

Owensboro Community & Technical College

REPORTING SUBSTANTIVE CHANGE

POLICY and PROCEDURE

Responsible Official

President

Introduction

Substantive change is a federal term pertaining to any “significant modification of the nature and scope of an accredited institution.” Colleges and universities must notify their accrediting body of potential or actual substantive change in a timely fashion and in many cases must receive approval for such change from the accrediting body *before* the initiative is implemented.

Owensboro Community and Technical College’s (OCTC) regional accrediting body, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), is required by the federal government to monitor its constituents’ compliance with the substantive change policy and to grant permission for major changes to occur. As an accredited member institution, Owensboro Community and Technical College (OCTC) shall adhere to the Commission’s substantive change policy located at

<http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>. Substantive changes fall into five broad categories:

- 1) academic program initiation, closure, or modification,
- 2) off-campus site initiation, relocation, closure, or modification of programs offered,
- 3) direct assessment/competency based education,
- 4) institutional changes in mission, ownership, or partnership, and
- 5) distance Learning

Purpose

The purpose of this policy and procedure is to establish the requirements, process, and timeline necessary to ensure timely coordination and notification of substantive changes involving Owensboro Community and Technical College OCTC. Compliance with this policy/procedure is mandatory to remain in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 14.2 which states,

“The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC’s policy.”

SACSCOC requires all member institutions to have a policy and procedure established to ensure the timely completion of substantive changes. It is the policy of OCTC to be in complete compliance with the Substantive Change Policy and Procedure of SACSCOC.

SACSCOC Principles of Accreditation further states,

A member institution is responsible for following the substantive change policy by informing the Commission of changes in accord with the Commission's procedures and, when required, seeking approval prior to the initiation of the change. If an institution fails to follow SACSCOC Substantive Change policy and procedures, it may lose its Title IV funding or be required by the U.S. Department of Education to reimburse it for money received by the institution for programs related to the unreported substantive change. In addition, the institution's case may be referred to SACSCOC Board of Trustees for the imposition of a sanction or for removal from membership.

It is *imperative* that the constituents of OCTC are familiar with the substantive change policy and procedures so all necessary changes are reported in a timely manner.

Definition

The [Substantive Change for SACSCOC Accredited Institutions](#) policy defines substantive change as a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- any change in the established mission or objectives of the institution;
- any change in legal status, form of control, or ownership of the institution;
- the addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated;
- the addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation;
- a change from clock hours to credit hours;
- a substantial increase in the number of clock or credit hours awarded for successful completion of a program;
- the establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program;
- the establishment of a branch campus;
- closing a program, off-campus site, branch campus or institution;
- entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution;
- acquiring another institution or a program or location of another institution;
- adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution; and/or
- entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

The scope of the substantive change will determine the timing of the written communication sent to the SACSCOC. Some changes require *approval* before implementation while some only require *notification* prior to implementation and monitoring for more advanced

changes. Below describes the changes requiring *approval* before implementation:

- Initiating coursework, certificates, or programs of study at a different level than those previously approved by SACSCOC.
- Initiating certificate programs for workforce development.
- Initiating other certificate programs.
- Initiating an off-campus (additional) site (site-based/classroom group instruction) at which student can earn at least 50% of the credits toward an educational program.
- Adding a site for a previously approved program under a U.S. military contract.
- Initiating degree completion programs.
- Initiating a branch campus.
- Initiating distance learning or correspondence courses and programs by which students can earn at least 50% of a program's credits through delivery in a format other than face-to-face.
- Expanding at the institution's current degree level.
- Initiating a significant change in the established mission of the institution.
- Changing from clock hours to credit hours.
- Changing significantly the length of a program, substantially increasing or decreasing the number of clock or credit hours awarded for successful completion of a program.
- Relocating a main or branch campus.
- Initiating a collaborative academic program with another institution not accredited by SACSCOC.
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs.

