



## ***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: November 1, 2023  
Description of Change: Termination of Dual Enrollment Basic Shielded Metal Arc Welder TCC (MB31)  
Award and Major Code: Dual Enrollment Basic Shielded Metal Arc Welder TCC (MB31)  
Location: Barrow, Dawson, Hall  
Program Director: Mike Brandt

Division and Program Group	Applied Technology & Transportation; Welding & Joining Technology
Campus/Site Address of Change if New Site:	NA
Change Type:	Termination of dual-enrollment TCC
Expected Implementation Term:	Fall 2023
Leadership Team Approval Date:	November 17, 2022
State Board Approval Date:	February 2, 2023
Crosswalk Completed (Yes or NA)	NA

***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 a Program Closure. Under the SACSCOC Substantive Change process, closure of a TCC that is umbrellaed under a degree or diploma that will remain open is not considered a substantive change. LTC’s Welding & Joining Technology degree program will remain open, so termination of Dual Enrollment Basic Shielded Metal Arc Welder TCC (MB31) award is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: November 2, 2023