and other researchers with access to information resources and services needed for education, research, and lifelong learning.

**DECISION ITEM A:** Executive Budget Request for FY 2005-2006

Staff Presenter: Mr. Tim Vick  
Associate Executive Director

Staff Recommendation: That the Commission approve the Executive Budget Request for FY 2005-06.

Background: The FY 2003-04 Executive Budget Request was due to the Executive Budget Office (EBO) on November 1, 2004. A draft budget request was submitted to the State Finance Director at that time due to the fact that FY 2003-04 year-end automated reports from the State financial systems were not available until approximately the middle of October 2004. The information on these reports is required in order to complete the EBO forms. Thus, it was not possible to present the request to the Commission at the September meeting. An extension is generally granted, if the approval of a sanctioning body is required. The Executive Director has requested such an extension, pending the approval of a budget request by the Commission at its December meeting.

For the programmatic lines where increases were requested, the following planning assumptions were used in developing the FY 2005-06 Executive Budget Request. A description of the activities associated with each of the programmatic lines contained in the Commission's budget is attached.

#### Planning and Coordination

1. No funds for new positions were requested.
2. The retirement rate has increased from 7.03 to 8.17.
3. Based on recent increases, the agency contribution toward employee health insurance was projected to increase from \$650 to \$750 per month, per employee.
4. An amount equivalent to a maximum 3% merit increase for all employees was included.
5. There has been an increase in State Higher Education Executive Officers association dues.
6. Facilities
  - Rent has increased from \$8.50 per square foot to \$9.00
  - Building Operating Expenses have increased from \$3.85 to \$4.00
7. Funds have been requested for the purchase of 1 new server and 10 replacement computers.

It should be noted that Items 1-4 account for approximately 8.5 percent of the total 9.9 percent increase requested for Planning and Coordination.

Alabama Student Assistance Program (ASAP)

1. The increase requested would equalize funding for this program with that of the Alabama Educational Grant Program.

It should be noted that the requested increase for ASAP constitutes 14.6 percent of the total requested increase for the Commission in FY 2005-06.

Southern Regional Education Board (SREB)

1. There has been an increase in dues.
2. An increase is necessary in order to maintain the current number of students in Minority Doctoral Program.
3. The participation fee for the Go Alliance has increased.
4. Personnel items 2-4 discussed under Planning and Coordination also apply here.

Experimental Program to Stimulate Competitive Research

1. An increase to the grant line was requested in order to fund more proposals and thus secure more federal matching grants.
2. Personnel items 2-4 discussed under Planning and Coordination also apply here.

Network of Alabama Academic Libraries (NAAL)

1. An increase was requested so that NAAL could purchase some of the more expensive scientific-oriented databases.
2. Personnel items 2-4 discussed under Planning and Coordination also apply here.

It should be noted that the requested increase for NAAL constitutes 18.2 percent of the total requested increase for the Commission in FY 2005-06.

Articulation System

1. The requested increase will go toward further expansion and enhancement of the system.

Alabama Agricultural Land Grant Alliance (AALGA)

1. An increase was requested in order to maximize federal grant opportunities for Alabama A&M University and Tuskegee University.

It should be noted that the requested increase for AALGA constitutes 61.2 percent of the total requested increase for the Commission in FY 2005-06.



ALABAMA COMMISSION ON HIGHER EDUCATION  
Friday, December 10, 2004  
Decision Item A

Supporting Documentation:

1. Budget Request Summary is attached.
2. ACHE Programs and Funding Sources is attached.
3. Executive Budget Request for Fiscal Year 2005-06.  
Available upon request.

Alabama Commission on Higher Education  
 Budget Request for FY 2005-06  
 All Funds

