



*Northeast Alabama Community College*  
Curriculum Committee  
Minutes

December 14, 2016

**Meeting:** The Curriculum Committee held a meeting on Wednesday, December 14, 2016 at 12:30 p.m.

**Present:** Rodney Land, Chair, Olivia Dodd, Jane Hopson, Haley Johnson, Dr. Joe Burke, Dr. Mike Kennamer, Dr. Eric Campbell, Joan Reeves, Dr. Julia Everett, Angie Stewart, Brad Fricks, Rob Woodall, Sherie Grace

**Not Present:** Greg Millican, Chad Gorham, Sherry Whitten, Shelia Barnes

Chair Rodney Land called the meeting to order.

**Old Business:** Mr. Land asked the committee to review the minutes from October 26, 2016. Ms. Angie Stewart made a motion to accept the minutes; Dean Sherie Grace seconded the motion. All members present voted in favor of the motion.

**New Business:**

Ms. Joan Reeves asked the committee to consider the issue of students pre-registering for courses before successfully completing the prerequisite for the course. Ms. Reeves noted that the English and Math divisions encounter this issue frequently. The division directors must submit drop/add forms for every student who fails prerequisite courses and is pre-registered for the next course. Ms. Reeves asked if the AS400/Alliant system can be programmed to automatically drop students if they fail the prerequisite course. Dean Grace said that it is possible for the AS400/Alliant system to automatically drop these students. However, there must be a notification system so that students are informed.

Dean Grace announced to the committee that instructors have attempted to add students to their courses during the grade processing period. This is due to the fact that students have been allowed to remain in classes throughout the semester even though the student is not on the official course roll. She noted that this causes financial aid issues. The committee discussed the importance of using official rolls and paying attention to reporting deadlines. Dean Grace noted that Dr. Joe Burke had communicated to the faculty about addressing students who were sitting in classes without paying. Dean Grace asked the division directors to communicate to their divisions about this problem

Mr. Brad Fricks reviewed the college's substantive change policy. He noted that the policy has been revised to include SACSCOC's new deadlines for substantive changes. After committee discussion, Dean Grace made a motion to approve the revised substantive change policy; Ms. Reeves seconded the motion. All members present voted in favor of the motion.

Mr. Fricks also presented changes to the OAD Program Learning Outcomes. Mr. Fricks explained that revisions to the OAD program of study prompted changes to the program learning outcomes. The committee reviewed the program learning outcomes. Mr. Fricks also presented a change to the Written Communication General Education Outcome. He stated that because the English department is panel-grading essays, the minimum score for the essay should be changed to 70%.

Mr. Fricks made a motion to approve the revised OAD Program Learning Outcomes and minimum score for the panel-graded essay. Ms. Reeves seconded the motion; all members present voted in favor of the motion.

Dr. Mike Kennamer submitted *Applications for Additions to the Curriculum* for ADM 150, ADM 151, ADM 152, ADM 153, and ADM 154. He stated that every industrial and manufacturing program requires a co-op course. Currently, each course cannot be offered every semester. Dr. Kennamer stated that offering these courses each semester will allow students more access to co-op classes and help manage class sizes. He stated that because the courses are one credit hour, the work hours associated with the co-op course are more flexible. He stated that this change will not go into effect until Fall 2017, but they will need to be changed in the programs of study. Dean Grace asked how many co-op credits students will be required to have; Dr. Kennamer said the minimum requirement will be 3 hours, but students could take up to 5 hours. Dr. Kennamer noted that this addition has been approved with ACCS (see addendum).

Ms. Angie Stewart made a motion to approve the *Applications for Additions to the Curriculum*. Dr. Joe Burke seconded the motion; all members present voted in favor of the motion.

Dr. Kennamer presented changes to the Medical Assistant AAS Degree Plan. He listed the following changes:

Remove MAT 121 from the electives category; it is a required course.  
MAT 128, 200, and 220 have been replaced with HIT 230, 232, 116, and 183.

Dr. Kennamer noted that these changes will be made for the Fall 2017 degree plan.

Mr. Rob Woodall made a motion to approve the changes to the MAT degree plan. Ms. Reeves seconded the motion; all members present voted in favor of the motion.

Ms. Jane Hopson asked the committee about a policy regarding distance education. She questioned if there is a college-wide policy about how to deal with the issue of technology problems which cause a student to not complete an assignment or exam. Dr. Burke stated that the individual instructor is responsible for creating and implementing a policy to cover this situation.

