



October 5, 2018

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

Dear Dr. Perren:

Thank you for your letter of June 21, 2018, conveying the prospectus for the following off-campus instructional site where the Criminal Justice Specialist Technical Certificate of Credit will be offered, effective January 2019:

Commerce High School  
272 Lakeview Drive  
Commerce, Georgia 30529

Expansion to the new site aligns with the institution's mission to provide "career-technical education programs," and has been approved by appropriate internal entities. The program emphasizes a combination of criminal justice theory and practical application necessary for successful employment. For future reference, please include a list of degrees and majors the institution is authorized to grant and a list of existing approved off-campus sites and their addresses with prospectus submissions.

Differences in admission were delineated and include minimum cut scores for regular admission to the 15-credit hour certificate. The site will be monitored through regular classroom observations by the program chair and course evaluations by students. Modified versions of student satisfaction and staff/faculty satisfaction surveys for services and operations will be administered at all campus sites beginning fall 2018. Oversight of the high school site is shared between Lanier Technical College's (LTC) High School Coordinator and program chairs. The High School Coordinator is the primary LTC point of contact for high school staff, students, and parents during recruitment and student enrollment.

The institution strives to deliver at least 50% of instruction in its occupational programs by full-time faculty. Faculty qualifications appear appropriate based on the Faculty Roster Form for one full-time criminal justice instructor.

Discussion of discipline-specific learning resources held by LTC was noted, and students may access additional resources through electronic formats. Library and computer lab access is



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included with the class delivery schedule to ensure students have adequate access to necessary resources. The LTC librarian at the Jackson Campus will provide a library orientation session at the site with instruction in the use of online resources as well as on-site library resources. Students are also supported by the Commerce High School Media Resource Specialist. Finally, students may access assistance by phone and e-mail links provided on LTC's website.

Services provided at the site by LTC include an orientation, registration/scheduling, financial aid services, testing, and other related services. The institution will deliver parent-student information sessions and open house events with information on how to enroll in dual-enrollment programs and financial funding. Faculty will be in attendance to answer students' and parents' questions. A Freshman Experience Workshop is delivered to all dual enrollment students at the beginning of the fall term with a Student Success Workshop delivered at the end of the term. A Student Navigator position is responsible for retention initiatives.

A dedicated classroom has been identified for program instruction and is equipped with a projector, SMART board, and computer peripheral hookups. Financial support appears adequate based on a three-year budget, and a contingency plan was noted.

Effectiveness assessment measures include annual unit plans, assessment reports on student learning outcomes, Georgia's Performance Accountability System, numerous indirect assessments, and others. Assessment data will be collected at the site each semester and incorporated into the total measure of student learning outcomes and will be disaggregated and reported individually for comparison purposes.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Commerce High School off-campus instructional site. It was the decision of the Board to approve the site and include it in the scope of accreditation.** The site will be reviewed, and may include a site visit, as part of the institution's next fifth-year and/or decennial review. Keep in mind that all Commission principles and policies apply without exception to dual-enrollment students, programs, and instructional sites.

Enclosed is an invoice for \$500 to help defray the cost of review of the prospectus.

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



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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/MAC:iy

Enclosure

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

