FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # 1.202

Substantive Change Policy and Procedures

Authority: SACSCOC   Effective Date: 11/01/2015
                                                    Last Revision: 10/07/2021

PURPOSE:

The purpose of this document is to ensure that Fletcher Technical Community College (Fletcher) is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 14.2 (Substantive change).

> 14.2 "The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy. (*Substantive change*)"

By establishing institutional processes and procedures within this policy for recognizing changes that are substantive, Fletcher ensures its obligation to inform SACSCOC of such changes in accord with stated procedures as outlined in the SACSCOC *Substantive Change Policy and Procedures* revised December 2020.

Responsibility:

Fletcher's SACSCOC Accreditation Liaison is the individual responsible for communicating to the college community a full range of possible substantive changes and procedures.

Procedure:

1. To determine whether a change is substantive, any possible substantive change for the College should be immediately reported to Fletcher's SACSCOC Accreditation Liaison. If a change is deemed substantive, the accreditation liaison will ensure that the change's corresponding procedure is communicated to the change's respective owner as outlined in the SACSCOC *Substantive Change Policy and Procedures* included in this document.

2. There are specific reporting requirements that are determined by the type of substantive change. Substantive change types are grouped among three categories: 1) Institutional Changes, 2) Program Changes, and 3) Off-Campus Instructional Site/Additional Location Changes. The most common of these three are Program Changes and Off-Campus Instructional Site Changes.

3. To assist in determining whether a change may be substantive and whether it should be reported to the SACSCOC Accreditation Liaison for further investigation, see the "Common Substantive Changes: Guide to Notifying the SACSCOC Liaison" worksheet in this policy.

   Note: It is important to note that this worksheet outlines common substantive changes only. This worksheet is not inclusive of all possible substantive changes. Consult with the SACSCOC Accreditation Liaison for clarification on whether any change may be considered substantive when uncertain.

4. This worksheet may be submitted to the SACSCOC Accreditation Liaison for review. It is also acceptable to email an inquiry or verbally discuss with the SACSCOC Accreditation Liaison changes that may be considered substantive.

5. If a change is considered to be substantive, the SACSCOC Accreditation Liaison will provide a list of the appropriate documentation and/or reporting template(s) to the respective substantive change owner.

6. It is the responsibility of the substantive change owner to maintain all required information and complete any required reporting template/outline.

7. It is the responsibility of the substantive change owner to budget for any fees associated with substantive change reports.

8. It is the responsibility of the substantive change owner to report any possible substantive changes to the SACSCOC Accreditation Liaison prior to implementation *(minimum 9 months pre-implementation notification is optimal)*.

9. To assist program leaders in planning to develop a new program, see the "New Program Checklist for Prospectus" located in this document immediately following the "Common Substantive Changes… ."

10. Depending on they type of review or approval needed, the SACSCOC Accreditation Liaison will comply with one of the two following reporting deadlines.

    Board of Trustees Approval
    Substantive changes requiring approval by the full **Board of Trustees** (which meets biannually) to be implemented after the date of the Board meeting, submission deadlines are

    - **March 15** for review at the Board's biannual meeting in June of the same calendar year, and
    - **September 1** for review at the Board's biannual meeting in December of the same calendar year.

    Executive Council Approval
    For a substantive change requiring approval by the Executive Council of the Board of Trustees (which meets year-round), submission deadlines are

    - **January 1** for changes to be implemented July 1 through December 31 of the same calendar year, and
    - **July 1** for changes to be implemented January 1 through June 30 of the subsequent calendar year.

Common Substantive Changes: Guide to Notifying the SACSCOC Liaison
Note: Refer to the SACSCOC Substantive Change Policy and Procedures for a full list of substantive changes.

Program Changes: Check all that apply for each type of change and share with the SACSCOC Liaison to discuss the appropriate procedure and timelines for submission prior to implementation.

Method of Delivery – Notification *(Requires notification prior to implementation; no fees)*

☐ The program already exists

☐ A new method of delivery is being added to or replacing the existing one

☐ 50% or more of program courses will be applied to the new delivery method

New Program – Approval *(Requires approval of Ex. Council prior to implementation; $500 fee)*

☐ The new program leads to a credit credential (i.e., CTC, CTS, TD, AAS, AS, AA)

☐ 50% or more of program courses are new (exclude general education courses in denominator)

New Program – Notification *(Requires notification prior to implementation; no fee)*

☐ The new program leads to a credit credential (i.e., CTC, CTS, TD, AAS, AS, AA)

☐ Less than 50% of program courses are new (exclude general education courses in denominator)

Program Closure *(Requires approval of Ex. Council; no fee)*

☐ The program closing has leads to a credit credential (i.e., CTC, CTS, TD, AAS, AS, AA)

☐ Students declare this program as a major (not an exit point)

