



May 27, 2022

Mr. Tim McDonald
President
Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507

Dear Mr. McDonald:

Thank you for submitting the following substantive change:

Substantive change:

New Program-Approval

Technical Certificate of Credit (TCC) in Commercial Driving-Class A

Submission date:

12/16/2021

Intended Implementation date:

8/1/2022

Case ID:

SC016767

The institution will offer the Technical Certificate of Credit (TCC) in Commercial Driving-Class A program on the main campus. The program provides basic training in the principles and skills of commercial truck operation, and enrollment is projected at 40 students in the day and 10 students in the evening in the first year of operation. Program need was informed through expected annual job growth in the field and employment opportunities in the institution's service area.

The initiative aligns with the institution's mission and objectives of its strategic plan. The program has been approved through established process which requires all new programs to be reviewed and approved by the Curriculum/Instruction Committee, composed primarily of faculty members, and by the institution's President. The program has been approved by the State Board of the Technical College System of Georgia.

The curriculum for the nine (9) credit-hour program, projected schedule of courses, and course descriptions were provided. Programmatic goals and program student learning outcomes were delineated. Learning outcomes are charted through an annual student learning outcomes assessment report, which includes the method/instrument by which the outcomes will be assessed, typically examinations or rubric-scored projects or skills check sheets. Admissions and graduation requirements were noted, and discussion of adherence to Standard 10.7 (policies for



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awarding credit) referenced specific State Board of the Technical College System of Georgia policy. The Commercial Truck Driving Program Director will provide administrative oversight and reports to the Dean of Applied Technology and Transportation.

A Faculty Roster Form for the full-time faculty member to teach the program included academic degree, related work experience, and appropriate certifications. Faculty qualifications appear appropriate. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

A list of current library holdings to support the program was noted, and additional titles will be purchased as needed upon program completion. The library also provides access to full-text electronic books and streaming videos. Librarians are available on location and online by email, phone, and chat. Library resources appear adequate for the certificate-level program. Additionally, students have access to established support services, and the Career Center holds career fairs each year to bring potential employers to campus.

The program will be delivered in a dedicated classroom and driving range. An inventory of major vehicles and equipment used for program instruction was included and noted various vehicles, truck simulator training aid, and others. The program will be funded from local funds (tuition and fees) and carry-over funds, and program costs were noted for salaries and other programming expenses. The budget discussion noted the program will operate at a loss each year; however, the institution is committed to offering the program to meet its mission of workforce development, and contingency planning was noted.

Assessment of institutional effectiveness encompasses Strategic Plan Review, Annual Unit Plans, Student Learning Outcomes Assessment Reports, and various indirect assessments. As part of assessment efforts, faculty are directed to analyze data and identify changes to improve student learning. The program will be integrated in the established assessment processes.

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 (TCC) program in Commercial Driving-Class A program. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.

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

Should you need assistance, please contact Dr. Denise Y. Young at (404) 492-5386 or via email at dyoung@sacscoc.org.



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Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

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

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

Enclosure (invoice with liaison's copy only)

cc: Dr. Joanne P. Tolleson, Vice President of Institutional Effectiveness and Operations, Lanier
Technical College
Dr. Denise Y. Young, Vice President, SACSCOC

