



May 18, 2017

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

Dear Dr. Perren:

Thank you for your letter of December 13, 2016, transmitting the prospectus for a new off-campus site where the approved Fire Fighter I and Fire Fighter II Technical Certificate of Credit programs will be offered, effective August 2017.

The location of the site is as follows:

Hall County Fire Services Training Center
2801 Allen Creek Road
Gainesville, GA 30507

Offering the programs at the new site, which contain a number of modules directly related to the Georgia Fire Academy's training needs, is consistent with the mission and strategic plan of the College. The target audience will be staff and prospective staff for the Hall County Fire Services. Instructional methodology will be classroom instruction complemented by hands-on training exercises. Appropriate planning and approvals were documented.

The Firefighter I Technical Certificate of Credit program graduates will be tested and certified at the National Professional Qualifications level. The Firefighter II Technical Certificate of Credit builds on skills and knowledge acquired in the Firefighter I certificate and parallels the Advanced Firefighter curriculum being developed by the Georgia Fire Academy. The policies and procedures for the programs at the new site will be the same as for the programs offered at other sites. However, the programs at the proposed site will be offered in a compressed time frame of five days a week for twelve weeks per semester in contrast to the College's standard academic calendar of offering courses two or four days a week for fifteen weeks.

Administrative oversight for the program will be provided by the Dean of Business, Public Safety, and Professional Services programs who reports to the Vice President for Academic Affairs. A sample of the evaluation tool for services and operations, the comprehensive Student and Faculty/Staff Satisfaction Survey, was provided. The survey will be used to evaluate the new site. 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, completes the annual Student Learning Outcome Assessment Reports that directly assess student learning across each educational program. The same Student Learning Outcome Assessment Reports are used at on- and off-campus sites. Qualifications of the faculty member scheduled to teach at the site appear appropriate.



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The College library holds approximately 65 volumes related to fire science. A collection summary of books, e-books, electronic journals, and electronic databases relating to the fire science program was provided. Libraries are available on all five college campuses. In addition, the library page of the college website contains links for online resources, including library guides for specific courses, online resource books, and directions for using library resources off-campus. Further, students may request library help online through "Ask the Librarian" email links. Other student services include admissions services, required orientation sessions for all incoming new students, optional orientation sessions online, advising services, and tutoring both on-campus and online.

The off-campus site facility includes offices and classrooms, a driving pad for training on fire trucks and other apparatus, a fleet maintenance building, and dedicated burn buildings and training props. A list of equipment was provided. Financial support for the programs at the site appears adequate.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Hall County Fire Services Training Center where 50% or more of two programs will be offered. It was the decision of the Board to approve the site and include it in the scope of the current accreditation. The site will be reviewed again, which may include a site visit, as part of the institution's fifth-year or decennial review.

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