Program	Actual FY 2003-04 (1)	Budgeted FY 2004-05 (2)	Request FY 2005-06 (3)	Difference FY 2004-05 & FY 2005-06 (4)
Planning & Coordination (O&M)	\$2,214,315	\$2,322,691	\$2,552,637	\$229,946
Student Assistance:				
Alabama Student Assistance Program - State	820,510	820,558	1,768,471	947,913
Alabama Student Assistance Program - Federal *	0	0	446,119	446,119
Alabama Educational Grant Program	1,768,414	1,768,471	1,768,471	0
National Guard Educational Assistance Program	675,081	675,143	675,143	0
Technology Scholarships for Alabama Teachers	540,302	648,305	648,305	0
Policeman/Firefighter Survivor's Scholarships	95,879	95,880	95,880	0
Chiropractic Scholarship Program	8,016	0	0	0
Subtotal Student Assistance	3,908,202	4,008,357	5,402,389	1,394,032
Support of Other Educational Activities:				
Southern Regional Education Board	713,466	713,471	845,000	131,529
Network of Alabama Academic Libraries	319,575	319,655	1,500,000	1,180,345
NAAL Select Program - Federal	120,813	234,470	0	(234,470)
Experimental Program to Stimulate Competitive Research	480,718	481,139	600,000	118,861
No Child Left Behind - Federal	1,189,617	1,624,879	1,223,374	(401,505)
Articulation and General Studies Committee	329,985	330,000	450,000	120,000
Small Business Development Consortium	101,842	0	0	0
Governor's Commission on Historically Black Colleges and Univs.	22,277	0	0	0
Subtotal Support of Other Educational Activities	3,278,294	3,703,614	4,618,374	914,760
Alabama Agricultural Land Grant Alliance	1,624,702	2,024,702	6,000,000	3,975,298
Student Assistance Initiated Loan Servicing - Local Funds	349,701	581,384	\$566,550	(14,834)
Total	\$11,375,214	\$12,640,748	\$19,139,950	\$6,499,202

Friday, December 10, 2004  
 Decision Item A

Alabama Commission on Higher Education  
 Budget Request for FY 2005-06  
 All Funds

Expenditure Categories	Actual	Budgeted	Request	Difference
	FY 2003-04 (1)	FY 2004-05 (2)	FY 2005-06 (3)	FY 2004-05 & FY 2005-06 (4)
Personnel Costs	\$1,692,010	\$1,711,350	\$1,857,715	\$146,365
Employee Benefits	428,097	500,204	572,396	72,192
Travel - In-State	19,786	31,300	31,300	0
Travel - Out-of-State	11,132	22,940	23,700	760
Repairs and Maintenance	6,037	6,700	6,700	0
Rentals and Leases	310,186	409,436	416,180	6,744
Utilities and Communications	64,905	75,046	80,951	5,905
Professional Services	342,448	475,866	468,416	(7,450)
Supplies, Materials and Operating Expenses	186,243	196,900	207,200	10,300
Transportation Equipment and Operations	1,500	1,500	1,500	0
Grants and Benefits	8,308,531	9,194,506	15,448,892	6,254,386
Transportation Equipment Purchases	0	0	0	0
Other Equipment Purchases	4,338	15,000	25,000	10,000
Miscellaneous	0	0	0	0
<b>Total</b>	<b>\$11,375,214</b>	<b>\$12,640,748</b>	<b>\$19,139,950</b>	<b>\$6,499,202</b>

**ALABAMA COMMISSION ON HIGHER EDUCATION  
PROGRAMS AND FUNDING SOURCES**

**I. Planning and Coordination Services Unit**

Budget Code: 172

**A. Postsecondary Education (Operations and Maintenance)**

Budget Code: 0144

Funding Sources: Education Trust Fund (ETF)

This line provides funds to carry out the statutory responsibilities of the Commission.

**II. Student Assistance Unit**

Budget Code: 153

**A. Alabama Student Assistance Program**

Budget Code: 0121

Funding Sources: ETF and Federal

In the past, this program provided funds to match federal State Student Incentive Grant (SSIG) funds in order to provide need-based scholarships to students attending in-state public institutions. Due to recent budget cuts, the state has fallen below the minimum threshold to qualify for federal funding. The Commission continues to operate this program with state funds only.

**B. Alabama Student Grant Program**

Budget Code: 0122

Funding Source: ETF

This program, also known as the Alabama Education Grant Program, provides tuition equalization grants to Alabama students attending in-state private, non-profit institutions.

**C. Teacher Education Scholarship Loan Program**

Budget Code: 0125

Funding Source: ETF (Non-reverting)

This program, also known as the Technology Scholarships Program for Alabama Teachers (TSPAT), provides scholarships to Alabama K-12 teachers for technology training at in-state institutions. This program has not received an appropriation from the state the past two years. Since the funds for this program are non-reverting, the Commission has been able to continue to offer these loans using funds that had accumulated in a reserve account over the history of the program.

