

BOARD OF HIGHER EDUCATION
REQUEST FOR COMMITTEE AND BOARD ACTION

COMMITTEE: Academic Affairs

NO.: AAC 13-35

COMMITTEE DATE: June 11,2013

BOARD DATE: June 18, 2013

APPLICATION OF BAY STATE COLLEGE TO AWARD THE ASSOCIATE IN APPLIED SCIENCE IN INFORMATION TECHNOLOGY AND BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

MOVED: The Board of Higher Education hereby approves the Articles of Amendment of **Bay State College** to award the **Associate in Applied Science in Information Technology** and **Bachelor of Science in Information Technology**.

Authority: Massachusetts General Laws, Chapter 69, Section 30 *et seq.*

Contact: Dr. Shelley Tinkham, Assistant Commissioner for Academic, P-16 and Veterans Policy

BOARD OF HIGHER EDUCATION

Bay State College Associate in Applied Science in Information Technology and Bachelor of Science in Information Technology

INTENT

Bay State College, a New England Association of Schools and Colleges (NEASC) accredited, private, for-profit institution located in Boston, MA, requests authorization to offer an Associate in Applied Science in Information Technology and Bachelor of Science in Information Technology. The purpose of the proposed Associate in Applied Science degree in Information Technology (ITA) is to prepare students for immediate entry into the workforce or for matriculation in bachelor's degree programs in related fields. The proposed Bachelor of Science in Information Technology (ITB) provides further education for students who already hold associate degrees, prepares students for immediate entry into the workforce and positions student to pursue graduate degrees. Both programs build on a framework of technology-centered existing coursework in the Business Department.

While many positions in the information technology (IT) field, especially in areas such as software development or in upper management, require graduate education, in today's IT market, there is a demonstrated need for entry-level associate and bachelor degree preparation. According to the College, the National Skills Coalition's report, "Massachusetts' Forgotten Middle-Skill Jobs" highlights a need for the proposed degrees which seek to prepare graduates for entry and mid-level careers in the IT field. Graduates will be prepared with the knowledge and skills to move into a wide range of occupations related to information and communications technologies. Graduates of the proposed ITA will be prepared for careers as computer user support specialists and computer network specialists. In addition to these careers, ITB graduates will be prepared for employment as computer systems analysts, information security analysts, database administrators and computer systems administrators. These career paths offer opportunities with mid-sized and larger firms, which generally employ internal computer support technicians and professionals. In addition to strong employment projections, these roles also have median salaries in 2010 ranging from \$50,000 to \$80,000.

The Board of Trustees discussed and approved the design of the Associate in Applied Science in Information Technology and Bachelor of Science in Information Technology in its November 2011 meeting. All the courses and syllabi, prerequisites, and other degree requirements in the ITA Program were reviewed over multiple meetings of the Bay State Faculty Curriculum Committee and approved in February 2012.

INSTITUTIONAL OVERVIEW

Bay State College was first founded as a travel academy in 1946. Over the years it has pursued a more comprehensive general education curriculum, with an emphasis on written and oral communication skills. Currently, Bay State offers Associate and Bachelor degree programs in business and commerce, allied health and other disciplines. The College's strategic plan is to strengthen the depth of its current two-year program offerings by offering Bachelor of Science degrees in related disciplines.

The institution was approved in 2004 to offer its first baccalaureate degrees: Bachelor of Science in Management; Bachelor of Science in Entertainment Management and Bachelor of Science in Fashion Merchandising. Most recently, in 2010, the College was approved to offer the Associate in Science in Nursing and Bachelor of Science in Criminal Justice. The College was approved to offer the Bachelor of Science in Nursing in October of 2012. The institution now requests authority to offer Associate in Applied Science in Information Technology and Bachelor of Science in Information Technology.

ACADEMIC AND RELATED MATTERS

Curriculum (Attachment A)

The Associate in Information Technology (ITA) curriculum consists of 62 credits, including 21 general education credits. The ITB curriculum consists of 122 credits with 42 general education credits. Both degrees are designed to build a series of technical, business, and professional skills through a sequenced, mutually reinforcing set of courses.

In preparing the curriculum for each program, the College consulted with a number of industry executives with responsibility for the hiring and supervision of entry-level and mid-career IT professionals and with several faculty members at area post-secondary institutions, some of whom are current members of the College's Business Department Advisory Board. Both programs were then benchmarked against similar programs at other colleges and universities in New England, including those at Wentworth Institute of Technology, Northeastern University, University of Massachusetts Boston and Worcester Polytechnic Institute.

