

Substantive Change Policy

Purpose

To define a process for adherence to the policies and guidelines (Section 14.2) of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) related to institutional change. Personnel from all divisions/departments of Gadsden State Community College will be responsible for ensuring timely notification of substantive changes in accordance with SACSCOC policies. Gadsden State Community College will notify the Commission of substantive changes and will seek approval prior to the initiation of changes when appropriate.

Categories of Substantive Change

Category 1: Initiating a certificate program

Using existing approved courses	No action required
Beginning a previously approved program at a new off-campus site	Submit a modified prospectus prior to implementation
Initiating a certificate program that is a significant departure from previously approved programs	Submit a modified prospectus prior to implementation

Category 2: Expanding program offerings at previously approved off-campus sites

Program offerings are significantly different from current programs	Submit a letter of notification prior to implementation (e.g., ACR @ St. Clair)
Program offerings are <u>not</u> significantly different from current programs	No action required

Category 3: Initiating off-campus sites (including Dual Credit programs offered at the high school)

Programs where a student can obtain 50% or more of the credits for a program	Submit a prospectus 6 month in advance of implementation (e.g. GS Cherokee)
Programs where a student can obtain 25-49% of credits for a program	Submit a letter of notification prior to implementation
Programs where a student can obtain 24% or less of credits for a program	No action required

Category 4: Expanding at current degree level

Offering a new program that is significantly different from current programs—the College must submit a prospectus six months in advance of implementation.

Category 5: Initiating a branch campus

The College must submit a prospectus six months in advance of implementation.

Implications for Gadsden State

Substantive Change that is less likely to apply to Gadsden State Community College

- Initiating joint degrees with another institution
- Initiating program/courses offered through contractual agreement or consortium
- Relocating an off-campus instructional site
- Altering significantly the length of a program

Substantive Change that is unlikely to apply to Gadsden State Community College

- Initiating coursework or programs at a more advanced level than currently approved
- Altering significantly the educational mission of the institution
- Initiating a merger/consolidation with another institution
- Relocating a main or branch campus
- Changing governance, ownership, control, or legal status of an institution
- Closing an institution

Substantive Changes approved by SACSCOC

Gadsden State Community College SACSCOC Substantive Changes	
Approval Date	Description of Substantive Change
December 11, 2008	Acceptance of Notification--Course Offering Machine Tool at Anniston Army Depot instructional site
August 24, 2010	Acceptance of Notification--Termination of Furniture Refinishing Program at St. Clair site
August 24, 2010	Acceptance of Notification--Addition of short-term certificate Air Conditioning at St. Clair site
December 14, 2010	Acknowledgement of Interim Presidential Appointment--Dr. William O. Blow
March 28, 2011	Acceptation of Notification--Paramedics bridge into the A.D.N. program
May 26, 2011	Acknowledgement of Presidential Appointment--Dr. Raymond W. Staats
September 1, 2011	Acceptance of Notification--EMS Curriculum expansion
December 12, 2011	Acceptance of Notification--Revised Mission Statement

Gadsden State Community College
SACSCOC
Substantive Changes

Approval Date	Description of Substantive Change
March 30, 2012	Acceptance of Notification--Articulated Credit Procedures -Appropriate faculty credentials and quality of courses for procedures involved
November 1, 2012	Acceptance of Notification--Memorandum of Understanding (MOU) between GSCC and the University of Ibague, Ibague, Columbia (Aquaculture)
March 18, 2013	Acceptance of Notification--Entrepreneurial and Small Business Operations short-term certificate program approved
May 13, 2013	Approval of Closure--Anniston Army Depot off- campus instructional site closure
July 29, 2013	Acknowledgement of Acting Presidential Appointment--Dr. William O. Blow
November 4, 2013	Approval--Cosmetology Program Reporting (contact and semester hours)
June 23, 2014	Acknowledgement of Interim Presidential Appointment--Dr. Helen McAlpine
October 8, 2014	Acknowledgement of Interim Presidential Appointment--Dr. Martha G. Lavender
November 5, 2014	Acceptance of Notification--Site approval for off-campus sites: Cherokee County Career and Technology Center; Calhoun County Career Technical Center; Gadsden City High School
January 7, 2015	Acknowledgement--Addition of Health Information Technology Management Program short-term certificate
August 13, 2015	Approval of dual enrollment off-campus sites and to include them in the scope of the current accreditation: Cherokee County Career and Technology Center; Gadsden City High School; Calhoun County Career Technical Center
October 9, 2015	Verification--Health Information Technology certificate program is included in the scope of the accreditation to award Associate's degrees in Office Administration-Health Information Technology
November 4, 2015	Acknowledgement of Presidential Appointment--Dr. Martha Lavender
January 19, 2016	Approval of Closure--Public Safety Telecommunications program
January 19, 2016	Approval of change in governance--Moving from September 17, 2015 the Alabama State Department of Education to the Alabama Community College System and authorizing a Substantive Change Committee to review the system change; letter to ACCS from SACSCOC (September 17, 2015)
May 9, 2016	Acceptance of notification of the new Associate of Applied Science in Salon and Spa Management degree and certificate program

