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.

Comment: We agree with the reviewer that with the inclusion of several of the CDHE suggestions from the prior review cycle, the best approach by ILM prior to offering these programs or submitting for accreditation review is to address all documents to ensure they speak with one voice and present a single, coherent, clear, and error free body of work. This review is underway and will be completed prior to accreditation review.

"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.

Comment: We have carefully reviewed this comment and are comfortable using language that is more common to traditional research roles as suggested by the reviewer. We are also comfortable including the librarian role in this process, and share the spirit of the reviewers comment. As enrollments increase one of our priorities will be to transition the librarian role from part-time to full-time.

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.

- a. **Comment**: We must undergo the accreditation review process and receive this documentation before we can offer the program and are comfortable and agree to provide this to CDHE as part of our information packet prior to program launch.
- 2. Before the beginning of the first semester, submit to the Department of Higher Education a list of faculty and their credentials.
 - a. Comment: We agree that this is important information as an institutions faculty are the primary educational resource made available to students, and contribute to all components of a quality academic program. We will provide day one faculty to CDHE prior to program launch in the same spreadsheet format showing faculty and courses that was used in our original submission as part of our information packet prior to program launch.
- 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.
 - a. Comment: After careful review, we believe CDHE is asking for a list of student services team members, team member CV's, and the categories of services ILM offered to students from Colorado. We agree to provide this information to CDHE as part of our information packet delivered one year after program launch.
- 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.
 - a. **Comment**: This type of information is included with annual DETC reporting. We will provide to CDHE our annual reports entailing the first year of Colorado operations, and provide a cover sheet summary page specific to this CDHE request addressing the financial elements including expenses and incomes for the operating year as highlighted in our official accreditation report.

Consultants:

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