



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 29, 2016, transmitting a prospectus for Hotel/Restaurant/Tourism Management degree, diploma, and Technical Certificate of Credit (TCC) programs to be offered, effective August 2016.

The programs to be offered are as follows:

- Hotel/Restaurant/Tourism Management A.A.S. Degree
- Hotel/Restaurant/Tourism Management Diploma
- Event Coordinator Technical Certificate of Credit
- Food and Beverage Director Technical Certificate of Credit
- Front Office Manager Technical Certificate of Credit
- Hospitality Customer Service Provider Technical Certificate of Credit
- Hospitality Operations Associate Technical Certificate of Credit
- Hotel Management Specialist Technical Certificate of Credit
- Restaurant Management Technical Certificate of Credit
- Travel Agency Operations Technical Certificate of Credit
- Travel and Tourism Associate Technical Certificate of Credit

All of the programs will be offered at the approved Oakwood Campus and the approved Barrow Campus. The Event Coordinator TCC and the Travel and Tourism Associate TCC will be offered on the approved Forsyth Campus.

The Event Coordinator TCC will be offered at the Lanier Charter Career Academy. Approval of this site is addressed in a separate letter since the new Culinary Arts programs will be offered there as well.

The programs are consistent with the mission and strategic initiatives of the College and fill a need for workers in a growing sector of the economy in North Georgia. There is demand for these programs at Chateau Elan, a resort in Barrow County, and the Event Coordinator program has been requested by the Superintendent of the Hall County School System for Move on When Ready students at Lanier Charter Career Academy. Data was provided indicating that there will be 15 annual openings for Lodging Managers, 176 openings for all other managers, 35 openings for First-Line Supervisors of Housekeeping and Janitorial Workers, 34 openings for Hotel,



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Motel, and Resort Desk Clerks, and 4 openings for Reservation and Transportation Ticket Agents and Travel Clerks. The target audience for the program will be high school age students seeking to enter the hotel/restaurant/tourism field as well as adults working in the field who wish to advance their careers. Appropriate planning and approvals were documented.

The curriculum, course descriptions, admission requirements, and student learning outcomes for each of the programs were provided. The student learning outcomes will be evaluated annually using multiple direct assessment instruments. The Annual Unit Plans for the Hotel/Restaurant/Tourism Management department, which define outcomes mapped to objectives specified in the College's Strategic Plan, and the annual Student Learning Outcomes Assessment Reports for the department will be used to plan and evaluate the proposed program on a continuous basis. The primary tools for assessing effectiveness of the proposed programs will be annual Student Learning Outcomes Assessment Reports completed by the faculty members teaching in this program. Faculty working under the direction of their Academic Dean and supported by the Office of Institutional Effectiveness, complete annual Student Learning Outcomes Assessment Reports that directly assess student learning across each educational program. The College uses the same Student Learning Outcomes Assessment Reports at on- and off-campus sites.

Administrative oversight of the program will be provided by the Dean of Professional Programs, who reports to the Vice President for Academic Affairs. A full-time high school coordinator acts as a liaison between high school administrators for Lanier Charter Career Academy and College administrators to provide additional support. Qualifications of faculty members scheduled to teach in the program appear appropriate. The policy for determining the level and amount of credit for courses and programs was described.

Students can access learning resources related to the programs at any of the five different College locations as well as electronically. Discipline-specific resources were listed. Additional materials in the field will be purchased at the direction of the Program Director. Because of the need to access material from multiple locations, a preponderance of material is available electronically. As a participating member of the GALILEO (Georgia Library Learning Online) initiative, access is provided to over 10,000 full-text journals via 100 databases. This includes over 800 hospitality journals in the database Hospitality and Tourism Complete. In addition to journals, faculty and students have access to e-book titles via eBooks on EBSCO and eBrary Academic Complete. Interlibrary loan and cooperative agreements with other learning resources centers expand access as well. Orientation to research and the library is provided through classes and online.



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Other student support services include, but are not limited to, disability services, Special Populations Services, financial aid services, counseling, orientation opportunities both online and face-to-face, academic advising, Career Center services, tutoring, clubs and activities, and safety services.

Physical facilities appear adequate to support the program. Classrooms with overhead projectors and computers are available and a list of available equipment common to all of the programs was provided. Lanier Charter Career Academy is equipped with suitable lab space. Financial resources appear adequate to support the program as well.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Hotel/Restaurant/Tourism Management degree, diploma, and technical certificate of credit programs. It was the decision of the Board to approve the above-listed programs and include them in the scope of the current accreditation.

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/ABC:iy

Enclosure

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