**D. Alabama National Guard Educational Assistance Program**

Budget Code: 0124  
Funding Source: ETF

This program provides scholarships to Alabama National Guard members attending in-state institutions.

**E. Police and Firefighter's Survivors Tuition Program**

Budget Code: 0794  
Funding Source: ETF

This program provides scholarships for spouses and dependents of deceased police officers and firefighters killed in the line of duty. This program is funded through an open ended appropriation.

**III. Support of Other Education Activities Unit**

Budget Code: 152

**A. Southern Regional Education Board**

Budget Code: 0109  
Funding Source: ETF

This line provides funds for the State's membership fee and for student and institutional participation in the Minority Doctoral Program, contract programs (medical, dental and osteopathic medicine program), the Academic Common Market and the Electronic Campus.

**B. Experimental Program to Stimulate Competitive Research (EPSCoR)**

Budget Code: 0116  
Funding Source: ETF

This line provides state funds to Alabama research institutions for matching federal and private research grants.

**C. No Child Left Behind Grant**

Budget Code: 0144  
Funding Source: Federal

This line provides federal funds through competitive grants to Alabama institutions for the professional development of Alabama K-12 teachers. It also provides funds for innovative teaching programs in math and science.

**D. Network of Alabama Academic Libraries (NAAL)**

Budget Code: 0118  
Funding Source: ETF

This line provides funds for the coordination and development of Alabama's academic libraries.

**E. NAAL/Select Federal Program**

Budget Code: 0106  
Funding Source: Federal

This line allocates federal grant funds for the statewide planning effort to add digital collections to the resources of the Alabama Virtual Library.

**F. Articulation System**

Budget Code: 0107  
Funding Source: ETF

This line provides funds to Troy State University for the operation of the statewide articulation system (STARS).

**IV. Alabama Agricultural Land Grant Alliance Unit**

Budget Code: 151

**A. Alabama Agricultural Land Grant Alliance**

Budget Code: 0800  
Funding Source: ETF

This line provides funds to encourage cooperative efforts among the agricultural extension units at Alabama's land grant institutions. Some of the funds directed to Alabama A&M University and Tuskegee University are used to match federal monies for certain agricultural related initiatives.

**V. Alabama Guaranteed Student Loan Program**

Budget Code: 176

**A. Student Assistance Initiated Loan Servicing (SAILS) Unit**

Budget Code: 0123  
Funding Source: Local

This line provides operating funds for servicing student educational loans for Alabama students and lenders.

**VI. Eminent Scholars Trust Fund Unit**

Budget Code: 000

**A. Eminent Scholars**

Budget Code: 0793

Funding Source: ETF

This line provides state funds to match institutional funds for the establishment of endowed chairs at participating institutions. Since no appropriation has been made to this program in 10 years, this program is essentially defunct even though several institutions have funds in reserve accounts dedicated to match state contributions should any materialize.

**DECISION ITEM B:** Unified Budget Recommendation for FY 2005-2006

**Staff Presenter:** Ms. Susan J. Cagle  
Director of Institutional Finance and Facilities

**Staff Recommendation:** That the Commission approve the FY 2005-2006 Unified Budget Recommendation (UBR) as presented by Commission staff.

**Background:** Section 16-5-9(b) of the Code of Alabama states that "...The Commission ... shall present to each institution and the Governor and legislature, a single unified budget report containing budget recommendations for the separate appropriations to each of the institutions."

Commission staff met with the Council of College and University Presidents on October 26 and November 16 2004 to discuss the Unified Budget Recommendation. The Council of Presidents has another meeting scheduled for November 29, 2004 to continue discussions. As soon as possible after that meeting, Commission staff will mail the proposed FY 2005-2006 Unified Budget Recommendation to the Commissioners for review.

**Supporting Documentation:** 1. Unified Budget Recommendation, FY 2005-2006, to be mailed under separate cover.



DECISION ITEM C: Approval of 2005 Meeting Schedule

Staff Presenter: Mr. Tim Vick  
Associate Executive Director

Staff Recommendation: That the Commission approve the proposed meeting schedule for 2005.

