



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 programs in construction trades, aligned with curriculum by the National Center of Construction Education and Research (NCCER), effective January 2019:

- NCCER Construction Management Technology Associate of Applied Science (A.A.S.)—60 credit hours
- NCCER Carpentry Technology Diploma—38 credit hours
- NCCER Carpentry Fundamentals Technical Certificate of Credit (T.C.C.)—17 credit hours
- NCCER Carpentry Technology T.C.C.—27 credit hours
- NCCER Advanced Carpentry T.C.C.—18 credit hours

The programs will be offered on the new main campus (approved in a Commission letter dated May 7, 2018) in Hall County, Georgia. 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.

The programs align with the institution's mission to provide "career-technical education programs" and will target traditional high school-age students as well as adults currently working in the field who wish to obtain credentials for career advancement. Program need was supported by labor market data for the service delivery area and industry partner support. Program approval by internal entities and by the State Board of the Technical College System of Georgia was noted.

Program goals and student learning outcomes were delineated for each program, and outcomes will be measured through the established Student Learning Outcomes Assessment Report. Outcomes are expressed in observable/measurable behavior and are assessed typically through examinations or rubric-scored projects or skills check sheets. The report also documents use of assessment results to effect changes. Admission to all programs is under an open, non-competitive admission process; admission and graduation requirements were included. Program



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oversight is the responsibility of the Construction Management and Carpentry Program Coordinator who reports to the Dean of Applied Technology.

The institution strives to deliver at least 50% of instruction in its occupational programs by full-time faculty. A Faculty Roster Form for six full-time and one part-time faculty was provided for faculty teaching discipline and general education courses; faculty qualifications appear appropriate.

Initial learning resources identified and purchased for program support were listed, and funds have been earmarked for additional library materials in the first year of the initiative to be selected by the program coordinator. Additional resources are available electronically, and the library page on the college website includes links for online resources and directions for using library resources off campus. Formal class library orientations with research skills are taught each term for gateway and most degree- and diploma-level English classes. A library orientation is also available on the website.

A mandatory orientation for all incoming new students has been implemented, with an optional online orientation available. All students are assigned an advisor upon program admission. The Career Center holds two career fairs each year to bring potential employers to campus, and the College invites representatives of employers in the service area to discuss what companies look for in hiring.

A building on the new main campus site will house the Applied Technology and Professional Services programs with a state-of-the-art lab space and adjoining computer lab for classroom instruction. A list of equipment that has been ordered was included, and equipment will be installed when the College takes possession of the facility November 2018. A budget for the first three years of programming noted annual revenue will exceed expenses beginning in the third year, and a contingency plan was outlined.

In addition to learning outcomes assessment noted earlier, other processes/instruments to assess effectiveness include annual unit plans, Georgia's Performance Accountability Systems, and numerous indirect assessments. The Construction Management and Carpentry programs will be fully integrated in the established assessment protocol and will complete both annual plans and outcomes assessment reports.



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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 NCCER Construction Management Technology A.A.S., NCCER Carpentry Technology Diploma, NCCER Carpentry Fundamentals T.C.C., NCCER Carpentry Technology T.C.C., and NCCER Advanced Carpentry T.C.C. programs. It was the decision of the Board to approve the programs and include them in the scope of accreditation.**

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 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

