



## ***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 diploma program  
Award and Major Code: Business Technology Diploma (BT12)  
Location: Barrow, Forsyth, Hall  
Program Director: Elizabeth Ortiz

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:**

This is not a new program. Because the college has offered a Business Technology diploma 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 program length has changed. Program content updated to better align with current technology and industry needs. Major code has changed. Number of credit hours decreased from 50 to 42 which represents a 16% change, and number of terms is decreased from 4 to 3. Both changes were not met, therefore the SACSCOC criteria for a substantive change is not met.

Signature of Official: *Joanne Tolleson*

Date of Decision: November 20, 2023