Proposed Meeting Schedule for 2005

March 11, 2005  
June 24, 2005  
September 23, 2005  
December 16, 2005

Background: The proposed schedule was developed with the following considerations:

1. The statute requires the Commission to meet at least once every three months.
2. A meeting is necessary in December to adopt the Unified Budget Recommendation.
3. The proposed schedule attempts to accommodate state holidays; university board of trustees meetings, State Board of Education meetings; graduations; and state, regional, and national meetings that involve colleges and universities of which we are aware.

Supporting Documentation: None.

**DECISION ITEM D.1:**            Request to Amend Post-Implementation Conditions: Bishop State Community College, Associate in Applied Science in Health Information Technology and Certificate in Medical Transcription, CIP 51.0707

Staff Presenter:                Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation:        That the Commission continue the Associate in Applied Science (AAS) program and approve the request to amend post-implementation conditions 1 and 2 as follows:

1. That the annual average enrollment in the program average for the first five years of the program be at least 27 ~~39~~ FTE [full-time equivalent] students. ~~This condition is based on enrollment projections provided by Bishop State reduced by 25 percent.~~
2. That the annual average number of graduates ~~in the first five years of the program~~ be at least 13 ~~19~~ degrees and 14 ~~certificates beginning in 1993-94~~. ~~This is based on projections provided by Bishop State reduced by 25 percent.~~

With the approval of these amendments the Commission will accept the report for the AAS program as meeting conditions. No additional post-implementation report will be required. This recommendation is consistent with Guideline Two of the Guidelines for Consideration of Post-Implementation Reports that Do Not Meet Approved Conditions.

The Certificate in Medical Transcription is being deleted from the Academic Program Inventory.

- Rationale:
1. The institution has made adjustments in the curriculum to respond to student demand. Bishop State Community College (BSC) is deleting the Certificate in Medical Transcription from the Academic Program Inventory. The Certificate has been phased out and a short certificate implemented. The deletion of the Certificate is listed in "Changes to the Academic Program Inventory" in this packet.
  2. The AAS program met conditions regarding employment and accreditation.
  3. The AAS program has fallen short in enrollment, but has maintained a healthy enrollment for the last five years. The original projections for enrollment included both the AAS and Certificate awards.
  4. Though the AAS program has not met the graduation post-implementation condition, it has maintained a healthy level for the period 1998-99 through 2003-04.

5. Along with the short certificate program, the AAS program fills a need for the Mobile area. The institution provided information from the community which supported continuation of the program. Copies of letters of support will be distributed at the Commission meeting.

Background:

This program was originally approved on March 6, 1992, as an AAS in Medical Records Technology and Certificate in Medical Transcription. The name of the AAS program was changed to Health Information Management to reflect changes in the field.

The program received initial accreditation from the Council on Accreditation of the American Health Information Management Association in February 1994. Its most recent reaffirmation was in April 2004.

Progress in the program was hindered in 1996 by the resignation of the principal instructor. In addition, the Certificate in Medical Transcription was not implemented for two years after approval. Because of lack of interest in the Certificate award, this aspect of the program has been phased out and will be deleted from the Academic Program Inventory. A short-term certificate was developed to replace it and was recognized by the Commission at the February 22, 2002 meeting.

Supporting Documentation:

1. "Summary of Report on Post-Implementation Conditions," Attached.
2. Unpublished Post-Implementation Report and 2004 update from Bishop State Community College. Available upon request.

**Summary of Report on Post-Implementation Conditions**

**Bishop State Community College**

Program: Health Information Technology, Certificate and Associate in Applied Science (AAS), CIP 51.0707

Approved by Commission: March 6, 1992

Proposed Implementation Date: Fall 1992

Actual Implementation Date: The AAS was implemented in 1993; the certificate was implemented in 1994.

Post-Implementation Conditions:

- 1) That the annual average enrollment in the program average for the first five years of the program be at least 39 FTE [full-time equivalent] students. This condition is based on enrollment projections provided by Bishop State reduced by 25 percent.
- 2) That the annual average number of graduates in the first five years of the program be at least 19 degrees and 14 certificates beginning in 1993-94. This is based on projections provided by Bishop State reduced by 25 percent.
- 3) That a follow-up survey will be conducted after five years, which will show that at least 75 percent of the degree graduates are employed in the field of medical records technology and 75 percent of the certificate graduates are employed as medical transcriptionists.
- 4) That evidence will be presented to the Commission after the first class graduates that American Medical Records Association accreditation has been achieved. Failure to achieve accreditation by this time will result in voluntary termination of the program.

