

PART B

Submission Title Page

Full Legal Name or Organization: Baker College of Port Huron
Operating Name of Organization: Baker College of Port Huron
Common Acronym of Organization: Not Applicable
URL for Organization, if applicable: www.baker.edu
Degree Level and Type to be awarded for program or part of program: <input type="checkbox"/> General Baccalaureate Degree <input type="checkbox"/> Honours Baccalaureate Degree <input checked="" type="checkbox"/> Applied Baccalaureate Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Other
Proposed Degree Title: Bachelor of Business Administration (Management, Marketing, Accounting, International Business)
Proposed Degree Nomenclature: BBA
Date of Submission: August 27, 2003
Contact Information: Person Responsible for This Submission: Name/Title: Dr. Gary L. Sullenger, President Full Mailing Address: 3403 Lapeer Road Port Huron, Michigan 48060, USA Telephone: (810) 985-7000 Fax: (810) 985-7066 E-mail: Gary.Sullenger@baker.edu Additional Information or Question Arising From Application Contact: Dr. D. George Ludgate Special Assistant to the President 3403 Lapeer Road, Port Huron, MI 48060, USA Telephone: 1-888-262-2442-USA Telephone: 1-888-551-3332-Canada E-mail: George.Ludgate@baker.edu Site Visit Coordinator: Not Applicable

Executive Summary

Although Baker College traces its roots back to 1888, it was 1911 in Flint, Michigan (USA) when Eldon Baker founded the then Baker Business University.

Over the ensuing years the college continued to grow and for most of those years served the business needs of the various automotive factories located in Flint. As the years proceeded, in 1965, Muskegon College purchased Baker Business University (changing the name to Baker College) and brought both schools under a single management group. Both institutions were authorized in 1974 to grant the associate of business degree, and in 1981 the associate of science degree. During these same transitioning years Muskegon College reorganized as a non-profit corporation in 1969, with Baker College making the same transition in 1977. In 1986 the two colleges merged to form the Baker College System. In 1985 the North Central Association of Colleges and Schools accredited the Baker College System and all its campuses to deliver the Bachelors Degree, and has extended that authorization in every visit since.

During the eighties and nineties educational services provided under the Baker College System expanded from the original communities of Flint and Muskegon to included Owosso and Cadillac. In 1990 Baker College System acquired the campuses of Pontiac Business Institute (locations included Mount Clemens, Pontiac and Port Huron) and formed Baker College of Eastern Michigan. Additionally, a campus in the city of Jackson was added. In the later 1990's the campuses making up Baker College of Eastern Michigan became separate legal corporations, each having its own tax-exempt status and being authorized to do business in Michigan.

Baker College of Port Huron made a commitment to the students from the previous Pontiac Business Institute to provide the courses they needed in order to graduate. At about the same

time Baker College of Port Huron began operations, along with the closure of the Pontiac Business Institute another college in the city of Port Huron chose to close its doors and Baker committed to enroll these students also so they could complete their degrees. With the closure of these two colleges, Baker opened its doors in 1990 with 207 students. Twelve years later in the fall of 2002 the enrollment of Baker College of Port Huron had steadily grown to 1,363 students (enrollment for Fall 2003 is projected at over 1,450).

The Baker College System operating entities comprise campuses in Auburn Hills, Cadillac, Clinton Township, Flint, Jackson, Muskegon, Owosso, and Port Huron, along with Baker College On-Line, Baker College Center for Graduate Studies, and Baker College Corporate Services. All Baker College campuses are located in the State of Michigan (USA).

The mission of Baker College is to provide quality higher education and training which enable graduates to be successful throughout challenging and rewarding careers.

To this end, the following purposes have been established:

- ◆ To prepare students for competency in Business, Health, Human Services, and Technical careers in today's global economy.
- ◆ To provide general education which expands students' horizons, develops strong communication skills, and encourages critical thinking.
- ◆ To provide students with practical experience and training in a chosen field of study.
- ◆ To encourage social and classroom related activities which promote both personal and professional growth.
- ◆ To enhance students' success through continuous assessment and improvement of teaching, learning, and institutional effectiveness.

