



December 3, 2013

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

Dear Dr. Perren:

Thank you for your letter and accompanying two (2) prospectuses, dated October 22, 2013, regarding Lanier Technical College's request for approval to implement the following new programs, effective fall 2014:

- **Building Automation Systems:**
 - A.A.S. degree program (63 credit hours)
 - Diploma program (51 credit hours)
- **Emergency Management:**
 - A.A.S. degree program (69 credit hours)
 - Diploma program (47 credit hours)

This letter of response will address the Building Automation Systems programs. Response to the Emergency Management programs is provided under separate cover.

Lanier Technical College currently offers the following related programs:

- Industrial Systems A.A.S. Degree
- Industrial Systems Diploma
- Electrical Control Systems Diploma
- Air Conditioning Technology Diploma

The program supports the institution's mission of workforce development. Documentation of need for skilled employees in the Building Automation Systems field is evidenced. The A.A.S. and Diploma programs in Building Automation Systems received approval from the local Board of Trustees in August 2013, and the State Board of the Technical College System of Georgia (TCSG) in October 2013.

The curriculum conforms to the TCSG-approved state-wide curriculum for these programs and is designed to prepare students to enter the building automation systems industry capable of marketing, installing, designing, servicing, and troubleshooting complex commercial control systems. Graduates will demonstrate proficiency in HVAC/R (heating, ventilation, and air conditioning/refrigeration) commercial systems, control theory, logic and programming, installation, system design, and integration.

The Diploma program represents, essentially, an "embedded" program within the A.A.S. degree program. Program outcomes for each program are defined and include student learning outcomes that are assessed on an annual basis which include:



Page 2
Dr. Perren
December 3, 2013

- Annual Unit Plans
- Student learning outcomes assessment reports
- TCSG's Performance Accountability System (PAS) annual program outcome review
- Student evaluations, satisfaction survey data
- Advisory committee survey data
- Graduate / employer survey data

Resources described are as follows:

- **Physical and monetary resources** appear adequate and appropriate to implement this program
 - The program will be housed at the new Barrow Campus of Lanier Technical College
 - Facilities will include a dedicated classroom and laboratory for instructional delivery
 - Fiscal resources are adequate
 - Following initial start-up costs (primarily equipment purchases) the program is projected to be self-sustaining by Year 2
- **Library and learning resources** (Electronic and print) resources are appropriate and adequate to support program delivery
 - In addition to multiple resources which support the institution's technical programs, the college has identified additional resources specific to the Building Automation Systems programs and funding has been allocated for purchase of these resources
 - Robust electronic resources are available through participation in the Georgia Library Learning Online (GALILEO) consortia which includes full-text journals, eBooks, EBSCO and Credo Reference
 - Borrowing agreements among the University of North Georgia, Gainesville and other technical colleges in the system provide additional resources, in addition to interlibrary loan agreements via Online Computer Library Center (OCLC)
 - Library staff provide orientations and research skills instruction; electronic access via email for reference support is available
 - LibGuides
 - "Ask-Your-Librarian" link
- **Student support services** are accessible and appropriate
 - Given that these programs will be offered on-site, all available student support services and resources are accessible and available to all students

Minimum faculty qualifications were identified in the prospectus. The prospectus stated that faculty would be employed following SACSCOC approval of the program. Per *Substantive Change Policy* language related to the content of a substantive change prospectus, a completed Faculty Roster must accompany the prospectus. **Please submit a completed Faculty Roster form for faculty providing instruction in the proposed programs.**



Page 3
Dr. Perren
December 3, 2013

The Faculty Roster template may be accessed via the Commission's website at www.sacscoc.org under the Substantive Change link.

The Commission defers action regarding Lanier Technical College's request for approval of the A.A.S. and Diploma in Building Automation Systems programs pending review of the above requested information.

Enclosed is an invoice for \$600 to help defray the cost of two (2) prospectus reviews.

Best regards,

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

Belle S. Wheelan, Ph.D.
President

BSW/TG:efk

Enclosure

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