



Office of Institutional Effectiveness

Memorandum to File

RE: LTC Substantive Change Request Determination

FROM: LTC Institutional Effectiveness Office

Request Details (to be completed by Director of Curriculum, Instruction, and Professional Development):

Date of Request: 11/1/2023
Description of Change: Revision of curriculum in the Business Technology degree program
Award and Major Code: Business Technology Degree (BT23)
Location: Barrow, Forsyth, Hall
Program Director: Elizabeth Ortiz

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|--------------------------------------------|----------------------------|
| Division and Program Group | BPSPS; Business Technology |
| Campus/Site Address of Change if New Site: | NA |
| Change Type: | Curriculum Revision |
| Expected Implementation Term: | Fall 2023 |
| Leadership Team Approval Date: | June 21, 2022 |
| State Board Approval Date: | August 3, 2023 |
| Crosswalk Completed (Yes or NA) | Yes |

Rationale for Internal Decision:

New Programs: SACSCOC policy dictates that a new program created from existing approved courses (i.e. a “repackaging”) where there is less than 25% new content is not considered a substantive change.

Program Length: Changes to curricula where "program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more" AND "students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure" is not considered a substantive change.

Program Closures: The SACSCOC *Substantive Change Policy and Procedures* states: “Program closure is not required for a specialization embedded within a discipline-specific program.” This applies to TCCs within a program group with a degree or diploma: terminating one or more TCCs but keeping the program group open is not considered a substantive change.

Substantive change requests and decisions are archived in the College’s [Substantive Change Log](#).

IE Analysis of Significant Departure and Decision:

Because the college has offered a Business Technology degree program for many years, and will continue to do so with updated course content, the IE Office does not consider this to be a new program.

The change was also evaluated in terms of program length. The Business Technology degree program changed from 64 to 60 semester hours. Program length is unchanged, at 5 terms. Because number of terms to complete the program did not change, this is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: November 20, 2023