



September 15, 2017

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

Dear Dr. Perren:

Thank you for your letter of July 27, 2017, providing information which we requested in our letter to you dated April 27, 2017, concerning a new off-campus dual enrollment site where the Technical Specialist Technical Certificate of Credit program will be offered, effective August 2017.

The location of the dual enrollment site is as follows:

Dawson County High School
1665 Perimeter Road
Dawsonville, GA 30534

As requested, the curriculum for the Technical Certificate of Credit was provided along with a proposed schedule of courses for fall and spring to be offered at the site. Students may be 16 years of age or older or dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades. Students' ability to complete college-level coursework is determined by means of placement scores and dually/jointly/move on when ready enrolled student must meet the minimum scores for regular admission determined by the State Board in order to be enrolled in the program. These students are not eligible for Provisional Admission status. The requirements for the program to be offered at the site were provided.

Administrative oversight of the program at the high school site is shared between the College's High School Coordinator and Academic Deans in charge of the programs. The High School Coordinator is the primary College contact for high school staff and the students and parents during recruitment and the enrollment process. Oversight for classes and programs during delivery is provided by the Academic Dean supported as appropriate by Program Chairs. Job descriptions for the High School Coordinator, the Academic Deans, and Program Chairs were provided. Qualifications of faculty members scheduled to teach at the site appear appropriate.

The high school site is three miles from the approved Dawson Campus of the College. Services available to students on-site at the high school include student and parent information sessions, orientation, placement testing, student success workshops, financial funding services, registration and scheduling, instruction, testing, textbook delivery, and career counseling workshops. College staff administers the ACCUPLACER placement test at the high school and students who score at the Regular Admission level are invited to an orientation session. A Freshman Experience Workshop, "Charting a Course," is provided for all Move On When Ready students at the beginning of the term. A Student Success Workshop is delivered at the end of the term. Delivered by the College Student Affairs staff, the workshops cover a range of topics including career skills, financial aid beyond high school, applying to colleges, career counseling, and financial literacy. The Student Navigator, a full-time position at the college responsible for retention initiatives, responds to indicators that students are at risk and works with



Page 2
Dr. Perren
September 15, 2017

the College High School Coordinator to provide counseling to students and notifications to high school staff. Students taking distance education courses are provided the same services as other students. In addition to services at the site, they may visit any of the campuses as well as receive services through the College website. Support with the distance education learning platform itself, help resources and services are available through the platform's login page.

Surveys which provide comprehensive and detailed evaluation concerning the College's services and operations will be administered at all off-campus sites including the dual enrollment site. Students and faculty and staff will evaluate services and operations. Students also provide evaluations of courses and instructors.

The high school site has agreed to make computer-equipped classrooms available and all instructors are directed by the Academic Dean to ensure that students have adequate access to the library and computer lab at the site. The College librarian visits the ENGL 1101 classes at the high school to provide a library orientation session, providing instruction in the use of online resources as well as onsite library resources. The primary support person for students is the librarian on the Dawson Campus. Students are also supported by the Dawson County High School Media Resource Specialist. Students have access to the Ask the Librarian through phone and email links provided on the College website. Library Guides are also provided which give students guided access to subject and discipline specific on-site and online materials.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Dawson County High School dual enrollment site where 50% or more of a program will be offered. It was the decision of the Board to approve the site and include it in the scope of the current accreditation. The site will be reviewed again, which may include a site visit, as part of the institution's fifth-year or decennial review.

Best regards,

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

Belle S. Wheelan, Ph.D.
President

BSW/ABC:iy

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