



TO: The Honorable the Members of the Board of Regents

FROM: Johanna Duncan-Poitier
Johanna Duncan-Poitier

COMMITTEE: Higher and Professional Education

TITLE OF ITEM: Master Plan Amendments: Elmira Business Institute, Katharine Gibbs School-Melville, and Northeastern Seminary

DATE OF SUBMISSION: January 21, 2003

PROPOSED HANDLING: Approval (Consent Agenda)

RATIONALE FOR ITEM: Regents approval of an amendment to an institution's master plan is needed when a college seeks to offer its first program at a new degree level or in a new disciplinary area or seeks to establish a branch campus.

STRATEGIC GOAL: Goals 2 and 4

AUTHORIZATION(S): *Thomas DeLadd*

SUMMARY:

- 1) Elmira Business Institute, Elmira, seeks Regents approval of an amendment to its master plan in order to open a branch campus in Vestal, New York. A master plan amendment is required to establish a branch campus.
- 2) Katharine Gibbs School-Melville, Melville, seeks Regents approval of an amendment to its master plan authorizing it to offer a program in criminal justice leading to the Associate in Applied Science (A.A.S.) degree. A master plan amendment is required because this would be the School's first program in the disciplinary area of social sciences.
- 3) Northeastern Seminary, Rochester, seeks Regents approval of an amendment to its master plan authorizing the Seminary to offer the Doctor of Ministry (D.Min.) program in scripture, spirituality, and leadership. A master plan amendment is needed because this would be Northeastern Seminary's first program at the doctoral level. A petition to amend Northeastern Seminary's charter will be separately presented to this Committee.

The Office of College and University Evaluation has determined that the proposed programs, if approved, would meet the standards for registration set forth in the Regulations of the Commissioner of Education.

KATHARINE GIBBS SCHOOL-MELVILLE
Criminal Justice, A.A.S.

Purpose

The objective of the Associate in Applied Science (A.A.S.) degree program in criminal justice is to provide an effective balance of professional and general education courses to enable students to successfully enter the workplace upon graduation and/or pursue continuing education. The criminal justice program will prepare students for careers in the criminal justice system and in the public and private sectors at the local, state and federal levels. Students will study the language and culture of the criminal justice profession. They will develop the ability to think analytically about criminal behavior and will be introduced to the current American system of criminal law, civil law, criminal procedure, law enforcement and the court and correction systems. The program will serve the needs of traditional students as well as employed individuals who seek to update their skills or change their area of employment, while maintaining their current employment.

Students completing the program will demonstrate skill competencies essential to entry-level criminal justice positions as well as essential skills and dispositions necessary in the workplace such as knowledge of English, computer skills and applications, ethics and critical thinking skills. The 90 credit-hour program will require 18 months of studies to complete. Coursework in the criminal justice area comprises 45 credit hours of the program. Additionally, practical experience will be gained through placement in a 6 credit Internship. The additional liberal arts courses emphasize the social sciences in order to provide students with the sensitivity and knowledge base necessary to deal effectively with diverse populations and challenging interpersonal situations.

Unique Characteristics

The College researched resources within the community that would provide students opportunity for involvement in the criminal justice community during their course of study. These include but are not limited to the Nassau County and Suffolk County Sheriff's Departments, Police Departments, District Court systems, and FBI representatives.

The Internship will be composed of fieldwork hours as well as attendance in weekly seminars to discuss and evaluate the students' experience.

Students will be introduced to various careers, and levels thereof, within the criminal justice community through a series of field trips that include the DWI Unit, Nassau and Suffolk County Correctional Facilities, the Nassau and Suffolk court systems, and police precincts.

Admissions and Enrollment

Katharine Gibbs School has a policy of open admission. The criminal justice program will require prospective students to have a high school diploma or GED and sufficient writing,

math and reading skills as evidenced by Gibbs' placement testing. A personal interview is also required. The purpose of the interview is to ensure the students' motivation and readiness for college. The emphasis throughout the admissions process is to assure that students have the capacity to undertake the course of study and that the institution has the capacity to provide instructional and other support the student needs to complete the program. Applicants for admission are accepted without regard to race, color, religion, gender, sexual orientation, age, national or ethnic origin, disability, marital, parental or veteran status.

