



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: 10/23/2023

Description of Change: Curriculum revised and contact hours reduced to meet industry need for a program that will allow students to quickly enter the workforce. Two courses were deleted, but competencies for the Nurse Aide course are unchanged. No new content.

Program and Major Code: Nurse Aide Fast Track (NAF5)

Location: Barrow, Dawson, Forsyth, Hall, Jackson, Ivester, Empower

Program Director: Roslynn Kuznicki

Division and Program Group:	Allied Health; Nurse Aide
Campus/Site Address of Change if New Site:	NA
Change Type:	Curriculum revision
Expected Implementation Term:	Spring 2024
Leadership Team Approval Date:	September 15, 2023
State Board Approval Date:	October 11, 2023
Crosswalk Completed (Yes or NA)	Yes

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 not a new program. Because the college has offered a Nurse Aide degree program for many years, and will continue to do so with updated course content, the IE Office does not consider this to be a new program.

The change was also evaluated in terms of program length. The Nurse Aide degree program changed from 10 to 3 semester hours which is a 70% decrease. Program length is unchanged, at 1 term. Because number of terms to complete the program did not change, this is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: 10/23/2023