

# Athens Technical College

## Substantive Change Procedures



# **ATHENS TECHNICAL COLLEGE SUBSTANTIVE CHANGE PROCEDURES**

## **TCSG POLICY**

It is the responsibility of colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to report any significant modification or expansion of the nature and scope of the college to SACSCOC while adhering to the appropriate reporting requirements listed in the most current SACSCOC substantive change policy and its procedures. Each college must develop and maintain a written procedure to promptly report all substantive changes to the Commission on Colleges. Substantive changes can include but are not limited to:

- Any change in the established mission or objectives of the college.
- The addition of courses or programs represents a significant change in content or delivery.
- Significantly altering the length of a program.
- Additional instructional locations or branch campuses and the closing of such.
- Closing a program, off-campus site, branch campus, or institution.

## **SACSCOC SUBSTANTIVE CHANGES**

Athens Technical College (ATC) notifies SACSCOC of proposed changes in accordance with the Commission's policy, *Substantive Change Policy and Procedures*, as revised in December of 2020. ATC employs the Commission's definition of substantive change as "... a significant modification or expansion of the nature and scope of an accredited institution."

Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging/consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program.
- Entering into a cooperative academic arrangement.

- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
- Awarding dual or joint academic awards.
- Re-opening a previously closed program or off-campus instructional site.
- Adding a new off-campus instructional site/additional location including a branch campus.
- Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
- Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.

## **PROCEDURES**

### **I. Types of Changes and Reporting Requirements**

ATC uses the Program Change Request Form (Appendix A), the Request New Program Form (Appendix B) and the oversight of the Curriculum Committee (Appendix C), and communications from organizational leadership to identify changes that require either notification or prior approval of SACSCOC and/or other accrediting bodies.

The table below identifies more common types of institutional or programmatic changes outlined in the SACSCOC Substantive Change Policy and Procedures. For each type of change, the table identifies approvals required at the institutional, local, and state levels. It also identifies the type of reporting to SACSCOC that is required and the reporting timelines. This is not an exhaustive list of all possible types of changes. In cases of uncertainty, the VPAA/IE should be consulted.

INSTITUTION-LEVEL CHANGES			
Type of Change	Type of College/State Approval	Type of SACSCOC Reporting	When to Report
Change in measure of student progress to completion (e.g., clock hour to credit hour; quarters to semesters)	State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Institutional governance change such as bylaws, scope of authority, number of members or how they are selected	State Board of the Technical College System of Georgia	Approval of Full Board of Trustees	March 15 for biannual meeting in June September 1 for biannual meeting in December
Institutional closure	State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Institutional relocation	State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Acquisition of an institution, program, or instructional location from another entity	State Board of the Technical College System of Georgia	Approval of Full Board of Trustees	March 15 for biannual meeting in June September 1 for biannual meeting in December
Institutional precautionary contingency teach-out plan	State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Initiating coursework or a program at a different level than previously authorized by SACSCOC	State Board of the Technical College System of Georgia	Approval of Full Board of Trustees	March 15 for biannual meeting in June September 1 for biannual meeting in December
Merger or consolidation	State Board of the Technical College System of Georgia	Notification and Approval of Full Board of Trustees	Notification at least six months prior to Board meeting at which prospectus is reviewed March 15 for biannual meeting in June September 1 for biannual meeting in December

Type of Change	Type of College/State Approval	Type of SACSCOC Reporting	When to Report
Mission change	State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Change of ownership, means of control, or legal status	State Board of the Technical College System of Georgia	Notification and Approval of Full Board of Trustees	Notification at least six months prior to Board meeting at which prospectus is reviewed March 15 for biannual meeting in June September 1 for biannual meeting in December
<b>First program</b> where 50% or more is delivered by competency-based course or credit approach	College Curriculum Committee and Local Advisory Board	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
<b>First program</b> where 50% or more is delivered by distance education	College Curriculum Committee and Local Advisory Board	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
PROGRAM-LEVEL CHANGES			
Type of Change	Type of College/State Approval	Type of SACSCOC Reporting	When to Report
Competency-based education by <b>direct assessment</b> of 50% or more of a program	College Curriculum Committee, Local Advisory Board	Approval of Full Board of Trustees	March 15 for biannual meeting in June September 1 for biannual meeting in December
Competency-based education by <b>direct assessment</b> of 25-49% or more of a program	College Curriculum Committee	Notification	Prior to implementation
Additional method of delivery for existing program (e.g., competency-based by credit or course <sup>1</sup> , or distance learning)	Approval of Dean, VPAA/IE	Notification	Prior to implementation

<sup>1</sup> Note that if the method of delivery is competency-based using direct assessment, each program where 50% or more is delivered by this method requires SACSCOC Board of Trustees approval.

