PURPOSE

The purpose of the McLennan Community College Substantive Change policy is to ensure MCC compliance with the SACSCOC policy on substantive change. See http://sacscoc.org/SubstantiveChange.asp for the current SACSCOC policy. This policy will be reviewed annually to ensure ongoing compliance.

Member institutions of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are required to notify the Commission of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

DEFINITION

From the SACSCOC Policy on Substantive Change dated July 2016:

Substantive Change is defined by SACSCOC as “a significant modification or expansion of the nature and scope of an accredited institution”.

Substantive change includes but is not limited to the following:

- Any change in the established mission or objectives of the college
- Any change in legal status, form of control, or ownership of the college
• The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated

• The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation

• A change from clock hours to credit hours

• A substantial increase in the number of clock or credit hours awarded for successful completion of a program

• The establishment of an additional location geographically apart from the main campus at which the college offers at least 50 percent of an educational program

• The establishment of a branch campus

• Closing a program, off-campus site, branch campus or institution

• Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution

• Acquiring another institution or a program or location of another institution

• Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution

• Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution’s programs

**PROCEDURES**

All academic changes at MCC are reviewed and approved by the Instructional Council (see policy B-XV). The Vice President of Instruction and the Vice President of Research, Effectiveness, and Technology/SACSCOC Liaison sit on this committee and review all items for potential substantive change. The results are documented using the Substantive Change Consideration Form (see Appendix A below). An approved form is required for all items (with minor exceptions – again see Appendix A) to be placed on the Instructional Council agenda.

In order to monitor off-campus instructional sites, the Program Director, High School Pathways, who oversees the dual credit program, will present the dual credit schedule to Instructional Council prior to the beginning of each term (April/May for the fall term, November for the spring term). The dual credit schedule will
be accompanied by a report from the Office of Institutional Research showing the courses taught by site, program, and year for three years (2017) or four years (2018 and beyond) as the first class of high school freshmen allowed to take dual credit move through the system. The schedule will also require a completed Substantive Change Consideration Form. After approval by Instructional Council, the completed schedule will be forwarded to the President for final approval. The President also reviews and approves all agreements with high schools for dual credit coursework.

For non-academic changes (such as the establishment of a branch campus, acquiring an institution, or entering into a contract with another entity), both the Vice President of Instruction and the Vice President of Research, Effectiveness, and Technology/SACSCOC Liaison are members of the President’s cabinet and will review such changes as necessary in the regular meetings of that group.

Appendix A

All agenda items in Instructional Council are required to have an accompanying Substantive Change Consideration Form except for the following:

- Course title name changes
- Updating course titles name change on degrees/certifications/skills awards
- Prerequisite changes. (The course is already approved and in MCC’s inventory)