



November 22, 2019

Dr. D. Ray Perren
President
Lanier Technical College
2535 Lanier Tech Drive
Gainesville, GA 30507

Dear Dr. Perren:

Thank you for submitting the following substantive change:

Substantive change:
OCIS 50% or More of Program
Jefferson City High School
575 Washington Street
Jefferson, GA 30549
Submission date:
6/27/2019
Implementation date:
1/1/2020
Case ID:
SC006665

As part of the review of the prospectus, additional information was requested by email. The institution's response has been incorporated into the originally-submitted materials.

The institution will offer the existing Technical Certificate of Credit in Technical Specialist at Jefferson City High School. The program was selected with input from staff in the Forsyth County school system based on student interest and workforce development needs in the service area. The initiative aligns with the institution's mission to provide 'career-technical education programs.' Extending instruction at the site was approved by the institution's Curriculum Committee and by the President.

The program will be delivered through traditional classroom instruction. As the program will be delivered to dual-enrollment students, some admission requirements are impacted. State Board policy takes precedence over program standards impacting minimum age requirements for some programs and completion of a high school diploma for admission. Dual enrollments students must meet the minimum cut scores for regular admission to be enrolled in the program. Admission and graduation requirements were provided.

Administrative oversight is shared between Lanier Technical College's (LTC) High School Coordinator and program chairs over the program. During recruitment and student enrollment, the High School Coordinator is the primary point of contact for high school staff, students, and parents. The site will be monitored and evaluated through regular classroom observations and course evaluations completed by students. For any issues that are beyond the scope of the program chair's responsibility, the academic



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dean overseeing the program works with institutional and high school staff to resolve the issues. LTC has developed modified versions of the Student Satisfaction Survey and the Faculty and Staff Satisfaction Survey as means of evaluating facilities, services, and operations at off-campus sites. Annual Student Learning Outcomes Assessment Reports assess student learning across each educational program for both on-campus and off-campus sites.

A Faculty Roster Form for three full-time and three part-time faculty teaching at the site was provided; 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.

A list of library resources (print and electronic) for the disciplines within the program was included. Students and faculty have 24/7 access to LTC's electronic learning resources over the internet, and the Director of Library Services regularly communicates the password for access to all faculty and students. A librarian will visit the ENGL 1101 Composition and Rhetoric class at the high school to provide a library orientation session with instruction in using online and on-site library resources. Instructors ensure students have adequate opportunity to access electronic resources during the instructional period, and the classroom and lecture hall have access to student computers in the media center. Students are also supported by the Jefferson City High Media Specialist. The LTC library web page also provides a Library Guide for the program for guided access to discipline-specific on-site and online materials.

LTC provides student support services on the high school site including placement testing, textbook delivery, and an early alert system for at-risk students. Students may also access support services at the nearby Forsyth Campus (11 miles from the high school) such as orientation, computer labs, career counseling, and liaison with high school disability services staff. LTC will hold parent/student information sessions and open house events, and faculty will be in attendance to answer questions. A Student Navigator position is responsible for retention initiatives and responds to indicators such as missed classes, low test scores, or instructor-identified alerts. The position works with the LTC High School Coordinator to provide counseling to students and notifications to the high school staff. A workshop is held on campus for all students at the beginning of the term and introduces students to the vocabulary of college life and to other services/topics.

Dedicated space at the high school includes a lecture room and classroom. Period bells and the school's announcement system will be silenced in the area to replicate a college environment. The classroom is equipped with 30 Chromebooks, laptop/desktop for the teacher, projector or touchscreen panel, and document projector. Information on science labs and available equipment was provided by email November 4, 2019; science facilities appear adequate.

A three-year budget noted expense for salaries and equipment/supplies offset by local funds generated from tuition and fees. Financial support appears adequate, and carry-over funds are available for contingency planning.



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Institutional effectiveness includes Strategic Plan Reviews, Annual Unit Plans, Student Learning Outcomes Assessment Reports (noted earlier), and other indirect assessment surveys. The Student Learning Outcomes (SLOs) Assessment Reports include method/instrument of assessment, data analysis, and use of assessment results. Assessment data from students at the site will be incorporated into the total measure of SLOs and will also be disaggregated and reported individually for comparison purposes.

The site will be reviewed, and may include a site visit, as part of the institution's next fifth-year and/or decennial review.

At its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions* for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Jefferson City High School off-campus instructional site (OCIS). It was the decision of the Board to approve the site 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 404-679-4501 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

cc: Dr. Joanne P. Tolleson, Vice President, Institutional Effectiveness & Operations
Dr. Denise Y. Young



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

INVOICE

Date	Invoice #
11/21/2019	5965

Bill To
Lanier Technical College Attn: Accounts Payable Hall County Campus 2535 Lanier Tech Drive Gainesville, GA 30507

Please include the Case ID on your check and on all correspondence with the Commission regarding this submission.

Case ID	Due Date	Account #
SC006665	Due upon receipt	41800

Description	Amount
REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE	
Substantive Change Fee for transmitting the prospectus for the laniertech-2019-SC006665-OCIS 50-100PCT-Jefferson City High School, effective January 1, 2020. The location of the site is as follows: Jefferson City High School 575 Washington Street Jefferson, GA 30549 United States Type: Approved >= 50%	500.00

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	Web Site
404-679-4501 ext 4507	404-994-6590	swilks@sacscoc.org	www.sacscoc.org