- ◆ To assist graduates throughout their careers in securing employment and improving career opportunities.
- ◆ To encourage graduates to continue their education and to lead effectively through service in a world without boundaries.
- ◆ To offer graduate programs which provide students with advanced study, research, scholarly activity, and the opportunities for professional development.

For purposes of this application for Ministerial Consent, it is Baker College of Port Huron, which is seeking approval to deliver its Bachelor of Business Administration degree in the City of Sarnia at an extension site on the campus of Lambton College.

Baker College of Port Huron is accredited by The Higher Learning Commission, A Commission of the North Central Association of Schools and Colleges (30 North LaSalle Street, Ste. 2400, Chicago, Illinois 60602-2504 1-800-621-7440). This accreditation includes the Associate's (can be completed in two years) and Bachelor Degrees (can be completed in four years).

Additionally, Baker College of Port Huron awards Certificates (can be completed in less than one year) in select program areas.

Since 1998, Baker College of Port Huron has been providing degree completion services to students living in Ontario, who chose to travel to the Port Huron campus to receive their education. For the first three years the Ontario students tended to be attending to complete their degree in Dental Hygiene, however as the result of an articulation entered into with Lambton College there has been a sharp expansion of the degree areas that Sarnia area students now chose to pursue. In 1999, then Lambton College President Terence J. Blundell signed an agreement with Baker College of Port Huron which allowed students graduating from

seven different 3-year diploma programs to transfer their credits into Baker's Bachelor of Business Administration degree program and complete that degree in as little as 15 months. In addition there were five other 3-year diploma programs that could transfer into Baker's Bachelor degree program that required as few as 18 months to complete (due to needing additional general education credits). The agreement was renewed on September 6, 2001 by President Blundell, with a recommitment by both institutions. The success of the original agreements with Lambton College has grown to the point that upon the arrival of President Tony Hanlon (with his prior experience at Sault College, with Lake Superior State University) we were able to take the agreement to new levels and relationships between the two colleges. It is our belief that this knowledge and energy that President Hanlon brought has resulted in the agreement growing to include additional diploma areas that graduates of Lambton College can articulate into Baker College of Port Huron towards the completion of the Bachelor of Business Administration degree. Preliminary discussions have been held between the two institutions regarding the opportunity for a student to enroll at both Lambton College and Baker College of Port Huron and as they complete course work at Lambton College it would automatically be transcribed to Baker College of Port Huron making the transition from Lambton College upon graduation that much easier.

An eleven member Board of Regents comprised of eight members from the community, the President of Baker College of Port Huron, the President of the Baker College System, and the Chair of the Board of Trustees for the Baker College System governs Baker College of Port Huron. The Board of Regents commitment to this articulation agreement between Baker College of Port Huron and Lambton College is clearly indicated through their policy passed in June 2000 under which students who are Canadian citizens, living in Canada, and earning their income in Canadian funds are allowed to pay all tuition charges in Canadian funds "at par". The leadership on the campus includes the President, Vice-presidents for Academics, Admissions,

and Student Services who are officers and hired directly by the Board of Regents. Other key positions on the campus who will be closely involved in this degree program for which we are seeking approval to offer at Lambton College include the Dean of Business Administration, Registrar, and Academic Counselor.

All administrative policies and practices are developed in a manner that takes advantage of the strength of the multiple campuses while at the same time nurturing the unique qualities and needs of each of the campus communities. Courses are developed and modified via the curriculum committee that is made up of representative members of each of the disciplines across the various campuses who meet regularly together while maintaining continuous communication through the Blackboard discussion medium. The outcome of this process both allows the course syllabus and classroom outcomes to be stronger, while at the same time recognizes that students may move to different communities and in so doing can transfer to different Baker campuses with no loss of actual classroom instruction (i.e. partway through the quarter they could move to a different campus with the new instructor picking up where the student left off). Within this structure is also the flexibility for the instructor to supplement the classroom instruction to both enhance and provide for the individual strengths of the instructor.

