



## ***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: 11/1/2023  
Description of Change: Termination of the Mechatronics Technician TCC (MT21) program  
Program and Major Code: Mechatronics Technician TCC (MT21)  
Location: Hall, Barrow  
Program Director: Chad Faircloth

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|--|--|
| 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 program will remain open, so termination of Mechatronics Technician TCC (MT21) award is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: November 2, 2023