☐ Admission/entry to the program will be closed

Program Length Change *(Requires approval of Ex. Council prior to implementation; $500 fee)*

☐ The program leads to a credit credential (i.e., CTC, CTS, TD, AAS, AS, AA)

☐ Students declare this program as a major (not an exit point)

☐ Program credit hours will increase by 25% or more (exclude general education courses in denominator)

☐ Program credit hours will decrease by 25% or more (exclude general education courses in denominator)

☐ Student expected time to completion will increase by or more than one term

☐ Student expected time to completion will decrease by or more than one term

<u>Off-Campus Instructional Site / Additional Location Changes</u>: Check all that apply for each type of change and share with the SACSCOC Liaison to discuss the appropriate procedure and timelines for submission prior to implementation.

Note: See Off-Campus Instructional Site Definitions and Guidelines below this section for clarification of terms.

Off-Campus Instructional Site (OCIS) Notification *(Requires notification prior to implementation; no fees)*

☐ Courses are being taught or will be taught at a site that is not currently listed as an OCIS for the institution

☐ 25-49% of courses to be taught at this site make up a credit credential

Off-Campus Instructional Site (OCIS) Approval *(Requires approval prior to implementation; $500 fee)*

☐ Courses are being taught at a site that is not currently listed as an OCIS for the institution

☐ 50% or more of courses to be taught at this site make up a credit credential

Off-Campus Instructional Site – Program Relocation *(Requires notification prior to implementation; no fees)*

☐ A program is relocating from one already approved OCIS to another

☐ The program relocation serves the same geographic area

Off-Campus Instructional Site Definitions and Guidelines

<u>Definitions</u>

- Off-campus instructional site: A location
  - ➢ geographically apart from an institution's sole main campus and
  - ➢ where instruction is delivered.
- Branch campus: A special form of off-campus instructional site
  - ➢ that is geographically apart from an institution's main campus,
  - ➢ where instruction is delivered, and
  - ➢ is independent of the main campus of an institution. An off-campus instructional site is independent of the main campus if it
    - ✓ is permanent;
    - ✓ offers courses in educational programs leading to a degree, diploma, certificate, or other for-credit credential;
    - ✓ has its own faculty and administrative or supervisory organization; and
    - ✓ has its own budgetary and hiring authority.

- **Program:** For the purpose of an off-campus instructional site, a for-credit credential for which an institution awards a degree, diploma, certificate, or other credential at any level of instruction (graduate or undergraduate).

- **Percentage of program instruction:** The percentage of the total instruction required to earn a credential measured in credit hours, clock hours, competencies, or other generally accepted measure of progress to completion.

Guidelines

- Off-campus instructional site requirements apply without exception to dual enrollment sites.

- If instruction is delivered to a location by distance education (synchronously or asynchronously)

  — AND —

  if a student is required to be at the location to receive instruction, then the location is considered an off-campus instructional site.

- A clinical training site at which no didactic instruction is delivered is *not* an off-campus instructional site.

- A location at which no instruction is delivered to students is not an off-campus instructional site, e.g., a distance education video studio (with no students physically present), an off-campus student services complex, or administrative offices.

- Site names must be unique for an institution; an institution cannot have multiples sites with identical names. Check the SACSCOC website or institutional portal to verify before submitting.

- Site addresses must be unique for an institution; an institution cannot have multiple sites with identical addresses. Check the SACSCOC website or institutional portal to verify before submitting.

New Program Checklist for Prospectus

☐ Program name_____

☐ Program CIP_____

☐ Program credential_____

☐ Program total credit hours_____

☐ Program exit points w/hours exactly as they will appear in the catalog

_____

☐ Program coordinator_____

☐ Substantive change cover sheet (SACSCOC Liaison will complete)

☐ Transmittal letter (SACSCOC Liaison will create)

☐ List of programs currently offered by the institution (SACSCOC Liaison will insert this list)

☐ Curriculum Committee minutes of approval

☐ BOS memo to consider program

☐ BOS minutes of program approval

☐ Curriculum for program to include schedule of course offerings

☐ Program goals

☐ Student Learning Outcomes

☐ Assessment of student learning outcomes plan

☐ Course descriptions as they will appear in the catalog (excluding general education courses)

☐ Program-specific admissions requirements

☐ Graduation requirements as they will appear in the catalog

☐ Faculty roster

☐ Faculty qualifications

☐ Library and learning resources

☐ Physical resources

☐ Financial support

☐ Projected enrollment

☐ Projected expenditures

☐ Projected net revenue

Distribution: Distributed Electronically via College's Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Academic Policies and Procedures	04/12/2016
College Council	05/18/2016
Revision	10/07/2021
Academic Policies and Procedures Revision Approval	10/14/2021
Governance Council Revision Approval	10/26/2021
Chancellor's Leadership Approval	11/02/21