



February 12, 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 29, 2017, conveying the prospectus to offer more than 50% of credit toward technical certificates of completion (TCCs) at the following off-campus instructional site beginning January 2018:

East Jackson Comprehensive High School
1435 Hoods Mill Road
Commerce, GA 30529

The following TCCs will be offered at the site:

- Architectural Systems Drafter
- Basic Shielded Metal Arc Welder
- CAD Operator
- Child Development Specialist
- Criminal Justice Specialist
- Early Childhood Care and Education Basics
- Gas Metal Arc Welding
- Microsoft Office Applications Professional
- Nurse Aide
- Office Accounting Specialist

The initiative represents cooperation with the Jackson County school system to benefit the county's Move on When Ready (dual enrollment) students and aligns with the institution's mission. Documentation of faculty participation and other appropriate approvals was noted.

Course delivery will be traditional classroom and lab-based instruction, and students may also take distance education offerings within the programs. A program information sheet was provided for each TCC and included program description, program learning outcomes, curriculum plan, and admission standards. Some differences in admissions requirements result from State Board policy concerning age and provisional admission policies. Placement scores (ACCUPLACER) for admission to each program were delineated.



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Oversight of the initiative is shared between Lanier Technical College's (LTC's) High School Coordinator and respective program chairs; job descriptions for both positions were provided. During recruitment and enrollment, the High School Coordinator is the primary point of contact for students and parents. Oversight of classes and programs is provided by program chairs with support from academic deans. Evaluation of instruction at the site is effected through regular classroom observations by program chairs and course evaluations by students. Evaluation of services, facilities, and operations includes satisfaction surveys completed by students, faculty, and staff. A Faculty Roster Form provided academic degree and teaching assignments for spring and fall 2018. Faculty qualifications appear appropriate.

Lists of discipline-specific resources available at the LTC Jackson Campus Library (a seven-minute drive from the high school site), from the LTC online collections, and at the high school library were provided and delineated books, journals, databases, and media resources. A formal agreement with the Piedmont Regional Library Systems extends available resources. All classrooms are equipped with student computers for access to electronic resources, and faculty include library and computer lab access into the class delivery schedule. The LTC librarian will visit each class at the high school to provide a library orientation, and students are also supported by the high school Media Resource Specialist. The library web page provides links to library guides and Ask the Librarian for additional assistance.

Student support services include parent-student information sessions and open house events. Each fall and spring, LTC will offer an orientation session at the high school covering topics such as student policies, financial aid, registration, etc. Students also meet with advisors for their program and are given instruction on using BannerWeb for the registration process. Placement testing is provided onsite. A Freshman Experience Workshop is delivered at the beginning of the term with a Student Success Workshop at the end of the term. A Student Navigator position at LTC is responsible for retention and monitors non-completion, test scores, and/or instructor-identified alerts.

The high school was designed with dual-enrollment classes in mind, and an entire hallway of classrooms exclusive to the initiative is available due to underutilized capacity. A floor plan for general classrooms, welding lab, and Nurse Aide lab was provided. Classrooms are equipped with computers with appropriate instructional technology, and laptop computers are available to supplement the number of work spaces needed. The facility has two welding labs, one of which will be used exclusively for the dual-enrollment classes. The nursing lab will be shared between LTC and the classes offered by the high school, with half of each day available for LTC instruction. A three-year budget for each TCC and for all programs noted expenses for faculty,



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equipment/supplies, and travel offset by revenue from tuition and fees. Financial resources appear adequate.

Institutional effectiveness is measured through Strategic Plan Reviews, Annual Unit Plans, Student Learning Outcomes (SLOs) Assessment Reports, and Georgia's Performance Accountability System. The annual SLOs Assessment Reports include outcomes that describe observable and measurable behavior and assessment method/instrument, which is typically a criterion-referenced examination or rubric-scored project. Faculty report student achievement and recommend changes based on data analysis. Beginning in 2014, comparison of student learning across delivery modes was instituted, and for AY 2018 and following, SLO assessment results will be disaggregated for off-site locations.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the East Jackson Comprehensive High School site where, effective January 2018, 50% or more of credit toward the technical certificates of completion noted above will be offered. It was the decision of the Board to approve the site and include it in the scope of the current accreditation. After initial approval, an off-campus instructional site will be reviewed again in conjunction with the fifth-year or decennial review. Keep in mind that all Commission principles and policies apply without exception to dual-enrollment students, programs, and instructional sites.

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

Best regards,

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, IE & Operations at Forsyth Campus
Dr. Denise Y. Young