With no other business to discuss, Mr. Land adjourned the meeting at 1:35 p.m.



# Northeast Alabama Community College

## Application for Additions to the Curriculum

- Directions:
- (1) Save this form to your computer as a Word document (.doc extension).
  - (2) Submit the completed form via e-mail to your division director, with a copy e-mailed to the Office of Institutional Planning and Assessment ([doddo@nacc.edu](mailto:doddo@nacc.edu)).
  - (3) Submit a signed print copy to your division director.
  - (4) Attach a copy of the course syllabus.

Please note that the application must be approved by the Curriculum Committee before it is presented to the Vice President/Dean of Instruction for final approval.

1. Course prefix and number                      Course title  
ADM 150    Technical Cooperative Education
  
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
 This course helps to achieve goal 3 by making a co-op course more available to students in industrial/manufacturing programs. Rather than offering program-specific courses periodically we can offer this course every semester.
  
3. Give justification for offering this course at Northeast Alabama Community College.  
Will replace program-specific co-op courses in favor of one that will cover all industrial programs.
  
4. Is this a transfer course? no  
 If so, what is the AGSC Transfer Code Designation (A, B, or C)? \_\_\_\_\_
  
5. Into what degree or certificate program(s) will this course fit? ACR, ENT, INT, ILT, DDT, MTT, WDT
  
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
  
7. Is this course listed in the Alabama College System Course Directory? yes  
 If so, please attach a copy of the ACS directory listing.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
ADM	150	TECHNICAL COOPERATIVE EDUCATION	1	0	1
Course Description				Added	12/26/07
Prerequisite: As determined by college.					
Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.					

8. Provide the course description.  
 Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.
  
9. Does this course have a previously taught equivalent? If so, please list the prefix, number, title, and track number of the previous course. no
  
10. List all degree plans, programs, certificates, and/or transfer guides affected, as well as the corresponding areas (Areas I-V). Attach additional page(s) if necessary.  
DDT – AAS

HVA – AAS  
ILT – AAS  
ISO – AAS  
ISW – AAS  
ENT – AAS  
ISI – AAS  
ISS - AAS

Sub Signatures on file

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**Last Revision: Spring 2017**

**SYLLABUS**

**ADM 150**  
**1 Semester Credit Hour**

**Technical Cooperative Education**  
**5 Contact Hours**

**I. Course Description**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor will evaluate student's progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**II. Prerequisite**

Permission of instructor; within two semesters of graduation.

**III. Course Textbook, Manuals, or Other Required Materials**

NA

**IV. Course Learning Outcomes**

- A. The student will function in an entry-level technician in a supervised setting.
- B. The student will be prepared for service, dressed professionally, and will act in a safe manner.

**V. Outline of Course Topics**

This class allows practical application of the knowledge, skills, and affective lesson material covered in the program core courses.

**VI. Methods of Instruction**

- A. Supervised shift work
- B. Reviews of situations by supervisor

## **VII. Evaluation and Assessment**

Course Grade Assessment:

Students who successfully complete this course must accumulate a minimum of 750 of 1000 possible points during the semester. Additionally, the student must pass the following on a Pass/Fail basis: Measurable Learning Objectives as agreed on by the employer.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

## **IX. Statement on Discrimination/Harassment**

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## **X. Statement of Adherence to ADA Guidelines**

Instructors will adhere to the Americans With Disabilities Act and/or Section 504 of the Rehabilitation Act (1973) and will publish the following statement on course outlines given to students at the beginning of each semester: "Any individual who qualifies for reasonable accommodations under the Americans With Disabilities Act or Section 504 of the Rehabilitation Act (1973) should notify the instructor immediately."



# Northeast Alabama Community College

## Application for Additions to the Curriculum

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Please note that the application must be approved by the Curriculum Committee before it is presented to the Vice President/Dean of Instruction for final approval.