<b>Type of Change</b>	<b>Type of College/State Approval</b>	<b>Type of SACSCOC Reporting</b>	<b>When to Report</b>
Cooperative academic arrangement when 50% or more of program content is offered through the arrangement	College Curriculum Committee	Notification	Prior to implementation
<b>Type of Change</b>	<b>Type of College/State Approval</b>	<b>Type of SACSCOC Reporting</b>	<b>When to Report</b>
New program with content that is a significant departure from existing programs ( <b>50-100%</b> new content)	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
New program with content that is a significant departure from existing programs ( <b>25-49%</b> new content)	Approval of Dean, VPAA/IE	Notification	Prior to implementation
Program closure	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Approval of teach out plan by the Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Initiating a program requiring students to possess prior learning as a condition of admission	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Notification	Prior to implementation
A change in program length, either increase or decrease, of 25% or more of program credit hours AND an expected time to completion increase or decrease of more than one term	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Reopening a program within five years of closure	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Notification	Prior to implementation

Type of Change	Type of College/State Approval	Type of SACSCOC Reporting	When to Report
A new off-campus instructional site where 50-100% of a program's instruction is delivered	College Curriculum Committee, Local Advisory Board	Approval by extensive review of Full Board of Trustees (1 <sup>st</sup> two) or approval by limited review of the Executive Council of the Board	March 15 for biannual meeting in June September 1 for biannual meeting in December (1 <sup>st</sup> two) January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30 (subsequent)
A new off-campus instructional site where 25-49% of a program's instruction is delivered	College Curriculum Committee, Local Advisory Board	Notification	Prior to implementation
Off-campus instructional site relocation (not a branch campus and no net change in number of sites)	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Notification	Prior to implementation
Off-campus instructional site closure	College Curriculum Committee, Local Advisory Board, State Board of the Technical College System of Georgia	Approval of Executive Council of the Board	January 1 for changes implemented July 1 – December 31 July 1 for changes implemented the following January 1 – June 30
Off-campus instructional site name or address change without a change in the location where instruction is delivered	Notification of the VPAA/IE and President, Local Advisory Board, and State Board of the Technical College System of Georgia	Notification	Prior to implementation

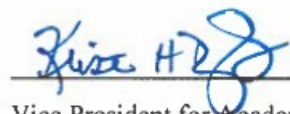
## II. Considerations for Other Types of Accreditation

Program Chairs with oversight responsibility for programs with specialized accreditation are responsible for being cognizant of the substantive change policies of the relevant accrediting bodies. This is also true for high school diploma or high school equivalency program accreditation.

Similar mechanisms are used to initiate substantive change reporting for specialized accreditors as for SACSCOC. The Program Chair or Executive Director who is initiating the change will use a Program Change Request Form for changes of a curricular nature. Other types of changes such as in key personnel or locations will follow the reporting

guidance of the specific accreditor. All such changes will be reported to the Dean, VPAA/IE, and President.

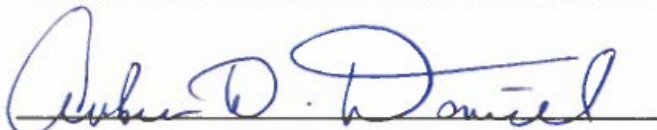
Revision Approval



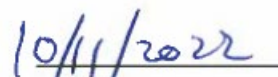
Vice President for Academic Affairs and Institutional Effectiveness