Business practices and financial integrity are set by the Board of Regents and carried out by the Office of the President and the Business Manager's office. Financial reports are prepared on a monthly basis and reviewed for their accuracy and trends. In addition, the financial reports are presented, reviewed and received by the Board of Regents at their quarterly meetings.

Annually an audit is conducted by a certified public accountant; the annual audit is presented to the Board of Regents for their review and approval. Staff monitors the findings of the audit to identify any policies needing change in order to maintain proper accounting practices.

Baker College of Port Huron over the twelve years that it has provided post-secondary education services to students on its campus has serviced almost 28,000 registered students up to the Fall 2002 Quarter. Baker College of Port Huron on an annual basis services almost 4,000 students currently with an annual graduation rate of approximately 225 students (combined for Certificate, Associate, and Bachelor degrees). The Baker College of Port Huron commitment to students and dedication to providing them with every opportunity to complete the program for which they first enrolled, can best be attested to when it is noted that even in those instances when a degree program is discontinued because there are no longer adequate employment opportunities; Baker College of Port Huron has always continued delivering all classes needed in order for all existing students, within a reasonable timeframe, to be able to complete their degree.

Baker College of Port Huron is requesting Ministry approval to deliver the Bachelor of Business Administration degree on the campus of Lambton College in order that it can be more convenient for students from Ontario. The travel time between our two campuses is less than 15 minutes resulting in an easy drive for our students and 15-18 faculty members who are also residents of the Sarnia area. Even with this convenience it is the belief of Baker College of Port Huron and Lambton College that delivering the classes on the Lambton College campus would be a greater convenience to students, and at the same time strengthen the message of Lambton College in working with high school students from the area by allowing them to come to the Sarnia campus and complete their education through the Bachelors degree.

Program Abstract

The Bachelor of Business Administration (BBA) accelerated program being offered by Baker College of Port Huron is designed for the working professional or student, who has completed an Associates Degree of equivalent—a graduate of the Lambton College Diploma Program. Diploma programs are defined in the Baker College of Port Huron/Lambton College of Sarnia, articulation agreement. Degree majors include Management, Marketing, Accounting and International Business. This program prepares students for careers in their major area, and provides them an opportunity to continue their education at the Master of Business Administration level. The program combines core coursework with independent research and experimental credit to provide the contemporary degree (BBA) designed for today's business environment. Each core-course contains focused study in the content area and independent study. In all courses students are required to write a comprehensive report related to their field of study. This report is then graded for content and style, returned to the student, who in turn makes the necessary Zero Defect corrections. At the conclusion of the course of study, all papers are enclosed in an encompassing report and bound in a three-ring binder. This Integrated Portfolio (BUS449) provides the student a comprehensive self-report on their specific program and can be used as support for a job application presentation.

Program Degree-Level Standard

Baccalaureate Degree with an Applied Focus

The Baker College of Port Huron application is for a Bachelor of Business Administration degree with focus on Accounting, Marketing, Management and International Business. When students graduate with a BBA degree from Baker College of Port Huron they have developed a sound understanding of the principles and the application of the principles in their field of study. With Baker College of Port Huron having a 98.8% graduate employment rate, students are well equipped to meet the demands of today's employment market.

It should be noted that all students enrolled at Baker College of Port Huron attend classes in International Relations and Cultural Diversity.

The Baker College of Port Huron BBA programs afford the student an opportunity to focus on Marketing, Management, Accounting or International Business.

When graduated they have demonstrated the ability to apply their knowledge and understanding of degree principles in all areas of their field of study. They are prepared for the "real world" as a result of the Baker College of Port Huron instructional philosophy of bringing "real world" experts into the classroom.

In the Baker College of Port Huron BBA program, students are required to complete 180 - quarter hours for degree completion.

The area of study demands 72 - quarter hours, of General Education courses, and, 108-quarter hours in major requirement.

Further Baker College of Port Huron graduates are aware of the importance of continuous research in their area of discipline. As a result of this philosophy should a Baker College of Port Huron graduate be faced with a situation outside their frames of reference, they are encouraged to do the necessary research in order for them to reach the next plateau.

