



October 5, 2018

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

Dear Dr. Perren:

Thank you for your letter of June 18, 2018, transmitting a prospectus for the offering of 50% or more of the credits for a program at an off-campus instructional site in Dahlonega, Georgia, effective spring 2019. The site is:

Lumpkin County High School  
2001 Indian Drive  
Dahlonega, GA 30533

The College intends to offer 50% or more of the credits for a Technical Certificate of Credit program in Technical Specialist at the site. This decision was made after the Superintendent of the Lumpkin County School System requested that the Certificate program be offered as part of a dual enrollment arrangement. The site is expected to serve approximately 36-50 students each year, with instruction delivered primarily through traditional face-to-face methodology. The proposal to offer the program at Lumpkin High School was voted on by the Curriculum Committee on January 11, 2018, and approved by the President on January 12, 2018. **In the future, please provide a comprehensive list of all other programs offered by Lanier Technical College, along with a list of approved off-campus instructional sites.**

Differences in admissions requirements for the dual enrollment students at the site include the elimination of the minimum age requirement, and waiving the high school diploma/high school equivalency requirement. The curriculum and graduation requirements are the same as for other students participating in the program at the College's other locations. The Certificate program will be integrated into the College's ongoing evaluation and continuous improvement process, which was described in detail. The primary tool for assessing program effectiveness will be the annual Student Learning Outcomes Assessment Report completed by the faculty members. The primary means of evaluating facilities, services, and operations will be a Student Satisfaction Survey; and a Faculty and Staff Satisfaction survey. Administrative oversight of the site will be the shared responsibility of the College's High School Coordinator and the Technical Specialist Program Chair.



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The Faculty Roster describes the qualifications of the two full-time and four part-time faculty members providing instruction for the Technical Specialist program at the off-campus site. The faculty members each have a related master's degree and appear to be qualified to teach the assigned courses in math, English, history, biology, economics, and chemistry. 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.

Library and learning resources appear to be adequate. The dual enrollment students will have access to library resources at both Lanier Technical College and at Lumpkin High School. The libraries have an extensive collection of physical and online resources such as databases, journals, books/eBooks, and streaming videos that support the general education curriculum. Many of the College's service areas near Lumpkin High School are relatively economically disadvantaged, so not all students will have internet access or a computer for accessing online resources from home. Therefore, all classrooms to be used for the dual enrollment program will provide student computers via laptop carts signed out from the Media Center. The College librarian will visit the English classes at Lumpkin High School to conduct a library orientation session, providing instruction in the use of online resources as well as on-site library resources.

Student support services appear to be adequate, and are available to all students regardless of location. Along with standard services such as financial aid, student records, and admissions, the College provides additional support to students through academic advising, tutoring, and placement testing. A Freshman Experience Workshop is delivered for all dual enrollment students at the beginning of the term. This workshop introduces students to the vocabulary of college life and the various resources that are available. A Student Success Workshop is conducted at the end of the term which includes topics such career skills, financial aid beyond high school, college applications, and financial literacy. The College also employs a full-time Student Navigator who responds to indicators that students are at risk for non-completion, such as missed classes, low test scores, or instructor-raised alerts.

The physical resources appear to be appropriate. All instruction will be delivered at the Lumpkin High School site in classrooms designated for the dual enrollment program. In addition to standard furnishings such as desks, filing cabinets, etc., each classroom is equipped with either a smartboard or a TV. The facility also has six well-equipped natural science labs for conducting biology and chemistry classes. Dual enrollment students will have access to Chromebook laptop computers by means of carts checked out from the Media Center. The five student computer



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labs are equipped with 32 workstations each, and the Google Classroom learning management system can be accessed from any of these computers on campus.

Financial support for the new site appears to be adequate; a projected three-year budget was provided. Revenues will come primarily from tuition and fees, and are expected to outpace expenditures during each year of the program's operation. Projected expenses, which are mostly instruction related, will include the cost of adjunct faculty members and supplies. A contingency plan is in place to fund operation of the proposed program if tuition and fees do not materialize at expected levels. Lanier Technical College is not on reimbursement for Title IV funding.

**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 Lumpkin County High School off-campus instructional site. It was the decision of the Board to approve the 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.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/SKO:iy

Enclosure

Cc: Dr. Joanne Tolleson, Vice President for Institutional Effectiveness and Operations at the Forsyth Campus  
Dr. Denise Y. Young