Both programs build upon elements of information technology coursework in existing Bay State College programs in Management, Marketing, Finance, and Business Administration. The ITA curriculum covers the following subject areas in computer technology: User Support; Desktop Applications; Networking; Computer Maintenance; and Project/Information Systems Management. In addition to these subject areas, the ITB also includes Information Architecture and Programming.

The ITA Program learning objectives listed below reflect the knowledge and skills students will acquire through their content area and general education coursework. Upon completion of the Bay State College Associate's of Applied Science in Information Technology, students will:

1. Identify, explain, and perform essential IT support skills including installing, configuring, securing and troubleshooting operating systems, business applications software, and hardware.
2. Demonstrate knowledge of business and professional work environments and of effective management practices.
3. Comprehend systems administration skills related to server operating systems, system and network service administration, computer and information security, and directory services administration.
4. Perform independent research concerning technology problems and employ strategies to keep knowledge of technology systems and platforms current.
5. Outline and employ methods for assisting other technology users, including training and maintenance plans, and to translate their technical knowledge into forms usable by non-specialists.

6. Exercise interpersonal techniques that indicate respect for the diverse technical support needs of computer users.
7. Integrate and utilize professional industry standards for documentation of work, for respect of the privacy of users and proprietary information, and for ethical conduct.

The ITB Program learning objectives listed below reflect the knowledge and skills students will acquire through their content area and general education coursework. Upon completion of the Bay State College Bachelor of Science in Information Technology Program, students will:

1. Demonstrate understanding of the use and application of appropriate information technology methods, processes and tools to address real-world problems.
2. Comprehend how to select, deploy, and maintain information technology resources to help an organization achieve its goals and objectives.
3. Recognize new developments and trends in information technology and evaluate and recommend the use of appropriate new technologies.
4. Analyze and effectively communicate the strategic implications of information technology resource allocation for the successful functioning of an organization.
5. Understand the ethical and societal issues facing information technology professionals and be able to formulate appropriate solutions.
6. Gain proficiency in working as a member and leader of IT and cross-functional teams.
7. Demonstrate knowledge of business and professional work environments and of effective management practices.

Admission Requirements

Admission requirements for the ITA

New ITA degree students must:

- Complete a Bay State College admissions application
- Graduate from high school with a 2.0 score or better “Graduate” had been italicized
- Provide a copy of a high school diploma or college transcript
- Letters of recommendation are encouraged

Transfer Students to the ITA program must:

- Have attended an accredited institution
- Have taken courses that are equivalent to ones offered at Bay State College. This excludes elective credits
- Earned a grade of a C or better. Science and technology courses must have been taken in the last five years, and general education courses must have been taken in the last 10 years

Graduation requires a 2.0 grade point average and satisfactory completion of the 62 credit hours in the program outlines.

Admission requirements for the ITB

New bachelor’s degree students must:

- Complete a Bay State College admissions application
- Graduate from high school with a 2.3 score or better
- Submit ACT or SAT scores
- Submit a recommendation from a high school faculty member (No recommendation required if GPA 2.5 or higher)

Transfer Students must:

- Possess a minimum GPA of 2.3 or higher from an accredited college
- Have completed 12 or more credits towards graduation
- Submit a recommendation from a faculty member (No recommendation required if GPA 2.5 or higher)

Graduation requires a 2.0 grade point average and satisfactory completion of the 122 Credit hours the program outlines.

Admission requirements common to both programs

- International students must submit a TOEFL score of 550 or better.
- Transfer students can ask that up to 30 credits for the ITA or 90 credits for the ITB earned elsewhere be recognized, providing the college or university is accredited and grades of C or above achieved. Science and technology courses must have been completed in the last five years and other general education courses in the last twenty years. Remedial or developmental courses are not counted. The Bay State College Registrar asks to review any CLEP credit requests. For transfer or other students who take course work elsewhere, nine of the last fifteen course credits must be taken at Bay State College, and transfer courses must be preapproved by the advisor, program chair or dean.

Tuition and Fees

The approximate total cost for the ITA from beginning to end (year one and two) is \$46,222. The ITB from beginning to end (years one through four) is estimated at \$92,444.

Projected Enrollment (chart includes Associate’s and Bachelor’s degree program combined)

Bay State College has two starts per year in its day division and 6 starts per year in its CE and online divisions. In years two through four, the “New Full Time” and “New Part Time” enrollments above are for fall only. Other than for year 1, all enrollment projections are for fall of each year. Due to multiple starts, “Continuing Full Time” and “Continuing Part Time” enrollment numbers may be higher than total population from prior year.

	# of Students Year 1	# of Students Year 2	# of Students Year 3	# of Students Year 4*
New Full Time	21	33	37	42

Continuing Full Time		18	59	81
New Part Time	4	6	7	8
Continuing Part Time		3	11	15
Totals	25	60	114	146

RESOURCES

Administration and Faculty

The proposed programs will be housed in the Business Department and will be led by a full-time terminally qualified program chair of information technology who will report to the Dean of the School of Management, who also serves as Chair of the Business Department. In addition to the full-time program chair in information technology, there are three full-time faculty members and four part-time faculty will teach information technology courses. In addition the program will also be supported by four full-time faculty and 25 part-time general education faculty.

Library and Technology

The institution's library is located on the 2nd floor of 31 Saint James Avenue and takes up a total area of approximately 4,200 square feet. The library houses more than 9,000 books, 80 print periodical subscriptions, database subscriptions to Pro Quest Central, JSTOR, LexisNexis Academic, Gale's database suite, CQ Researcher and Criminal Justice Abstracts with Full Text. In addition to more than 200 videos and 200 DVDs, the Library subscribes to Films on Demand, a resource that provides faculty and student access to 5,000 streaming educational films across the academic disciplines.

Bay State is a member of the Massachusetts Library System (MLS). The MLS provides the College's students and faculty with access to 71 databases and allows students to take full advantage of the Interlibrary-Loan (ILL) service. This service supplements the College's collections, provides books and periodical articles at the request of students, faculty, and staff. In addition, the Library is a member of LYRASIS, a library cooperative that provides consulting services and continuing education for staff, as well as opportunities to participate in consortium purchasing of library resources. In addition, the main branch of the Boston Public Library (BPL) is located only two blocks from Bay State's main campus. Bay State students have the benefit of the more than 6 million books at the Boston Public Library, and the nature of the College's relationship with the BPL allows for students to take full advantage of the numerous resources available, including rare books, manuscripts, CDs, videos, books on tape, records, photographs, an extended selection of periodicals, and cultural events.

Facilities

Bay State is housed within eight brownstone apartments (six of them residence halls) on Commonwealth Avenue and leases classroom space at 31 St. James St. and 437 Boylston St. a few blocks from the residence halls. The IT classrooms include a hands-on lab and office space on the floor close to the lab at 31 St. James. There are offices for full time faculty, shared space for adjunct faculty, conference space, and access to communications and production equipment.

Financial Resources (Attachment B)

The institution submitted two multi-year budgets for the proposed programs, respectively.

EXTERNAL REVIEW AND INSTITUTIONAL RESPONSE

External Review

The proposed program was reviewed by the visiting committee of Maria R. Garcia, Ed.D. Associate Dean of Distance Education, Franklin Pierce University; Dan Stefanescu, Ph.D., Professor, Department of Mathematics and Computer Science, Suffolk University and Craig E. Wills, Ph.D. Computer Science Department, Professor and Department Chair, Worcester Polytechnic Institute. The evaluation included the team's review of the written proposal submitted to the Massachusetts Department of Higher Education and the site visit conducted from December 7-9, 2012.

The visiting committee made several recommendations to improve the proposed program. The most important involved faculty; the College does not meet the minimal faculty standards as outlined in the 610 CMR for either proposed degree at the time of the site visit. The visiting committee made the following recommendations

- In order to offer the proposed associate degree and bachelor degree, hire a full-time faculty member with a doctoral degree in the discipline, thereby meeting the faculty standards for both the associate and bachelor degree programs, and bringing needed expertise to the baccalaureate degree program
- Ensure academic freedom and employment security by developing faculty contracts.

Institutional Response

The institution hired a full-time qualified faculty member with a doctoral degree who will also serve as the program chair for both proposed programs beginning on August 5, 2013. The College provided a copy of the program chair's signed contract and provided documentation that, moving forward, all new full-time faculty at Bay State College will be engaged under the following contractual basis:

- First Contract: A one-year probationary period.
- Second Contract: A one-year renewal of the appointment.
- Third Contract: A two-year renewal of the appointment.
- Fourth Contract: A three-year renewal of the appointment.
- All subsequent contracts will be for a minimum period of three years.

The institution responded substantively to all recommendations, addressing all of the visiting committee's concerns.