The information presented below is for the AAS program only.

Health Information Technology, AAS, CIP 51.0707	Average Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	39 FTE	19	75%
Reported 1993-94 through 1997-98	13.8 FTE	8.2	76%
Reported for the period 1998-99 through 2003-04	27 FTE	13	80%

- Condition 1: For 2003-04 headcount was 77; FTE was 38.
- Condition 4: Meets condition. Received initial accreditation from the Council on Accreditation of the American Health Information Management Association of the American Health Information Management Association on February 19, 1994.

**INFORMATION ITEM A:** Changes to the Academic Program Inventory

**Staff Presenter:** Mrs. Amy H. Brown  
Academic Program Review Analyst

**Staff Recommendation:** For information only.

**Background:** According to the Commission's definitions relating to program review (Alabama Administrative Code, Chapter 300-2-1, Review of Programs & Other Units of Instruction), additions and certain extensions or alterations of units and programs of instruction must be submitted as information items not requiring Commission approval. Examples of information items, according to the operational definitions, include: 1) changes in program titles or CIP codes or degree nomenclatures at the same level (except doctoral) provided no changes in program requirements, content, or objectives are made, and provided the new nomenclature replaces the current designation; 2) programs placed on inactive status or deleted from the Academic Program Inventory; 3) change in award for completion from Diploma to Associate in Applied Technology in technical colleges provided certain conditions are met; 4) change in award for completion from Associate in Applied Technology to Associate in Applied Science in technical colleges provided certain conditions are met; and 5) change in award for completion from Diploma and/or Certificate to Associate in Applied Science in community colleges.

The following changes are consistent with the operational definitions.

**Supporting Documentation:**

1. Academic Program Inventory. Available on Commission's Website: [www.ache.state.al.us](http://www.ache.state.al.us).
2. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction in Review of Programs & Other Units of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
3. Written unpublished documentation provided by the institutions. Available upon request.

A. Program Inventory Deletions

Institutions may voluntarily elect to delete program entries/awards from the Commission's Academic Program Inventory. However, institutions understand that these programs/awards cannot be reinstated to the Academic Program Inventory in the future without undergoing the regular process for new program review and approval.

Auburn University: 31.0301 Parks, Rec, & Leisure Facilities Management:  
Recreation Administration, BS

Bevill State Community College: 51.1004 Medical Laboratory Technology, AAS  
51.1004 Clinical Laboratory Technology, AAS

Bishop State Community College: 51.0707 Health Information Technology, C

Reid State Technical College: 46.0101 Masonry, C

Snead State Community College: 15.0000 Engineering Technology Technician, AAS  
47.0303 Industrial Maintenance Technology, C

Wallace State Community College-Selma: 15.0501 Air Conditioning/Refrigeration, C  
47.0604 Auto Mechanics, C

B. Changes in CIP Codes, Program Titles, or Degree Nomenclature

The following changes in CIP codes, program titles, or degree nomenclature represent no changes in program requirements, content, and objectives and are recommended as information items.

Note: "Strike Outs" indicate original CIP code, program title, or degree nomenclature and "Underlines" indicate changes.

University of South Alabama: 45.0701 Geography, ~~BA~~ BS  
24.0199 ~~Adult Degree Program~~ Interdisciplinary Studies Program, BS, BA

**INFORMATION ITEM B:** Implementation of New Certificate Programs (Less than or Equal to 29 Semester Hours) in Selected Fields at Various Two-Year Colleges

Staff Presenter: Mrs. Amy Herrin Brown  
Academic Program Review Analyst

Staff Recommendation: For information only.

Background: The Alabama Department of Postsecondary Education reports the approval of short certificate programs (less than or equal to 29 semester hours) at the following two-year colleges in the fields of study listed below.

