Team Comments On Responses from Institute of Logistical Management April 24, 2013

We have reviewed the response from the Institute of Logistics Management and we are satisfied with the institution's detailed responses to our report, especially changes in course content and prerequisites and the more explicit discussion of the admission requirements. We feel that a master's degree in logistics management is well within the expertise and the experience of the organization.

We have these suggestions:

The new sections have been inserted into the old documents, so that in some cases the previous confusion remains. For example, the original paragraph on proctoring is still in its original place, with the extended discussion appearing at a different place in the catalog. To eliminate misunderstandings, we suggest that the new sections be integrated into the catalog. The catalog should also be reviewed by an editor to correct errors in capitalization and word usage.

"Research assistant" typically carries a different meaning in higher education, referring to a graduate student who receives a stipend to assist a faculty member in his or her research. To avoid confusion in the hiring process or with students with other graduate experience, we suggest a different title. Those hired in writing centers typically assist students with writing, style, and citations, so "writing center associate" might be one choice. It is unlikely that someone with skills in tutoring writing will also be familiar with the business literature at a graduate level, so we also suggest that the part-time librarian be involved in this process as well.

Our recommendation is to approve the institution's application for state approval to operate in Colorado, subject to our previous recommendations:

- 1. Following state approval, provide documentation that DETC has approved the new master's program. This documentation must be provided before classes begin.
- 2. Before the beginning of the first semester, submit to the Department of Higher Education a list of faculty and their credentials.
- 3. At the end of the first year of classes, submit to the Department of Higher Education the student services provided and the names and credentials of those hired to provide them.
- 4. At the end of the first year of classes, submit to the Department of Higher Education a financial report, indicating expenses and income for the year.

Consultants:

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