ATTACHMENT A: CURRICULUM OUTLINE

ITA Program Curriculum Outline

Required (Core) Courses in the Major (Total # courses required = 14)		
<i>Course Number</i>	Course Title	Credit Hours
CIS 108	Microcomputer Preparation	3
MAN 101	Introduction to Business	3
MAN 102	Management	3
CIS 120	Network Fundamentals	3
CIS 123	End User Support	3
CIS 202	Windows Server	3
CIS 207	Desktop Applications Support with Lab	4
ACC 100	Financial Accounting I	3
CIS 112	Concepts of Project Management	3
MAN 299/299S	Internship	3
CIS 221	Microcomputer Maintenance Lab	4
MAT 211	Mathematics for Management	3
MAN 312	Management Information Systems	3
Sub Total Required Credits		41
<p><i>Prerequisite, Concentration or Other Requirements:</i> Students admitted to the ITA Program will need either to place into MAT 160, Precalculus, or take the prerequisite MAT 103, College Algebra, in addition to the credits listed above. Students who place into MAT 099, Basic Math, will not be eligible for the ITA Program.</p>		
General Education Courses (Total # courses required = 7)		
Arts and Humanities, including Literature and Foreign Languages= 12 credits		
CIS 102	Computer and Information Literacy	3
ENG 101	English I	3
ENG 102	English II	3
Arts and Humanities Elective	(Students choose one course from the list below)	3
LIT 231	Drama	3
LIT 200	Literature	3
LIT 232	The Mystery Story as Literature	3

MUS 102	American Music in the 20 th Century	3
PHI 103	Ethics	3
WRI 204	Media Writing	3
Social Sciences		6 credits
<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
ECO 101	Microeconomics	3
Social Science Elective	(Students choose one course from the list below)	3
HIS 101	American History	3
HIS 106	History of Fashion	3
PSY 101	Introduction to Psychology	3
PSY 201	Abnormal Psychology	3
PSY 203	Growth and Development	3
PSY 205	Addiction and Society	3
PSY 207	Human Lifespan Development	3
SOC 101	Introduction to Sociology	3
SOC 206	Sociology of Deviance	3
SOC 207	American Diversity	3
Mathematics and the Natural and Physical Sciences		3 credits
MAT 200	Statistics	3
<i>Sub Total General Education Credits</i>		21
<i>Curriculum Summary</i>		
Total number of courses required for the degree		21
Total credit hours required for degree		62

ITB Program Curriculum Outline

Required (Core) Courses in the Major (Total # courses required =25)		
Course Number	Course Title	Credit Hours
CIS 108	Microcomputer Preparation	3
MAN 101	Introduction to Business	3
MAN 102	Management	3
CIS 120	Network Fundamentals	3
CIS 123	End User Support	3
CIS 202	Windows Server	3
CIS 207	Desktop Applications Support with Lab	4
CIS 208	Introduction to Programming	3
ACC 100	Financial Accounting I	3
CIS 112	Concepts of Project Management	3
MAN 299/299S	Internship Seminar/Internship	3
CIS 221	Microcomputer Maintenance with Lab	4
CIS 300	Web Programming with Lab	4
MAN 240	Organizational Behavior	3
FIN 201	Finance	3
MKT 210	Principles of Marketing	3
MAN 312	Management Information Systems	3
MAN 401	Operational Management	3
CIS 302	Advanced Programming with Lab	4
CIS 304	Network Infrastructure and Security	3
CIS 404	Design, Deployment and Management with Lab	4
MAN 403	Systems Analysis and Design	3
MAN 411	Strategic Management	3
MAN 499	Internship II	3
Program Elective	One course is required from the list below	3
<i>CIS 111</i>	<i>Excel</i>	<i>3</i>
<i>MAN 205</i>	<i>Human Resource Management</i>	<i>3</i>
<i>MAN 332</i>	<i>Negotiations</i>	<i>3</i>
<i>MAN 343</i>	<i>Leadership</i>	<i>3</i>
<i>MKT 321</i>	<i>New Product Development</i>	<i>3</i>
<i>MKT 422</i>	<i>International Marketing</i>	<i>3</i>
<i>MKT 425</i>	<i>Marketing Research</i>	<i>3</i>

