

CAAL
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Agenda Item 3b

September 6, 2007

MEMORANDUM

To: Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing

From: Dr. Gail M. Morrison, Director of Academic Affairs and Licensing

Consideration of Request for Initial License
Port College, Charleston, SC

Background

Port College requests approval of an initial license to offer programs leading to the Bachelor of Arts degree in (1) Psychology and (2) Public Administration and the Bachelor of Science degree in (1) Computer Science and (2) Management.

On September 26, 2005, the South Carolina Secretary of State issued a Certificate of Existence to Port Baptist College, an eleemosynary incorporation (non-profit). Subsequently Calvin B. Glover, Chairperson, applied to the Secretary of State and on December 16, 2005, was granted an amendment to change the name to Port College. The mission of the College as presented in the catalog submitted with the application material is shown on [Attachment 1](#). The Secretary of State on July 18, 2007, issued eleemosynary incorporation (non-profit) to Port College Bookstore, Inc.; Port College Foundation, Inc.; and Port College Scholarship Fund, Inc.

Mr. Calvin Glover, chairman of the Board of Trustees at Port College, began conversations about the licensing requirements with staff members of CHE in early 2005. On June 22, 2005, the Commission received from Mr. Glover a draft catalog, a \$625 check, a \$20,000 bond, and an owner/director information form and résumé on Mr. Glover. In a June 30, 2005, letter to Mr. Glover licensing staff pointed out that the material did not include an application form, cross-referenced catalog checklist, course syllabi, curricula evaluation information, minimum teaching qualifications, learning resources documentation, complete

facilities information, equipment information, sample records, evidence of financial resources, evidence of insurance, articles of incorporation, staff information, sample advertisements, enrollment agreements, or a long-range financial plan. The staff returned the fee check and suggested that the founders of Port Baptist College consider engaging someone, or a corporate entity, to assist in developing the institution and the proposal.

Between July 2005 and June 2007, Mr. Glover contacted licensing staff on various occasions and brought to the Commission on December 7, 2006, a consultant to meet with a CHE representative about the licensing requirements and process. On January 11, 2007, Mr. Glover again submitted an incomplete packet of information to the Commission. On January 30, 2007, a licensing staff member met with Mr. Glover and Dr. Morris Roper, the president of the College, at a facility in North Charleston which they were considering for lease to house the institution. At that time the licensing staff member again reviewed the licensing application requirements and provided another copy of the initial licensing material and a notebook for their use.

On March 12, 2007, the Commission received yet another packet from Mr. Glover in which were materials for the purpose of licensure of Port College. Staff members reviewed the material to determine whether a review team could conclude that the institutional officials had in place a plan to meet the requirements for licensure. Staff concluded that the submission still lacked catalog compliance, projected enrollments, discussion of need, course syllabi, assessment system, teaching qualifications for faculty, documentation of access to adequate learning resources, library information for students, sample records (attendance, progress, transcripts), prototypes of degrees to be awarded, bond, financial resources, insurance, articles of incorporation/by-laws, organizational chart, staff job descriptions, an evaluation system, sample advertisements, an adequate long-range financial development plan, and a plan to attain accreditation.

On June 29, 2007, the Commission received a notebook containing additional application materials from Port College. Because the officials of the institution were persistent in their quest to attain licensure and had questioned the motives of the licensing staff, the Division of Academic Affairs and Licensing staff constituted an external team of experts to review the application for determining its substance and completeness. Staff provided to the team members a copy of the application, exhibits, procedures, statute, and regulations. The members of the team were asked to review the proposal for conceptual compliance with the licensing requirements and to determine whether the founders of Port College are developing an implementation plan to establish the school in compliance with the licensing requirements as established in statute and statutory regulations. A copy of the report is found in [Attachment 2](#).

Serving on the review team were Mr. Alan S. Krech (Chair), retired CHE staff member; Dr. Charles Love, Dean, School of Education, University of South Carolina Upstate; Dr.

Michael Raley, Academic Affairs Program Manager, Commission on Higher Education; Mr. John Smalls, Senior Vice President, Finance, Facilities, and MIS, South Carolina State University; and Dr. Martha C. Spears, Associate Dean, College of Business Administration, Winthrop University.

