



May 27, 2022

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

Dear Mr. McDonald:

Thank you for submitting the following substantive change:

Substantive change:

New Program-Approval

Technical Certificate of Credit (TCC) in HVAC Apprenticeship

Submission date:

12/16/2021

Intended Implementation date:

8/1/2022

Case ID:

SC016768

The TCC (Technical Certificate of Credit) program in HVAC (Heating, Ventilation, and Air Conditioning) Apprenticeship includes courses and on-the-job training to prepare students for careers in the HVAC industry. The program's target audience is current employees at HVAC companies who wish to obtain an academic credential to advance professional growth, and the program projects 12 students in year 1, 24 in year 2, and 40 in year 3. As clarified by email (May 11, 2022), the didactic portion of the program will be delivered in on-campus classrooms and through distance education classes. Demonstration of skills will be introduced and tested in the classroom and lab, and students will practice those skills on the jobsite while working under a qualified supervisor.

Program need was informed through U.S. Bureau of Labor Statistics employment projections for Georgia and by the needs of employers in the institution's service area. The initiative aligns with the institution's mission to be a resource for workforce development and supports multiple objectives of its strategic plan. Faculty input and approval of the program are ensured through the established program review and approval process. Program approval by the institution's President and by the State Board of the Technical College System of Georgia was verified.

A program curriculum, projected schedule of courses, and course descriptions were provided. Program goals and student learning outcomes were delineated. Learning outcomes are



Mr. Tim McDonald
May 27, 2022
Page 2

charted through an annual student learning outcomes assessment report, which includes the method/instrument by which the outcomes will be assessed, typically examinations or rubric-scored projects or skills check sheets. Admissions and graduation requirements were noted, and discussion of adherence to Standard 10.7 (policies for awarding credit) referenced specific State Board of the Technical College System of Georgia policy. Program administrative oversight will be provided by the Air Conditioning Technology and Applied Technology Division Chair, who reports to the Dean of Applied Technology.

A Faculty Roster Form for a full-time faculty member to teach the program included academic degrees and other qualifications. 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. An additional part-time faculty member will be hired to teach the introductory course and to coordinate with employers participating in the program.

A list of current library holdings to support the program was noted, and additional titles will be purchased as directed by the program coordinator. The library also provides access to full-text electronic books. Librarians are available on location and online by email, phone, and chat. Library resources appear adequate for the certificate-level program. Additionally, students have access to established support services, and the Career Center holds career fairs each year to bring potential employers to campus, and employers come to campus to interview students for full-time and part-time job opportunities.

The program will be delivered in the classroom and lab used for the existing Air Conditioning Repair program; as classes are offered in the evening, physical facilities are adequate, and apprenticeship hours will take place at the employers' place of business. The lab is equipped with industry-standard HVAC equipment and tools (inventory list provided).

The program will be funded from local funds (tuition and fees) and carry-over funds, and program costs were noted for salaries and other programming expenses. Revenue over the first three years of program operation based on enrollment of 40 students was noted. Financial support appears adequate, and contingency planning was noted.

Assessment of institutional effectiveness encompasses Strategic Plan Review, Annual Unit Plans, Student Learning Outcomes Assessment Reports, and various indirect assessments. As part of assessment efforts, faculty are directed to analyze data and identify changes to improve student learning. The program will be integrated in the established assessment processes.



Mr. Tim McDonald
May 27, 2022
Page 3

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 (TCC) program in HVAC Apprenticeship. 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) 492-5386 or via email at dyoung@sacscoc.org.

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

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 and Operations, Lanier
Technical College
Dr. Denise Y. Young, Vice President, SACSCOC

