



Office of Institutional Effectiveness

Memorandum to File

RE: LTC Substantive Change Request Determination

FROM: LTC Institutional Effectiveness Office

Request Details (to be completed by Director of Curriculum, Instruction, and Professional Development):

Date of Request: November 2, 2023
Description of Change: Termination of the Mechatronics Systems Technician TCC (MB71) program
Award and Major Code: Mechatronics Systems Technician TCC (MB71)
Location: Hall and Barrow
Program Director: Chad Faircloth

Division and Program Group	Advanced Technology & Engineering; Mechatronics Technology
Campus/Site Address of Change if New Site:	NA
Change Type:	Program Closure
Expected Implementation Term:	August 14, 2023
Leadership Team Approval Date:	April 20, 2023
State Board Approval Date:	August 3, 2023
Crosswalk Completed (Yes or NA)	NA

Rationale for Internal Decision:

New Programs: SACSCOC policy dictates that a new program created from existing approved courses (i.e. a “repackaging”) where there is less than 25% new content is not considered a substantive change.

Program Length: Changes to curricula where "program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more" AND "students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure" is not considered a substantive change.

Program Closures: The SACSCOC *Substantive Change Policy and Procedures* states: “Program closure is not required for a specialization embedded within a discipline-specific program.” This applies to TCCs within a program group with a degree or diploma: terminating one or more TCCs but keeping the program group open is not considered a substantive change.

Substantive change requests and decisions are archived in the College’s [Substantive Change Log](#).

IE Analysis of Significant Departure and Decision:

This is a Program Closure. Under the SACSCOC Substantive Change process, closure of a TCC that is umbrellaed under a degree or diploma that will remain open is not considered a substantive change. LTC’s Mechatronics Technology degree program will remain open, so termination of the Mechatronics Systems TCC (MB71) award is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: November 2, 2023