

Central Alabama Community College Substantive Change Implementation Checklist

Instructions: Forward the completed form to the Institutional Accreditation Liaison in the Office of Institutional Effectiveness. (Note: In addition to SACSCOC notification and/or approval, the proposed change may also require approval from the U.S. Department of Education prior to awarding federal financial aid to students.)

Section I - General Information

Date:	College Contact:	
Division:	Department:	
Please provide a brief description of the proposed change.		
Proposed Date of Implementation:		
Indicate the degree level with which the change will occur (ie., STC / CER / AS / AAS / AOT):		

Section II - Substantive Change Items

Please answer the following questions regarding the proposed change by placing an "X" in the appropriate box and providing a brief explanation if necessary.

Question	YES	NO	Unsure	Explanation
1. Does your proposed change include initiating a new program...				
...using existing approved courses? If yes, provide the number of new and existing courses and/or content?				
...at a new off-campus site? If yes, provide property owner's name and street address of site.				
...that is significantly different from a currently approved program?				
...that requires students to possess prior learning as a condition of admission to the program?				

2. Does your proposed change include initiating a certificate program at an employer's request and on a short notice...				
...using existing approved courses? If yes, provide the number of new and existing courses.				
...at a new off-campus site? If yes, provide property owner's name and street address of site.				
...that is significantly different from a currently approved program?				
3. Does your proposed change include initiating other certificate programs or embedding a certificate program into a current degree program...				
...using existing approved courses? If so, provide the number of new and existing courses.				
...at a new off-campus site? If yes, provide property owner's name and street address of site.				
...that is significantly different from a currently approved program?				
...that is 30-60 credit hours?				
...this is under 29 credit hours?				
4. Does your proposed change include initiating a relationship with another institution...				
...accredited by SACSCOC?				
...with a non-accredited institution?				
...through joint or dual programs where a student studies at 2 or more institutions and is awarded a single or multiple credentials?				
5. Does your proposed change include initiating or adding additional coursework at an off-campus site where a student can obtain...				
...50% or more of the credits toward a program or certificate?				
...25-49% of the credit toward a program or certificate?				
...24% or less of the credit toward a program or certificate?				
If you responded "yes" to any of the questions above, please provide property owner's name and street address of the off-campus site.				
6. Does your proposed change include...				
...initiating an expansion of current degree level?				
...altering the student's expected time to completion (increases or decreases) by more than one term or its equivalent or comparable measure?				
...altering the length of a program by 25% (increase or decrease) or more of the credits required for the program or certificate?				

...changing a program's progress to completion measure from clock to credit or credit to clock hours?				
...initiating a program or changing an existing program where any part of the program may be earned through the direct assessment approach to competency-based education (CBE)? If yes, include the percentage?				
...initiating or expanding an existing traditional program to 50% or more of the program fully online?				
...consolidating or merging two existing programs?				
...adding a new method of instructional delivery to an existing program (competency-based education, distance education, or face-to-face instruction)?				
...initiating programs/courses offered through a contractual agreement or consortium?				
...initiating degree completion programs?				
...inactivating an existing program? If yes, identify the program.				
...reactivating an existing program that has been inactivated?				
...closing a program where the institution plans to teach out its own students?				

Section III - Additional Questions Regarding Proposed New Program

Complete this section only if the proposed change includes initiating a new program / certificate.

Number of credit hours for new degree/certificate:	Number of new Full-Time and Part-Time faculty needed:
Number of new courses added to program:	Required credentials of faculty:
Costs of new library materials to support program:	Costs of new equipment to support program:
How will program be funded (grants, institutional, etc.)?	Anticipated number of new students entering the program in 1st year:
Projected Date of Implementation:	Projected Date of Approval by Curriculum Committee:

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Date Implementation Checklist Was Received:

Date Proposed Change was Added to Substantive Change Tracking Log:

Is Proposed Change "Substantive" by SACSCOC Definition?

How did you come to this conclusion?

Questions Related to Substantive Change Proposal:

Next Steps and List of Responsibilities:

Documented Approval Process

Date of Approval by College-Wide Curriculum Committee (*if required*): _____

Signature of Curriculum Committee Chair _____

Date of Approval by Instructional Dean: _____

Signature of Dean: _____

Date of Approval by President's Cabinet: _____

President's Cabinet Minutes Attached: _____ Yes _____ No

Signature of President: _____

Date SACSCOC Documentation was Submitted: _____

Type of Notification Submitted: _____ Notification Letter _____ Prospectus

Signature of Institutional Accreditation Liaison: _____