1. Course prefix and number                      Course title  
ADM 151    Technical Cooperative Education
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
 This course helps to achieve goal 3 by making a co-op course more available to students in industrial/manufacturing programs. Rather than offering program-specific courses periodically we can offer this course every semester.
3. Give justification for offering this course at Northeast Alabama Community College.  
Will replace program-specific co-op courses in favor of one that will cover all industrial programs.
4. Is this a transfer course? no  
 If so, what is the AGSC Transfer Code Designation (A, B, or C)? \_\_\_\_\_
5. Into what degree or certificate program(s) will this course fit? ACR, ENT, INT, ILT, DDT, MTT, WDT
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
7. Is this course listed in the Alabama College System Course Directory? yes  
 If so, please attach a copy of the ACS directory listing.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
ADM	151	TECHNICAL COOPERATIVE EDUCATION	1	0	1
Course Description				Added	12/26/07
Prerequisite: As determined by college.					
Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.					

8. Provide the course description.  
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9. Does this course have a previously taught equivalent? If so, please list the prefix, number, title, and track number of the previous course. no
10. List all degree plans, programs, certificates, and/or transfer guides affected, as well as the corresponding areas (Areas I-V). Attach additional page(s) if necessary.  
DDT – AAS

HVA – AAS  
ILT – AAS  
ISO – AAS  
ISW – AAS  
ENT – AAS  
ISI – AAS  
ISS - AAS

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**Last Revision: Spring 2017**

**SYLLABUS**

**ADM 151**  
**1 Semester Credit Hour**

**Technical Cooperative Education**  
**5 Contact Hours**

**I. Course Description**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor will evaluate student's progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**II. Prerequisite**

Permission of instructor; within two semesters of graduation.

**III. Course Textbook, Manuals, or Other Required Materials**

NA

**IV. Course Learning Outcomes**

- A. The student will function in an entry-level technician in a supervised setting.
- B. The student will be prepared for service, dressed professionally, and will act in a safe manner.

**V. Outline of Course Topics**

This class allows practical application of the knowledge, skills, and affective lesson material covered in the program core courses.

**VI. Methods of Instruction**

- A. Supervised shift work
- B. Reviews of situations by supervisor

## **VII. Evaluation and Assessment**

Course Grade Assessment:

Students who successfully complete this course must accumulate a minimum of 750 of 1000 possible points during the semester. Additionally, the student must pass the following on a Pass/Fail basis: Measurable Learning Objectives as agreed on by the employer.

## **VIII. Attendance**

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

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1. Course prefix and number                      Course title  
ADM 152    Technical Cooperative Education
  
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
 This course helps to achieve goal 3 by making a co-op course more available to students in industrial/manufacturing programs. Rather than offering program-specific courses periodically we can offer this course every semester.
  
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Will replace program-specific co-op courses in favor of one that will cover all industrial programs.
  
4. Is this a transfer course? no  
 If so, what is the AGSC Transfer Code Designation (A, B, or C)? \_\_\_\_\_
  
5. Into what degree or certificate program(s) will this course fit? ACR, ENT, INT, ILT, DDT, MTT, WDT
  
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
  
7. Is this course listed in the Alabama College System Course Directory? yes  
 If so, please attach a copy of the ACS directory listing.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
ADM	152	TECHNICAL COOPERATIVE EDUCATION	1	0	1
Course Description				Added	12/26/07
Prerequisite: As determined by college.					
Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.					

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DDT – AAS

HVA – AAS  
ILT – AAS  
ISO – AAS  
ISW – AAS  
ENT – AAS  
ISI – AAS  
ISS - AAS

Signatures on file



**Last Revision: Spring 2017**

**SYLLABUS**

**ADM 152**  
**1 Semester Credit Hour**

**Technical Cooperative Education**  
**5 Contact Hours**

**I. Course Description**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor will evaluate student's progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**II. Prerequisite**

Permission of instructor; within two semesters of graduation.

**III. Course Textbook, Manuals, or Other Required Materials**

NA

**IV. Course Learning Outcomes**

- A. The student will function in an entry-level technician in a supervised setting.
- B. The student will be prepared for service, dressed professionally, and will act in a safe manner.

**V. Outline of Course Topics**

This class allows practical application of the knowledge, skills, and affective lesson material covered in the program core courses.

**VI. Methods of Instruction**

- A. Supervised shift work
- B. Reviews of situations by supervisor

## **VII. Evaluation and Assessment**

Course Grade Assessment:

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ADM 153    Technical Cooperative Education
  
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
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5. Into what degree or certificate program(s) will this course fit? ACR, ENT, INT, ILT, DDT, MTT, WDT
  
6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
  
7. Is this course listed in the Alabama College System Course Directory? yes  
 If so, please attach a copy of the ACS directory listing.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
ADM	153	TECHNICAL COOPERATIVE EDUCATION	1	0	1
Course Description				Added	12/26/07
Prerequisite: As determined by college.					
Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.					

