Introduce Yourself
Primary Role? (Choose one)

A. Executive Leadership
B. Faculty
C. Institutional Liaison
D. Assessment
E. Institutional Research
F. Other
Experience with Substantive Change?

A. Less than one year  
B. One to two years  
C. Two to three years  
D. Three to four years  
E. More than four years

AGENDA / OVERVIEW

- Objectives
- Commonly Overlooked Changes
- Scenarios
- Challenge
- Take-aways
OBJECTIVES
At the end of this session, you will know how to:
- Identify commonly overlooked changes
- Interpret difficult substantive changes
- Explain the implications for fifth-year and reaffirmation review

Top Three Overlooked Substantive Changes
- Closures
- Off-campus Instructional Sites (OCIS)
- Name and Address Changes (OCIS)
CLOSURES

- SACSCOC Definition
  - “term when new students are no longer admitted to program/site”

- Policy versus Reality
  - Institutions reality doesn’t always match policy
CLOSURES

- SACSCOC Definition
  - “term when new students are no longer admitted to program/site”
- Policy versus Reality
  - Institutions reality doesn’t always match policy
- Substantive Change Webinar
  - Closing Programs and Off-campus Instructional Sites
    - [Link](http://www.sacscoc.org/SubstantiveChange.asp#webinars)

New Off-Campus Instructional Sites

- 93% of Unreported Substantive Changes
- USDE / SACSCOC Record Match
- Consequences
Name and Address Changes

- Off-campus instructional sites
- Notification/Record Keeping

SCENARIO 1
Associate of Applied Science (A.A.S.) /Certificates in Auto Body Repair

- AAS and three embedded certificates
  - AAS in Auto Body Repair (66 credits)
  - Certificates in Auto Painting, Collision Repair, and Collision Repair Helper
- Related Certificates in Auto Mechanic I and II
- 20 existing general education credit hours, plus 46 new credit hours for AAS and certificates

Associate of Applied Science (A.A.S.) /Certificates in Auto Body Repair

- Existing facility on main campus
- Acquisition of about $1,000 in new equipment
- Auto Mechanic I and II faculty member is qualified to teach Auto Body Repair. Will hire faculty as program grows.
- Library will order some new books/journals
Discuss (at tables)

1. Is this a substantive change?
2. What is the substantive change?
3. What is/are the institution’s obligation(s) (notification, prospectus, etc.)?
4. Can the institution bundle the four credentials together?

Is this a Substantive Change?

A. No
B. Yes, It is a Significant Departure
C. Not sure
This program is a significant departure because?

A. Additional financial resources are required

B. Four different credentials being offered

C. More than half of the 66 credits are new

D. More than 25% of the disciplinary content is new
D – 100% DISCIPLINARY CONTENT IS NEW (NON-GENERAL EDUCATION)

What should be submitted to the Commission?

A. A letter of notification
B. One prospectus requesting approval of the four program(s)
C. Separate prospectus for each of the four programs.
B - AAS WITH EMBEDDED CERTIFICATES CAN BE SUBMITTED TOGETHER

SCENARIO 2
Agreement with Wright Brothers Aviation

- The B.S. degree program in Aviation Maintenance is all new content for the institution.
- The program will be offered at Wright Brothers Aviation’s hangars; an already approved site.
- Wright Brothers Aviation is an entity that is not certified to participate in Title IV.

Agreement with Wright Brothers Aviation

- The institution needs Wright Brother Aviation’s expertise and facilities to offer the program.
- Wright Brother’s Aviation will be responsible for offering 40% of the program and the institution the other 60%.
Discuss (at tables)

1. Is this a substantive change?
2. What is the substantive change?
3. Is there more than one substantive change action required?
4. What is/are the institution’s obligation(s) (notification, prospectus, etc.)?

Is this a Substantive Change?

A. No
B. Yes, It is a cooperative academic arrangement (CAA).
C. Yes. It falls under multiple sub changes
D. Not sure
C – MULTIPLE

- Cooperative Academic Arrangement
- Agreement with an Entity Not Certified to Participate in Title IV to offer \( \geq 25\% \)

What should be submitted to the Commission?