**Gadsden State Community College
SACSCOC
Substantive Changes**

Approval Date	Description of Substantive Change
September 15, 2016	Acceptance of notification of change in the mission statement
January 11, 2017	Notification of Monitoring Report--Change in Governance
April 25, 2017	Acceptance of notification of change in AAS Registered Nursing curriculum
May 22, 2017	Acceptance of notification for Gadsden City High School off campus instructional site to offer 50% or more of credits for a program
June 12, 2017	Approval of dual enrollment off-campus sites and to include them in the scope of the current accreditation: Coosa Christian High School, Gaston High School, Sand Rock High School, Southside High School, Westbrook Christian School
February 12, 2018	Approval of Diagnostic Medical Sonography AAS degree program
May 2, 2018	Approval of Etowah County Career Technical Center (ECCTC) for 50% or more of MTT and CET/MDT; 25-49% of INT/ELT and EET.
May 15, 2018	Approval of closure of Masonry Technology Certificate and Welding Technology Certificate programs at St. Clair County Correctional site
July 26, 2018	Approval of New Off-Campus Instructional Site (50% or more)—Oxford High School
July 26, 2018	Approval of New Program Request—Manufacturing Skills Standard Council Certified Production Technician (MSSC) Short Certificate
October 1, 2018	Approval of Program Closure--General Studies Short Certificate
November 7, 2018	Approval of New Off-Campus Instructional Sites— (1) Anniston Fire Center (2) Gadsden Fire Station 2 Training Center
February 15, 2019	Approval of Aquaculture Program Closure by end of Summer 2019
April 12, 2019	Approval of New Program Request—Dental Hygiene/Hygienist A.A.S.
August 16, 2019	Approval of Closure of McClellan Site
August 30, 2019	Approval of Career-technical Dual Enrollment (25-49%) Saks HS,

Persons Responsible

President, Vice Presidents, and Academic Leaders (Deans and Directors) should report institutional changes to SACS Institutional Liaison.

Institutional Liaison should monitor all institutional changes reported and provide training on substantive change as needed.

Process

- At the beginning of each regular term, Fall and Spring, the SACS Liaison will send a check sheet to vice presidents and academic leaders requesting information on any institutional changes that are planned in their areas since the last report.
- The institutional liaison, appropriate academic leader and president will review the changes identified on the check sheets to determine which changes are substantive.
- For each change identified as substantive, the supervising dean or director will assign responsibility to appropriate divisional personnel to work with the institutional liaison to complete the required materials for submissions (e.g., prospectus and letters).
- The president will send completed substantive change documents to SACSCOC.

SACSCOC 2018 Standard Section 14.2

SECTION 14: Transparency and Institutional Representation

An institution is responsible for representing accurately to the public its status and relationship with SACSCOC; reporting accurately to the public its status with state or the federal government, if receiving funding from either or both; maintaining openness in all accreditation-related activities; ensuring the availability of institutional policies to students and the public; and publishing appropriate information with respect to student achievement. SACSCOC's philosophy of accreditation precludes removal from or denial of membership or candidacy to a degree-granting institution of higher education on any ground other than an institution's failure to meet the standards of the membership as determined by the professional judgment of peer reviewers, or failure to comply with SACSCOC policies and procedures.

1. The institution (a) accurately represents its accreditation status and publishes the name, address, and telephone number of SACSCOC in accordance with SACSCOC's requirements and federal policy; and (b) ensures all its branch campuses include the name of that institution and make it clear that their accreditation depends on the continued accreditation of the parent campus. (*Publication of accreditation status*)
2. The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy. (*Substantive change*)

Substantive Change Policy Checklist

Substantive Changes must be reported to SACS prior to implementation. Please review the list of institutional changes below and complete the information at the bottom of this checklist if any of these are planned for your area:

- Initiating a certificate program
- Expanding program offerings at approved off-campus sites
- Initiating off-campus sites (including Dual Credit programs offered at the high school)
- Expanding at current degree level
- Initiating joint degrees with another institution
- Initiating program/courses offered through contractual agreement or consortium
- Relocating an off-campus instructional site
- Altering significantly the length of a program
- Altering significantly the educational mission of the institution
- Other changes stipulated in SACS Section 14.2 of *The Principles* (www.sacscoc.org)

Type of Change (per Section 14.2)		
Description of Change	_____	

Person Submitting Substantive Change		Date