



January 31, 2014

Dr. John B. Boone
 Director of Institutional
 Effectiveness and Research
 Wake Technical Community College
 9101 Fayetteville Road
 Raleigh, NC 27603-5696

Dear Dr. Boone:

Thank you for your letter and accompanying prospectus, dated January 10, 2014, regarding Wake Technical Community College's request for approval to initiate a branch campus at the following location, effective fall 2014:

Vernon Malone College and Career Academy (VMCCA)
 2200 South Wilmington Street
 Raleigh, NC 27601

Wake Technical Community College (Wake Tech) proposes to offer the following approved technical program pathways at VMCCA. All technical program pathways "map" to one of Wake Tech's A.A.S., A.D.N., or Diploma programs:

Program of Study	Credential
Collision Repair and Refinishing Technology	Diploma
Cosmetology	Diploma
Fundamentals of Air Conditioning, Heating and Refrigeration: Comfort Cooling, Electricity and Basic Service Technology	Certificate
Fundamentals of Biopharmaceutical Technology: Safety, Best Practices and Controls	Certificate
Collision Repair and Refinishing Technology	Certificate
Residential and Commercial Wiring	Certificate
Geographical Information Systems Fundamentals: Digital Creation and Manipulation of Space	Certificate
Certified Nursing Assistant	Certificate
Introduction to Plumbing Techniques: Rough-in and Trim-out Procedures	Certificate
Welding Essentials: Symbology, Cutting Processes and Metal Arc Welding Basics	Certificate
Introduction to Simulation and Game Development: Art Fundamentals and Design	Certificate

Wake Tech was initially contacted in 2011, by the Wake County Public School System to explore the possibility of creating a career technical education (CTE) high school that would serve the dual purpose of providing an additional high school for the county and provide instructional space for Wake Tech to offer certificates to high school students. The high school academy concept permits students to simultaneously complete both a high school diploma and partial course requirements for Wake Tech's applied technology, business technology and health sciences certificates. Plans for use of the proposed Branch Campus include future expansion of program offerings to students other than high school students.



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Courses offered at VMCCA will use the same syllabi, require the same contact hours, and incorporate identical assessment of learning outcomes as courses offered on other campuses. Wake Tech uses the WEAVEOnline System to manage institutional effectiveness processes and document program and student learning outcomes. Outcomes are assessed annually and all programs undergo a five-year review for determination of viability and effectiveness. WEAVEOnline documentation of program outcomes, student learning outcomes, assessments and benchmarks mapped to courses was included with the prospectus.

Wake County and Wake Tech have experienced significant enrollment growth over the past three years. Evidence of need for a CTE high school is documented. The VMCCA will permit Wake Tech to expand seat capacity in select programs, allowing the College to serve additional students without the related expense of new construction. Wake Technical Community College received approval for participation in the CTE high school from the College's Board of Trustees on August 20, 2013.

Operation and management of the branch campus is provided by a team of administrative personnel under the supervision of the on-site Director of Career Technical Education Partnerships (VMCCA programs). Members of the administrative team include Curriculum Deans and Department Heads. The Director is responsible for the overall management of Wake Tech's program at VMCCA and for ensuring that all operations support effective instruction. The Director reports to the Associate Vice President of Career Programs on Wake Tech's main campus.

- **Physical/Fiscal Resources** appear adequate and appropriate to support program delivery
 - VMCCA is a new Career Technical Education (CTE) high school that, in total, encompasses approximately 103,000 square feet. Approximately 25,000 square feet is dedicated space for Wake Tech's instructional delivery which includes:
 - Eleven (11) classrooms/labs
 - Offices for one (1) administrator, faculty, staff and student services
 - Architectural plans accompanied the prospectus
 - Wake Tech has signed an initial lease with the Wake County Board of Education for a term of 20 years (July 1, 2014 – June 30, 2034)
 - A copy of the Memorandum of Agreement accompanied the prospectus
 - Wake County Board of Education is responsible for maintenance, utilities, phone/internet and custodial services
 - The Wake Tech Board of Trustees provides security services for VMCCA
 - Purchase and maintenance of furniture, equipment/supplies, instructional materials and equipment is divided between the Board of Education and Wake Tech according to exclusive space used by each entity
 - Wake County Public School System will initially purchase equipment for the first year of operation for Wake Tech's classrooms and labs; maintenance of equipment becomes the responsibility of Wake Tech following the first year of occupancy
 - Wake Tech receives funding for facilities operations from Wake County
 - Wake Tech will not incur any construction or facilities operational expenses connected with VMCCA
 - FTE projections over the next three (3) years evidence that the site will cover instructional expenses



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- The State of North Carolina reimburses personnel expenditures in the budget year following expenses; Wake Tech and Wake County will cover these expenses from other funding sources for the initial year of implementation
 - Projected revenues, expenditures and enrollment trend data accompanied the prospectus
- **Library/Learning Resources** are adequate for course instruction
 - The on-site Learning Commons (library) will be staffed by Wake County Public School System employees; all students enrolled in Wake Tech classes have full access to resources and services of the library
 - The Learning Commons contains an instructional area with 32 workstations with outlets to support 20 additional workstations
 - 30 laptops are available for use in the Learning Commons area
 - A small print collection focused on independent reading and curriculum materials not available in electronic format is available for check-out
 - Students have full access to all electronic databases and online library assistance through Wake Tech's library website
 - LibGuides have been developed for each of program offerings; personal assistance is available upon request
- **Student Support Services** at VMCCA will include the establishment of a Student Services office where students will have access to the College's support services on a rotating schedule. Services include:
 - Admissions services
 - Financial aid
 - Academic advising
 - Placement testing
 - Student activities opportunities
 - Online access to all student information via the institution's website

Faculty assigned to course instruction at VMCCA are full-time faculty who either currently teach courses on Wake Tech's campuses or have taught assigned courses in previous terms. Faculty roster documentation evidences qualified faculty assigned to course instruction with the following exception. While the following faculty member may be qualified to teach the courses assigned, those qualifications are not clear, and the institution should provide additional explanatory information concerning qualifications. **Please submit additional faculty information documenting appropriate qualifications for the assigned courses by March 15, 2014:**

Faculty	Assigned Courses	Documented Qualifications
Clifton Hinton	PTC 110 Industrial Environment PTC 112 Industrial Safety	B.S. Biology and Biology Education

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.



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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.

Per *Substantive Change Policy*, a "Branch Campus is defined as a location of an institution that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location is (1) permanent in nature, (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential, (3) has its own faculty and administrative or supervisory organization, and (4) has its own budgetary and hiring authority." The initiation of a Branch Campus requires documentation which evidences compliance with the above criteria.

Wake Tech's prospectus adequately addresses criteria 1, 2, and 3. The language in the prospectus is "silent" regarding a statement of compliance related to the criteria of budgetary and hiring authority. **Please submit additional information which addresses the autonomy of the proposed VMCCA Branch Campus relative to budgetary and hiring authority. Please submit this information by March 15, 2014.**

The required elements for a prospectus may be found in *Substantive Change Policy*, available on the website, www.sacscoc.org. Should you need assistance, please contact Dr. Robin W. Hoffman at 404-679-4501, ext. 4587, or email rhoffman@sacscoc.org.

The Commission defers action on the request for approval of the proposed VMCCA Branch Campus pending receipt and review of the aforementioned requested information.

Thank you for the prepayment of \$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/TG:efk

cc: Dr. Stephen C. Scott, President
Dr. Robin W. Hoffman