The Baker College of Port Huron graduate is equipped to compete in the "real world" They are encourage to have an inquiring mind.

Effective communication is achieved through the Verbal Communication courses, written and oral offered as core subjects at Baker College of Port Huron. All research papers and reports utilize the APA research tools and are graded on content and style.

In oral communication the use of audio/visual aides are encouraged, from simple flip charts to PowerPoint and Video Conferencing.

Written outlines are an integral part of all Verbal Communication courses.

The Baker College of Port Huron philosophy is to graduate students with the highest of skills in Written and Oral Communication. This affords them the background necessary for delivering a full-scale corporate presentation.

Table and Policy: Program Admission Requirements

	Program Admission Requirements
Academic	<ol style="list-style-type: none"> 1. Applicant must have an associate degree from an accredited college or 90 quarter/60 semester hours of college with a minimum 2.0 GPA. 2. Applicant must own or have access to be able to use a personal computer. 3. Applicant is required to perform a monitored, written essay as part of the program entrance requirement. 4. Applicant must have previous credit for MTH 111 Introductory Algebra or equivalent.
Related Work/Volunteer Experience	Applicant must be currently employed with suitable work experience of at least two years. Experiential credit requirements are satisfied through portfolio, transfer credit or additional course work.
Other (e.g. portfolio, specialized testing, interview, G.R.E., etc.	N/A

Admission Policies and Procedures for Mature Students

Students who have not earned a high school diploma or GED are admitted if they score at approved levels on the Computerized Adaptive Placement, Assessment and Support System*COMPASS®ESL (English as a Second Language) test which measures reading, writing and numerical skills. To be eligible for this “Ability to Benefit “ status a student must achieve or exceed the minimum scores on each subject of COMPASS in a single sitting. To retake the COMPASS test there must be a thirty-day wait period between administering, and those that do not pass are encouraged to pursue their GED through local adult education programs.

Admission Policies

Baker College of Port Huron has a “right to try” or “open opportunity” admissions policy. Accepted are all students who have earned a high school diploma or its equivalent—a General Education Development (GED) certificate. Students who do not have a high school diploma or GED certificate may be admitted on the basis of test results. Further Baker College of Port Huron admits students without regard to race, religion, sex, national origin or handicap. Baker College of Port Huron does not require ACT or SAT tests as a condition of admission. However, should students choose to take either or both tests, they are encouraged to do so and have their results forwarded to Baker College of Port Huron. Baker College of Port Huron welcomes transfer students into degree programs. Every consideration is given in transferring credits in the desired programs with credits accepted from baccalaureate institutions, special purpose institutions, community/junior colleges, technical or conventional institutions, proprietor institutions, the Armed Forces. Further Baker College of Port Huron accepts as credit work related experience within the student area of concentration.

Promotion and Graduation Requirements

Program Requirements	Level of Achievement	
	Promotion	Graduation
Courses in disciplines outside the main field(s) of study	60% Academic Proficiency Minimum 2.0 GPA	60% Academic Proficiency Minimum 2.0 GPA.
Courses in disciplines within the main field(s) of study	60% Academic Proficiency Minimum 2.0 GPA	60% Academic Proficiency Minimum 2.0 GPA
Workplace/Internship	NA	NA
Thesis/Research Paper	<p>Students in each quarter are required to write a minimum 10 page comprehensive report on each subject studied. The topic must be related to their course of study. Each paper is afforded two grades—the instructor grading on content, a communication specialist grading on style. At the end of the five quarters of study, each student; therefore, has completed 10 major reports. These reports are then bound within a cover report. The cover report is termed an Integrated Portfolio Presentation (IPP), and contains all papers written by the student during the course of study. This IPP portfolio may be used by the students as a presentation, thus augmenting their resume. Further, each written report is developed into a PowerPoint® presentation that is delivered before students and instructors at the close of each class.</p>	<p>It is the Baker College of Port Huron philosophy that every student upon graduation, must have the capability of developing and presenting zero defect written and oral reports.</p>
Other, please specify(e.g., laboratories)...etc.	N/A	N/A
Overall achievement	The goal of Baker College of Port Huron is to graduate students with the highest possible level of proficiency.	