Changes requiring *notification* are as follows:

- For site-based/classroom group instruction (where the instructor is present)
 - Initiating an off-campus site at which a student may earn at least 25% but less than 50% of credits toward a degree.
 - Moving an approved off-campus instructional site within the same geographic area to serve essentially the same pool of students.
- Offering for the first time credit courses via distance learning/technology-based instruction by which students can obtain at least 25% but less than 50% of their credits toward an educational program.
- Initiating program/courses delivered through contractual agreement or a consortium.
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides less than 25% of an educational program offered by the accredited institution.
- Repackaging of an existing approved curriculum.

College Policy Statement

It is the policy of Owensboro Community and Technical College (OCTC) to comply with the [SACSCOC Substantive Change policy](#) and procedures as a condition of its continued accreditation by SACSCOC. All academic and administrative areas of the College are governed

by this policy. All programs and services of the College regardless of location and delivery method are subject to this policy.

Designated Responsibility and Roles

To maintain compliance with SACSCOC Standard 14.2, OCTC's Substantive Change Policy and Procedures, and to facilitate the flow of information regarding actions leading to a substantive change notification, institutional substantive change will be a standing item on the schedule for OCTC's SACSCOC Steering Committee which will meet monthly. Additionally, the review of programs, locations, and courses offered will be as standing agenda item for this committee. This team includes:

- President
- Accreditation Liaison
- Chief Academic Officer (CAO)
- Chief Institutional Officer
- Vice President of Business Affairs
- Vice President of Student Affairs
- Vice President of Information Technology
- Dean of Student Affairs/Director of Financial Aid
- Vice President of Workforce Solution
- Dean of Academic Affairs- Arts and Sciences
- Dean of Academic Affairs-Professional Technical Studies/Accreditation Liaison (convener)
- Director of Library Services
- Coordinator of Distance Education
- Coordinator of Dual Credit/QEP Director
- Institutional Effectiveness Coordinator

It is the responsibility of the Steering Committee to remain current with SACSCOC Substantive Change Policies. For the Committee to understand the many different types of changes that fall within the SACSCOC Substantive Change Policy, a copy of the entire policy will be distributed annually to all members in August or as the policy is updated by SACSCOC. Additionally, the Accreditation Liaison will provide a substantive change training during the first month of the fall semester.

The designated roles of specific members of the SACSCOC Steering Committee charged with ensuring compliance with this policy are described below.

President

The President is responsible for the overall administration of the College. Along with the College faculty, the President is responsible for the development and implementation of an instructional program commensurate with the purposes of a comprehensive community and technical College. The President is responsible for the enforcement of the substantive change policy and procedure.

Accreditation Liaison

The Accreditation Liaison communicates with the College president and the appropriate SACSCOC staff regarding the status of each substantive change notification/approval request.

The Liaison is responsible for compiling any required notification/approval request documentation, and for ensuring each notification/approval request is submitted within the prescribed timeframe. The Liaison is also responsible for providing professional development to the institution's leadership, faculty, and staff about the SACSCOC substantive change process, the OCTC substantive change policy and procedures, and for notifying the Executive Team, Administrative Council, SACSCOC Steering Committee, and campus of any updates to the SACSCOC or OCTC substantive change policies.

The Accreditation Liaison notifies the Director of Financial Aid of any pending substantive change submissions to the Commission on Colleges. Responsibilities also include maintaining the electronic records system used to disseminate information about substantive change notification/approval.

Chief Academic Officer

The CAO/Vice President of Academic Affairs provides leadership in the planning, development, implementation, and evaluation of the instructional units of the College. This individual reports any upcoming academic changes that meet the SACSCOC definition of substantive change to the President and Accreditation Liaison by the timeline outlined in this document. The CAO will notify the President and Accreditation Liaison at the time the program planning process begins, normally 9-18 months prior to the implementation of a substantive change.

