“**A significant expansion of the nature and scope of an accredited institution**”

The institution... **NOTIFIES** the Commission of changes in accordance with the substantive change policy & **SEEKS APPROVAL** prior to the initiation of the changes.

**Why** is there **SUBSTANTIVE CHANGE**?
Substantive change includes...

- Mission
- Legal status, form of control or ownership
Substantive change includes… (con’t)

• Courses or programs – significant departure
• Level change
• Clock → credit

Substantive change includes… (con’t)

• Substantial change in program length
• Contract or consortial relationships
• Additional location

Substantive change includes… (con’t)

• Acquisition
• Adding teach-out location
• Joint and dual academic awards
Substantive change includes… (con’t)

…and others not specifically enumerated

Notification vs. Approval

acceptance ≠ approval
Program Length
60 • 120 • 30

Updated interpretation of CR 2.7.1

SIGNIFICANT DEPARTURE

Related programs
- Faculty
- Courses
- Library / learning
- Equipment / facilities
- Resource base
SIGNIFICANT DEPARTURE

Substantive Change Policy, p. 4

“The institution should determine…”

SIGNIFICANT DEPARTURE

Initiating coursework or programs at a more advanced level than currently approved

Yes
SIGNIFICANT DEPARTURE

? Initiating programs at a lower level than currently approved

Yes

SIGNIFICANT DEPARTURE

? Expanding programs at the current credential level

Maybe

SIGNIFICANT DEPARTURE

? Small liberal arts college offers BA degrees in dance, theatre, and music…
SIGNIFICANT DEPARTURE

...combine existing programs into a BA in performing arts  No

SIGNIFICANT DEPARTURE

Two-year technical college offers certificate and associate degrees…

SIGNIFICANT DEPARTURE

...will become a four-year institution offering associate and baccalaureate degrees  Yes
SIGNIFICANT DEPARTURE

College is approved to offer BA in business and in education and certificates in health professions…

SIGNIFICANT DEPARTURE

...institution is adding a BS in nursing Yes

SIGNIFICANT DEPARTURE

Large research university offers multiple PhD programs in humanities and social sciences…
...and PhD programs in business and in education

...institution plans to add a PhD program in Women's Studies

No

Off-campus instructional sites and Distance Learning
Repeat Performance

For programs already offered concurrently at three sites, a modified prospectus is acceptable.
Modified Prospectus
For programs already offered concurrently at three sites –
- Faculty roster
- Discipline-specific library resources
- Student support services
- Physical resources
- Course descriptions

Off-campus sites –
Reviewed within 5 years
First 3 sites must be visited

<table>
<thead>
<tr>
<th>n</th>
<th>...</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-24%</td>
<td>%</td>
<td></td>
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</tbody>
</table>
Distance Learning

An institution is approved for distance learning only once.
Workforce Development Certificates
Offered to employees, usually on-site, on short-notice and temporary

Verifications for USDE, DHS, Others
Send requests to Sarah Armstrong sarmstrong@sacscoc.org

Other types of substantive change...
• Degree completion program
Substantive change includes… (con’t)

- Relocation of main or branch campus
- Relocation or change of address of an off-campus instructional site serving the same student pool

Substantive change includes… (con’t)

- certain general education changes

Mergers, Consolidations, Change of Governance, Ownership, Means of Control

- 6-month notification
- Prospectus for Board review
- 30-day implementation window
2016 submission deadlines for Board of Trustees

**April 8** for June  
**September 15** for December

Board of Trustees Reviews

1. Board Committees + Full Board  
   June + December
2. Executive Council  
   *c. every two weeks*

1. Board Committees + Full Board  
   June + December
   ✓ mergers + consolidations  
   ✓ change of governance, ownership, control, or legal status  
   ✓ items referred by staff  
   ✓ policy + procedure reviews  
   ✓ most level changes
Executive Council
c. every two weeks

✓ 13-member representative subset for all “Procedure One” approvals not referred to Board committees + the full board
✓ No deadlines per se, but…

Submit prospectuses at least

months
before starting date, and …

Submit prospectuses for a January starting date by

Sept 1
Program Closures and Teach-out Plans

* All program closures require approval

Developing a Prospectus

Hints, tips, and suggested practices

Oops!
Dr. Sarah Armstrong  
sarmstrong@sacscoc.org

Dr. Kevin Sightler  
ksightler@sacscoc.org

SUBSTANTIVE CHANGE WORKSHOP  
at Shelton State Community College
How to Write an Effective Substantive Change Prospectus

This document may be printed in black and white with no loss of information.