Enterprise-Ozark Community College

<u>Field of Study</u>	<u>CIP Code</u>
Welding	48.0508

Gadsden State Community College

<u>Field of Study</u>	<u>CIP Code</u>
Realtime Reporting	22.0303
Civil Engineering Technology	15.0201

Wallace State Community College-Hanceville

<u>Field of Study</u>	<u>CIP Code</u>
Medical Coding	51.0707

Commission policy requires that new short certificates be presented to the Commission by information item. Such certificates are not listed in the Commission's Academic Program Inventory since they do not require Commission review and approval.

Supporting Documentation:

1. "Reasonable Extensions and Alterations of Existing Units and Programs of Instruction," Alabama Administrative Code, Chapter 300-2-1, Rule .06. Available upon request.
2. Written unpublished documentation provided by the Alabama Department of Postsecondary Education. Available upon request.





**Attachment 1**

**Proposal for New Off-Campus Site at  
 Luverne Junior High School, Luverne**

*Alabama Commission on Higher Education*

**PROPOSAL FOR A NEW OFF-CAMPUS SITE**

**SITE INFORMATION**

**Institution:**

**Administrator Responsible for Site**

Name & Title: Dr. Michael J. Daniel, Assoc. Dean of Instructional & Personnel Services

Telephone: (334) 222-6591, ext. 2213

Fax: (334) 881-2300

E-Mail: mdaniel@bwcc.edu

**Contact Person at Site If Other Than Administrator Above**

Name & Title:

Telephone:

Fax:

E-Mail:

**Location of Proposed Site**

Facility: Luverne Junior High School

Street Address: 194 First Avenue

City: Luverne

County: Crenshaw

**When will you begin offering instruction at this site?**

Fall, 2004

**Type of Site**

Type of Site	Check One:
<b>Non-Exempt</b>	
<b>Exempt from Review by Statute</b>	<input type="checkbox"/>
Fall 1978 registration exceeded 500.	<input type="checkbox"/>
University operated site prior to 1960.	<input type="checkbox"/>
Site located on military reservation.	<input type="checkbox"/>
Business & industry site where employees only are enrolled.	<input type="checkbox"/>
<b>Exempt from Review by Commission Policy</b>	<input type="checkbox"/>
Courses delivered via distance learning technology.	<input type="checkbox"/>
Prison site - courses delivered exclusively to inmates and prison employees.	<input type="checkbox"/>
High school site exclusively for early admission, accelerated/dual enrollment.	<input type="checkbox"/>
2-year college site located within SBE approved service area.	<input checked="" type="checkbox"/>
University site located within home or contiguous counties.	<input type="checkbox"/>

*Note: Follow-up report is not required for individual study courses.*

**Certification**

I hereby certify that if the Commission approves/accepts this proposal, the site will be in full compliance with the Commission's Guidelines for the Regulation of Off-Campus Instruction. The required annual follow-up report will be sent.

Signature of President/Chancellor: 

Date: 7/20/04



INFORMATION ITEM D: Implementation of Approved Programs

Staff Presenter: Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation: For information only.

Background: Commission guidelines state that a new program should be implemented in accordance with the timeline presented in the proposal. They further state that any institution having an approved program must notify the Commission in writing when the program is implemented (that is, when the institution has admitted the first student or students into the program). The institution also must notify the Commission in writing if the stated date or academic term of implementation changes. If the program is not implemented within 24 months of the date of approval, regardless of whether the Commission has been notified of the delay, the approval will expire, and the program will be removed from the Commission's Academic Program Inventory. Once an approval has expired, an institution must submit a new program proposal and receive Commission approval of the new proposal in order to offer the program.

Programs Implemented: In accordance with these guidelines, the following institutions have sent notification that the programs listed have been implemented.

Bishop State Community College

Program: Emergency Medical Services, AAS and Certificate, CIP 51.0904  
Approval date: May 16, 2003  
Implementation date: August 2004 (delayed)  
Post-implementation report deadline: September 1, 2009 (revised)

Calhoun State Community College

1. Program: Networking Technology, AAS, CIP 11.0101  
Approval date: December 5, 2003  
Implementation date: January 2004 (on schedule)  
Post-implementation report deadline: February 1, 2009
2. Program: Process Technology, AAS, CIP 15.0699  
Approval date: December 5, 2003  
Implementation date: January 2004 (on schedule)  
Post-implementation report deadline: February 1, 2009