After reviewing the application for initial licensure, the team members reached a consensus to recommend to the institution that it withdraw the application and abandon its efforts to establish a new college. The team expressed its concern with the level of the proposal, the proposed staffing of the institution in administration and faculty, student demand, a single fiscal resource of one million borrowed dollars, no liquid assets, and inconsistent information in the proposal. The notice was sent to the institution on Friday, July 27, 2007. On Saturday, July 28, Mr. Glover and Dr. Roper left voice mail messages stating that it was the decision of the Board to request review of the proposal by the Commission itself. They confirmed their decision in writing by fax and U.S. mail.

Programs of Study

The proposal is to offer programs leading to the B.A. degree in Psychology and Public Administration and the B.S. degree in Computer Science and Management. The report of the review team describes the programs. Prior to submitting the application for initial license, the school officials talked about addressing what they said was a shortage of people qualified to fill available positions. They provided no documentation of having conducted employer surveys or research about needs and job openings except to say in a fax dated July 27, 2007:

A statistical survey was performed by asking potential students about the four degree programs we plan to offer. Between 30 and 100 potential students, all that is required for a good random sample. The result was found to be positive. Student demands are qualified. We plan to admit students and working adults.

The following table shows other institutions in the Charleston area that offer bachelor's degree programs similar to those proposed by Port College.

Programs proposed by Port College	B.S., Management	B.A., Public Admin	B.S., Computer Science	B.A., Psychology
Existing Institution	Similar programs offered at existing institutions			
College of Charleston	B.S., Business Admin B.S., Hospitality/Tourism Mgt		B.S., Cmptr Info Sys B.A., Cmptr Sci B.S., Cmptr Sci	B.A., Psyc B.S., Psyc
Limestone College	B.S., Business Admin B.S., Business Admin/Mgt B.S., Business Admin/Economics B.S., Human Resources Mgt B.S., Mgt Info Sys/Bus Data Processing B.S., Bus Admin/Cmptr Prog B.S., Bus Admin/Cmptr Software Apl B.S., Bus Admin/E-Business B.S., Bus Admin/Accounting		B.S., Cmptr Sci B.S., Cmptr Sci/IT B.S., Cmptr/IT Svc Adminr B.S., Cmptr Sci/Prog B.S., Cmptr Sci/Cmptr/Info Sys Scrt B.S., Cmptr Sci/Intrnt Mgt B.S., Info Sci/Sys	B.A., Psyc B.S., Psyc B.S., Cnslng Psyc
The Citadel	B.S., Business Admin		B.S., Cmptr Sci	B.S., Psyc
Charleston Southern	B.A., Bus Admin/Mgt B.S., Bus Admin/Mgt B.S., Bus/Managerial Economics B.S., Bus B.S., Environmental Mgt B.A., Marketing/Marketing Mgt B.S., Marketing/Marketing Mgt		B.S., Mgt Info Sys/Bus Data Proc B.S., Cmptr Prog B.S., Cmptr Sci/Math B.S., Info Sci/Sys	B.S., Psyc
Southern Wesleyan	B.S., Business Admin B.S., Management	B.S., Public Admin/Social Svc	B.S., Internet Computing	B.A., Psyc
Strayer University	B.S., Info Sys, various concentrations B.B.A., various concentrations including Acquisition and Contract Mgt, Management, Marketing, Hospitality/Tourism Mgt, Retail Mgt			
Troy University	B.S., Bus Admin			

The Commission has pending regulations to require that in-state degree-granting institutions gain accreditation by an appropriate recognized accrediting agency. The application for initial license asks for a plan and timeline to attain recognized accreditation. While the application material of Port College includes a timeline ([Attachment 3](#)) to attain Southern Association of Colleges and Schools (SACS) accreditation by December 2010, the timeline does not include attendance at a required pre-applicant workshop or a date by which an application will be submitted. In response to inquiry by the CHE staff, the president said SACS did not assist him with developing the accreditation timeline.

The report of the evaluation team demonstrated a consensus that the founders of Port College have substantial work to do and substantial resources to put into place before licensure should be considered by the Commission for Port College. Readers are referred to the team report itself for further analysis of the proposal ([Attachment 2](#)).

Recommendation

Staff suggests that the Committee on Academic Affairs and Licensing recommend that the Commission deny the application for initial licensure for Port College and further recommend that the Port College institutional officials be encouraged to reapply only after they have adequately addressed all process, criteria, and substantive resource bases.