It is expected that 50 percent of the students who enroll in the criminal justice program will reside in Suffolk County; 30 percent in Nassau County and 20 percent will come from other parts of New York State. Gibbs anticipates that 40 FTE (full-time equivalent) students will enroll in the initial offering of the program, as evidenced by the Admissions Department survey and potential student questionnaires. The maximum enrollment within the first five years is projected to be 300 FTE students. The student body will be composed of recent high school graduates as well as adults already employed in the community who wish to enhance their career knowledge or change their career directions.

Faculty and Staff

Initially, two full-time faculty will staff the proposed criminal justice program. One instructor has a Master's degree in criminal justice and 20 years' experience with the New York City Police Department. Her duties included detective work, hostage negotiation, undercover operations, and FBI enhanced training all leading to a record of consistent promotions and commendations. As a practicing attorney, the Program Director represented numerous individuals in criminal matters and negotiations; represented persons incarcerated in New York State; and prepared numerous parole advocacy documents. In addition, there will be four instructors who are employed full time at the School. All faculty members have appropriate credentials and experience in their areas of focus. All faculty hold Master's degrees, with the Program Director possessing a Juris Doctorate. The Program Director is also, at this time, enrolled in a Master's degree program in criminal justice. The School plans to hire faculty members with doctorates in criminal justice within a year as enrollment increases.

Facilities and Resources

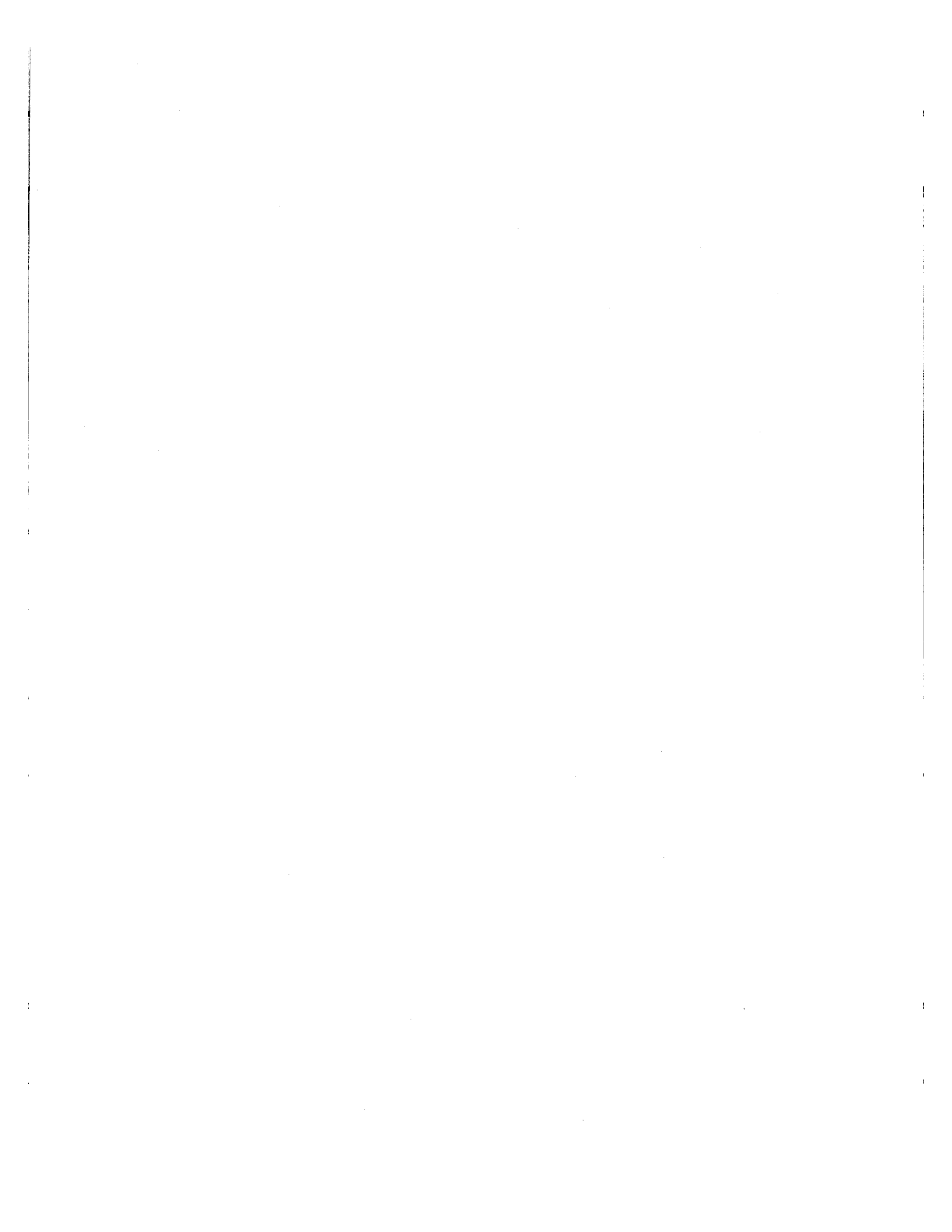
Gibbs has budgeted \$255,000 for 2003 and \$418,000 for 2004 for the criminal justice program to hire additional faculty and to increase library acquisitions to reflect the instructional needs of the new program.

