

LANIER

Technical College

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September 3, 2014

Dr. Belle Wheelan
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

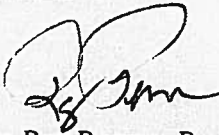
Dear Dr. Wheelan:

On June 5, in response to my letter of May 12, 2014, providing notification that the College has offered 50% or more of the Nurse Aide Technical Certificate of Credit program at two unapproved sites, Jackson County Comprehensive High School and East Jackson Comprehensive High School, you requested four copies of the policy and procedure document Lanier Technical College has developed to ensure timely reporting of substantive change in the future.

Our College Leadership Team formally approved the Substantive Change Policy and Substantive Change Procedure in August 2014. I have included four copies of each for review by the Commission.

Should you have any questions, please contact our COC liaison, Dr. Joanne Tolleson, at jtolleso@laniertech.edu or 770.781.6950.

Sincerely,



Dr. Ray Perren, President
Lanier Technical College

km

Enclosures: (8)

cc: Dr. Steven Sheeley
Dr. Joanne Tolleson

I.F.5.a LTC Substantive Change Procedure

Effective: August 2014 Modified: June 2012, August 2014 Scope: Faculty & Staff Contact: Vice President of Institutional Effectiveness Owner: President References: LTC Substantive Change Policy, SACSCOC's Substantive Change for SACSCOC Accredited Institutions Policy Statement, SACSCOC's Principles of Accreditation Forms: Substantive Change Checklist

Procedure Descriptor:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) defines *substantive change* as "a significant modification or expansion of the nature or scope of an accredited institution."

Lanier Technical College (LTC) is responsible for compliance with the SACSCOC Substantive Change Policy as a condition of its continued accreditation. Substantive changes may include, but are not limited to, the addition of courses or programs that represent a significant departure — either in content or method of delivery — from those that were offered when the institution was last evaluated, establishing a new site at which students can earn 50% or more of the credits toward a LTC program, and distance education delivery of 50% or more of an educational program.

Additional substantive changes include, but are not limited to, the following:

- Initiating coursework or programs at a more advanced level than currently approved
- Expanding a current degree level
- Initiating a branch campus
- Initiating a certificate program at employer's request and on short notice (typically for workforce development)
- Initiating other certificate programs
- Altering significantly the educational mission or objectives of the institution
- Initiating joint or dual degrees (or other collaborative academic arrangement) with another institution
- Initiating off-campus sites (including Early College High School programs offered at the high school)
- Expanding program offerings at previously approved off-campus sites
- Altering significantly the length of a program
- Initiating distance learning
- Initiating programs/courses offered through contractual agreement or consortium

I.F.5.a LTC Substantive Change Procedure

- Entering into a contract with an entity not certified to participate in USDOE Title IV programs
- Initiating a merger/consolidation with another institution
- Changing governance, ownership, control, or legal status
- Relocating a main or branch campus
- Moving an off-campus instructional site
- Changing from clock hours to credit hours
- Initiating degree completion programs
- Closing a program, approved off-campus site, branch campus, or institution
- Acquiring any program or site from another institution
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing

The LTC Substantive Change Procedure is published in LTC's Policy and Procedure Manual. In addition, the Vice President of Institutional Effectiveness shares the procedure and/or changes to the procedure as needed with the college Leadership Team and reviews with college faculty and staff on an annual basis.

LTC must notify SACSCOC of potential or actual substantive change in a timely fashion, and in many cases must receive approval for such change from the Commission before the initiative is implemented. SACSCOC is required by the federal government to monitor its constituents' compliance with the substantive change policy and to grant permission for major changes to occur. In order to ensure LTC's compliance, anyone proposing to change the list of programs offered by LTC or to implement other major initiatives should review the substantive change policy for LTC as well as the relevant portion of the SACSCOC website:

<http://www.sacscoc.org/SubstantiveChange.asp>.

Administrative Responsibility

The President, Vice Presidents, Assistant Vice Presidents, and Academic Deans have the fundamental responsibility to be generally aware of SACSCOC substantive change policy, inform LTC's SACSCOC Liaison at the earliest point possible of proposals that may be considered a substantive change for the college, and provide the SACSCOC Liaison with any data, information, or supporting documentation necessary for a prospectus to comply with SACSCOC policy when requested.

The President, or designee, is responsible for notifying the Commission of any substantive changes. The President must review and sign all substantive change notification letters.