Date



President



Date



## APPENDIX A: PROGRAM CHANGE REQUEST FORM



### ATHENS TECHNICAL COLLEGE Program Change Request

TODAY'S DATE:			DIVISION:	
THE CURRICULUM CHANGE WOULD BE EFFECTIVE WHICH SEMESTER: <sup>1</sup>			PROGRAM OF STUDY: (INDICATE CREDENTIAL LEVEL: TCC, DIPLOMA, DEGREE)	
FORM SUBMITTED BY:				
EXPLANATION OF CHANGE:				
WILL THIS CHANGE INCREASE CREDITS REQUIRED FOR COMPLETION?	HOURS PRIOR TO CHANGE:	HOURS AFTER CHANGE:	IS THIS CHANGE SUPPORTED BY A CONSORTIUM?	
IF SO, PLEASE INDICATE THE HOURS PRIOR TO AND THE HOURS AFTER THE CHANGE.			IF SO, ATTACH DOCUMENTATION (I.E., IFCC MINUTES, EMAIL CORRESPONDENCE, ETC.)	
PURPOSE FOR CHANGE: (PLEASE PROVIDE DETAIL RELATED TO THE SPECIFIC SKILLS YOU ARE TARGETING WITH THE CHANGE.)				
EMPLOYMENT OUTLOOK: (PLEASE EXPLAIN HOW THIS CHANGE RELATES TO THE WORKFORCE.)				

The program change effective date is determined by Curriculum Committee, Local Advisory Board, TCSG State Board, and SACSCOC approval as applicable. For more information, to include a list of upcoming meeting dates, please contact the Office of Institutional Effectiveness.

IS FINANCIAL AID IMPACTED BY CHANGE:		WHAT IS THE EXPECTED COST OF CHANGE: (PLEASE NOTE ANY ADDITIONAL COSTS TO STUDENTS OR ATC.)	
ARE RELEVANT COURSES/PROGRAMS CURRENTLY IN KMS:		IF NOT, PLEASE ATTACHED COURSE DESCRIPTIONS.	
ARE COURSES AND/OR PROGRAMS INSTITUTIONALLY DEVELOPED:		DOES THIS CHANGE REQUIRE TCSG STATE BOARD APPROVAL?	
SACSCOC ACTION REQUIRED?		IF THIS PROGRAM IS PROGRAMMATICALLY ACCREDITED, HAVE YOU CONSULTED WITH YOUR ACCREDITOR?	
WHAT ACTIONS ARE REQUIRED BY YOUR PROGRAM ACCREDITOR FOR THIS CHANGE TO OCCUR?			

**\*Please attach details of the change.**

_____ <b>Program Chair</b>	_____ <b>Date</b>	_____ <b>Dean of the Division</b>	_____ <b>Date</b>
_____ <b>Director of Admissions</b>	_____ <b>Date</b>	_____ <b>Director of Financial Aid</b>	_____ <b>Date</b>
_____ <b>Director of Registration and Records</b>	_____ <b>Date</b>	_____ <b>Executive Director of Institutional Effectiveness</b>	_____ <b>Date</b>
_____ <b>Vice President of Academic Affairs and Institutional Effectiveness</b>	_____ <b>Date</b>	_____ <b>President</b>	_____ <b>Date</b>

**Instructions** - Program Chairs: Please complete and fill out this form in its entirety. You may need to attach additional information. Please consult with the Office of Institutional Effectiveness. Once you have completed and signed, please obtain signatures as shown in order moving left to right across the form, up to the Vice President for Academic Affairs and Institutional Effectiveness. The change request will then go to the Curriculum Committee and you will be notified of next steps.

**Document History**  
 Approved: 2018  
 Revised: March 2021  
 Revised: May 2022

## APPENDIX B: REQUEST NEW PROGRAM FORM



### ***Request Existing Program on Different Campus***

(Committee / Local Board approvals; SACS-COC prior notification)

or

### ***Request New Program***

(Committee, Local Board, TCSG / State Board approvals; SACSCOC prior notification and/or approval)

**NOTE:** *All applicable items must be completed* in as much detail as possible. This form will be used to create requests submitted to our Local Board and/or State Board for approval.

#### **Section 1: General Program Information *(Complete for all requests)***

**Date submitted:** Choose a date.

**Request initiated by:** Enter your name.

**Name of program:** Enter program.

**Program code (for existing only):** Enter code.

**Approvals secured:** ☐ Program Chair / Director

☐ Dean

☐ VPAA

**\*All approvals must be secured before request submission.**

**Has this program been** ☐ reviewed and approved **or** ☐ recommended by the program advisory committee?

**Proposed term to be implemented:** Click or tap here to enter text.

**Campus(es) on which program is currently offered:**

☐ Athens

☐ Walton

☐ Elbert

☐ Green

☐ Online

☐ Other Site (e.g., high school)

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**Location(s) requested:**

☒ Athens

☐ Walton

☐ Elbert

☐ Green

☐ Online

☐ Other Site (e.g., high school)

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## Section 2: New Program *Only*

Embedded in existing program: ☐ Yes ☐ No If **YES**, specify program: Enter program.