Chief Institutional Officer

The Chief Institutional Officer works collaboratively on special projects and grants across all units of the College. This individual reports any upcoming academic changes related to special projects and grants that meet the SACSCOC definition of substantive change to the Accreditation Liaison by the timeline outlined in this document. The Chief Institutional Officer notifies the President and Accreditation Liaison at the time the program planning process begins, normally 9-18 months prior to the implementation of a substantive change.

Vice President of Business Affairs

The Vice President of Business Affairs contributes to the steering committee by providing guidance on human and fiscal resources regarding substantive change.

Vice President of Information Technology

The Vice President of Information Technology contributes to the steering committee by providing guidance on technology issues and resources needed as a result of substantive change.

Vice President of Student Affairs and Dean of Student Affairs/Director of Financial Aid

The Vice President of Student Affairs/Dean of Student Affairs/Director of Financial Aid contributes to the substantive change process through input and guidance to provide student support services as a result of substantive change. The Director of Financial Aid is responsible for assessing substantive changes that may require Department of Education (DOE) approval, submitting proposed changes to DOE for approval, and keeping the Accreditation Liaison apprised of the approval process.

Vice President of Workforce Solutions

The Vice President of Workforce Solutions monitors the proposed schedule of for-credit workforce classes and approves and reports to the CAO/Vice President of Academic Affairs any schedule changes that conform to the SACSCOC definition of substantive change and which might create the need to notify and/or seek approval from the SACSCOC. The Vice President of Workforce Solution is to notify the President and Accreditation Liaison at the time the program planning process begins, 9-18 months prior to the implementation of a substantive change.

Academic Deans

The Deans of Academic Affairs serve to direct curriculum, instruction, and scheduling. The Deans are responsible for entering courses into PeopleSoft and monitoring the proposed schedule of classes. The Deans also work with the appropriate academic leads, program coordinators, curriculum coordinators, and faculty to determine if new academic programs are a significant departure from existing programs, and if so, work with these groups to gather the information/documentation needed to complete the substantive change process. The Deans approve and report to the CAO and Accreditation Liaison any schedule changes that conform to the SACSCOC definition of substantive change which might create the need to notify and/or seek approval from SACSCOC. The Deans are to notify the President and Accreditation Liaison at the time the program planning process begins, normally 9-18 months prior to the implementation of a substantive change.

Director of Library Services

The Director of Library Services contributes to the steering committee by providing guidance on access to learning resources needed as a result of substantive change.

Coordinator of Distance Learning and Coordinator of Dual Credit

Coordinators are responsible for ensuring all required approvals and notifications are received prior to scheduling and marketing courses/programs that require substantive change. Coordinators are to notify the President and Accreditation Liaison at the time the program planning process begins, normally 9-18 months prior to the implementation of a substantive change.

Institutional Effectiveness Coordinator

The Coordinator of Institutional Effectives provides necessary research and data support for substantive change decisions.

Local Procedure

Local procedure for substantive change is based on SACSCOC policy and covers all areas of the College, including distance education, dual credit, on- and off-campus instructional sites, and Workforce Solutions. The types of substantive changes, the procedures for addressing them appropriately, and the forms/templates required for reporting are maintained online at <http://www.sacscoc.org/SubstantiveChangeCommitteeVisit.asp>. All substantive change reporting must adhere to the following deadlines, as published online annually at <http://www.sacscoc.org/SubstantiveChange.asp>.

The following outlines the type of changes, required notification, required prior approval, timeframe for contacting SACSCOC, required documentation, and internal timeframe for notifying the Accreditation Liaison.

1. Academic program initiation, closure, or modification

1.1. New Degree, Diploma, or Certificate Programs

New degree, diploma, or certificate programs must follow Kentucky Community and Technical College System (KCTCS) and Kentucky Council on Postsecondary Education (CPE) policies and procedures. The criteria below should be used to determine if the new program is a significant departure from existing programs:

- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses be required?
- Will a significant number of new faculty members be required?
- Will significant additional library/learning resources be needed?