Planning Review

Katharine Gibbs School has reflected the needs of the community in the development of this program. The outlook for careers in this field is projected to be better than average through 2010. Careers include: corrections officer, probation officer, security officer, local, county and state police officer, campus police, investigator, detective, child case workers, juvenile

services officer, drug task force officer, customs inspectors, U.S. Marshall and loss prevention managers.

A canvass was conducted of all degree-granting institutions in the Long Island Region of the State and no institution raised a concern.



ELMIRA BUSINESS INSTITUTE
Establishment of a branch campus in Vestal, New York

Purpose

Elmira Business Institute (EBI) seeks approval to open a branch campus in Vestal, New York. It will be located in the Vestal Executive Park in Vestal, at 4100 Old Vestal Road, approximately 60 miles from the main campus in Elmira.

All registered programs offered at the main campus will be offered at the branch. These include programs in accounting, office technologies, and medical assisting leading to the Associate in Occupational Studies (A.O.S.) degree, as well as certificate programs in general business accounting, general office assistant, legal office assistant, medical office assistant, and medical assisting.

Enrollment

The prospective student body will be similar to that at the main campus. At least 50 percent will be female and under 30; will work while in school; will live within a 20-mile radius of the school; and will have a household income below \$20,000. Approximately 30 percent will have some previous college experience. Over 80 percent will receive financial aid.

The anticipated geographic distribution of the students will be: 60 percent from Broome County; 15 percent from the remainder of the Regents Central Region; 10 percent from the remainder of the State; and 15 percent from out of state (Pennsylvania).

Projected enrollments are for a total of 60 FTE students in the first year (24 in Accounting programs, 12 in Office Technologies, and 24 in Medical Assisting), increasing to a total of 124 FTE students in the fifth year (50 in Accounting, 24 in Office Technologies, and 50 in Medical Assisting).

Facilities and Resources

The branch campus will occupy two stories of a modern professional office building. The 4,575 square feet of space will include classrooms, laboratories, academic and administrative offices, a library, and a student lounge.

The computer lab will contain 20 Compaq PCs and 5 printers. All computers will be networked with Windows NT and have Internet access. Equipment in support of the Medical Assisting program will include all necessary instructional equipment and consumable laboratory supplies.

The Library collection will initially include 500 volumes and 15 periodical subscriptions. By the fifth year the collection will include 1,000 volumes and 25 periodicals. One PC with Internet access and a laser printer will be available to students in the library and students

are encouraged to use the school's computer laboratories when a class is not scheduled. The holdings of the library at the main campus will also be available to students at the proposed branch campus through a courier service that will run daily. The main campus collection includes 877 volumes, 15 periodical subscriptions, and 50 videos. On-line databases include Infotrac and First Search. The Institute is a member of the South Central Regional Library Council, which allows EBI students to access resources at all of the college and public libraries in the Binghamton area. Inter-library loan is available, along with numerous databases.