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DDT – AAS

HVA – AAS  
ILT – AAS  
ISO – AAS  
ISW – AAS  
ENT – AAS  
ISI – AAS  
ISS - AAS

Submitted by	Signatures on file
Endorsed by	
Approved by	
*Approved by	
*Final approval of	



**Last Revision: Spring 2017**

**SYLLABUS**

**ADM 153**  
**1 Semester Credit Hour**

**Technical Cooperative Education**  
**5 Contact Hours**

**I. Course Description**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor will evaluate student's progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**II. Prerequisite**

Permission of instructor; within two semesters of graduation.

**III. Course Textbook, Manuals, or Other Required Materials**

NA

**IV. Course Learning Outcomes**

- A. The student will function in an entry-level technician in a supervised setting.
- B. The student will be prepared for service, dressed professionally, and will act in a safe manner.

**V. Outline of Course Topics**

This class allows practical application of the knowledge, skills, and affective lesson material covered in the program core courses.

**VI. Methods of Instruction**

- A. Supervised shift work
- B. Reviews of situations by supervisor

## **VII. Evaluation and Assessment**

Course Grade Assessment:

Students who successfully complete this course must accumulate a minimum of 750 of 1000 possible points during the semester. Additionally, the student must pass the following on a Pass/Fail basis: Measurable Learning Objectives as agreed on by the employer.

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ADM 154    Technical Cooperative Education
  
2. How does this course help achieve or enhance the Northeast Alabama Community College Mission?  
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 If so, what is the AGSC Transfer Code Designation (A, B, or C)? \_\_\_\_\_
  
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6. Into what STARS area(s) will the course fit in a transfer program (Areas I-V)? V
  
7. Is this course listed in the Alabama College System Course Directory? yes  
 If so, please attach a copy of the ACS directory listing.

DPT	CRS.	COURSE TITLE	THEORY	LAB	COURSE
ADM	154	TECHNICAL COOPERATIVE EDUCATION	1	0	1
Course Description				Added	12/26/07
Prerequisite: As determined by college.					
Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor evaluate students' progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.					

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DDT – AAS

HVA – AAS  
ILT – AAS  
ISO – AAS  
ISW – AAS  
ENT – AAS  
ISI – AAS  
ISS - AAS

Submitted by

Signatures on file

Endorsed by

Approved by

\*Approved by

\*Final approval of

**Last Revision: Spring 2017**

**SYLLABUS**

**ADM 154**  
**1 Semester Credit Hour**

**Technical Cooperative Education**  
**5 Contact Hours**

**I. Course Description**

Students work on a part-time basis in a job directly related to applied technologies. The employer and supervising instructor will evaluate student's progress. Upon course completion, students will be able to apply skills and knowledge in an employment setting.

**II. Prerequisite**

Permission of instructor; within two semesters of graduation.

**III. Course Textbook, Manuals, or Other Required Materials**

NA

**IV. Course Learning Outcomes**

- A. The student will function in an entry-level technician in a supervised setting.
- B. The student will be prepared for service, dressed professionally, and will act in a safe manner.

**V. Outline of Course Topics**

This class allows practical application of the knowledge, skills, and affective lesson material covered in the program core courses.

**VI. Methods of Instruction**

- A. Supervised shift work
- B. Reviews of situations by supervisor

## **VII. Evaluation and Assessment**

Course Grade Assessment:

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**NORTHEAST ALABAMA COMMUNITY COLLEGE  
POLICY AND PROCEDURES FOR REPORTING SUBSTANTIVE CHANGE**

Northeast Alabama Community College (NACC) is committed to maintaining compliance with the policy and procedures for substantive change of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Substantive change is addressed in Comprehensive Standard 3.12.1 of *The Principles of Accreditation: Foundations for Quality Enhancement*: “The institution notifies the Commission of changes in accordance with the Commission’s substantive change policy and, when required, seeks approval prior to the initiation of changes.” Failure to comply with the Commission procedures for reporting substantive change may result in public sanction by the Commission and/or a change in eligibility to participate in Title IV programs.

**POLICY STATEMENT**

Northeast Alabama Community College will maintain compliance with SACSCOC Comprehensive Standard 3.12.1 of *The Principles of Accreditation: Foundations for Quality Enhancement*.