Program Level Learning Outcomes

Baker College of Port Huron maintains a curriculum packet for each course. This is comprised of the Course Outcomes, Syllabus guide, Syllabus, and Supporting Resources. These materials demonstrate the significant planning undertaken by departments to provide quality, intellectually rigorous content for knowledge and skill development. These materials also incorporate into the curriculum the College's academic goals such as critical thinking and global awareness.

The purpose of Course Outcomes is to make clear to both instructors and the students, the minimum measurable requirements that must be performed by each student to pass any course. Students who know what is expected of them perform more successfully in the classroom.

The Syllabus Guide details methods, materials, reading assignments (verbal communication assignments) lecture subjects, testing procedures, and all activities used to achieve the planned course outcomes and evaluate the student success. The syllabus guide development is assigned to a faculty member with expertise in the content area.

The Syllabus is designed as a guide to shape student learning in accordance with faculty expectations. Provided to the faculty is a course syllabus cover page, providing all the standardized course information. Faculty then completes the syllabus describing their own course requirements, weekly schedule, and other relevant details.

Program Level Learning Outcomes	Program requirement(s), or segments of requirements, that contribute to this outcome.
Preparing a written report upon which an oral presentation is developed.	Analyze sources and integrate them in a report utilizing APA format. Incorporate appropriate A/V material. This report is based on a major field of Study.

This format is followed in all courses required for graduation. At conclusion of the program students compile an IPP folio including all ten (10) papers/presentation developed for graduation.

Program Hour/Credit Conversion

The proposed Baker College of Port Huron program does not include laboratory components.

1. Does the program include laboratory components?

Yes No

2. If “yes”, will the calculation of program breadth be based on a conversion of program hours into program credits?

Yes No

3. If “yes”, complete Table 6.5.1. If “no”, proceed to Appendix 6.5.2.

Academic Course Schedule – Baccalaureate Full-Time Students

The Baker College of Port Huron degree program is a Bachelor of Business Administration with applied focus. It does not adhere to the General, Honors, and Applied Baccalaureate Degrees.

	First Quarter (Winter)	Pre-req.
WRI 311R	Report Writing	N/A
MTH 312R	Research Statistics	N/A
	Second Quarter (Spring)	
BUS 311	Accounting For Managers	WRI311 & MTH312
ECN 321R	Global Economics	WRI311 & MTH312
	Third Quarter (Summer)	
BUS 371	Financial Analysis And Applications	WRI311 & MTH312 & BUS311
SOC 331R	Perspectives in Cultural Diversity	WRI311 & MTH312
	Fourth Quarter (Fall)	
PSY 231R	Psychology of Organizations	WRI311 & MTH 312
BUS 401	International Business	WRI311 & MTH312
	Fifth Quarter (Winter)	
BUS 421	Marketing Management	WRI311 & MTH312
BUS 431	Management Strategy	all classes except BUS421 & BUS499
BUS 499	Integration Portfolio	all classes except BUS421 & BUS431

Course Descriptions

First Quarter

WRI311R Report Writing—Provides the student an opportunity to write for business and technical purposes. Emphasis is on writing formal reports following APA research guidelines and applying both primary and secondary research with focus on structure, format and process. Students prepare formal reports based on their major field of study. Further less formal aspects of business and technical communications are studied.

MATH312R Research Statistics—Introduces the student to the basic concepts of research terminology with an emphasis on primary data gathering. The course familiarizes students with statistical ideas and their application in the social sciences. Explores quantitative and qualitative research, statistical analysis and research design to be incorporated into the formal business report. The primary focus is on the practical outcomes of statistical reasoning.

Second Quarter

BUS311 Accounting for Managers—The focus is on basic accounting concepts and the interpretation and utilization of accounting information. Analysis of financial statements and their use in managerial decision making is covered.

ECN321R Global Economics—This course explores the notion that the world is moving toward a freer exchange of goods, services, and ideas. Globalization of sales, production and economic policies has become a fact of life. The major focus is on topics of international trade and financial relations. It further examines comparative advantages, barriers to free trade, balance of payments, international trade organizations, foreign exchange markets and international currency systems. What follows is an examination of international trade specialization and labor issues that show how mutual gains are possible to trade partners.

