

March 10, 2004

**MEMORANDUM**

**To:** Mr. Dalton B. Floyd Jr., Chairman, and Members, Commission on Higher Education

**From:** Dr. Vermelle Johnson, Chair, and Members, Committee on Academic Affairs and Licensing

**Consideration of Request for Amendment of License**

**Miller-Motte Business College, Clarksville, TN at Charleston to add  
A.A.S. in Criminal Justice, Graphic Design, Paralegal Studies, and Therapeutic Massage**

**Summary**

Miller-Motte Business College (MMTC) (<http://www.MillerMotteCharleston.com>) requests approval of an amendment to its license to offer in Charleston a program leading to the A.A.S. degree in Therapeutic Massage, Paralegal Studies, Criminal Justice, and Graphic Design. MMTC is currently licensed to offer programs leading to the A.A.S. degree in business and medical occupations. The institution has designed its programs to provide the student with vocational career training and not for transfer to other institutions.

The Accrediting Council of Independent Colleges and Schools (ACICS) has accredited MMTC since 1989. The Charleston location operates as a branch of the Clarksville, Tennessee campus. It is a private, for-profit entity owned by Delta Educational Systems, Inc., a Virginia corporation, and The Huron Fund, L.P., a Michigan-based private equity fund. The Clarksville campus offers the A.A.S. under authority granted by the State of Tennessee through the Tennessee Higher Education Commission.

Faculty members who teach general education must have a master's degree with 18 hours in the teaching discipline or hold a master's degree with a major in the teaching discipline. Faculty teaching occupational classes must hold at least an associate's degree and have a minimum of two years of experience in the field. Tuition is \$2,520 each quarter for a student taking three or four classes. Students also pay quarterly laboratory fees and program fees for specialized courses. For admission,

students must have a high school diploma from an accredited school or G.E.D., score a minimum of 15 on the Wonderlic Scholastic Test, pass an interview by an admissions representative, and complete a physical questionnaire documenting programmatic health requirements.

Students access adequate learning resources (library resources, computer labs, and audio-visual support) at the Charleston MMTC branch site library. The library includes student seating, computer workstations, a basic reference collection, ProQuest Direct subscription (provides monthly reports on usage), a circulating collection, paper editions of magazines, journals, and newspapers, videos, and an automated catalog/circulation system. Students have access to Jones e-global and Gale Infotrac. The institution has projected acquisitions for additional resources for each of the new programs.

MMTC leases 20,229 square feet of commercial space in the Rivers Park Business Center on Rivers Avenue in North Charleston. Of that total space, 4,801 square feet were added in late 2003 to increase the size of the library, add four new classrooms, and increase administrative space.

### Criminal Justice

The vocational objective of the criminal justice program is to provide the basic criminal justice techniques to enable graduates to be employed in federal, state, and local correctional institutions (jails and prisons), emergency management centers, and parole or probation agencies; police departments, private and public security settings; and adjudicated youth centers.

Applicants will be advised that they must undergo a State Law Enforcement Division (SLED) investigation. Background qualifications for those employed in criminal justice fields vary by state, locale, or employer. Most probation officers and some correctional treatment specialists are required to complete a training program sponsored by the governmental oversight agency (state or federal). Most agencies require applicants to be at least 21 years old and, for federal employment, not older than 37. Those convicted of felonies may not be eligible for employment in criminal justice occupations.

Officials of MMTC project enrolling into the criminal justice program in each term in the first year 10 to 15 day students and 10 to 15 evening students.

### Graphic Design

The vocational objective of the graphic design program is to provide training for those seeking a career in graphic design. Graduates of the program may be employed in various businesses including commercial printing, management and public relations, and advertising companies; newspapers; and mailing, reproduction, and stenographic services.

Officials at MMTC project enrolling into the graphic design program in each term in the first year five to 10 day students and five to 10 evening students.

## Paralegal Studies

The vocational objective of the paralegal studies program is to provide training for those seeking a career in law firms, corporate legal departments, various government offices, legal-service centers, banks, real estate development companies, insurance companies, and consumer organizations.

Officials of MMTC project enrolling into the paralegal studies program in each term in the first year seven to 10 day students and five to eight evening students.

## Therapeutic Massage

Massage therapy is currently offered as a 70-quarter-credit-hour diploma program. The curriculum changes made to advance the program from a diploma to an A.A.S. degree include adding 16 credits in general education and six credits in massage. There are currently 93 students enrolled in the diploma program. With the approval of the Commission, MMTC would immediately offer the option for currently enrolled students to take the additional courses to complete their A.A.S. degree; the diploma option will continue to be available.

The vocational objective of the program is to prepare graduates to work as massage therapists. The South Carolina Department of Labor, Licensing and Regulation, Office of Business and Related Services, licenses massage therapist practitioners. One criterion for licensure as a massage therapist is completion of a 500-hour course at an approved school.

Officials of MMTC project enrolling into the massage therapy degree program five to eight day students and four or five evening students.

The following table shows the curricula content for the A.A.S. degrees.

		Criminal Justice	Graphic Design	Paralegal Studies	Therapeutic Massage
General Education	English Composition I, II, Oral Communications, College Mathematics; Humanities/Fine Arts (Art Appreciation, Ethics, or Intro to Literature); Natural Science/Math (Microbiology, Physical Science, or Fundamentals of Algebra); Social/Behavioral Sciences (Psychology (required for Therapeutic Massage), Sociology, or Critical Reasoning)	28	28	28	28
Basic Requirements	Introduction to Business, Business Communications, Introduction to Data Processing, Professional Development, Keyboarding I; for graphic design program: Introduction to Graphic Design, Introduction to MAC, and Presentation Graphics; for massage therapy program: Anatomy & Physiology I and II	18	17	18	18
Criminal Justice Core	Introduction to the Legal System; Constitutional Law; Introduction to Criminal Justice; Criminology; Criminal Law and Procedure; Legal Writing and Research; Juvenile Justice; Criminal Investigation and Evidence; Introduction to Corrections; Probation, Pardon & Parole; Terrorism & Counterterrorism; Police Operations & Administration, Emergency Communication/Dispatch; Criminal Justice Externship	50			
Graphic Design Core	Introduction to Typography, Color Concepts, Design Concepts, Introduction to Digital Photography, Drawing I and II, Basic Layout, Illustrator I and II, Production, Publication Design, Logo and Package Design, Web Design I, Web Production I; choice of electives: Web Design II, Web Production II, or Graphic Design Externship		50		
Paralegal Studies Core	Introduction to the Legal System; Constitutional Law; Criminal Law and Procedure, Torts, Contract Law, Legal Research & Writing, Civil Litigation, Wills, Trusts, & Estate Administration, Real Estate Law, Family Law, Paralegal Externship & Seminar			50	
Therapeutic Massage Core	Introduction to Massage Therapy; Swedish; Kinesiology I, II; Somatic Psychology; Law, Business, and Ethics; Student Clinic I & II; Energy-Based Modalities; Hydrotherapy/ Aromatherapy; Spa Therapy I & II; Therapeutic Massage I & II; Seated & Sports Massage; Massage Review; Special Populations				50
	Total Quarter Credit Hours	96	95	96	96

### **Recommendation**

The Committee on Academic Affairs and Licensing recommends to the Commission an amendment to the license of Miller-Motte Business College to offer programs leading to the A.A.S. degree in Criminal Justice, Graphic Design, Paralegal Studies, and Therapeutic Massage, effective immediately upon approval.