

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE SUBSTANTIVE CHANGE PROCEDURE	Procedure 3.03.09.01
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A. Providing current training about the SACSCOC substantive change policy to appropriate personnel

- The Accreditation Liaison will provide the President, Vice Presidents, Deans, and Directors with current information about the SACSCOC Substantive Change Policy. This includes, but is not limited to, providing and reviewing information in a section of the College's Institutional Research and Planning website concerning substantive change and providing training about substantive change to the Vice Presidents, Deans, and Directors at least annually. Substantive change training for the Board of Trustees and President will be provided upon request.
- The Accreditation Liaison or designee will serve as a consultant to all employees in determining whether a proposed change is substantive.

B. Monitoring college planning to identify potential substantive changes

- College planning meetings may reveal potential substantive changes. The President, Vice Presidents, Deans, and Directors will inform the College's Accreditation Liaison and the Institutional Research and Planning Department as soon as possible of planning objectives that may lead to SACSCOC notification.
- The Accreditation Liaison or designee monitors changes discussed during meetings of the Curriculum and Instruction Committee, President's Council, and the Instruction and Student Services Administrators group by attending the meetings or reviewing minutes from meetings to identify and pursue possible changes.

C. Preparing and submitting appropriate documentation for substantive changes to SACSCOC

- Substantive changes shall be reported in three types of procedures according to the SACSCOC guidelines. These areas are: Changes Requiring Notification and Approval Prior to Implementation, Changes Requiring Only Notification Prior to Implementation, and Closing a Program, Instructional Site, Branch Campus or an Institution.
- In the specific instance of changes thought to be "substantive" in nature, the following definition shall guide SCC's understanding and application of "substantive change": "Substantive change is a significant modification or expansion of the nature and scope of an accredited institution" (taken from "Substantive Change for Accredited Institutions of the Commission on Colleges" Policy Statement, Approved December 1999; revised December 2005; edited August 2011).

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- After approval at the appropriate level (i.e., Curriculum and Instruction Committee, President's Cabinet, SCC Board of Trustees), matters involving new curriculum programs (at any credential level), new or relocated sites, relocation/addition of programs to sites, offering of 25% or 50% of a program through distance education, and major additions or changes to college operations or services shall be reviewed first by the Accreditation Liaison, then by the appropriate vice president, and finally by the president for determining its status as a substantive change. (Consult the College's Accreditation Liaison for specifics regarding SACSCOC substantive change policy.)
- Employees are encouraged to err on the side of over-reporting changes to the Institutional Research and Planning Department and Accreditation Liaison.
- A letter of notification under the president's signature will be submitted to SACSCOC by the Accreditation Liaison or designee.

D. Determining the effectiveness of, and our compliance with, our institutional substantive change policy

The Institutional Research and Planning Department will prepare an annual report for the President and Executive Vice President for Instruction and Student Services that will include the following information:

- The date(s) that substantive change training was provided to key personnel and corresponding participant lists;
- A copy of material posted on the Institutional Research and Planning website concerning substantive change;
- Key highlights of the minutes from meetings of the Curriculum and Instruction Committee, the Instruction and Student Services Administrators group and the President's Cabinet during which substantive changes (if any) were identified;
- The number and types of substantive changes reported and a summary of the SACSCOC responses to those submissions; and any instance in which the institutional policy on substantive change was found to be ineffective in either identifying or reporting a substantive change.

The Institutional Research and Planning Department will review the policy every three years as part of their planning cycle to monitor its effectiveness and will provide feedback to the President's Council for consideration.

Adopted: April 29, 2015

Revised: