

## BACKGROUND AND REQUEST

### Bradford School

#### EXECUTIVE SUMMARY AND RECOMMENDATION

Bradford School meets Ohio Board of Regents' minimum standards for applied associate degree programs. Provisional authorization is recommended for the associate of applied business degree programs in accounting, office administration, computer programming, network management, paralegal, legal administration, graphic design, travel and hospitality, medical assisting, and culinary arts. Provisional authorization is also recommended for the associate of applied science degree program in veterinary technology. Provisional authorization will continue through December 31, 2012, contingent upon continuing accreditation from the Accrediting Council for Independent Colleges and Schools and continuing recognition from the State Board of Career Colleges and Schools and contingent upon the Chancellor's written approval of progress reports that demonstrate satisfactory progress toward compliance with all Regents' standards. The Chancellor shall withdraw provisional accreditation if, in the Chancellor's judgment, the progress reports do not demonstrate satisfactory progress in any area. Progress reports are due by May 1, 2009, April 1, 2010, and April 1, 2011. A follow-up review will be performed prior to December 31, 2012 to determine continued authorization of the programs.

**Profile:** Bradford School is a co-educational, for profit, career college founded in 1911 under the name Office Training School. In 1986 the school was purchased by Bradford Schools, Inc., which owns and operates 10 other business schools throughout the United States, and renamed Bradford School. Today the school offers diploma and applied associate degree programs related to its mission of providing career education and training.

**Accreditation/Authorization:** Bradford School is currently accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) and is recognized by the State Board of Career Colleges and Schools (SBCCS). This is the School's first request to the Ohio Board of Regents and the request is in response to HB 119, which requires Board of Regents' authorization for associate degree programs in proprietary colleges and schools as a condition of their students' eligibility for OIG/OCOG funds.

**Program Information:** Bradford Schools is seeking authorization for the following programs:

- Associate of Applied Business in Accounting;
- Associate of Applied Business in Office Administration;
- Associate of Applied Business in Computer Programming;
- Associate of Applied Business in Network Management;
- Associate of Applied Business in Legal Administration;
- Associate of Applied Business in Paralegal;
- Associate of Applied Business in Graphic Design;
- Associate of Applied Business in Travel and Hospitality;
- Associate of Applied Business in Medical Assisting;
- Associate of Applied Business Culinary Arts;
- Associate of Applied Science in Veterinary Technology.

Each program requires at least 60 semester hours for completion and includes course work in general education, applied general education and the technical/occupational area.

**Review Results:** The external review team noted numerous strengths during the review, including: the efficiency and effectiveness of administrative operations; energetic and imaginative student services; a stable group of full-time faculty members who are readily available to students and an attractive and well-maintained campus, which includes a state-of-the-art veterinary technology and culinary facilities and residence halls.

The team also noted several areas of non compliance with Ohio Board of Regents' standards and recommended that the institution: enhance the rigor and breadth of its general education curriculum to be consistent with state standards for applied associate degree programs; assess incoming students so that those not ready for college-level work could be placed in developmental courses; improve the credentials of full-time and part-time faculty members to meet Regents' faculty standards; improve library personnel, holdings, and services and improve the mechanisms used to measure and improve program outcomes (for general education and technical areas).

The institution responded appropriately to the recommendations of the consultants' report by demonstrating how the recommendations were accepted and integrated into the proposed programs, or, in the case of recommendations that could only be complied with over time, by presenting a clear plan for the implementation of the recommendations and a timeline for such.

**Recommendation to the Chancellor:** Bradford School meets Ohio Board of Regents' minimum standards for applied associate degree programs. The review team recommends provisional authorization for the associate of applied business degree programs in accounting, office administration, computer programming, network management, paralegal, legal administration, graphic design, travel and hospitality, medical assisting, and culinary arts. Provisional authorization is also recommended for the associate of applied science degree program in veterinary technology.

Provisional authorization will continue through December 31, 2012, contingent upon continuing accreditation from ACICS and continuing recognition from the SBCCS and contingent upon the Chancellor's written approval of progress reports that demonstrate satisfactory progress toward compliance with all Regents' standards. The Chancellor shall withdraw provisional accreditation if, in the Chancellor's judgment, progress reports do not demonstrate satisfactory progress toward compliance with Regents' standards in any area. Progress reports, reviewed at the School's expense, are due by May 1, 2009, April 1, 2010, and April 1, 2011. A follow-up review will be performed, at the School's expense, prior to December 31, 2012 to determine continued authorization of the programs.