



April 23, 2021

Mr. Tim McDonald
Interim President
Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507

Dear Mr. McDonald:

Thank you for submitting the following substantive change:

Substantive change:

**Significant Departure Program
Technical Certificate of Credit (T.C.C.) in Data Analytics**

Submission date:

12/10/2020

Intended Implementation date:

8/2/2021

Case ID:

SC012990

Lanier Technical College (LTC) will offer the Technical Certificate of Credit (T.C.C.) program in Data Analytics at the main campus within the Health Information department. The program will be delivered through a combination of traditional classroom instruction and distance education. Courses will be offered during the day and at night with ten students projected in each cohort upon program implementation and 20 students in each cohort projected by year 3 of the initiative. The 16-credit hour program can be completed in one semester and targets working professionals in the Health Information Management field, as well as graduates of LTC's Health Information Management associate degree program.

The initiative is consistent with the institution's mission and addresses multiple objectives in its strategic plan. Program need was supported through the expected growth in careers related to data gathering/interpretation, data storage, and the use of electronic health records. The program followed the established process for new program review and approval by the internal Curriculum/Instruction Committee and by the President; program approval by the State Board of the Technical College System of Georgia was verified.

A curriculum plan and course descriptions were provided. Programmatic goals and program learning outcomes were delineated, and outcomes will be measured through the annual learning outcomes assessment reports completed by program faculty. The reports include method and



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instrument for assessment, and comparison of student learning across methods of delivery is included in the reporting. Admission to the program operates under an open, non-competitive process, and admissions and placement requirements are comparable to other LTC programs. Institutional compliance with Standard 10.7 (Policies for awarding credit) noted adherence to State Board of the Technical College System of Georgia policy, with the implementation of credit hours consistent with federal definition. The Health Information Management Technology Coordinator provides program administrative oversight; the coordinator reports to the Dean of Allied Health, who works under the direction of the Vice President of Academic Affairs.

A Faculty Roster Form for one full-time faculty and one part-time faculty included academic degrees and additional professional certifications; faculty qualifications appear appropriate. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

Lists of print collections, databases, journals, and films supporting the program were provided, and additional titles will be added as directed by the program coordinator. Resources are enhanced through participation in the GALILEO (Georgia Library Learning Online) initiative, and the electronic collection is equally available to students at geographically separated campuses and to distance education students. The library page on the college website provides links for online resources, including library guides, online resource books, and directions for using resources off campus. Library services include reference and bibliographic instruction, and students may use email or chat for reference questions. Orientations and library tours are also available, and an online library orientation is linked to the library homepage.

Students in the new program will have access to established student support services, including an optional online orientation for new students. Admissions information is available on each campus and through the College website, and each student is assigned an advisor upon program admission. Targeted educational events to promote workforce development were noted.

The only equipment needed for program delivery is desktop computers, and the program will use existing classrooms with appropriate technology. The program will be funded through local funds (tuition/fees) and carry-over funds. Program expense includes salaries, training/travel, and library (first year only). Discussion of projected income based on a cohort of 20 noted positive net revenue. Financial support appears adequate, and contingency planning was noted. The institution is not on reimbursement for Title IV funding.



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Institutional effectiveness protocols include strategic plan reviews, annual unit plans, learning outcomes assessment reports, and other indirect assessment such as satisfaction surveys. The primary tool for assessing the new program will be the annual student learning outcomes report completed by program faculty. The process includes outcomes that describe observable and measurable behavior and the method/instrument by which student learning will be assessed. The process concludes with data analysis and discussion of use of results. The program will be incorporated into assessment for the Health Information Management Technology program with outcomes specific to data analysis added to the annual report.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Technical Certificate of Credit (T.C.C.) program in Data Analytics. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.

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

Should you need assistance, please contact Dr. Denise Y. Young at 404-679-4501 or via email at dyoung@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Note: The SACSCOC substantive change policy was revised in 2020. It includes many new requirements and changes to previous requirements. The Substantive Change Policy and Procedures and learning resources are available on the substantive change webpage at www.sacscoc.org.

Sincerely,

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

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

Enclosure (invoice with liaison's copy only)

cc: Dr. Joanne P. Tolleson, Vice President of Institutional Effectiveness & Operations
Dr. Denise Y. Young