Faculty and Staff

Curriculum vitae and documentation on current faculty meet all generally accepted standards for faculty positions. Faculty workload appears to be evenly divided and the number of preparations and division of day/evening faculty assignments appear to be developed with faculty input. Individuals were very clear about their responsibilities that correlated with the faculty handbook.

The administrative staff at the new branch campus will include a Director, Admissions Coordinator, Financial Aid Administrator, Librarian, and Administrative Assistant. All positions will be full time. All branch campus administrators will report to the Branch Director, who will, in turn, report to the Director of the Elmira campus. The Director of the Elmira campus will closely oversee the operation of the branch campus.

The full range of support services at the main campus will be available at the branch campus. These include academic advising by faculty and administrators, new student orientation, tutoring by instructors and peers, referrals for transportation and child care, assistance in securing part-time employment, student activities, referrals for housing, and placement assistance.

Planning Review

Data from the Department of Labor indicates that prospects of employment are good in the region and in the specific occupational areas served by EBI. Graduates of programs in Accounting, Office Technologies, and Medical Assisting are prepared to work in a variety of positions in many different settings.

A canvass was conducted of the Central Region. Three responses were received. Two letters indicated that the proposed branch would have little or no impact on their institutions. Broome Community College objected to the branch on the basis of already serving the population proposed by EBI. EBI responded that there are important differences between the AAS degrees offered by Broome CC and EBI's AOS degrees. The significantly reduced liberal arts requirements of the AOS degree attract students who want to focus more directly on mastering the skills that will prepare them for immediate employment. EBI believes strongly that a vital proprietary sector offers the educational consumer a wider range of options.

NORTHEASTERN SEMINARY

Doctor of Ministry (D.Min.) program in Scripture, Spirituality, and Leadership

Purpose

Northeastern Seminary (NES) is seeking approval to offer a program in Scripture, Spirituality, and Leadership leading to the Doctor of Ministry (D.Min.) degree. Northeastern Seminary (NES), located on the campus of Roberts Wesleyan College in Rochester, is authorized to offer two registered graduate programs: Master of Arts (M.A.) in Theological Studies and Master of Divinity (M.Div.) in Theological Professions.

As a member school of the Association of Theological Schools (ATS), NES has designed its D.Min. program to conform to ATS standards. The ATS states: "The Doctor of Ministry presupposes the M.Div. [Master of Divinity] degree and constitutes an advanced professional degree at the doctoral level available to those seeking to enhance their ministry and the knowledge and competencies requisite to this degree and its goals." The D.Min. is not a research doctorate.

The proposed program builds on, and has as prerequisites, the M.Div. degree and a minimum of three years of professional practice in ministry. Representing one year of additional full-time study, the program is spread over three years and requires a continuing involvement in full-time ministry while enrolled. The M.Div. at NES requires 92 credits and the proposed D.Min. 38 additional credits, so a total of 130 credits of graduate study are required to earn this advanced professional degree in addition to the practice requirements prior to and during the program.

Faculty and Resources

NES has adequate faculty, facilities and equipment to support the proposed program. The faculty is well-credentialed and possesses significant ministerial experience. In anticipation of program registration, an additional full-time faculty member will be added in 2003-04, and another half-time faculty position will be filled the following academic year. An additional investment in library resources also is being committed, beginning in 2003-04. These resources will also serve to enhance the Seminary's current programs.

Enrollment

The projected enrollment in the first year of the program is 20 students; by the fifth year of operations, the program will be fully subscribed at 60 students (20 FTE). Because of the professional nature of the D.Min. program and the degree requirements, it is expected that most student participants will be ministers and will continue in the same, or similar, ministries following degree completion. On the basis of the degree, some graduates will be considered for advanced leadership positions in church and para-church organizations.

Planning Review

The primary intention of the proposed program is to meet NES's purposes and goals, rather than external demand. However, there are just four ATS-accredited D.Min. programs in the entire State, only one of which is located outside metropolitan New York City. The market survey conducted by NES confirmed a sense of need for a conservative Protestant program in western NY.

A canvass was conducted of doctoral-degree granting institutions and institutions in the Genesee Valley Region of the State. Six responses were received indicating either support of the program or that there would be no effect on the institution.