If the new program is not a significant departure from existing programs, no SACSCOC notification is required. New programs that are a significant departure from existing programs require a Prospectus. The CAO notifies the President and Accreditation Liaison of the addition of any new programs in advance of adding the program(s). Please refer to Appendix A *New Program Decision Tree* as a resource for guiding this type of substantive change.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Initiating a new program—program is not significantly different	No	No	NA	NA	May 1 for fall start October 1 for spring start
Initiating a new program—program is significantly different	Yes	Yes	January 1 for fall start July 1 for spring start	Prospectus	October 15 for fall start April 15 for spring start

1.2. Initiating a Certificate Program at Employer’s Request and on Short Notice

These programs are typically offered at the request of an employer, either on-campus or at the workplace. Offering previously approved certificate programs at an unapproved off-campus site requires approval of the site prior to implementation. Similarly, offering a certificate program that is a significant departure from existing approved certificate programs, either on- or off-campus, requires approval of the program prior to implementation. SACSCOC will waive the six-month notification requirement and accept a modified prospectus consisting of the name of the

certificate, date of implementation, the complete physical address of the off-campus site (if applicable), a faculty roster, a discipline-specific description of library/learning resources, a description of physical facilities, and descriptions of courses to be offered at the site. The CAO and/or Vice President of Workforce Solutions will notify the President and Accreditation Liaison of the need to initiate certificate programs for workforce development.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Initiating a certificate program at employer's request and on short notice at a new off-campus site (previously approved program)	No	Yes	January 1 for fall start July 1 for spring start	Modified Prospectus	October 15 for fall start April 15 for spring start
Initiating a certificate program at an employer's request and on short notice that is a significant departure from previously approved programs	Yes	Yes	January 1 for fall start July 1 for spring start	Modified Prospectus	October 15 for fall start April 15 for spring start

1.3. Closure of Degree, Diploma, or Certificate Programs

As soon as the decision is made to close an academic program, the CAO will notify the President and Accreditation Liaison.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Closing an existing program	Yes	Yes	Immediately following the decision to close the program.	Notification letter detailing the Teach-out Plan	Immediately following the decision to close the program.

1.4. Change in Credential Level

The Commission on Colleges does not require notification or approval if an existing diploma/certificate program adds an AAS degree option. If OCTC were to add a credential higher than the Associate degree, notification and approval would be required. If the institution were to initiate a level change, the President would notify the Accreditation Liaison.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Initiating a program credential level change	No	No	NA	NA	NA

(Example: Adding an AAS option to an existing diploma/certificate program.					
Initiating an institutional credential level change (Example: Adding a Bachelor's degree)	Yes	Yes	12 months	Application for Level Change (Due dates: March 15 or September 1)	6 months prior to SACSCOC submission (18 months prior to implementation)

1.5. Substantial Increase or Decrease in the Number of Credit Hours Awarded for Successful Completion of a Program

Significant changes in program length are those with noticeable impact on the program's completion time. Program coordinators should notify the CAO/Vice President of Academic Affairs as soon as the decision has been made to substantially increase or decrease the number of credit hours required to complete a program. The President will immediately forward this information to the Accreditation Liaison.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Significantly increasing or decreasing the number of credit hours required to complete a program	Yes	Yes	6 months	Modified Prospectus	October 15 for fall start April 15 for spring start

2. Off-campus site initiation, relocation, closure, or modification of courses/programs offered

A list of off-campus sites is available on the OCTC SACSCOC Steering Committee SharePoint site. Off-campus sites fall into one of three categories based upon the percent of a credential offered at the site: 1) 1-24% of a credential offered, 2) 25-49% of a credential offered, and 3) 50-100% of a credential offered. Off-campus sites are those that are geographically separate from the main campus. An off-campus site is one in which site-based/classroom group instruction takes place. This includes locations at which instruction is offered by distance delivery, but students must be present on-site to access such instruction. High school locations where dual credit instruction is offered are considered off-campus sites. Appendix B *New Off Campus Site Decision Tree* as a resource for guiding site initiation.

