January 4, 2018

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

Dear Dr. Boone:

Thank you for your letter of June 28, 2017, transmitting a modified prospectus for a new off-campus instructional site at Research Triangle Park Campus, effective summer 2018.

The new site will offer 50% or more of the following already-approved programs:

- Associate in Arts
- Associate in Science
- Associate in Engineering
- Associate in Applied Science in Business Administration
- Associate in Applied Science in Business Analytics
- Associate in Applied Science in Technical Support
- Associate in Applied Science in Networking Management
- Associate in Applied Science in IT-Cyber Security
- Associate in Applied Science in Storage and Virtualization
- Certificate in Accounting: Accounting Core

These programs are offered at the main campus and two approved off-campus instructional sites. A modified prospectus can be submitted when the institution already offers the programs slated for this site at three other off-campus instructional sites. Consistent with Commission policy for this circumstance, a full prospectus is required. The site is:

Research Triangle Park Campus
10908 Chapel Hill Road
Morrisville, NC 27560

The institution estimates it will initially serve approximately 746 students at this site. The site will provide service to a growing regional population, and businesses within the Wake County portion of the region.

We accept notification.

A needs assessment conducted in 2011, indicated that in addition to regional population growth, businesses in the region are in need of expanded computer and technical programs. The new site will also increase the institution's instructional capacity and alleviate problems with inadequate classroom and laboratory space.

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Starting in 2008, the institution secured approval from its Board of Trustees, the Wake County Board of Commissioners, the North Carolina Community College System and the North Carolina State Board of Community Colleges to purchase land. A bond referendum was approved by county voters in 2012. The construction plans were approved by these same bodies between 2013 and 2015. Documentation of approvals was provided.

Please document any differences in admissions, curriculum, graduation requirements or special arrangements for policies that apply to students at this site.

The Vice President of Curriculum Education Services and the Chief Campus Officer will have administrative responsibility for the site. These administrators appear to be qualified for their positions.

The institution provided a list of courses and descriptions for those courses to be offered at the site. Descriptions were not provided for the following courses:

- **Linux/Unix Administration II**
- **Building Scalable Networks**

Please provide descriptions for these courses.

The institution is initially assigning 41 faculty to this site. Faculty workload standards will be the same at this site as at the main campus. Faculty rosters for fall 2018 and spring 2019, for ten programs were provided. At least one qualified faculty member must be assigned to teach each course. **Please provide a revised Faculty Roster Form assigning a qualified faculty member to:**

- **Computing Fundamentals I**
- **Python Programming**
- **Python Application Development**
- **Introduction to Data Science Programming**
- **SAS**
- **Server-Side JavaScript**
- **Advanced Python Programming**
- **Cloud Application Development**
- **Windows Administration I**

While the following faculty members may be qualified to teach the courses assigned, those qualifications are not clear and the institution should provide additional explanatory information concerning their qualifications. Please consult Standard 6.2.a regarding faculty competence. Qualifications may include 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 related 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. The institution must make its case that the number and nature of the graduate credits is sufficient to qualify the faculty member to teach the courses assigned. **Please provide a revised Faculty Roster form providing additional information on the qualifications of the following faculty to teach the courses assigned:**

David Phillips	**Writing and Inquiry**
	Writing and Research in the Disciplines
	Professional Research and Reporting
Mary Grace Paden	**Writing and Inquiry**
	Writing and Research in the Disciplines
Christy Hanthorn	**Writing and Inquiry**
James B. Harr	**Writing and Inquiry**

Library and learning services appear to be adequate to support the programs at the site. The site will have its own library space. There will be one to two full-time librarians and two support staff for the site's library. The library will have 1,000 volumes initially, increasing to 3,000 after the first year. Materials are being purchased for the site in collaboration with the department head for key programs at the site. Students at the site will also have access to all online and face-to-face library services at the institution's other campuses in Wake County.

The site's library will be equipped with "smart classrooms." The librarians will provide library instruction face-to-face, and online through the institutions learning management system.

The site will also house an Individualized Learning Center (ILC) to provide instructional support and tutoring to students.

Student support services available to students at the site appear to be adequate. Offices will be established at the campus to provide financial aid, advising, counseling, testing, policy, cashier/business, information desk services, and disability support services. Other services will be made available as needed at the site and will also be available online.

The initial phase of construction will include one classroom building with 20 classrooms, seven laboratories, one testing lab, one computer lab, a learning resource center (library and individualized learning center) and office spaces for administrators, faculty and staff. A floor plan of the initial building and the future expansion plans for the site were included. The physical resources appear to be adequate to support the programs at this site.

Please provide a pro forma budget for the site for the first full-year of operation, including projected revenues and expenditures and cash flow. Provide a contingency plan for the site if anticipated resources do not materialize.

Please document how the institution will use ongoing institutional effectiveness processes to monitor and ensure the quality of the programs offered. Describe current institutional effectiveness processes and how the programs at this site will be integrated into these processes.

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We defer action concerning the Research Triangle Park Campus off-campus instructional site pending review of the above requested information.

Enclosed is an invoice for $500 to help defray the cost of reviewing the prospectus.

Best regards,

Kevin W. Sightler, Ph.D
Director of Substantive Change

KWS/REZ:efk

Enclosure

cc: Dr. Stephen C. Scott, President
        Dr. Larry L. Earvin