“HOUSTON, WE HAVE A PROBLEM!”

How One Institution Avoided Disaster with Substantive Change Reporting

Presented by:

Dr. Carol Hanes, Vice President
Academic Affairs
Navarro College

Ms. Sina Ruiz, Vice President
Enrollment Management & Institutional Research
Navarro College
This session will demonstrate how Navarro College soared from complacent to compliant by creating policies, procedures, and internal timelines to incorporate substantive change review into the fabric of the institution and ensure ongoing review and compliance with Standard 14.2.
ORGANIZATION OF THE SESSION

I. History

II. Countdown

III. “Houston, We Have A Problem!”

IV. Teamwork Makes the Dream Work!

V. Avoiding Disaster

VI. Questions
PARTICIPANT LEARNING OUTCOMES

• Compare incorrect and correct responses to substantive change situations through the Navarro College example.

• Review NC’s substantive change policy example and how the policy is implemented.

• Review NC’s substantive change procedures and how they are implemented on a day-to-day basis.

• Review NC’s timeline for implementation of program changes, new programs, and program closures and how this timeline is used to ensure compliance.

• Review examples of determining substantive change.
• Apollo 13 history
• Expansion of dual credit
• Multiple leaders on multiple campuses
• No substantive change policy and procedures

2019 SACSCOC Winter Meeting, December 7th - 10th – Houston, TX
COUNTDOWN

- Reaffirmation process realization
  - Unreported substantive changes
“HOUSTON, WE HAVE A PROBLEM.”

https://www.youtube.com/watch?v=C3J1AO9z0tA
“HOUSTON, WE HAVE A PROBLEM.”

- 24 instances of unreported substantive change offering >50%
- 26 instances of unreported substantive change offering 25%-49%
- Poorly implemented Substantive Change Policy
- NC placed on Warning
TEAMWORK MAKES THE DREAM WORK!

https://www.youtube.com/watch?v=ry55--J4_VQ
TEAMWORK MAKES THE DREAM WORK!

• New internal Substantive Change policy and procedures
• Firm deadlines for review and submission of substantive change requests
• Creation of Substantive Change Oversight Committee
• Consistent monitoring and review in bi-weekly meetings
AVOIDING DISASTER

- NC’s Substantive Change Policy
- NC’s internal deadlines – Flow Chart
- NC’s Substantive Change Request Form
- Substantive Change Evaluation Rubric
- Substantive Change Program Crosswalk
- New/Changes to Programs Approval Process
- Program Change Progress Chart

2019 SACSCOC Winter Meeting, December 7th - 10th – Houston, TX
How One Institution Avoided Disaster with Substantive Change Reporting

Presented by:
Dr. Carol Hanes, Vice President
Academic Affairs
Navarro College

Ms. Sina Ruiz, Vice President
Enrollment Management & Institutional Research
Navarro College

“HOUSTON, WE HAVE A PROBLEM!”

QUESTIONS?