2.1. Initiating a New Off-Campus Site

The Vice President of Workforce Solutions, Academic Deans, and the Coordinator of Dual Credit will notify the Accreditation Liaison at least three months prior to the internal deadline of any proposed course offerings at off-campus sites not currently identified on the OCTC SACSCOC Steering Committee SharePoint site. This step is required because adding a single course can result in the need to notify or receive approval from SACSCOC prior to implementation. High schools where 1-24% of a

credential have previously been offered in a dual-credit format are not SACSCOC approved off-campus sites. Offering 25% or more of a credential at one of these sites would necessitate notifying and/or obtaining SACSCOC approval of the site as a new site—even though the College may have been offering dual credit instruction at the location for many years. As a result, long-term planning is essential when scheduling courses at these locations. The Accreditation Liaison will request approval from the President to proceed.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Offering 1-24% of a credential at a location geographically separate from the main campus.	No	No	NA	NA	May 1 for Fall start October 1 for Spring start
Offering 25-49% of a credential at a location geographically separate from the main campus.	Yes	No	Prior to Implementation	Notification Letter	May 1 for Fall start October 1 for Spring start
Offering 50-100% of a credential at a location geographically separate from the main campus.	Yes	Yes	January 1 for fall start July 1 for spring start	Prospectus	October 15 for fall start April 15 for spring start

2.2. Moving an Approved Off-Campus Site

This policy applies to moving an approved off-campus site within the same geographic service area. The Commission on Colleges does not define “same geographic service area.” Approved off-campus sites are ones in which 50% or more of a credential are offered. The President will notify the Accreditation Liaison of proposed moves of approved off-campus sites.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Moving an approved off-campus site to a new location	Yes	No	Prior to implementation	Notification Letter	May 1 for Fall start October 1 for Spring start

2.3. Closing an Approved Off-Campus Site

The President will notify the Accreditation Liaison of the proposed closure of an approved off-campus site.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Closing an approved off-campus site	Yes	Yes	Immediately following the decision to close the site	Notification Letter which includes a Teach-Out Plan	Immediately following the decision to close the site

3. Direct assessment/competency based education

Federal regulations define a direct assessment competency-based educational program as an instructional program that, in lieu of credit hours or clock hours as a measure of student learning, uses direct assessment of student learning relying solely on the attainment of defined competencies, or recognizes the direct assessment of student learning by others. The assessment must be consistent with the accreditation of the institution or program using the results of the assessment. President will notify the Accreditation Liaison of this change.

Type Of Change	SACSCOC Notification Required?	SACSCOC Prior Approval Required?	Time Frame For Contacting SACSCOC	SACSCOC Required Documentation	OCTC Time Frame For Notifying Accreditation Liaison
Initiating a direct assessment competency-based program	Yes	Yes	March 15 for June review September 1 for December review	Screening Form, Notification Letter, and/or Prospectus	January 1 for June review May 15 for December review

4. Institutional changes in mission or ownership

4.1. Changes in Mission

The Accreditation Liaison serves on the Administrative Council, and as such, is actively involved in the ongoing review of the institution's mission. Significant changes in mission are those that lead to a fundamental shift in the nature of the institution. Editorial changes in the language of a mission statement are not substantive and need not be reported. The change in mission may dictate a mix of required documentation. The Accreditation Liaison will work with Commission staff in the event the institution significantly alters its mission.

4.2. Changes in Ownership

Procedures for mergers, consolidations, change of ownership, acquisitions, and change of governance, control, form, or legal status are found on the SACSCOC website (<http://www.sacscoc.org/subchg/policy/Mergers.pdf>). In the event of an institutional substantive change that meets the criteria outlined in this policy, the Accreditation Liaison will work with the President and Commission staff to complete the required application for change.

5. Distance Learning

Although distance learning can trigger a substantive change notification requirement, at the current time, delivery of instruction by distance learning format is only required once. Owensboro Community and Technical College's distance learning program was reviewed by the Commission on Colleges as part of its 2016 decennial review.