Third Quarter

BUS371 Financial Analysis and Application—Here is examined the fundamentals of finance and their application to organizational operations, including financial analysis, capital budgeting, forecasting, capitalization, leverage and debt verses equity financing. Focus is on the applications of these ideas in management decision-making.

SOC331R Perspectives in Cultural Diversity—This course examines the similarities and differences between racial, ethnic, and religious groups, including their historical development. Prejudice, discrimination, conflict, racial and ethnic identity, segregation, and assimilation are discussed.

Fourth Quarter

PSY341R Psychology of Organizations—Explores selection, placement, and evaluation of personnel, work motivation, leadership, worker well-being, group organization and processes in the work place.

BUS401 International Business—Examines factors that shape cultural diversity on a global basis. It develops the ability to analyze situations and develop appropriate management techniques to deal with a variety of business situations. It examines cultures and business practices among key marketplace.

Fifth Quarter

BUS421 Marketing Management—Covers the role of the marketing function in organizational operations with an emphasis on product/service promotion, placement and pricing and probe. Various marketing strategies are evaluated.

BUS431 Management Strategy—Focuses on the strategy function of senior management, and the establishment of the organizational mission, strategy, goals, objectives, and plan of implementation and evaluation

BUS499 Integration Portfolio—As a prerequisite for graduation, students must complete as part of each course of study, a comprehensive research report on a topic of their choice. These reports are graded for content and style at the conclusion of each quarter. The students are then required to correct all papers in a Zero Defect mode and at the conclusion of the program provide a comprehensive report including all corrected papers. This all-encompassing report includes the Fly Page, Cover Page, Letter of Transmittal, Table of Contents, Executive Summary, Body of Report and Conclusions.

On-line Course Information

Baker College of Port Huron Online is part of the “virtual campus” of the Baker College System. Fully accredited these online programs are of the highest quality and available 24/7 from anywhere in the world. Students can complete assignments and communicate with instructors and classmates from their home or work computers. The Baker College of Port Huron Online program is more than just an advanced technological academic delivery method. It enables people in the job market to fit a college education into their busy schedule instead of modifying their work schedule for on campus classes. Since Baker College of Port Huron Online is a virtual classroom, faculty members are based all over the world and our students benefit from a truly world wide experience.

Online courses are delivered using a web-based platform—The Blackboard System specifically designed for educational delivery. Students have personal email addresses; are assigned to virtual classrooms; have qualified online instructors. The virtual classroom is the common meeting area for faculty and students registered for the particular course. In order to ensure privacy for students, each classroom has a unique name and password. Much like the traditional classroom setting, students received their syllabus, course objectives and outcomes, weekly assignments and the ability to interact with the faculty member and other students. Faculty members, grade papers provide feedback and comments and appraise students of their progress on a weekly basis. Online courses are a six week accelerated program and are available the year round.

No Baker College of Port Huron BBA accredited courses are taught online.

Work/Internship Experience Outcomes

Stated learning outcomes are correlated to program assignments and time frames.

All course requirements meet the standard of time and content.

Courses are taught to achieve course outcomes through written and oral presentations.

Although course outcomes measure what is expected of a student to achieve a passing grade, in all instances faculty and students strive for 100% proficiency in all their work.

Work/Internship Experience Commitments

Employer name	Number of potential placements	Type of business	Type of work/internship such as: <ul style="list-style-type: none"> • on the job • discrete research project • etc. 	Minimum qualifications of workplace/internship supervisor who will evaluate the student	Method of evaluating student during placement

To be developed during year one of program while students are taking classes.

