



April 16, 2018

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

Dear Dr. Perren:

Thank you for your letter of December 18, 2017, transmitting a prospectus for the offering of 50% or more of the credits for the Certificate in Basic Shielded Metal Arc Welding program at a new off-campus instructional site, effective fall 2018. The site is:

Jackson County Correctional Institute
265 IW Davis Road
Jefferson, GA 30549

The existing Certificate in Basic Shielded Metal Arc Welding program is consistent with the institution's mission, and will be offered to inmates of the Jackson County Correctional Institute who meet the admissions requirements. The College anticipates having eight students per semester, with a total enrollment of 24 students per year. The program is designed to provide career training in welding for non-violent offenders in the Georgia correctional system. Instruction will be delivered through face-to-face classroom and lab-based methodology. The proposal to offer the program at the Jackson County Correctional Institute was approved by the Lanier Technical College President on October 11, 2017. **In the future, please provide a comprehensive list of degrees and certificates offered by Lanier Technical College, along with a list of approved off-campus instructional sites.**

There are no differences in admission requirements, curriculum, or graduation requirements for students enrolled at Jackson County Correctional Institute and students enrolled in the same program at Lanier Technical College. The curriculum, course descriptions, and student learning outcomes were provided along with a definition of credit hours. A variety of assessment methods will be used to determine knowledge comprehension and skills mastery. The program will also be included in the annual institutional effectiveness process, which was described in detail. Administrative oversight will be provided by the Vice President of Academic Affairs. The Dean of the Jackson Campus will be the liaison to the correctional facility and the Applied Technology Division Dean will provide direct supervision for the faculty members.

The Faculty Roster describes the qualifications of the full-time faculty member providing instruction for the Certificate in Basic Shielded Metal Arc Welding program. The faculty member has a related diploma, additional coursework, plus applicable professional welding experience. He appears to be qualified to teach the assigned courses. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.



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Library and learning resources appear to be adequate for the program, however, the correctional facility creates challenges for access. Students incarcerated at Jackson County Correctional Institute are not allowed to leave the premises, do not have access to the internet, and have very limited access to computers. Therefore, the faculty member will be responsible for searching the library catalog and printing all electronic resources for students. The faculty member will work in conjunction with librarians to provide the necessary resources to support instruction at the facility. In selecting materials, faculty may use the College's "Library Guide for Welding & Joining," a resource page that provides links to the electronic information available in the library. To support the faculty members, the Library Director regularly presents at faculty meetings for each division. Faculty members also make recommendations regarding new materials to be added and out-of-date resources to be removed from the collection.

Student support services appear to be adequate. Along with standard services such as financial aid, student records, and admissions, the College provides additional support to students through academic advising, disability services, career counseling, tutoring, and testing services. Since students enrolled in this program are incarcerated and will not be able to visit campus support centers, access to these services will be coordinated by the Dean of the Jackson Campus, who serves as liaison to the Correctional Institute. The Dean will work with on-site corrections staff and College faculty and, in cases where students need access to services, the Dean will contact the Vice President of Student Affairs to arrange for the appropriate College staff member to visit the facility.

The Jackson County Correctional Institute provides a well-equipped welding lab facility with multiple work stations and personal safety kits. Photographs of the facility and an inventory of equipment was provided, including OXY/acetylene gases, nozzles, hoses, carts, and textbooks. A ventilation hood is in place to draw fumes to the existing overhead exhausting fan. Ductwork directs fumes from each of the welding booths to the overhead hood. Fire extinguishers and an eye washing station are also in place. The physical resources appear appropriate to support the program's educational goals.

Financial support for the program appears to be adequate. The request for this new off-campus instructional site will have minimal impact on Lanier Technical College. Because the funding for the program will be covered by an Intergovernmental Agreement with the Georgia Department of Corrections, there will be no direct costs to the College. A three-year budget was provided that includes estimated revenues and expenses. Revenues will be generated by tuition and fees and are expected to surpass the expenditures, which are mostly instruction related. Lanier Technical College currently holds approximately to \$1.2 million in carry-over funds. As a contingency plan, the College will draw upon these funds to support the program if tuition and fees do not materialize at expected levels.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval to offer 50% or more of a program at the Jackson County Correctional Institute off-campus instructional site. It was the decision of the Board to approve the



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site and include it in the scope of the current accreditation. This site will be evaluated again as part of the institution's fifth-year or decennial review.

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/SKO:tw

Enclosure

cc: Dr. Joanne Tolleson, Vice President of Institutional Effectiveness and
Operations at Forsyth Campus
Dr. Denise Y. Young



Southern Association of Colleges and Schools
 Commission on Colleges, Inc.
 1866 Southern Lane
 Decatur, GA 30033-4097

INVOICE

Date	Invoice #
4/16/2018	4560

Bill To
Lanier Technical College Attn: Accounts Payable 2990 Landrum Education Drive Oakwood, GA 30566

Due Date	Account #
Due upon receipt	41800

Description	Amount
REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE	
Substantive Change Fee for transmitting a prospectus for the offering of 50% or more of the credits for he Certificate in Basic Shielded Metal Arc Welding program at a new off-campus instructional site, effective fall 2018. The site is:	500.00
Jackson County Correctional Institute 265 IW Davis Road Jefferson, GA 30549	

Please make checks payable to SACSCOC. Attn:Business Office and/or Sharon Wilks Questions, please contact Sharon Wilks @ 404-679-4501 ext 4507 or 404-994-6540	Total	\$500.00
	Payments/Credits	\$0.00
	Balance Due	\$500.00

Phone #	Fax #	E-mail
404-679-4501 ext 4507	404-994-6590	swilks@sacscoc.org

Web Site
www.sacscoc.org