SACSCOC Liaison Responsibility

Every SACSCOC member institution has an accreditation liaison whose charge is to ensure compliance with accreditation requirements. Responsibilities include:

- Providing the President, Vice Presidents, Assistant Vice Presidents, and Academic Deans with information about the SACSCOC Substantive Change Policy. This includes, but is not

limited to, maintaining a section of the Office of Institutional Effectiveness page on the college intranet concerning substantive change.

- Providing a list of examples of substantive changes on the Office of Institutional Effectiveness intranet page.
- Working with the President, Vice Presidents, Assistant Vice Presidents, and Academic Deans to determine whether a proposed change is substantive.
- Filing the appropriate notices or prospecti with SACSCOC and providing required supporting documentation.
- Preparing documentation for and organizing any onsite substantive change committee visits with assistance from other departments as needed.
- Coordinating with SACSCOC and the President, Vice Presidents, Assistant Vice Presidents, Academic Deans, and director-level staff about any required follow-up action.
- Ensuring the policy is reviewed by Leadership Team and distributed to faculty and staff on an annual basis.

Attention to Distance Education

Issues related to distance education that might be considered substantive change tend to be gradual in nature; thus this area requires special monitoring.

In order to ensure distance-education related substantive change is identified and acted upon in a timely way, the College must consistently:

- Monitor the percentage of credit courses in any degree, diploma, or certificate program offered via distance education and regularly informing the SACSCOC Liaison of the percentage of distance education courses offered in each educational program
- Regularly inform the SACSCOC Liaison of all educational awards that can be earned solely through distance education coursework
- Ensure that any course offered via distance education, whether fully online, hybrid, or web-enhanced, is the equivalent of the same traditional classroom course in terms of course competencies and course learning outcomes
- Ensure that there is evidence of collaboration among program administration, traditional classroom instructors, and instructors of distance education courses in determining course materials, and
- Ensure that resources available for distance education courses are the equivalent of resources available to students in traditional classroom courses.

Monitoring is to be done by the Assistant Vice President of Academic Affairs or other designee of the VP of Academic Affairs.

Procedure and Time of Notification

The SACSCOC policy statement for reporting substantive change, as specified in the Commission's document Substantive Change for

Accredited Institutions of the Commission on Colleges, is the fundamental resource for reporting substantive change. The policy statement can be found at the following address:
<http://www.sacscoc.org/pdf/081705/Substantive%20Change%20policy.pdf>

Notification to SACSCOC Liaison of Proposed Changes:

If a change is substantive, SACSCOC must be notified as much as 12 months in advance of implementing the change. LTC must provide written notification of the change to the President of the Commission. Upon becoming aware of a proposed change that may be substantive, the President, Vice Presidents, Assistant Vice Presidents, and Academic Deans proposing the change should notify the SACSCOC Liaison utilizing the SACSCOC Checklist.

Late Notification to SACSCOC Liaison:

If it is discovered that a program or site which may be considered a substantive change has been implemented without notifying the Commission, the President, Vice Presidents, Assistant Vice Presidents, or Academic Deans have responsibility to notify the SACSCOC Liaison immediately. It is then the responsibility of the President to notify SACSCOC as provided in the SACSCOC Policy.

References

Southern Association of Colleges and Schools Commission on Colleges, *The Principles of Accreditation*, 3.12 (2010)
<http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>.

3.12 Responsibility for compliance with the Commission's substantive change procedures and policy.

The Commission on Colleges accredits the entire institution and its programs and services, wherever they are located or however they are delivered. Accreditation, specific to an institution, is based on conditions existing at the time of the most recent evaluation and is not transferable to other institutions or entities.

When an accredited institution significantly modifies or expands its scope, changes the nature of its affiliation or its ownership, or merges with another institution, a substantive change review is required.

The Commission is responsible for evaluating all substantive changes to assess the impact of the change on the institution's compliance with defined standards. If an institution fails to follow the Commission's procedures for notification and approval of substantive change, its total accreditation may be placed in jeopardy. (See Commission policy "Substantive Change for Accredited Institutions.") If an institution is unclear as to whether a change is substantive in nature, it should contact Commission staff for consultation.

3.12.1 The Institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes. (Substantive change policy)

3.12.2 The institution has a policy to ensure that all substantive

changes are reported to the Commission. (Internal policy)

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I.F.5 LTC Substantive Change Policy

*Effective: August 2014 Scope: Faculty & Staff Contact: Vice President
of Institutional Effectiveness References: LTC Substantive Change
Procedure*

Lanier Technical College shall notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of any type of changes including program structural changes in accordance with the Commission's substantive change policy and, when required, will seek approval prior to the initiation of changes.

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