



July 26, 2017

Dr. Stephen C. Scott
President
Wake Technical Community College
9101 Fayetteville Road
Raleigh, NC 27603-5696

Dear Dr. Scott:

Thank you for your letter of December 21, 2016, transmitting a prospectus for a new off-campus site, North Wake College and Career Academy, where 50% or more of certificate programs will be offered, effective August 2017.

A check for \$500 was enclosed to defray cost of review of the prospectus.

The location of the site is as follows:

North Wake College and Career Academy
931 Durham Road
Wake Forest, North Carolina 27587

The certificate programs to be offered at the site are as follows:

- Culinary Arts Certificate
- Hospitality Management Marketing Certificate
- Hospitality Management Service Certificate
- Early Childhood Education Certificate
- Emergency Medical Science Certificate

The site is a new career technical education (CTE) high school, and is operated by the Wake County Public School System. A signed Memorandum of Agreement between the College and the Wake County Board of Education was provided. The partnership will provide an opportunity for students to earn credentials in specific career technical education fields while also obtaining a high school diploma, thus making them more marketable in the workforce. Offering 50% or more of certificates at the site is consistent with the mission of the College. The programs will be offered through traditional face-to-face methodology. Planning for the site and for the College's involvement as well as approvals were documented.

Each of the certificate programs is a part of an associate degree program offered by the College. The curriculum and course descriptions for each of the programs were provided. The North Wake College and Career Academy will operate on a block schedule in which students (10th-12th graders only) will be able to enroll in either morning or afternoon College courses in coordination with their high school classes. Registration, curriculum, academic progress, and graduation requirements will be the same as for



Page 2
Dr. Scott
July 26, 2017

students following similar curriculum programs at the College's other campuses. In addition, the courses will use the same syllabi, including student learning outcomes; the same instructional support materials; and have the same seated and lab contact hours as courses offered on Wake Tech's other campuses in accordance with the North Carolina State Board of Community College Code. Qualifications of faculty members scheduled to teach in the programs at the site appear appropriate.

The planning, assessment, and evaluation processes will follow the same procedures conducted on the College's campuses using Task Stream and student learning outcome databases since they will use the same course syllabi and instructional materials. Instructors assigned to the site are all full-time faculty members who are either currently teaching courses in the same discipline on Wake Tech campuses or have taught these same courses in past semesters on our campuses. Instructors monitor achievement of student learning outcomes. Further, as part of their annual IE plans, department heads and divisional deans monitor student performance in courses connected with their academic programs in order to ensure that instructors are following the course syllabus and instructional time requirements. Once every five years, department heads must conduct academic program reviews of all curriculum (credit) programs.

Oversight responsibilities will be assumed by a team of persons at the College consisting of the College Liaison, curriculum deans, and department heads. The Liaison will be responsible for the overall management of programs at the site and for ensuring its operations (room scheduling, equipment operations, and security). The physical plant management of the facility is the responsibility of the Wake County Public School System and funded by the Wake County Board of Commissioners. The College Liaison will report to the Senior Director of Career Pathways on the College's Main Campus. College curriculum deans for Health Sciences, Computer Information Technology, and Business and Public Services Technology will manage the certificate courses offered at the site.

As part of the Memorandum of Agreement, the media center (library) is controlled and staffed by the Wake County Public School System since it is considered part of the high school. College administration and students will have access to the media center area during both the morning and afternoon hours. The media center will be staffed with one full-time certified school library media coordinator. Students will have access to 30 laptop computers. A small print collection focused on independent reading and curriculum material not available in electronic format will be available for check out. To encourage students to collaborate on their academic assignments, both students and staff will have access to the internet (Wi-Fi) throughout the building, including the media center. Students enrolled at the site will have access to all of the same electronic databases and online library assistance available to the college's adult students through its library website including the ability to access library resources within the North Carolina Community College System and the Cooperating Raleigh Colleges consortium. Databases were listed.

Library guides will be developed for each of the certificate programs.



Page 3
Dr. Scott
July 26, 2017

Student support services are available to students enrolled at the site. The College makes information available through a variety of channels. In addition to the liaison, the College also will offer a rotating Student Services presence at the site. Students will be able to obtain information on admissions and financial aid, schedule appointments with an advisor, take a placement test, participate in student activities, view course schedules, and apply for graduation. They will also be able to request additional forms related to these requirements and any other services. Students also have access to this information online. Print and online information includes phone numbers and email addresses that permit students to request documents and to seek additional information concerning course registration and make grade inquiries. Degree audits (progress towards degree checklist) can be completed through the college's online registration resources.

The site will have five classrooms/labs for its programs and an office for the College's site administrator (liaison). Physical facilities appear adequate as do financial resources to support the program.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the North Wake College and Career Academy off-campus site where 50% or more of certificate programs will be offered. It was the decision of the Board to approve the site and include it in the scope of the current accreditation. The site will be reviewed again, which may include a site visit, as part of the institution's fifth-year or decennial review.

Best regards,

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

Belle S. Wheelan, Ph.D.
President

BSW/ABC:iy

Cc: Dr. John B. Boone, Dean of IE, Accreditation & Research, SACSCOC Liaison
Dr. Larry L. Earvin