

SKCTC Substantive Change Policy and Procedures

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC, or SACS) requires its member institutions to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion. As an accredited member institution, Southeast Kentucky Community and Technical College (SKCTC) adheres to the Commission's substantive change policy.

The SACSCOC Principles of Accreditation states the requirement for an institution to comply with Comprehensive Standard 3.12.1 (Substantive Change) which reads as follows:

The institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes.

COLLEGE POLICY STATEMENT Southeast Kentucky Community and Technical College (SKCTC) will report in writing any actions defined as a substantive change to the SACSCOC. This policy and procedure statement sets forth the steps and requirements to monitor and report substantive changes occurring at SKCTC including changes to programs, where and how programs are offered, and institutional level changes.

The Chief Academic Officer coordinates academic program approval, program reviews, and will work with the Accreditation Liaison to ensure accurate reporting of all academic changes are reported to SACSCOC in a timely manner. All instances of substantive change are to be reported to the Chief Student Services Officer to maintain compliance with the US Department of Education (DOE) regulations concerning financial aid.

SKCTC is committed to ensuring compliance with all SACSCOC policies including the substantive change policies and procedures of the SACSCOC. To that end, the KCTCS Board of Regents expects policies and procedures that ensure SKCTC complies with SACSCOC's substantive change policy. The SKCTC Substantive Change Policy and Procedures are published on the SKCTC website and will be reviewed and updated on an annual basis.¹

DEFINITION Substantive changes are significant modifications or expansions of the nature or scope of an accredited institution and under federal regulations, substantive changes must be enforced. The Substantive Change Policy can be viewed on the SACSCOC website.²

PURPOSE The purpose of this procedure is to provide a description of Southeast Kentucky Community and Technical College's policy and procedures for any intended substantive change. Depending on the nature of the change, SACSCOC requires prior notification and approval of the change before implementation. In other cases, only prior notification or no action at all is required. *It is incumbent upon SKCTC to be familiar with substantive change policies and to report changes in a timely manner.*

DESIGNATED RESPONSIBILITY The accreditation liaison, in conjunction with the SKCTC Chief Academic Officer, is responsible for timely reporting of a substantive change to the SACSCOC in accordance with the requirements of the College policy statement above. It is the responsibility of the accreditation liaison to keep the institution informed of any changes in the substantive change policy. The SKCTC Accreditation Liaison, currently the Vice President with primary responsibility for Institutional Effectiveness, reports to the SKCTC President/CEO.

FAILURE TO REPORT SUBSTANTIVE CHANGE UNTIL AFTER THE FACT There are times when substantive changes are reported to SACSCOC after the fact. However, this policy is meant to prevent such incidences from happening. When reporting substantive changes after the fact, SACSCOC requires the following.

- For the first unreported incident, four copies of this policy are to be submitted to SACSCOC along with any documentation of the substantive change.
- For the second and further unreported incidents, SACSCOC requires the institution to discuss why the policy was not followed and what corrective actions will be made. Continued substantive changes without proper notification can result in a sanction (warning, probation, or dismissal from membership) applied by the SACSCOC Executive Committee.

TYPES OF ACTIONS The following types of actions will be reported as quickly as possible to the SKCTC Substantive Change Coordinating Committee which will decide what needs to be reported to SACSCOC based on current SACSCOC Policy and discussions with the SACSCOC Substantive Change staff.

- Any newly approved academic program, whether at the certificate, diploma, or degree level
- Changing significantly the length of a program, substantially increasing the number of clock or credit hours awarded for successful completion of a program, or changing clock hours to credit hours
- Initiating distance learning courses and programs by which a student can earn at least 50% of a program's credits offered electronically (certificate, diploma or degree)
- Initiating at off-campus site at which students can earn at least 50% of the credits toward the educational program (certificate, diploma or degree)— especially required for dual-credit students at area high schools
- Offering 25-49 % of an educational program (certificate, diploma, or degree) at an off-campus site (including high schools)
- Adding courses or programs that represent a significant departure, either in the content or the method of delivery, from those previously offered
- Initiating a branch campus.

Note: All changes involving academic courses and/or programs must follow the policy for faculty approval of the curriculum as outlined in the KCTCS Curriculum Approval manual.

Information regarding these types of actions which can constitute a substantive change on the part of the College is forwarded to the SKCTC President, Accreditation Liaison, Chief Academic Officer, and Chief Student Services Officer as follows:

- Notice of new academic programs (certificate, diploma, and degree) approved by the KCTCS Board of Regents is sent by the Office of the President of KCTCS
- Notice of approved pilot certificate programs approved by the KCTCS Chancellor is sent by the Office of the Chancellor
- Notification of changes in distance learning course or program offerings resulting in 25-49 percent or 50 percent or more of a program's credits offered electronically
- Notification of addition of courses or programs representing a significant departure in the content and/or delivery of previously offered courses or programs
- Notification of any additional off-campus site at which 25% of a program's credits may be earned by a student

- Notification of the addition of a branch campus

PROCEDURES Southeast Kentucky Community and Technical College will maintain compliance with Compressive Standard 3.12.1 (Substantive Change) through collaboration across the institution and with thorough and timely reporting on areas of substantive change to SACSCOC. Responsibility for each substantive change is defined below:

- I. Semi-annually, the SKCTC Accreditation Liaison will send notice to the Chief Academic Officer, Chief Workforce Solutions Officer, Chief Student Services Officer, Division Chairs, Director of Distance Learning, Director of Dual Credit, and the Director of Adult Education for information concerning any substantive change, new program, or new academic area.
- II. All program and curricular changes will be reviewed as necessary by the SKCTC Curriculum Review Committee who coordinates with the Chief Academic Officer as required.
- III. All changes will be reviewed by the Substantive Change Committee consisting of the Chief Academic Officer, Director of Institutional Research, Division Chairs, and the Accreditation Liaison. If the changes are deemed substantive, then the committee will determine the specific procedure as outlined by the SACSCOC Substantive Change Policy for reporting the change to the Commission in a timely manner.
- IV. If the Commission requires the institution to write a brief or complete prospectus or prepare additional documentation, the Accreditation Liaison will work with the appropriate administrators and members of the Committee to complete the necessary documents.
- V. The Accreditation Liaison or Chief Academic Officer will prepare the necessary letters and attach the required documentation to the correspondence to be signed by the SKCTC President and sent to the President of SACSCOC.

WORKFORCE PROGRAMS Academic programs that are offered through Workforce Solutions must also take into consideration the substantive change policies of USDOE and SACSCOC. However, while the substantive change policy applies, a modified prospectus (faculty roster, physical resources, learning resources) may be submitted as late as one week before the offering of a program leading to more than 50% of **any** credential being earned. SACSCOC will

designate the off-campus worksite as approved for **workforce development certificates only** for a period up to five years from the date of approval.

¹SKCTC Accreditation Website:

<http://www.southeast.kctcs.edu/About/Accreditation.aspx>

²SACSCOC Substantive Change Policy:

<http://www.sacscoc.org/pdf/081705/Substantive%20change%20policy.pdf>

NB: Questions or clarifications concerning this policy should be directed toward the SKCTC Accreditation Liaison or the Chief Academic Officer.