**PROCEDURES**

**Definition of Substantive Change**

As defined by the Commission, substantive change is a significant modification or expansion of the nature and scope of an accredited institution.

Substantive changes may include, but are not limited to, the following items, quoted directly from the SACSCOC Substantive Change Policy:

- Initiating coursework or programs at a different level than currently approved
- Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice)
- Expanding at current degree level (significant departure from current programs).
- Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution
- Initiating degree completion programs
- Initiating a branch campus
- Initiating distance learning by offering 50% or more of the first program for the first time
- Relocating a main or branch campus
- Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution
- Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program
- Initiating dual or joint degree with at least one institution not accredited by SACSCOC
- Initiating a direct assessment competency-based program

- Initiating a merger/consolidation with another institution
- Changing governance, ownership, control, or legal status of an institution
- Acquiring any program or site from another institution
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing
- Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)
- Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice
- Adding a site under a U.S. military contract for a previously approved program
- Altering significantly the length of a program
- Altering significantly the educational mission of the institution
- Changing from clock hours to credit hours
- Moving an off-campus instructional site (serving the same geographic area)
- Initiating dual or joint degrees with other SACSCOC accredited institution(s)
- Initiating programs or courses offered through contractual agreement or 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 SACSCOC accredited institution
- Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)
- Initiating distance learning by offering 25-49 of the first program for the first time
- Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students
- Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)

### **Purpose of Reporting Substantive Change**

Maintaining communication with the Commission concerning institutional changes sustains the college's partnership with the SACSCOC in fostering academic quality and ensures compliance with federal regulations.

### **Responsibilities of Administrative Personnel for Reporting Substantive Change**

The Vice President/Dean of Instruction, the Dean of Administrative Services, the Dean of Student Services, the Director of Workforce Development, and the Director of Extended Day and Distance Education are responsible for taking the following actions to ensure institutional compliance with the Commission's substantive change policy:

- Gain a general knowledge of the Commission's substantive change policy.
- Report in a timely manner to the institutional SACSCOC Accreditation Liaison any proposed actions that may constitute a substantive change



- Work with the Accreditation Liaison to provide all the information required by the Commission for compliance with the substantive change policy

If any administrative personnel are unable to determine whether a proposed action may constitute a substantive change, he or she will consult with the Accreditation Liaison concerning the action. The Accreditation Liaison will communicate with NACC’s assigned Commission Vice President concerning any confusion over substantive change procedures.

**Notifying the SACSCOC Accreditation Liaison of a Proposed Substantive Change**

The Commission requires notification as much as 6 to 12 months prior to implementing certain changes. Therefore, administrators must inform the institutional accreditation liaison of a potential substantive change at the earliest point possible. Timelines for reporting substantive changes to SACSCOC follow.

Substantive Change	Deadline
Initiating coursework or programs at a different level than currently approved	March 15 (for fall), September 1 (for spring)
Initiating off-campus sites where student can obtain 50% or more credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer’s request and not on short notice)	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Expanding at current degree level (significant departure from current programs)	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating degree completion programs	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating a branch campus	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating distance learning by offering 50% or more of the first program for the first time	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Relocating a main or branch campus	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Entering into a contract with an entity not certified to participate in USDOE Title IV programs if the entity provides 25% or more of an educational program offered by the SACSCOC accredited institution	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation

Initiating dual or joint degree with at least one institution not accredited by SACSCOC	Six months prior to implementation
Initiating a direct assessment competency-based program	March 15 (for fall), September 1 (for spring)
Initiating a merger/consolidation with another institution	March 15 (for fall), September 1 (for spring)
Changing governance, ownership, control, or legal status of an institution	March 15 (for fall), September 1 (for spring)
Acquiring any program or site from another institution	March 15 (for fall), September 1 (for spring)
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	March 15 (for fall), September 1 (for spring)
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Contact SACSCOC staff for due date
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	Contact SACSCOC staff for due date
Adding a site under a U.S. military contract for a previously approved program	Contact SACSCOC staff for due date
Altering significantly the length of a program	Contact SACSCOC staff for due date
Altering significantly the educational mission of the institution	Contact SACSCOC staff for due date
Changing from clock hours to credit hours	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Moving an off-campus instructional site (serving the same geographic area)	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating dual or joint degrees with other SACSCOC accredited institution(s)	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating programs or courses offered through contractual agreement or consortium	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
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 SACSCOC accredited institution	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating off-campus sites where student can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Initiating distance learning by offering 25-49 of the first program for the first time	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation

Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	January 1 for 7/1-12/31 implementation; July 1 for 1/1-6/30 implementation

### **Responsibilities of the Institutional SACSCOC Accreditation Liaison for Reporting Substantive Change**

- Possess a working knowledge of the policy and procedures for substantive change of the SACSCOC
- Monitor the SACSCOC policy and inform college administrators of changes to the policy
- Assist college administrators upon request to determine the need to report a proposed action as a substantive change
- Once a need is determined, report to the appropriate college administrator(s) the level of action required (notification only or notification and submission of a prospectus for approval of the change) and the timeline for the action
- Coordinate the required substantive change process with the appropriate administrator(s)
- Communicate with SACSCOC as needed and maintain records of all communications
- Submit all notifications and prospectuses to the SACSCOC
- Coordinate with the appropriate administrator(s) any follow-up actions required by the Commission
- Maintain records of all substantive change procedures undertaken by the college

### **References**

Southern Association of Colleges and Schools Commission on Colleges. *Principles of Accreditation: Foundation for Quality Enhancement*, Comprehensive Standard 3.12.1. Available at <http://www.sacscoc.org/pdf/2012PrinciplesOfAccreditation.pdf>.

Southern Association of Colleges and Schools Commission on Colleges. *Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement*. Available at <http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf>.

### **Policy Oversight**

This policy shall be published in the Faculty and Staff Handbook. The institutional SACSCOC Accreditation Liaison will monitor the policy and work with the Curriculum Committee to review and revise this policy as needed, with final approval by the President.

Policy approved August 11, 2009.

Revised February 2, 2012; December 14, 2016.

## OAD Program Learning Outcomes

### OAD—General

- Outcome 1:** The student will be able to create, format, and edit business documents.  
Assessment: In BUS 215, the student will compose, format, proof, and edit a business letter and memo with 80% accuracy.
- Outcome 2:** The student will be able to maintain office records using alphabetic, numeric, and geographic records management skills.  
Assessment: In OAD 138, the student will demonstrate an acceptable rate of accuracy, with a minimum 80%, on an exam involving the rules of filing.
- Outcome 3:** The student will be able to transcribe documents from dictated recordings.  
Assessment: In OAD 200, the student will accurately transcribe documents, with at least 80% accuracy, from a dictated recording on an exam.

### OAD—Medical Office

- Outcome 1:** The student will be able to create, format, and edit business documents.  
Assessment: In BUS 215, the student will compose, format, proof, and edit a business letter and memo with 80% accuracy.
- Outcome 2:** The student will be able to maintain office records using alphabetic, numeric, and geographic records management skills.  
Assessment: In OAD 138, the student will demonstrate an acceptable rate of accuracy, with a minimum 80%, on an exam involving the rules of filing.
- Outcome 3:** The student will be able to transcribe a medical related, dictated letter or report.  
Assessment: In OAD 212, the student will accurately transcribe medical documents, with at least 80% accuracy, from a dictated recording on an exam.

### OAD—Paralegal

- Outcome 1:** The student will be able to create, format, and edit business documents.  
Assessment: In BUS 215, the student will compose, format, proof, and edit a business letter and memo with 80% accuracy.
- Outcome 2:** The student will be able to maintain office records using alphabetic, numeric, and geographic records management skills.  
Assessment: In OAD 138, the student will demonstrate an acceptable rate of accuracy, with a minimum 80%, on an exam involving the rules of filing.
- Outcome 3:** Students will be able to organize and maintain a law office, including basic management; scheduling; equipment operation; and creating, filing, and retrieving legal documents.  
Assessment: In PRL 282, the student will demonstrate his/her ability to organize and maintain a variety of aspects of a law office with a minimum score of 80% on a comprehensive final project.

## **Written Communication General Education Outcome**

**Outcome: Written Communication**—Students will demonstrate adequate writing skills by developing ideas and organizing contents effectively.

**Assessment:** The assessment of student proficiency in written communication will be evaluated by an impromptu essay on the final exam. The essay will be graded by a panel and scored by rubric. Students achieving the outcome will score a minimum of 70% on the essay.