



September 24, 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 Diesel Equipment Technology Diploma, effective January 2019. The following technical certificates of credit (T.C.C.) are embedded within the diploma:

- Diesel Electrical/Electronic Systems Technician T.C.C.
- Diesel Truck Maintenance Technician T.C.C.
- Transport Refrigeration Specialist T.C.C.

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. The programs fall within the HOPE Career Grant which identifies fields with strong workforce development needs and which pays full tuition for qualifying students. 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 oversight is the responsibility of the Diesel Equipment Technology 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 five full-time faculty was provided for faculty teaching discipline and general education courses. **While the following faculty member may be qualified to teach the courses assigned, those qualifications are not clear, and the institution should provide additional explanatory information concerning his qualifications:**



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- **Kennon Below:** holds the Master of Arts in Education-Elementary Education and the Bachelor of Arts in Early Childhood Education; teaches Fundamentals of English (UN). The course description for Fundamentals of English focuses on writing, applied grammar, editing/proofreading, research skills, and oral communication. Most of the titles of courses taken in the degrees listed relate to reading and language arts at the elementary school level, and their applicability to the teaching assignment was not evident. **Please provide evidence the content of courses taken in the baccalaureate and master's degrees qualify the faculty member to teach English.**

Please consult Standard 6.2.a regarding faculty competence. Qualifications may include academic preparation, professional experiences, research and publications but they must be specified and related to the courses assigned. If a faculty member has earned graduate credits related to the course(s) assigned but the credits would not be readily apparent from the degree earned, the graduate courses and credits should be listed and the relationship to the assigned courses should be clear. The institution must make its case that the number and nature of the graduate credits is sufficient to qualify the faculty member to teach the courses assigned.

Discussion of existing discipline-specific resources was noted, and nine additional texts focused on diesel engine technology have been ordered. Films and journals germane to the program were also noted. Many resources are available electronically, and the library page on the college's 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 is projected to 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 Diesel Equipment Technology program will be fully integrated in the established assessment protocol and will complete both annual plans and outcomes assessment reports.



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We defer action on the Diesel Equipment Technology Diploma and embedded technical certificates of credit in Diesel Electrical/Electronic Systems Technician, Diesel Truck Maintenance Technician, and Transport Refrigeration Specialist pending review of clarification on faculty qualifications requested above.

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

Sincerely,

A handwritten signature in black ink that reads "Kevin W. Sightler".

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

KWS/MAC:iy

Enclosure

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



Southern Association of Colleges and Schools
 Commission on Colleges, Inc.
 1866 Southern Lane
 Decatur, GA 30033-4097

INVOICE

Date	Invoice #
9/24/2018	4956

Customer
Lanier Technical College Attn: Accounts Payable Hall County Campus 2535 Lanier Tech Drive Gainesville, GA 30501

Account #	Due Date
41800	11/16/2018

Description	Amount
REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE	
Substantive Change Fee for conveying the prospectus for the Diesel Equipment Technology Diploma, effective January 2019. The following technical certificates of credit (T.C.C.) are embedded within the diploma: * Diesel Electrical/Electronic Systems Technician T.C.C. * Diesel Truck Maintenance Technician T.C.C. * Transport Refrigeration Specialist T.C.C.	500.00

Please make checks payable to SACS-COC.	Total	\$500.00
Questions, please contact Sharon Wilks @ 404-679-4500 ext 4507 or email swilks@sacscoc.org	Payments/Credits	\$0.00
	Balance Due	\$500.00

Phone #	Fax #	Federal I.D #
(404) 679-4500	(404) 679-4550	32-0261810

Web Site
www.sacscoc.org