Big Sandy Community and Technical College

Reporting on Substantive Changes

Policy and Procedure

Policy

It is the intent of Big Sandy Community and Technical College (BSCTC) to be in full compliance with the substantive change policy and procedures of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). All academic and administrative areas of the College are subject to this policy as are all programs and services of the College wherever located and however delivered. The type and scope of the substantive change determines how far in advance notification must be given to the accrediting agency (SACSCOC) and the type of documentation which must be submitted. Any change must be in alignment with the College's stated mission: "Big Sandy Community and Technical College, a member of the Kentucky Community and Technical College System, is a public, comprehensive educational institution awarding certificates, diplomas, and associate degrees. As a progressive learning-centered institution, the College offers accessible and affordable cultural, social, and educational opportunities. Utilizing diverse methods of instructional delivery and associated services, the College provides quality learning experiences for those preparing for entry into the workforce, transferring to a baccalaureate institution, and seeking to enhance their knowledge and skills. Big Sandy Community and Technical College also delivers customized training and services responsive to the workforce needs of citizens, businesses, and industries." The Provost will be responsible for implementing the policy. Review of the policy and/or changes to the policy will occur during the College Planning Council's Planning Retreat. Any changes must be endorsed by the College Planning Council and approved by the President of the College.

Procedure

The following steps facilitate the flow of information regarding actions leading to a substantive change notification:

- Substantive Change Coordinating Committee
- Submission of Information
- Communication of Policy and Procedures

Substantive Change Coordinating Committee

In order to monitor the College's compliance with SACSCOC's various types of substantive change, a Substantive Change Coordinating Committee has been established. The members consist of the Chair (Provost); Dean of Academic Affairs; Dean of Institutional Effectiveness and Institutional Research; Chief Business Affairs Officer; Director of Transformation Initiatives; and the Director of Workforce Solutions. The Committee will meet once a semester and will also convene as needed to review all substantive

changes since the last meeting as well as any communications from SACSCOC regarding substantive change. BSCTC's Reporting on Substantive Changes Policy and Procedure will be reviewed once a year by this Committee and presented to the College Planning Council by the Provost for review and approval at its Planning Retreat.

Submission of Information

Substantive changes--with all requisite documentation, including appropriate external approvals and/or information-- should be forwarded to the Chair of the Substantive Change Coordinating Committee who will convene a meeting for discussion and/or action. If action is needed, the Chair will forward appropriate documentation to the President of the College for review and submission to SACSCOC. Where required, approval must be received from SACSCOC prior to the implementation of a substantive change. Additionally, this approval is also submitted to the Director of Financial Aid who forwards it to the Department of Education (DOE) if required and according to the DOE timelines so as to be in compliance with Federal Title IV regulations.

Communication of Policy and Procedures

Employees may review the substantive change policy on the College's website under the Faculty and Staff tab, in the Institutional Effectiveness Office, or in the Office of the Provost. Announcements regarding the Policy on Substantive Change will be made at the All College meeting and sent to all employees through e-mail each semester.

Contact Information

Questions or clarification regarding this policy should be directed to the Provost or the Director of Institutional Effectiveness, Research and Planning.

Actions Requiring Substantive Change

Types of actions which must be reported as substantive changes (Pages 6-9 of the Substantive Change for Accredited Institutions of the Commission on Colleges) are:

SACSCOC Requirements							
Types of Changes	*Procedure	Prior Notification Required	Time Frame for Contacting COC	Prior Approval Required	Documentation	Requirements Responsible Person for Submission	
Initiating coursework or programs at a different level than currently approved	1	NA	NA	Yes	Application for Level Change Due dates: April 15 or September 15	President	

Expanding at current degree	1	Yes	6 months	Yes	Prospectus	President
level (significant departure from current programs)						
Initiating a branch campus (See definition of "branch campus" on p. 3 of this document.)	1	Yes	6 months	Yes	Prospectus	President
Initiating a certificate program at employer's request and on short notice						
using existing approved courses	NA	NA	NA	NA	NA	Provost
at a new off- campus site (previously approved program)	1	NA	NA	Yes	Modified prospectus	President
that is a significant departure from previously approved programs	1	Yes	Approval prior to implementation	Yes	Modified prospectus	President
Initiating other certificate programs						
using existing approved courses	NA	NA	NA	NA	NA	Provost