Kevin SIGHTLER
SUBSTANTIVE CHANGE COORDINATOR

Is a PROSPECTUS necessary really?
How to Write an Effective Substantive Change Prospectus

Objectives

Guiding principles

Suggested practices

Objectives of a prospectus

SACSCOC Board of Trustees
How to Write an Effective Substantive Change Prospectus

**TELL YOUR STORY**

**MAP**

**Sub Change POLICY**
How to Write an Effective Substantive Change Prospectus

Know what to include and to eliminate

SELF-contained

Plain language
...as simple possible, but no simpler
How to Write an Effective Substantive Change
Prospectus

COVER LETTER

• Include always
• State the specific change
• Identify program or site by consistent name

COVER LETTER (con't)

• Identify program type, e.g., certificate, master’s, etc.
• State the implementation date

COVER LETTER (con't)

In responding to a deferred action, include:
• date of SACSCOC letter
• attach copy of letter
How to Write an Effective Substantive Change Prospectus

**COVER LETTER (con’t)**

- Include a physical address for off-campus sites
- Signed by CEO or liaison only

**Define ALL abbreviations and acronyms**

- Consider an EDITOR or other disinterested person for final document review
How to Write an Effective Substantive Change Prospectus

**CONSISTENCY**
- Program names
- Site names
- Titles
- Abbreviations

**ADAPTING EXISTING DOCUMENTS**
**IF...**
- All required information included
- All required information in table of contents

**ADAPTING EXISTING DOCUMENTS (con’t)**
- Organize table of contents by requirements
- Eliminate unnecessary content
How to Write an Effective Substantive Change Prospectus

<table>
<thead>
<tr>
<th>Common Errors of OMIS ION</th>
<th>Common Errors of OMIS ION (con't)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Incomplete Faculty Roster</td>
<td>• Critical information within required sections; e.g., instruction for accessing library resources</td>
</tr>
<tr>
<td>• Course descriptions</td>
<td></td>
</tr>
<tr>
<td>• Missing sections (e.g., student services)</td>
<td></td>
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</tbody>
</table>

Common Errors of OMIS ION (con't)

“Mind the commas”
How to Write an Effective Substantive Change Prospectus

Common Reasons for DEFERRAL of Decisions

- C. 90% due to incomplete or insufficient information

FACULTY ROSTER

- List courses to be taught (not historical)
- Match courses on roster to curriculum – ensure all are covered

FACULTY ROSTER (con’t)

- Note earned credentials AND discipline
- Use “Additional Qualifications” column to demonstrate compliance
How to Write an Effective Substantive Change Prospectus

‘Prospective’ statements are okay… …with caveats

Not all prospectus types have defined content (e.g., altering program length)
• Consult staff rep or sub change staff

ONE SUBMISSION for ONE SUBSTANTIVE CHANGE

Avoid embedding multiple changes in a single prospectus
How to Write an Effective Substantive Change
Prospectus

**DOs and DON’Ts**

**DO…**
- number pages
- label flash drive
- liberally use internal hyperlinks
- tab appendices

**DO…**
- address discipline-specific library and learning resources for new programs
- allow sufficient lead time
DON’T…

- create “consolidated” prospectuses or replies to requests for additional information unless directed by staff

DON’T…

- submit —
  - syllabi
  - vitas
  - copies of prospectuses to staff members

ksightler@sacscoc.org
sarmstrong@sacscoc.org