<i>MKT 459</i>	<i>Marketing Strategy</i>	3
	Sub Total Required Credits	80
	General Education Courses	
	(Total # courses required = 15)	
	Arts and Humanities, including Literature and Foreign Languages	21 credits
FYE 101	First Year Experience	0
CIS 102	Computer and Information Literacy	3
COM 101	Public Speaking	3
ENG 101	English I	3
ENG 102	English II	3
LIT 200	Literature	3
PHI 103	Ethics	3
Arts and Humanities Elective	One course is required from the list below	3
<i>CIN 101</i>	<i>Introduction to Cinema Studies</i>	3
<i>COM 102</i>	<i>Mass Media</i>	3
<i>LIT 200</i>	<i>Literature</i>	3
<i>LIT 231</i>	<i>Drama</i>	3
<i>LIT 232</i>	<i>The Mystery Story as Literature</i>	3
<i>MUS 102</i>	<i>American Music in the 20th Century</i>	3
<i>WRI 204</i>	<i>Media Writing</i>	3
	Social Sciences	9 credits
ECO 101	Microeconomics	3
SOC 101	Sociology	3
Social Science Elective	One course is required from the list below	3
<i>HIS 106</i>	<i>History of Fashion</i>	3
<i>HIS 201</i>	<i>US in the 20th Century</i>	3
<i>PSY 101</i>	<i>Introduction to Psychology</i>	3

<i>PSY 201</i>	<i>Abnormal Psychology</i>	3
<i>PSY 203</i>	<i>Growth and Development</i>	3
<i>PSY 205</i>	<i>Addiction and Society</i>	3
<i>PSY 207</i>	<i>Human Lifespan Development</i>	3
<i>SOC 206</i>	<i>Sociology of Deviance</i>	3
<i>SOC 207</i>	<i>American Diversity</i>	3
	Mathematics and the Natural and Physical Sciences	12 credits
MAT 200	Statistics	3
MAT 160	Precalculus	3
MAT 230	Calculus I	3
Mathematics and the Natural and Physical Sciences Elective	One course is required from the list below	3
<i>BIO 201</i>	<i>Anatomy & Physiology</i>	3
<i>BIO 203</i>	<i>General Microbiology</i>	3
<i>MAT 211</i>	<i>Mathematics for Management</i>	3
	<i>Sub Total General Education Credits</i>	42 credits
<u>Curriculum Summary</u>		
Total number of courses required for the degree	40	
Total credit hours required for degree	122 credits	

ATTACHMENT B: BUDGET PROJECTION

BUDGET: Associate & Bachelor of Science in Information Technology Programs						
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Summary of Key Metrics						
# of campuses offering by Year End		3	3	3	3	3
New Students starting - Associate only		44	59	54	54	54
New Students starting - Bachelors only		32	50	55	63	63
Graduates -		0	19	27	33	35
Ending (Spring) Population - Assoc. + Bachelors		51	89	109	122	127
Number of full-time faculty at Year-end		1	2	2	3	3
	<u>Year 0</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Tuition revenue	\$	\$789,955	\$1,658,020	\$2,275,435	\$2,814,203	\$3,180,736
Other Fees		9,188	43,313	61,559	79,157	91,115
Institutional Aid		(93,356)	(220,054)	(312,757)	(402,165)	(462,921)
Total Revenue	\$	\$ 752,886	\$1,579,243	\$2,150,880	\$2,639,606	\$2,972,256
Facilities and Instruction						
Instructor Salaries		264,997	475,062	498,297	548,675	563,840
Instructor Benefits		16,250	29,756	31,407	45,735	47,335
Cost of Supplies		14,175	65,874	87,660	104,638	116,108
Cost of Classroom Space		41,600	41,600	41,600	41,600	41,600
Depreciation of Program Specific Instructional Equipment/Facility	3,733	17,467	21,200	24,933	28,667	32,400
Cost of Facilities and Instruction	\$3,733	\$389,814	\$706,966	\$778,879	\$880,622	\$923,778
Facilities and Instruction as % to Revenue		51.8%	44.8%	36.2%	33.4%	31.1%
Marketing and Admissions Costs						
Advertising Expense	60,525	162,990	169,200	178,515	181,620	181,620
Marketing Collateral and Postage Expense	10,000	10,000	10,000	10,000	10,000	10,000
Other variable Marketing and Admissions costs						
Marketing and Admissions Expense	\$70,525	\$172,990	\$179,200	\$188,515	\$191,620	\$191,620
		23.0%	11.3%	8.8%	7.3%	6.4%
Admin Expense						
Bad Debt Expense		26,351	55,274	75,281	92,386	104,029
Campus Staff Supporting Students		173,164	363,226	494,702	607,109	683,619
Other Admin Expenses	25,000					
Total Admin Expense	\$25,000	\$199,515	\$418,500	\$569,983	\$699,496	\$787,648
		26.5%	26.5%	26.5%	26.5%	26.5%

