



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

July 27, 2016

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

Dear Dr. Perren:

Thank you for your letter of February 18, 2016, transmitting prospectuses for seven off-campus instructional sites, effective fall 2016. The sites are Chestatee High School, Early College at Jones, East Hall High School, Flowery Branch High School, Johnson High School, North Hall High School, and West Hall High School. Because five of the sites will offer different programs, each site requires a separate prospectus. Two of the sites will offer identical programs and were combined into a single prospectus. We will address each of the five sites offering different programs in separate letters. In this letter, we address the two sites offering identical programs: Flowery Branch High School and West Hall High School.

The sites will offer 50% or more of the already-approved technical certificate of credit programs in drafter's aide and in nurse aide. (The drafter's aide program was alternately referred to as "drafter's assistant" in the prospectus). The sites are:

Flowery Branch High School
6603 Spout Springs Road
Flowery Branch, GA 30542

West Hall High School
5500 McEver Road
Oakwood, GA 30566

The sites will be implemented in fall 2016. The institution projects 20, 30, and 30 new students in each of the first three years, respectively, at each site. The primary target audience is currently enrolled students at the schools. The sites are intended to be permanent additions. Instruction will be face-to-face and by distance learning. The institution was approved in 2011 to offer 50% or more of a program by distance learning.

We accept notification.

The addition of the instructional sites is consistent with the institution's mission. No additional state or institutional board authority is required. Evidence of demand is primarily from the request from the school superintendent to offer the programs at the high schools. Evidence was provided that the sites are a product of the institution's on-going planning process. Evidence was offered of faculty involvement



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and approval of the programs to be offered at the sites, but no such evidence was proffered for the instructional sites per se.

The programs to be offered at both sites are existing programs. There is no change to program curricula. Student learning outcomes for both programs are in place. All admission, curricula, graduation, and other institutional policies and practices will apply without exception to students and programs at the sites. Course descriptions were provided: three for the drafter's aide program and four for the nurse aide program. All courses appear to conform to institutional policy and to usual and customary higher education practices for the award of credit hours. Administrative oversight is vested in the Dean of Professional Services, the Dean of Allied Health Programs, and the Academic Dean. A coordinator is responsible for managing operations of off-campus instructional sites.

Evidence was provided on the impact of the sites on instructional capacity; existing instructional capacity appears sufficient. A faculty roster was provided for three full time faculty members (two for drafter's aide, one for nurse aide). All courses to be offered at the sites were assigned to at least one faculty member. All courses to be offered at the sites are undergraduate non-transfer courses; evaluations of faculty members' qualifications were made in this context. Professors Lindsey and Roberson (drafter's aide program) and Professor Smith (nurse aide program) appear qualified to teach the courses assigned. Keep in mind that the ultimate determination of faculty members' qualifications is the responsibility of the peer review teams who will assess the programs as part of the institution's next SACSCOC accreditation review.

Library and learning resources were described. Discipline-specific resources for both programs appear to be adequate. Access to faculty librarians was described. Students have access to library training to learn what resources are available and how they may be accessed, including off-campus access through the Internet.

Student support services were described and appear to be sufficient to support students at the off-campus sites. Accommodations are made for virtual access to most services for students who do not attend class on-campus.

Physical resources at both sites were described and appear to be adequate. Standard classrooms will be used. Each classroom is equipped with standard hardware and instructional technology. Equipment and supplies were described and appear to be adequate.

Three-year expense and revenue budgets were provided for each site. Principal expenses are for faculty salaries. Nominal allowances are made for supplies. Revenue is from student tuition and fees. Based on projected enrollments, both sites will be self-supporting beginning in the initial enrollment term. The institution has sufficient contingency funds to support the sites if revenues and expenses do not match projections. The institution notes it is not on reimbursement for Title IV funding.



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The institution's evaluation and assessment infrastructure was described. The courses and programs offered at the sites can be readily incorporated into the existing review and continuous improvement processes without modification. There are no exceptions noted for either site.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Flowery Branch High School and the West Hall High School off-campus instructional sites. It was the decision of the Board to approve the sites and include them in the scope of the current accreditation.

Because the institution has been accredited by SACSCOC for less than ten years, I am authorizing a Substantive Change Committee which will visit both sites within six months after its fall 2016 implementation to determine continued compliance with the *Principles of Accreditation*. Your staff representative, Dr. Steven Sheeley, will assist you with preparations for the visit.

After initial approval, an off-campus instructional site will be reviewed again in conjunction with the fifth year and/or decennial accreditation reviews. Once an institution is approved to offer 50% or more of a program at a specific off-campus site, neither notification or approval is necessary when any percentage of an additional approved program is offered at that site.

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

Best regards,

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

Belle S. Wheelan, Ph.D.
President

BSW/KWS:iy

Enclosure

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