



October 30, 2013

Mr. Ladelle Harmon, Jr.
Director, Institutional Effectiveness
McDowell Technical Community College
54 College Drive
Marion, NC 28752

Dear Mr. Harmon:

Thank you for the prospectus for offering 50% or more of the following approved programs via distance learning technology, effective fall term 2011:

- Business Administration, A.A.S.
- Operations Management, A.A.S.
- College Transfer, A.A.
- Computer Information Technology, A.A.S.
- Early Childhood Education, A.A.S.
- General Education, A.
- Health Information Technology, A.A.S.
- Office Administration, A.A.S.

Notification was accepted in 2000 for McDowell Technical Community College (MTCC) to offer 25-49% of a program's credits via distance learning technology. In recent years, the technology infrastructure has been upgraded, an administrative and support structure is in place, faculty development has been provided, and the response by students to an increased number of online course offerings has been positive. Upgrades in technology include the following:

- Upgraded Blackboard licensing to 1,000 seats
- Upgraded networking hardware
- Instituted campus-wide student email accounts through Gmail

The prospectus describes the assessment of need and program planning/approval. Each online student has access to tests and assessment tools by authentication of his or her user identification and password. Authorization of a student's identity is verified and access granted or denied using the security tools embedded in Blackboard's identity verification process which matches student directory information with the individual requesting access to the test and assessment tools. Students have structured access to the faculty.

Discipline-specific print and electronic library resources, and instruction in the use of those resources, are described. The prospectus documents satisfactory financial support.



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A comprehensive evaluation and assessment plan is in place that addresses: (1) the degree to which the performance of distance education students compares to traditionally taught students; (2) the quality of courses and programs delivered through distance education; and, (3) the satisfaction of students with the technology and support services for distance education.

While the following faculty members may be qualified to teach the courses assigned to them, those qualifications are not clear, and the institution should provide additional explanatory information concerning their qualifications.

Patricia Beck holds the M.A. in Leadership and Higher Education; teaches Principles of Management *MGT Classes at Bach. level*

Eugene Cross holds the M.S. in Industrial Management; teaches Business Law *ECON 301 BUS LAW PRESBYTERIAN*

Joy Przeworski holds the M.B.A.; teaches Principles of Management and Integrated Software *NT Retired*

John Dillard holds the M.A. in Social Science/Education: Community College/Sociology with "18 graduate semester hours in History and Sociology"; teaches World Civilizations; American History, Southern Culture, and Intro to Sociology. How many graduate semester hours in History and how many graduate semester hours in Sociology has he earned? *18 in each*

Kenneth Nelson holds the Master of Criminal Justice and the M.A. in Education; teaches World Civilizations, American Government, and State & Local Government

Rachel Pearson holds the M.A. in Educational Media; teaches Intro to Computers

Please consult Comprehensive Standard 3.7.1 which requires that the institution document the qualifications of faculty members to teach the courses assigned to them. These qualifications may include such things as academic preparation, professional experiences, research and publications but they must be specified and related to the courses assigned. If a faculty member has earned graduate credits that relate to the course(s) assigned but the credits would not be readily apparent from the degree earned, the graduate courses and credits should be listed and the relationship to the assigned courses should be clear. The institution must make its case that the number and nature of the graduate credits are sufficient to qualify the faculty member to teach the courses assigned.

Action on the proposal will be deferred pending review of the requested information which should reach my office no later than December 13, 2013.



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Because the College has been offering 50% or more of a program's credits via distance learning technology, since fall 2011, without approval, the College is in apparent non-compliance with Comprehensive Standard 3.12.1. **Please submit to my office by April 15, 2014, four copies of the policy and procedure document the institution has developed to ensure timely reporting of substantive change in the future. Please submit the four copies under a separate cover letter. Do not include them with other substantive change transmissions.** The document will be forwarded to the SACSCOC Board of Trustees for review at its June 2014 meeting. In developing the documents, please consult *Best Practices for Developing Policy and Procedures Documents*, published on our website under the Policies and Publications button.

Enclosed is an invoice for \$300 to help defray the cost of prospectus review.

Best regards,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/RER:iyw

Enclosure

cc: Dr. Brian W. Wilson, President
Dr. Cheryl D. Cardell
Dr. Sarah L. Armstrong
Ms. Carol A. Luthman