Course/Requirement Delivery Policies

Baker College of Port Huron has on file and available upon request copies of software, hardware and systems agreements that pertain to the delivery of electronic/on-line learning

Academic Community

Delivery methods at Baker College of Port Huron are focused around the high quality professional faculty. Faculty members are not only holders of advanced degrees, but are members of the business community who daily are involved in business related to their degreed expertise. Faculty members are equipped to utilize all methods of audiovisual presentations from the use of transparencies through PowerPoint®. Prior to the Fall, Winter, and Spring instructional sessions faculty members take part in orientation programs designed to upgrade their in-class performances. In all instances Baker College of Port Huron can continue to accomplish its purposes and strengthen its educational effectiveness. Baker College of Port Huron has a systematic approach to continuous improvement of teaching and learned centered instruction. In all instances it is recommended that students have access to a PC with Internet capability. For students who do not have a PC, computers are provided for them on campus.

Policies on Faculty

Baker College of Port Huron not only engages faculty with the highest graduate degree, but also places an emphasis on the work related experience of all faculty members.

Baker College Human Resources office must have on file an official transcript received directly from the University/College from which the faculty member graduated.

Student evaluation of faculty members is conducted the concluding week of each quarter. These evaluations are completed with the faculty members absent from the classroom or instructional facility.

It is an important facet of employment that faculty members work in their field of expertise.

Continuing professional training is compulsory for all faculty members. Should a faculty member not participate in the professional training they risk non-renewal of their teaching contract. Further each faculty member must provide students a phone number or email address where they can be reached for course discussion. Office hours are also posted

Professional development is provided faculty three times per year, preceding the start of the Fall, Winter and Spring quarters.

Computer labs and the Learning Resources center are open 62 hours per week. Further on-line access is available 24/7.

Baker College of Port Huron is committed to providing and maintaining for students all aspects of learning resources.

Further under the Baker College Mission statement, students are guaranteed such support services as academic counseling, tutoring and career placement, regardless of whether they are active students or graduates.

Library Resources

	Number of Holdings (print) Relevant to the Field of Study	Number of Holdings (electronic) (include program- specific database)
On-Site Library Resources Relevant to Degree Program Area (for students/faculty)	25,400	21
Other Library Access (e.g., web-based, inter-library arrangements)	3,150	16
Provide a summary of the currency of the holdings at each location specified. Include a list of the program-specific databases.		

Classroom Space

Year	Number of Students (cumulative)	Number of Classrooms	Location of Classrooms	
			On Site (√)	Other (specify)
1	30	6	√	
2	60	10	√	
3	60	10	√	
4	60	10	√	
5	60	10	√	

Support Services

Support Services	Brief Description of Service
Academic Advising	Provided by Admissions and Academic Counseling staff prior to student enrollment; during quarter registration and at any time deemed necessary by the student during enrollment tenure. No appointment is necessary, but is suggested. Offices are open from 8am—8pm Monday thru Friday; 8am—Noon Saturday.
Career Counseling	No appointment necessary, but is suggested. Office hours same as stated above.
Personal Counseling	By appointment only.
Placement	By appointment only.
Services for Students with Disabilities	Physical services include, sidewalk ramps, elevator restroom. Facilities and counseling during Administration hours.
Tutoring	Available at the LRC, Library and Tutorial Center, on a walk in basis, but appointment is recommended. Times available—Monday thru Thursday, 9am—8:30pm, Friday 9am—6pm, Saturday, 9am—1pm. Tutoring is also available from course instructor prior to or after class, and by appointment.
Other(s) (please specify)	N/A

Program Appropriateness

The Bachelor of Business Administration Accelerated degree program being proposed for delivery on the Lambton College campus in Sarnia, Ontario is consistent with the Baker College of Port Huron's mission and goals, and by delivering the degree program in Ontario will fulfill our mission of serving interested/qualified students. Specifically, the proposed degree program is "...quality higher education and training..." as required in our mission. This program will fulfill in particular the following purposes of Baker College of Port Huron.

- To prepare students for competency in Business, Health and Human Service, and Technical careers in today's global economy.
- To provide general education which expands the student's horizons, develops strong communication skills, and encourages critical thinking.
- To encourage graduates to continue their education and to lead effectively through service in a world without boundaries.