Total Expenses	<u>\$99,258</u>	<u>\$762,319</u>	<u>\$1,304,666</u>	<u>\$1,537,377</u>	<u>\$1,771,738</u>	<u>\$1,903,046</u>
		101.3%	82.6%	71.5%	67.1%	64.0%
Contribution to Operating Surplus	<u>\$(99,258)</u>	<u>\$ (9,432)</u>	<u>\$274,578</u>	<u>\$613,503</u>	<u>\$867,868</u>	<u>\$1,069,210</u>
		-1.3%	17.4%	28.5%	32.9%	36.0%
Cumulative Contribution to Surplus	\$ (99,258)	\$ (108,691)	\$165,887	\$779,390	\$1,647,258	\$2,716,468
Cash Flow:						
Add back Depreciation	\$ (95,525)	\$8,034	\$295,778	\$638,436	\$896,535	\$1,101,610
Deduct capital Expenditure	14,000	44,000	14,000	14,000	14,000	14,000
Cash Flow	\$ (109,525)	\$ (35,966)	\$281,778	\$624,436	\$882,535	\$1,087,610

Faculty Form

Summary of Faculty Who Will Teach in Proposed Programs							
Name of faculty member (Name, Degree and Field, Title)	Check if Tenured	Courses Taught Put (C) to indicate core course. Put (OL) next to any course currently taught online.	Number of sections	Division of College of Employment	Full- or Part-time in Program	Full- or part-time in other department or program (Please specify)	Sites where individual will teach program courses
Koehler, William Ph.D. in Labor History Dean, School of Management		<ul style="list-style-type: none"> ●Organizational Behavior (C) ●Principles of Marketing ●Strategic Management 	(1) (2) (1)	Day	Part-time	Yes-Full-time in Business Department	●Boston Campus
Swaim, Elena M. Ed. In Higher Education Associate Professor		<ul style="list-style-type: none"> ●Intro to Business (C) ●Management (C) ●International Management 	(3) (2) (1)	Day	Part-time	Yes- Full-time in Business Department	●Boston Campus
Vasbinder, William Ph.D., Education Leadership Assistant Professor		<ul style="list-style-type: none"> ●Organizational Behavior (C) ●Leadership ●Principles of Marketing 	(1) (1) (1)	Day	Part-time	Yes- Full-time in Business Department	●Boston Campus
Fell, Peter MS in Economics MS in Sociology Adjunct Professor		<ul style="list-style-type: none"> ●Computer and Info Literacy ●Microeconomics ●Internship ●Finance ●Risk Management 	(1) (2) (1) (2) (1)	Day	Part-time	Yes- Part-time in Business Department	●Boston Campus

Ferrari, Judith MBA Adjunct Professor		<ul style="list-style-type: none"> ●Excel (C) ●Fin Accounting ●Finance ●Ethics ●Senior Seminar 	(1) (1) (1) (1) (1)	Day	Part-time	Yes--Part-time in Business Department	●Boston Campus
Smith, Ronald M. Ed. In Education Adjunct Professor		<ul style="list-style-type: none"> ●Computer and Information Literacy ●Network Fundamentals (C) ●Desktop Applications Support Lab (C) 	(8) (1) (1)	Day	Full-time Adjunct	Yes--Full-time Adjunct in Business Department	●Boston Campus
Wanjigi, Wilson M.S. in Information Technology		<ul style="list-style-type: none"> ●Project Management (C) ●Microcomputer Preparation (C) ●End User Support (C) ●Management Information Systems (C) ●Operational Management ●Systems Analysis and Design 	(1) (1) (1) (1) (1)	Day	Part-time	Yes--Part-time in Business Department	●Boston Campus
Mustafa, Yousif Ph.D. in Information Systems in Manufacturing Program Chair, IT		<ul style="list-style-type: none"> • Network Fundamentals (C) • Desktop Applications Support w/Lab (C) • Windows Server (C) 	(1) (1) (1) (1) (1) (1)	Day	Full-time	Part-time in Business Department	Boston Campus

		<ul style="list-style-type: none"> • Introduction to Programming (C) • Web Programming w/Lab (C) • Advanced Programming w/Lab (C) • Network Infrastructure and Security (C) • Design, Deployment and Management w/Lab (C) 					
New Faculty: Assistant Professor Terminal degree completed or in progress							