6. Other

This document outlines the procedures for addressing substantive changes Owensboro Community and Technical College is likely to encounter in the foreseeable future. The SACSCOC Policy Statement on Substantive Change includes additional policies on substantive changes such as the addition of a branch campus, changing from clock hours to credit hours, and acquiring any program or site from another institution. Because these events are unlikely to occur at OCTC in the immediate future, this document does not include descriptions of the procedures to be used for these events. Detailed information can be located at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>.

Local Process for Reporting Substantive Change

To monitor compliance with the SACSCOC Substantive Change policy the following will be tracked by applicable department and maintained on the OCTC SACSCOC Steering Committee SharePoint:

- A tracking file of all off-campus dual-credit sites is maintained by the Coordinator of Dual Credit. This file includes names and complete addresses of all off-campus dual credit sites along with the listing of courses offered, faculty teaching the courses, contact information for the Point of Contact for the dual-credit site, and the percentage of courses towards a credential available by year.
- A tracking file of off-campus sites, not related to dual credit, is maintained by the Accreditation Liaison. This file includes names and complete addresses of all off-campus sites along with the listing of courses offered, information for the point of contact for the site (if applicable), the percentage of courses towards a credential available by year, and the date the site was approved by SACSCOC.
- A tracking file of locations where workforce development credits are being offered is maintained by the Department of Workforce Solutions. This file includes names and complete addresses of all workforce sites along with the listing of courses offered, faculty teaching the courses, contact information for the point of contact for the site, and the percentage of courses towards a credential available by year.

The Coordinator of Dual Credit and the Vice President of Workforce Solutions will inform the Accreditation Liaison each time a new course is added to a location. Working in conjunction with the Accreditation Liaison will ensure all documentation needed for substantive change, if necessary, is submitted in a timely manner.

During the regular Steering Committee meeting, the OCTC Accreditation Liaison will solicit feedback concerning any substantive change, new program, or new academic area from the members of the Committee. This includes all program and curriculum changes reviewed as necessary by the local CRC.

If any information brought forth is deemed substantive according to the *Substantive Change for SACSCOC Accredited Institutions* policy, then the Accreditation liaison, in conjunction with the President and CAO/Vice President of Academic Affairs, will determine the type of substantive change needed.

If the Commission requires the institution to write a brief or complete prospectus or prepare any additional documentation, the Accreditation Liaison will work with the appropriate departments and Committee members to complete the necessary documents. Once all documents are completed for submission, the Accreditation Liaison will prepare the necessary letters and attach all necessary documentation to be submitted to the President of the College to be signed and sent to the President of SACSCOC. A copy of the file(s) will be loaded on the OCTC SACSCOC SharePoint site for the Steering Committees records/notification.

Policy Review

The SACSCOC Steering Committee will review the policy each August or when the *Substantive Change for SACSCOC Accredited* Institutions policy statement has been updated (whichever is more frequent) to evaluate the effectiveness of the process and to identify any needed improvements.

Policy Amendment

Policy changes pertaining to substantive change should be submitted to the Accreditation Liaison who will present the proposed change to the college's SACSCOC Steering Committee, Executive Team, and subsequently to the Administrative Council.

Policy Publication

This policy will be published on OCTC's website, in the Academic Affairs Handbook, the Discover College Dual Credit Handbook, and the Workforce Solutions Policy and Procedure Manual. The Accreditation Liaison is responsible for providing the policy/procedures to internal constituents for publication.

Point of Contact

Every SACSCOC member institution has an Institutional Accreditation Liaison whose charge is to ensure compliance with accreditation requirements. Questions or clarification regarding this policy should be directed to the institutional Accreditation Liaison.