Program Designs and Credential Recognition

Baker College of Port Huron is proud of its 98.8% graduate employment. In the Bachelor of Business Administration program students have assumed positions of responsibility in local, national and international corporations. The Baker College of Port Huron BBA degree is recognized on an international basis. Many students who wish to pursue their Master of Business Administration degree are accepted at all major international universities/colleges.

Consultation

The Career Services Department at Baker College of Port Huron provides such services as resume preparation, interview techniques, job search assistance, networking opportunities, as well as internship positions for all graduating students.

The academic year 2001-2002 reveals the following percentages:

- Total Graduates 100%
- Continuing Full-time education 22.3%
- Unavailable for employment 4.1%
- Total graduates available for employment 73.6%

Of the 73.6% of graduates available

- Graduates employed 98.1%
- Graduates unemployed 1.9%
- Baker College of Port Huron referred by 5.0%
- Baker College of Port Huron assisted by 37.1%
- Employed in related fields 83.0%
- Employed in unrelated fields 17.0%

During the academic years of 2001-2002, 153 graduates gained employment at 122 business establishments.

In all instances employees are surveyed annually to track the success of the Baker College of Port Huron graduates.

All employees surveyed recognize the academic credentials of Baker College of Port Huron graduates. They further opine the fact that the credentials produce the background necessary for professional advancement.

At Baker College of Port Huron, qualified students are required to participate in cooperative education, affiliation/internship, or an externship.

Objectives of the work experience programs are to prepare students for the transition from classroom to employment.

Internship is:

- Work experience of a minimum of 120 hours.
- Career and program related
- Credit generating
- Professionally supervised
- Employment work experience

During the internship students turn in workplace description, job description, and a final workplace report. This report describes place of employment, type of business, and what the intern did while on site. At completion of internship a supervisor evaluation of intern is forwarded to Baker College of Port Huron Career Services Department.

Current Regulatory or Licensing Requirements

Baker College of Port Huron hereby puts forward the 2000 SELF STUDY REPORT, submitted to North Central Association of Colleges and Schools Commission on Institution of Higher Education.

This document fulfils the requested requirement for regulation and accreditation.

See Support Material NCA 2000 Self Study Report

Letters of Support From Regulatory/Licensing Bodies

Baker College of Port Huron provides under Part A Appendix 6.2.1 information from licensing and regulatory bodies that indicate their recognition of graduates' credentials.

Periodic Review Policy And Schedule

Baker College of Port Huron has a formal, institutionally approved policy and procedure for periodic review.

This review takes place every three years, with criteria for program review that includes continuing consistency of the program in line with the Mission statement, educational goals, and long-range plan. This is further guaranteed through Higher Learning Commission of the North Central Association.

Academic quality assurance at Baker College of Port Huron is a commitment that all curriculum, learning and instruction is consistent and of the highest quality, whether delivered on campus, in a day, evening, or week-end class setting, at an extension site or on-line.

Assessment of the learning outcome achievements of the students is constantly compared with the stated goals, through quarterly student evaluation. The opinions of employers are constantly monitored through the annual employee evaluation process, and by alumni.

This assures that there is a constant assessment of graduate employment rates – a 98.8% achievement rate at Baker College of Port Huron. This assessment also signifies graduate satisfaction level, employee satisfaction, student satisfaction and a positive graduation rate.

Once again the continuing relevance of the program to the field of practice, its revisions are assured through the Baker College of Port Huron philosophy of engaging the services of faculty that are not only degreed in their specific field but also are active in the business world.

Program delivery methods are continually reviewed and upgraded.

Baker College of Port Huron abides by the “right to try” and “open college” philosophy that has guided its success.

At Baker College of Port Huron there is a continuing appropriateness of the program structure, method of delivery, and curriculum. This is maintained through quality assurance, which begins at the System level with standards for such areas as curriculum development and revision, curriculum maintenance, curriculum assessment, faculty credentials, faculty employment, faculty training, faculty participation, and governance.

Faculty evaluation is an on going process. A student evaluation of all instructors takes place each quarter. Further, all faculty members are observed every one to three years by their Deans. Focus evaluations are used if a faculty member is lacking in a particular area. Faculty members who cannot function at the desired level after a reasonable amount of time no longer receive classroom assignments.