A. A notification
B. A prospectus
C. A prospectus and a notification
D. Two notifications
E. Not sure
C – A NOTIFICATION AND A PROSPECTUS

Cooperative Academic Arrangement

- 50% or more of a program offered through the arrangement

OR

- Member institution is dependent on the arrangement to offer the program

Notification with Signed Agreement
Agreement with non-certified Title IV Entity

- Entity provides less than 25% of program
  Notification with Signed Agreement
- Entity provides 25% or more of program
  Prospectus

SECTION 10: EDUCATIONAL POLICIES, PROCEDURES, AND PRACTICES

Tuesday, July 23, 2019, Cortez A, 1:15pm AND 3:00pm
SCENARIO 3

Oops! !!  !!  !
I Didn’t report a Sub Change!

- An audit of your off-campus instructional sites has uncovered two sites offering more than 50% of a program in fall 2018 and another one that exceeded 25% of a program in spring 2019.
- You didn’t submit prospectus or notifications to SACSCOC
Discuss (at tables)

1. What is/are the institution’s obligation(s) (notification, prospectus, etc.)?
2. What action should you take?
3. What are the possible consequences?

What Should I Do When I Have Failed to Report a Substantive Change?

A. Ignore it and move on
B. Prepare and submit the required prospectus/ notification as soon as possible.
C. Mail SACSCOC a copy of my institutions Policies and Procedures
D. C and D
What is the most likely consequence?

A. Submit institutions Policies and Procedures for Commission review
B. Institutional Sanction (Warning/Probation)
C. USDE Penalties
D. All of the above
A – POLICIES AND PROCEDURES REVIEW

Policies and Procedures for handling Substantive Changes
Submit IF Asked
Substantive Change
Implications for Accreditation/Fifth Year

Site visits

*Fifth-year:*
  - New, approved sites since last reaffirmation

*Accreditation:*
  - All approved sites or sample of sites
  - All branch campuses

Substantive Change
Implications for Accreditation/Fifth Year

- Match site records
- Inactive/Closed sites
- Branch campuses
- Coming soon: site list on web
SUBSTANTIVE CHANGE CHALLENGE

TERM WHEN NEW STUDENTS ARE NO LONGER ADMITTED TO PROGRAM/SITE
What is the....?

A. Inactivation date for a Program/Site
B. Implementation date of a Closure
C. The best time to make the decision to close a program/site

B - IMPLEMENTATION DATE OF A CLOSURE
NEW PROGRAM WHERE ABOUT 25% OR MORE OF THE DISCIPLINARY CONTENT IS NEW

What is ....?  
A. Cooperative Academic Arrangement  
B. Repackaged Program  
C. Significant Departure  
D. Academic Credential
C– SIGNIFICANT DEPARTURE

INSTRUCTIONAL LOCATION GEOGRAPHICALLY SEPARATE FROM MAIN CAMPUS
What is ....?

A. Dual Enrollment Site
B. Local Community Site
C. Off-campus Instructional site
D. Continuing Education site

C–
OFF-CAMPUS INSTRUCTIONAL SITE
AN ARRANGEMENT AN INSTITUTION IS DEPENDENT ON TO OFFER A PROGRAM

What is ....?

A. Contractual/Collaborative
B. Cooperative Academic
C. Labor Contract
D. Academic Service
B - COOPERATIVE ACADEMIC ARRANGEMENT
CONSULTATIONS

MONDAY, JULY 22
3:00 PM – TOPAZ, HILTON ANATOLE

TUESDAY, JULY 23
3:00 PM – TOPAZ, HILTON ANATOLE
SUBSTANTIVE CHANGE WORKSHOPS

DENTON
SEPTEMBER 20
UNIVERSITY OF NORTH TEXAS

SAVANNAH
NOVEMBER 15
THE SAVANNAH COLLEGE OF ART AND DESIGN

REGISTER AT SACSCOC.ORG

SECTION 10:
EDUCATIONAL POLICIES,
PROCEDURES, AND
PRACTICES

Tuesday, July 23, 2019, Cortez A, 1:15pm and 3:00pm
Meeting the
SUBSTANTIVE CHANGE Challenge
Sightler + Zuniga

2019 INSTITUTE ON QUALITY ENHANCEMENT AND ACCREDITATION