Lurleen B. Wallace Community College

1. Program: Child Development, AAS, CIP 20.0201  
Approval date: December 5, 2003  
Implementation date: June 2004 (delayed)  
Post-implementation report deadline: July 1, 2009  
(revised)

2. Program: Nursing, AAS, CIP 51.1601  
Approval date: December 5, 2003  
Implementation date: June 2004 (on schedule)  
Post-implementation report deadline: July 1, 2009

Northeast Alabama Community College

Program: Medical Assisting, AAS, CIP 51.0801  
Approval date: December 5, 2003  
Implementation date: August 2004 (on schedule)  
Post-implementation report deadline:  
September 1, 2009

Shelton State Community College

1. Program: Culinary Arts, AAS, CIP 12.0503  
Approval date: December 5, 2003  
Implementation date: August 2004 (delayed)  
Post-implementation report deadline:  
September 1, 2009 (revised)

2. Program: Emergency Medical Services, Certificate,  
CIP 51.0904  
Approval date: December 5, 2004  
Implementation date: January 2004 (on schedule)  
Post-implementation report deadline: February 1, 2009

Snead State Community College

1. Program: Nursing, AAS, CIP 51.1601  
Approval date: March 12, 2004  
Implementation date: August 2004 (on schedule)  
Post-implementation report deadline: April 1, 2009

2. Program: Practical Nursing, Certificate, CIP 51.1603  
Approval date: March 12, 2004  
Implementation date: August 2004 (on schedule)  
Post-implementation report deadline: April 1, 2009

Troy State University

Program: Geomatics, BS, CIP 15.1102  
Approval date: December 5, 2003  
Implementation date: January 2004 (on schedule)  
Post-implementation report deadline: February 1, 2009

University of Alabama at Birmingham

Program: Information Systems, BS, CIP 52.1201  
Approval date: December 5, 2003  
Implementation date: January 2004 (on schedule)  
Post-implementation report deadline: February 1, 2009

Programs Not Implemented:

Commission approval has expired for the following programs that were not implemented by the implementation deadline.

None.

Supporting Documentation:

"Guidelines on Implementation of a New Program,"  
adopted by the Commission on October 12, 2001.  
Available upon request.



**Summary of Report on Post-Implementation Conditions**

**Auburn University**

Program: Integrated Textile and Apparel Science, PhD, CIP 14.2801

Approved by Commission: October 3, 1997

Proposed Implementation Date: September 1997 (in the proposal)

Implementation Date: 1999

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 4 FTE students.
- 2) That beginning in 1999-2000, the annual average number of graduates will be at least 2.5.
- 3) That a follow-up survey be conducted after five years which will show that at least 75 percent of the graduates who actively sought employment have found employment in the field.

Integrated Textile and Apparel Science, PhD, CIP 14.2801	Enrollment, Beginning 1999-2000	Average Number of Graduates, Beginning 1999-2000	Percentage of Graduates Employed in Field
Required	4 FTE	2.5	75%
Reported through 2003-04	18.02 FTE	3.2	88%

- Condition 1: The program meets the condition.
- Condition 2: The program meets the condition. This average was calculated on the full five-year period, although there were graduates only in the last three years. The program had three graduates in both 2001-02 and 2002-03. For academic year 2003-04, there were ten graduates.
- Condition 4: The program meets the condition. Fourteen of sixteen graduates who sought employment in the field have found it. The two who are still seeking are May 2004 graduates. Two other graduates are completing Master of Business Administration degrees at Auburn University.

INFORMATION ITEM F.1:      Program That Does Not Meet Post-Implementation Conditions:  
Bevill State Community College, Associate in Applied Science in  
Medical Laboratory Technology, CIP 51.1004

Staff Presenter:                      Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation:              For information only.

Disposition of Program:            The Department of Postsecondary Education has notified the  
Commission staff that Bevill State Community College will phase  
out the program. The program is being deleted from the  
Academic Program Inventory.

Background:                              This program was approved on October 21, 1994. A post-  
implementation report was submitted in February 2000 and  
updated in October 2004. A recent letter sent to the Chancellor  
of the Department of Postsecondary Education by Dr. Harold  
Wade, president of the institution, stated that the program would  
be closed immediately. Dr. Wade reported that the program had  
been accredited by the National Accrediting Agency for Clinical  
Laboratory Sciences in 1996 and had graduated a total of twelve  
classes with an average number of eight graduates. He further  
reported that there had been a notable decline in eligible  
applicants since the fall of 2003.

Supporting Documentation:            1. "Summary of Report on Post-Implementation Conditions,"  
Attached.  
  
2. Unpublished Post-Implementation Report from Bevill State  
Community College. Available upon request.



**Summary of Report on Post-Implementation Conditions**

**Bevill State Community College**

Program: Medical Laboratory Technology, Associate in Applied Science (AAS),  
 CIP 51.1004

Approved by Commission: October 21, 1994

Proposed Implementation Date: Spring Quarter 1995

Actual Implementation Date: 1995

Post-Implementation Conditions:

- 1) That the annual average enrollment for the first five years be at least 26 FTE [full-time equivalent] students.
- 2) That beginning in 1997, the annual average number of graduates of the program will be at least 10.
- 3) That a follow-up survey will be conducted after five years which shows that at least 75 percent of the graduates who actively sought employment in the field of medical laboratory technology are employed in the field.
- 4) That documentation be provided to the Commission staff that accreditation has been achieved through the appropriate accrediting body.

Medical Laboratory Technology, AAS, CIP 51.1004	Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	26 FTE average	10	75%
Reported 1995 to 1999	16 FTE	10	93%
Reported over the life of the program	15.11 FTE	8	----

- Note on condition 1: Enrollment for fall 2003 was only five students. The 2004 update to the report states that there was a notable decline in eligible applicants beginning in the fall of 2003.
- Condition 4: Meets condition. Received initial accreditation from the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) in October 1997.

INFORMATION ITEM F.2:      Program That Does Not Meet Post-Implementation Conditions:  
Enterprise-Ozark Community College, Associate in Applied  
Science in Medical Records Technology, CIP 51.0707

Staff Presenter:                      Mrs. Ellen E. Haulman  
Staff Associate for Academic Affairs

Staff Recommendation:              For information only.

Disposition of Program:            Enterprise-Ozark Community College (ENT) has reported that the program has not met the post-implementation conditions for graduation and accreditation. Therefore, the program will be phased out. The institution is exploring alternative means of delivering coursework contained within the program as part of the Office Administration AAS. ENT administrators plan to submit an extension-alteration proposal for the Commission's consideration and action at the March 2005 meeting. The program will be deleted from the Academy Program Inventory at the March meeting.

Background:                              This program was originally approved on October 21, 1994. A post implementation report was submitted in July 2000 and updated in October 2004. The updated data revealed that the program had not met the condition for average number of graduates. In addition, the accreditation condition had not been achieved. The institution reported difficulty in hiring a qualified director for the program.

Supporting Documentation:            1. "Summary of Report on Post-Implementation Conditions," Attached.  
  
2. Unpublished Post-Implementation Report from Enterprise-Ozark Community College. Available upon request.

**Summary of Report on Post-Implementation Conditions**

**Enterprise-Ozark Community College**

Program: Medical Records Technology, Associate in Applied Science (AAS),  
 CIP 51.0707

Approved by Commission: October 21, 1994

Proposed Implementation Date: Winter quarter, Academic Year 1994-95

Actual Implementation Date: Fall 1995

Post-Implementation Conditions:

- 1) That the annual average enrollment in the program average for the first five years of the program be at least 31 FTE [full-time equivalent] students.
- 2) That beginning in 1997, the annual average number of graduates of the program will be at least 14.
- 3) That a follow-up survey will be conducted after five years, which will show that at least 75 percent of the graduates who actively sought employment in the field of medical records technology are employed in the field.
- 4) That documentation be provided to the Commission staff that accreditation has been achieved through the appropriate accrediting body.

Medical Records Technology, AAS, CIP 51.0707	Average Enrollment	Average Number of Graduates	Percentage of Graduates Employed in Field
Required	31 FTE	14	75%
Reported 1995-96 to 1998-99	63 FTE	4	80%
Reported 1999-2000 to 2003-04	45.60 FTE	3.8	No additional information

- Condition 4: Does not meet condition. Attempted to get accreditation, but has not been achieved.