



April 27, 2017

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

Dear Dr. Perren:

Thank you for your letter of December 13, 2016, transmitting a prospectus for a new off-campus dual enrollment site where the Technical Specialist Technical Certificate of Credit (TCC) program will be offered, effective August 2017.

The location of the site is as follows:

Dawson County High School
1665 Perimeter Road
Dawsonville, GA 30534

Offering the approved program at the dual enrollment site is consistent with the mission and strategic plan of the College. The program will be offered using traditional classroom methodology and some courses may be offered through distance education methodology. Based on discussions between the College and the K-12 school system in Dawson County, the Superintendent of the Dawson County School System requested that the College offer the TCC program at the high school as part of the Move on When Ready (dual enrollment) initiative. Documentation of planning and approvals was provided.

The Technical Specialist TCC program prepares students for positions in business that require technical proficiency to translate technical information to various audiences and in various formats using written and oral communication skills. While the certificate appears to consist only of general education courses, neither the curriculum nor a schedule of courses which will be offered at the high school was provided. **Please provide the curriculum for the TCC and a schedule of courses which will be offered to high school students at the site.**

The prospectus indicates that there will be no difference in admission or completion requirements or other policies and procedures for the program offered at the high school. The policy states that dual enrolled high school students in the 9th, 10th, 11th, or 12th grades are eligible for admission. **Please provide information concerning whether the dual enrolled students at Dawson County High School will be 9th through 12th grade students and how readiness to complete college-level work for dual enrolled students is determined, particularly if 9th and 10th grade students are admitted to the courses.**

Administrative oversight of the program offered at the site will be provided by the Academic Dean responsible for General Education programs. In addition, a full-time high school coordinator acts as a liaison between high school administrators and College administrators to provide additional support. **Please provide further information concerning the role of the liaison and the duties performed by the liaison and by the Academic Dean with regard to dual enrollment at the site.**



Page 2
Dr. Perren
April 27, 2017

Overall institutional effectiveness at the College is assessed by Strategic Plan Reviews, Annual Unit Plans, Student Learning Outcomes Assessment Reports, and Georgia's Performance Accountability System, as well as various indirect measures. The primary tools for assessing the effectiveness of the program at the site will be annual Student Learning Outcomes Assessment Reports. Faculty also report on use of results of the assessment of student learning outcomes and after multiple years of data, are asked to compare results and steps to improve instruction. A sample report was provided with the statement that "these same instruments will be used to evaluate services and operations at the proposed site." However, the sample instrument which was provided does not appear to be relevant to high school students at dual enrolled sites nor does it contain means of identifying dual enrolled students as opposed to students at the other College sites. **Please provide a description of how services and operations at the high school site will be evaluated.**

A faculty roster was provided. However, it is not clear from information on the roster form whether these are faculty members who will teach at the Dawson County High School site or whether these are faculty members who teach at other sites. **Please provide a faculty roster form for faculty members who are scheduled to teach at the proposed site.**

A collection summary of the holdings of the College library was provided. Dawson County High School's library holds approximately 334 volumes related to the Technical Specialist program. Most of the materials held by the College library are available electronically. In addition to journals, faculty and students have access to over 26,000 e-book titles via eBooks on EBSCO and Credo Reference. The prospectus notes that computers are available in the library of each campus for students to use for research, distance learning, online instructional materials, email, and so forth. However, it is not clear what access dual enrolled students at the high school have to the learning resources provided by the College or whether they have access to orientation. Orientation to learning resource accessibility is apparently available at "all five campuses" but accessibility to instruction by dual enrolled students is not addressed. **Please provide evidence that dual enrolled students at the high school have access to adequate learning resources to support the program which will be offered there and have access to assistance and instruction in use of learning resources.**

Much of the information concerning student support services does not seem to relate directly to needs of dual enrolled students at the proposed high school site. The narrative notes that full-time faculty members travel to the College's off-site high school locations to provide advisement for students in collaboration with the High School Coordinator but exactly how services to high school students such as orientation, opportunities for tutoring, and academic counseling are provided was not addressed. For example the narrative notes that on-ground tutorial services in English, Math and Allied Science courses are offered on the Oakwood, Forsyth, and Winder-Barrow Campuses but no mention is made of extending those services to high school students. **Please provide an explanation of student support services which are provided to dual enrolled high school students and how those services are provided. Since some courses may apparently be offered through distance learning methodology, support services for high school students taking those courses should be specified.**

Physical facilities at the high school include classroom and laboratory space and appear to be adequate. Financial support appears adequate as well.



Page 3
Dr. Perren
April 27, 2017

We defer action concerning the off-campus dual enrollment site at Dawson County High School pending review of the above requested information. Please note that information provided for an off-campus dual enrollment site should be specific to provision of services to high school students at that site as opposed to general information about the institution and/or its other campuses.

Prospectuses were submitted for two high school dual enrollment sites (Gainesville High School and Dawson County High School) where the same program will be offered, effective August 2017. An invoice for \$500 to defray cost of review for the two prospectuses was included with the letter addressing the Gainesville High School site.

Best regards,

A handwritten signature in black ink, appearing to read "Kevin W. Sightler".

Kevin W. Sightler, Ph.D.
Director of Substantive Change

KWS/ABC:efk

cc: Dr. Joanne Tolleson, Vice President, Institutional Effectiveness
and Operations at Forsyth Campus
Dr. Steven M. Sheeley