

May 2, 2002

**MEMORANDUM**

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

**From:** Ms. Dianne Chinnes, Chairman, Committee on Academic Affairs and Licensing

**Consideration of Amendments to License Request**  
**ITT Technical Institute, Indianapolis, IN, at Greenville and On-Line**  
**B.S., Technical Project Management for Electronic Commerce**

**Summary**

ITT Technical Institute <<http://www.itt-tech.edu>> requests two amendments to its current license. The first of these is to offer the B.S. in Technical Project Management for Electronic Commerce (TPMEC) in Greenville, and the second is to recruit South Carolina residents into the on-line/distance education version of the program offered through the ITT campus in Indianapolis, Indiana. Institution officials project implementation of the residence program at Greenville and enrollment of on-line students in fall quarter beginning September 9, 2002, or winter quarter beginning December 2, 2002, depending on when necessary approvals are obtained and the success of recruiting efforts.

The Commission has licensed ITT Technical Institute in Greenville since July 9, 1992. The Greenville branch currently offers three programs leading to the A.A.S. degree in 1) Computer Electronics Engineering Technology (CEET), 2) Computer Drafting and Design (CDD), and 3) Information Technology (IT) in Computer Network Systems, Multimedia, Software Applications and Programming, and Web Development. ITT is a network of co-educational, non-denominational private for-profit career schools in 27 states operated by ITT Educational Services, Inc. (ESI), a Delaware corporation. ESI is a publicly traded corporation, meaning that its stock and, therefore, its ownership are openly traded by the general public on a recognized securities exchange. ITT Technical Institutes are operating units of ESI and are not separately incorporated

entities. ITT is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). The Indiana Commission on Proprietary Education granted the Indianapolis ITT Technical Institute approval to offer the proposed program effective June 13, 2001.

Electronic commerce (EC) is the process of buying, selling, or exchanging products, services, and information via computer networks, including the Internet. Regardless of their basic purpose, virtually all EC sites rest on similar network structure, communication protocols, Web standards, and security systems. While the commonality among EC sites outweighs their differences, specialized servers and components are sometimes required, especially at sites with either substantial amounts of network traffic or unique selling or service needs.

According to data provided by the South Carolina Employment Security Commission, computer engineers, systems analysts, computer support specialists, and all other computer specialties comprise four of the six fastest growing occupations overall in South Carolina. Collectively, these occupations are expected to grow an average of 96 percent through 2008.

The proposed TPMEC program prepares students for careers managing technical projects in a variety of EC service industries. The program is designed to teach students the application of information technology (IT) project management skills in combination with technical knowledge to implement functional EC infrastructures. Graduates of this program will typically begin their careers in entry-level positions involving personnel and projects to implement, support, maintain, and update EC network systems. There is no internship component and there is no requirement for licensure or certification of graduates to work in the field.

The program is designed as a two-plus-two program so that graduates from one of the associate's degree programs ITT offers (or a similar program from another institution) may transfer into the B.S. degree program. Students may also meet the lower-division requirements through transfer of coursework rather than transfer of an associate's degree. The curriculum is as follows:

<b>Subjects</b>	<b>Quarter Credit Hours</b>
Lower-division general education (math, physics, oral and written communications, sociology, and history of art and design)	24
Lower-division core courses in technical or business applications	30
Lower-division electives	30
Project management (introduction, techniques, systems, cost and	20

budget, HRM)	
E-Commerce (introduction, legal and security issues, technology system design)	12
Internet programming I and II	8
Managing and maintaining (network, E-business web, global projects, technical service)	16
Capstone Project	4
Upper-division general education (social psychology, research methods, written analysis, statistics, economics, political issues and the economy, ethics and technology, contemporary world culture, environmental issues)	36
<b>Total Quarter Credit Hours</b>	<b>180</b>

Students who enroll in the bachelor's degree program must hold a high school diploma or a recognized equivalency certificate and have earned at least 84 quarter credit hours in college-level courses that meet the prerequisites for the lower-division portion of the program. The student must have obtained an overall cumulative grade point average of 2.0 on a 4.0 scale in all transfer courses. Not more than 90 quarter credit hours may be transferred from a two-year institution. Tuition is \$260 per credit hour.

Faculty must have completed at least 18 graduate semester hours in the teaching discipline and must hold at least a master's degree or the minimum of the master's degree with a major in the teaching discipline. The chief academic officer, the department chairpersons, and an appropriate number of faculty members hold terminal degrees. Each degree must be from an institution accredited by an accrediting body recognized by the U.S. Department of Education.

### **Greenville In-Residence Program**

Students enrolled in-residence in Greenville may complete the upper-division requirements of the TPMEC program in a minimum of six quarters. The school projects that it will enroll 15 students at Greenville in the first quarter.

ITT Greenville is located in the Patewood Business Center off I-385. The school occupies approximately 22,065 square feet of space housing five classrooms and five laboratories, administrative offices, student lounges, and the library. The Library Resource Center currently occupies 606 square feet of space, and the institution has a full-time librarian, competent administrative and student services staff, adequate space, equipment, and instructional materials. Additional resources are being acquired to support the TPMEC program.

## **Indianapolis On-line Program**

The on-line courses are delivered through an asynchronous learning network. The prescribed schedule for completion of each course is six weeks. Students may complete the upper-division portion of the program in a minimum of 15 quarters. ITT projects enrolling 20 students in the on-line program in the first year.

Prior to selection, on-line faculty candidates must score positively on an on-line faculty assessment. The assessment tool identifies whether a candidate possesses specific on-line competencies and demonstrates an aptitude for delivering instruction within an on-line environment. On-line faculty are involved in a customized faculty training program that includes orientation to Blackboard, program overview, policies, and procedures. Faculty training continues with an emphasis on the on-line environment, how adults learn and use knowledge, communication strategies and techniques, collaboration methods, diagnosing problems learners have with technology, electronic instructional methodologies, and evaluation techniques.

Students enrolled in the on-line version of the program will be responsible at their expense for all supplies and equipment, including a computer (with associated accessories and peripheral equipment), software, and Internet service. The program material ITT provides to prospective students includes the specifications for hardware, software, and ancillary equipment.

Off-campus students will have access to the ITT virtual library. It is available to ITT students, faculty, and staff through the use of user names and passwords. Students will receive a printed version of the virtual library user guide and an on-line orientation as part of the general course orientation.

Support materials for each on-line course are sent to the student. These materials may include course syllabus, textbook, CD-ROM, and other printed documents required for the course. Students are assigned to a cohort group for each course. Interaction within their assigned group and with the instructor is through electronic bulletin board and e-mail systems. Final examinations are given in a proctored environment.

Advising and career services will be provided through the Indianapolis and Greenville staffs. The director of the Greenville school will serve as the in-state liaison for the distance education program.

The on-line courses are designed to be interactive. After students log onto a password-protected account, they access their personal homepage that is the portal to the on-line programs. Announcements, calendar events, grades, and tasks from all of the

students' on-line courses are included. Students may add their own personal calendar items, address book, to-do lists, and access their on-line courses. Students complete an on-line orientation that addresses the on-line environment, preliminary requirements, and course accessibility and navigation.

### **Recommendation**

The Committee recommends that the Commission approve amendments to the license of ITT Technical Institution to offer a program leading to the B.S. degree in Technical Project Management for Electronic Commerce at the Greenville campus and to recruit South Carolina residents into the on-line/distance education version of the program offered through the ITT campus in Indianapolis, Indiana.