



June 5, 2020

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:

**Significant Departure Program
Technical Certificate of Credit (T.C.C.) in Pharmacy Technician**

Submission date:

12/19/2019

Implementation date:

8/3/2020

Case ID:

SC008509

The 15-credit hour Technical Certificate of Credit (T.C.C.) program in Pharmacy Technician, which is consistent with the mission of Lanier Technical College, is designed to prepare students for entry-level employment in a variety of settings such as hospitals, retail pharmacies, managed care, industry, and governmental agencies. The target audience is traditional college-age and adult students who are interested in careers as technicians in commercial and hospital pharmacies. Courses will be delivered through a mix of traditional classroom instruction, lab exercises, and onsite clinical experiences with an expected initial enrollment of 20 students. As a rationale for the program, the College cites EMSI Labor Market Analytics data which project a 19% increase in the number of pharmacy technician and pharmacy aide positions in the College's service area between 2018-2028. Administrative oversight will be provided by the Program Coordinator. The Certificate program was approved by the State Board of the Technical College System of Georgia in September 2019.

A list of all other programs offered by the College was provided, as well as a list of approved off-campus instructional sites. The curriculum, course descriptions, and student learning outcomes were provided. Admission and graduation requirements for the program were provided, along with the definition of a credit hour, were also noted. Student learning will be assessed through skills check sheets, rubric-scored projects, and examinations. The Certificate program will also be integrated into the College-wide institutional effectiveness process, which was described in detail. This process involves the systematic collection, review, and use of assessment data for continual improvement of teaching and learning. Results are compiled into annual Student Learning Outcomes Assessment Reports which include explicit comparison of student learning across delivery modes.



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The Faculty Roster describes the qualifications of the one faculty member who will support the Pharmacy Technician program. The faculty member is a licensed pharmacist with a pharmacy degree, and appears qualified to teach the assigned courses. 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 Lanier Technical College Library has a collection of both physical and electronic resources that support the pharmacy curriculum. This collection includes books/e-books, journals, and databases. The College also plans to purchase the Lexicomp pharmaceutical database. Students may access all items in person from any campus location, or online from the Library website. Additional external resources may be obtained through GALILEO (Georgia Library Learning Online), interlibrary loans, and through cooperative borrowing agreements with multiple libraries across the state. Library orientations with research skills are taught in English classes so that all students receive instruction on the use of library resources. Students may also receive assistance through individual consultations, research guides, and via telephone, email, or chat through the Ask-a-Librarian service.

Student support services appear to be adequate and are available to all students regardless of location. Along with standard academic support services such as financial aid, student records, and admissions the College provides additional support through academic advising, career services, and personal counseling. Specialized resources are available for veterans, non-traditional students, and individuals with disabilities. Students have access to tutoring services in face-to-face sessions and online through Tutor.com. The College also provides students with opportunities to participate in extracurricular activities that contribute to their intellectual, emotional, physical, and professional development outside the classroom.

The physical resources appear to be adequate. Instruction for the proposed Pharmacy Technician program will be offered in the Allied Health Building on the Lanier Technical College main campus. This new building includes a state-of-the-art classroom and laboratory facility previously used by the Pharmacy Technology Diploma program. The new Pharmacy Technician Certificate will replace the Diploma program and will utilize the existing space. The lab setup resembles a pharmacy with pill counting equipment, prescription bags, scales, vials, and patient logs. Photographs of the facility, as well as a complete equipment list, were provided.

Financial support for the program appears to be adequate; a projected three-year budget was provided. Expenses will include instructional personnel, equipment, faculty travel, and library resources. Revenues will come from student tuition and fees, and are expected to lag expenses the first year of operation. Institutional carry-over funds are available if necessary. A contingency plan is in the place to sustain the financial stability of the program in the event expected enrollment numbers are not realized. Lanier Technical College is not currently on reimbursement for Title IV funding.



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Policy Update

Please note that, at its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions Policy Statement*, 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. Technical Certificate of Credit (T.C.C.)

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Technical Certificate of Credit (T.C.C.) program in Pharmacy Technician. It was the decision of the Board to approve the program 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, appearing to read "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/SKO:lp

Enclosure (invoice with liaison's copy only)

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