### Type of Program:

☐ Standard ☐ Institutionally Developed (ID) ☐ Alternate Diploma Path (SB2) eligible (ID only) ☐ Non-SB2 MOWR

Required ACCUPLACER Scores: Algebra Score. Math Score. Reading Score. Writing Score.

Credit Hours: Hours. ☐ No Contact Hours: Hours. Pell eligible: ☐ Yes

Along with this request, submit one of the following, as applicable:

- ☐ *Standard Program Curriculum and Prerequisites (KMS)*
- ☐ *Curriculum Checklist for Institutionally Developed Programs*

## Section 3: Program Implementation (*Complete for all requests*)

What makes this a viable program for the requested location(s)? (Provide number of current and projected employment opportunities for graduates and realistic salary expectations for the level of award—degree, etc.):  
Enter justification.

1. Is external accreditation or authorization required for this program? ☐ Yes ☐ No  
If **YES**, what is required? (Include accreditation process, cost, and anticipated date of accreditation.)  
Enter requirements.
2. If replication, will implementing this program on another campus require additional faculty?  
☐ Yes ☐ No  
If **YES**, what is required faculty credentialing level? If *Other*, please specify: Enter other criteria.  
Additional faculty qualifications required (certification, licensure, etc.): Enter additional information.  
Faculty required: ☐ Full-time ☐ Adjunct Total new faculty required: Enter total.
3. Are existing physical facilities, equipment, and resources adequate? ☐ Yes ☐ No  
If **NO**, describe required additions or modifications: Enter description of needs.
4. What are estimated implementation costs?  
Physical facilities / equipment: Enter cost. Supplies: Enter cost. Learning resources: Enter cost.

Faculty salary: Enter cost. Fringe benefits: Enter cost.

#### Section 4: Program with Clinical Sites *Only*

List and provide addresses for *at least three possible sites* and the number of students that each site will accept (total number must match or exceed anticipated enrollment):

1. **Name of Facility:** Enter facility.  
**Complete Address:** Enter address.  
**#of Students:** Enter # students.
2. **Name of Facility:** Enter facility.  
**Complete Address:** Enter address.  
**#of Students:** Enter # students.
3. **Name of Facility:** Enter facility.  
**Complete Address:** Enter address.  
**#of Students:** Enter # students.

## APPENDIX C: CURRICULUM COMMITTEE CHARGE AND SCOPE OF WORK

### Curriculum Committee

#### Purpose Statement:

The purpose of Athens Technical College's Curriculum Committee is to provide guidance and advocacy for the college's curriculum by ensuring that it is academically sound, comprehensive, and responsive to the evolving needs of the community. In all determinations, the Committee will operate in such a way that the college mission, goals, and educational delivery to students are well served. All program approvals/terminations are internal recommendations only and must be submitted for consideration to college leadership, Local Board of Directors, and State Board for the Technical College System of Georgia. The committee will meet a minimum of once each semester.

#### Scope of Work:

- Approve new courses/programs to ensure quality, need and feasibility, and compliance with TCSG standards regarding curricular structure, including program content and length.
- Approve major changes in existing courses/programs (i.e. change in credit or program length, change in course level, significant change in content).
- Propose the discontinuation or termination of courses/programs.
- Review all suggested changes to ensure that they meet the following criteria: appropriateness to the College mission, need, quality, feasibility, impact on students and their educational/occupational goals, and compliance with TCSG and college standards.
- Consult with convening groups on curricular issues.
- Guard against undue proliferation and duplication of course/program offerings.
- Analyze and make recommendations concerning curriculum matters relating to the articulation of courses/programs to the four-year colleges and universities.
- Review periodically the degree, diploma, and certificate curricular requirements and make suggestions for their improvement.
- Assist in the systematic and regular review of the curricula of each program as part of the program review process to ensure that courses are kept current and relevant.
- Facilitate the assessment of student learning outcomes at the college and program levels to ensure consistency and curricular improvement based on evaluation of assessment results.
- Provide a forum to encourage creativity, flexibility, and innovation in curriculum development.

#### Membership:

- Vice President for Academic Affairs and Institutional Effectiveness
- Executive Director for Institutional Effectiveness

- A minimum of six and maximum of twelve faculty members, including at least one faculty member from each Academic Division, at least two program chairs, and preferably one faculty from each of the college campuses.
- Director of Library Services
- Deans from each Academic Division
- Director for Online Learning
- Registrar
- Director of Admissions
- Research Coordinator
- Academic Advisor