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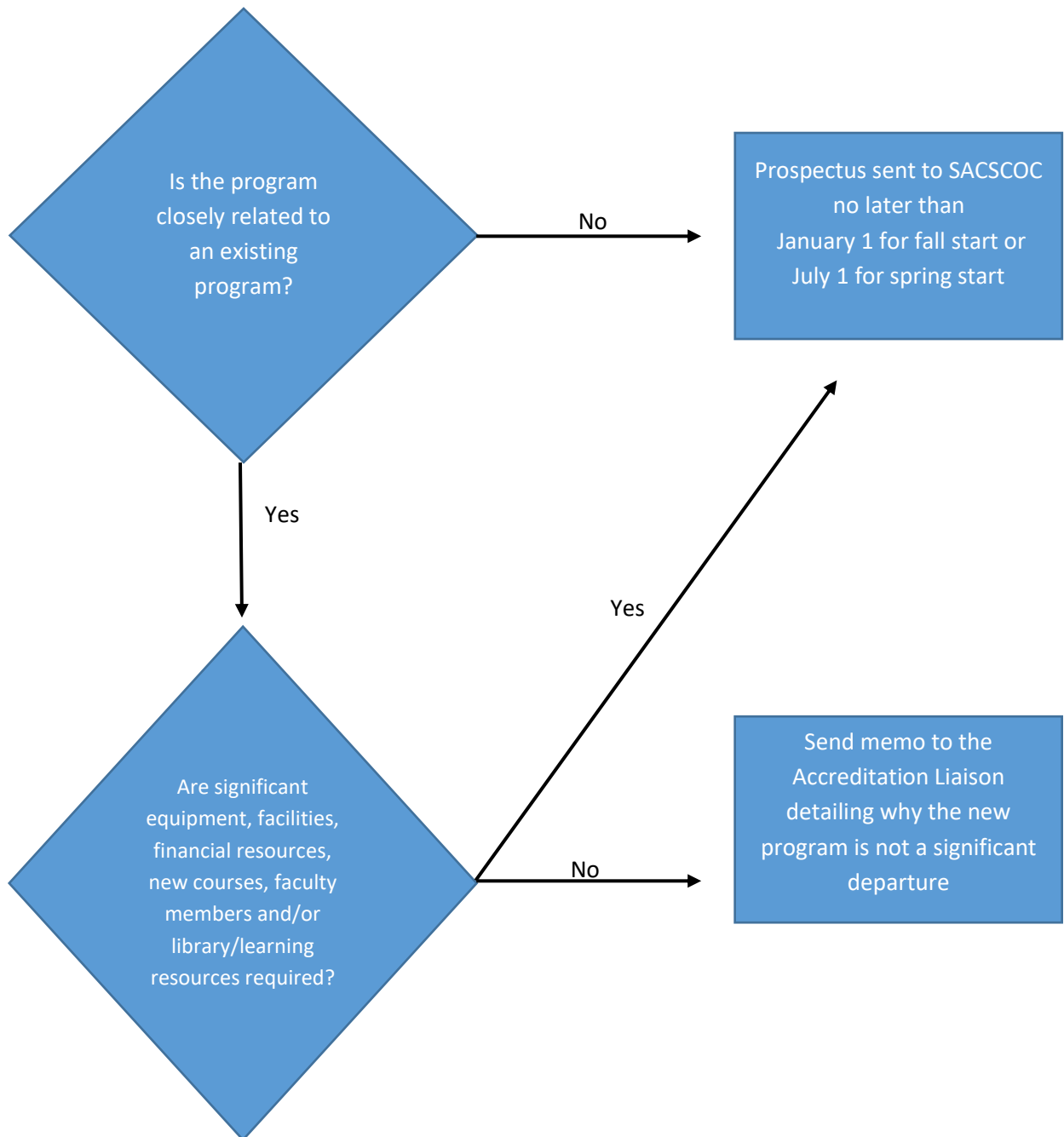
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Appendix A: New Program Decision Tree

To be used for decision making when adding a new program to OCTC's academic inventory.



Appendix B: New Off-Campus Site Decision Tree

To be used for decision making when offering courses at sites other than approved OCTC campus/instructional sites.