at a new off-		1				
campus site	1	NA	NA	Yes	Prospectus	President
(previously	1	INA	INA	163	Frospectus	Fresident
approved						
program)						
that is a						
significant	1	Yes	6 months	Yes	Prospectus	President
departure from	1	163	0 months	163	Frospectus	Fresident
previously						
approved						
programs						5
Altering	1	NA	NA	Yes	Contact	President
significantly the					Commission	
educational					Staff (Also see	
mission of the					page 16, item 9)	
institution						
Initiating joint						
or dual degrees						
with another						
institution:						
(See:						
"Agreements						
Involving Joint						
and Dual						
Academic						
Awards."						
Joint programs:						
with another	2	Yes	Prior to	NA	Copy of signed	President
SACSCOC	_	1.03	implement-		agreement and	. resident
accredited			ation		contact info for	
institution			ation		each institution	
mstitution					Cacil ilistitution	
with an	1	Yes	6 months	Yes	Prospectus	President
institution not	-		5 1115116115	103	. 100pcctus	. resident
accredited by						
SACSCOC						
JACSCOC						
Dual programs	2	Yes	Prior to	No	Copy of signed	President
2 dai pi ogi airis	_		implement-		agreement and	. resident
			ation		contact	
			40011		information for	
					each institution	
Initiating off-					Cach institution	
campus sites						
carripas sites		1	I	<u> </u>	<u> </u>	

(including Early College High						
School and dual						
enrollment						
programs						
offered at the						
high school)						
Student can	1	NA	NA	Yes	Prospectus	President
obtain 50% or	_					
more credits						
toward						
program						
Student can	2	Yes	Prior to	NA	Letter of	President
obtain 25-49%			implement-		notification	
of credit			ation			
Student can	NA	NA	NA	NA	NA	None
obtain 24% or	10.	10/1	10/1	1471		Required
less						·
Expanding						
program						
offerings at previously						
approved off-						
campus sites						
Adding	NA	NA	NA	NA	NA	President
programs that						
are significantly different from						
current						
programs <u>at</u>						
the site						
Adding	NA	NA	NA	NA	NA	President
programs that						
are NOT						
significantly						
different from						
current						
programs <u>at</u> the site						
Altering	1	NA	NA	Yes	Prospectus	President
significantly the					-	

length of a						
program						
Initiating						
distance						
learning						
icui iiiig						
Offering 50 %	1	NA	NA	Yes	Prospectus	President
or more of a	*	147.	1471	103	Trospectus	Tresident
program for						
the first time						
Official 25	2	V	Duianta	N	1 - 44 £	Dussidant
Offering 25-	2	Yes	Prior to	No	Letter of	President
49%			implement-		notification	
			ation			
Offering 24%	NA	NA	NA	NA	NA	NA
or less						
Initiating	2	Yes	Prior to	NA	Letter of	President
programs or			implement-		notification and	
courses offered			ation		copy of signed	
through					agreement	
contractual						
agreement or						
consortium						
Entering into a						
contract with						
an entity not						
certified to						
participate in						
USDOE Title IV						
programs						
26.15					D	D
if the entity	1	NA	NA	Yes	Prospectus	President
provides 25%						
or more of an						
educational						
program						
offered by the						
COC accredited						
institution						
if the entity	2	Yes	Prior to	NA	Copy of the	President
provides less			implementa		signed	
than 25% of an			tion		agreement	
educational						
program						
offered by the						
, ,	1		1	1	ı	1

COC accredited						
institution						
Initiating a merger/ consolidation with another institution	See SACSCOC policy "Mergers, Consolidations and Change of Ownership: Review and Approval."	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15	President
Changing governance, ownership, control, or legal status of an institution	See SACSCOC policy "Mergers Consolidations and Change of Ownership: Review and Approval."	Yes	6 months	Yes	Prospectus Due dates: April 15 or September 15	President
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus	President
Moving an off- campus instructional site (serving the same geographic area)	2	Yes	Prior to implementation	NA	Letter of notification with new address and starting date	President
Changing from clock hours to credit hours	1	NA	NA	Yes	Justify reasons for change, indicate calculation of equivalency, and other pertinent information	President
Altering significantly the length of a program	1	NA	NA	Yes	Prospectus	President
Initiating degree completion program Closing a	1	NA	NA	Yes	Prospectus	President
program,						

approved off- campus site, branch campus, or institution	3	Voc	Lanca distale	Voc	Description of	President
Institution to teach out its own students	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan included with letter of notification	President
Institution contracts with another institution to teach-out students (Teach-out Agreement)	3	Yes	Immediately following decision to close	Yes	Description of teach-out plan, copy of signed teach-out agreement detailing terms included with notification	President
Acquiring any program or site from another institution	See SACSCOC policy "Mergers Consolidations and Change of Ownership: Review and Approval."	Yes	6 months	Yes	Prospectus	President
Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing	See SACSCOC policy "Mergers Consolidations and Change of Ownership: Review and Approval."	Yes	6 months	Yes	Prospectus	President

^{*}Procedure One (1) for the Review of Substantive Changes Requiring Notification and Approval Prior to Implementation

<u>Procedure Two (2)</u> for the Review of Substantive Changes Requiring **Only** *Notification Prior to Implementation*

<u>Procedure Three (3)</u> for Closing a Program, Site, Branch Campus or Institution