



November 26, 2018

Dr. Ray Perren  
President  
Lanier Technical College  
2990 Landrum Education Drive  
Oakwood, GA 30566

Dear Dr. Perren:

Thank you for the letter and prospectus of June 21, 2018, notifying SACSCOC of your intention to offer the Technical Certificate of Credit (TCC) in Central Sterile Supply Processing Technician program, effective spring 2019. Development and approval for the program followed the established faculty and administrative processes, and the Technical College System of Georgia State Board approved the program on November 7, 2017.

Lanier Technical College (LTC) serves as the foremost workforce development resource for Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin counties in Northeast Georgia. The College mission is accomplished by providing career-technical education, customized business and industry training, economic development services, and continuing education for the service area. The initiation of the new program supports the goal of providing career technical education and the need for trained central service technicians in the hospital and clinical healthcare settings.

The target audience for the new program is traditional high school graduates and adults interested in a new entry-level career in the Surgical Technology field. Anticipated initial enrollment is six students, growing to 12 students. The program will be offered at the new Hall County main campus using a mixture of traditional, hybrid, and online courses, including the addition of hands-on lab work. Completion of the coursework and the practical experience will provide students with the preparation to sit for the International Association of Healthcare Central Service Material Management (IAHCSMM) certification exam.

The program requires the completion of 20 credit hours. The coursework includes three courses totaling nine credit hours, and two practicum courses totaling eleven credit hours. The proposed schedule includes the first three courses in the first semester and the two practicum courses in the second semester. The program has three programmatic goals and five student learning outcomes. Program assessment includes the completion of Student Outcomes Assessment (SLOs) Reports in the same manner as required for all campus programs. Assessment reports are reviewed by the program faculty, the administrative dean, and the Office of Institutional Effectiveness. A sample SLOs report for the Surgical Technology program was provided.



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Course descriptions for the curriculum were provided, along with admission and graduation requirements. LTC uses the standard federal definition for the awarding of the credit hour. Administrative oversight will be provided by the Surgical Technology Program Coordinator who reports to the Dean of Allied Health Programs.

Three full-time faculty members will provide instruction in the certificate program. All three appear to be qualified to teach the coursework assigned.

Library and learning resources appear to be adequate for the program. Standard library resources include adequate library staff, print and electronic materials, computer equipment, instructional services, and library consortia agreements. A list of discipline-specific library and learning resources was provided.

Student support services also appear to be adequate. Along with standard academic support services, for example, financial aid, advisement, student records, admissions, and so on, other support provided to students includes disability services, counseling services, career services, tutoring services, student organizations and activities, and targeted educational events (promotion of workforce development).

Physical resources and financial support appear to be adequate for the new program. The program will be delivered at the LTC new main campus in Hall County Georgia. The space includes a state-of-the-art classroom and lab space. The surgical technology lab is equipped with surgical lights, equipment boom, gravity steam sterilizer, electrical generator, surgical table with remote control, a surgical mannequin, and various other items of surgical equipment. Approximately \$112,000 for new equipment was purchased using existing funds. The budget indicates that revenues are expected to exceed expenditures for the program. The contingency plan provides that approximately \$800,000 in carry over funds will be used should the program not meet revenue expectations.

Assessment and evaluation of program effectiveness at LTC are measured using strategic plan reviews, annual unit plans, student learning outcomes assessment, the Georgia Performance Accountability System, and numerous other indirect assessments. As noted above, the SLOs Report is used to report student learning outcomes and the method and measures of outcome assessment. The report requires a faculty narrative describing the significance of the assessment results and what must be done to correct any deficiencies. The new program will be incorporated into the Surgical Technology Department annual assessment report.



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**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Technical Certificate of Credit Central Sterile Supply Processing Technician program. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.**

The Commission wishes you success in this endeavor. Enclosed is an invoice for \$500 to help defray the cost of reviewing the prospectus.

Policy Change:

At its meeting in June 2018, the Board of Trustees approved modification of the "*Substantive Change Policy for SACSCOC Accredited Institutions Policy Statement*," for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/LCS:iy

Enclosure

cc: Dr. Joanne Tolleson, Vice President, Institutional Effectiveness  
and Operations at Forsyth Campus ✓  
Dr. Denise Y. Young

