SOUND TEST

Consider running the “Audio Setup Wizard” to ensure your speakers or headphones are working.

• Still no audio? Try closing this window and signing in again.
• You don’t need to run the microphone test; we’ll take questions through a chat window.

FOR FUTURE WEBINARS…

Adobe Connect will replace the current add-in on October 22 with a new app that must be installed for the next use of Adobe Connect.

Avoid delay and install before the next webinar: Go to www.adobe.com/go/Connectsetup

This handout is intentionally black + white. Additional edits to the presentation may be been made after this handout was prepared.
OBJECTIVES

At the end of this webinar, you will know the

1. content requirements,
2. submission processes, and
3. suggested practices

for constructing + writing a substantive change prospectus.

OBJECTIVE OF A PROSPECTUS

Approval by the SACSCOC Board of Trustees

Everything else is *instrumental*
Approval requires a complete, accurate, cogent narrative with evidence

TELL.
YOUR.
STORY.

SUBSTANTIVE CHANGE POLICY
APPENDIX B
pp. 26-30

“Black + white” content and process
How to Submit the Prospective

1. A list of the prospective’s names, addresses, and the names of the prospective’s legal representative.
2. A list of the prospective’s prospective’s major and the names of the prospective’s legal representative.
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Documents will not be accepted via e-mail.
WHAT IF THE TYPE OF SUBSTANTIVE CHANGE I’M SUBMITTING IS NOT LISTED IN APPENDIX B?

Ask

SUGGESTED PRACTICES
WHAT DO I REALLY NEED TO KNOW?

Source:
Substantive change
readers/reviewers

- More isn’t necessarily better. Remember: 25 page maximum
- Self-contained: everything necessary to evaluate should be included; i.e., no external references or “available on request.”
- Plain language: simple English; it’s not PR

more…
SUGGESTED PRACTICES (continued)

• No advantage/disadvantage for paper vs electronic medium
• Appendix B template: include everything noted for
  • all prospectus types
  • for the type of prospectus being submitted

more…

SUGGESTED PRACTICES (continued)

• Define ALL abbreviations on first use even if it seems obvious: e.g., Bachelor of Science (B.S.)
  • “The SMIGNIKORD-cx committee…”
    Huh???

more…

SUGGESTED PRACTICES (continued)

• Ensure consistency –
  • Program + sites names
  • Credential name + type (certificate, diploma, implementation date, etc.)
  • Especially important when revising existing document content to put into the prospectus

more…
SUGGESTED PRACTICES (continued)

• Explicitly address + document approvals (#2 on p. 27)
  • An excerpt from Board minutes or similar documentation typically sufficient
  • State or system approval as necessary
  • If State or Board approvals not necessary, affirmatively say so (i.e., don’t be silent)

more…

SUGGESTED PRACTICES (continued)

• Demonstrate faculty qualifications on a Faculty Roster only – never submit vitas (CVs) unless requested
• Ensure every course is assigned to at least one faculty member on the Faculty Roster
• Include course descriptions (not syllabi) for every major course in the curriculum or every course offered at an instructional site

more…

SUGGESTED PRACTICES (continued)

• A program or site must have at least one faculty member
  • Others can be listed as “to be hired”
  • “To be hired” must included expected qualifications
  • “To be hired” qualifications must demonstrate competence to teach the courses to be assigned

more…
SUGGESTED PRACTICES (continued)

- Historical faculty teaching assignments are not relevant – unless they will also be taught in the proposed program, instructional site, etc.
- Take advantage of the "Additional Qualifications" column of the Faculty Roster to provide sufficient evidence of qualification

more…

SUGGESTED PRACTICES (continued)

- Double-check for completeness:
  - Are all Appendix B sections included?
  - Are all questions within each section addressed?
- Don’t embedded multiple substantive changes in a single prospectus. Exception: a new program at a new site can be combined

more…

SUGGESTED PRACTICES (continued)

- For off-campus instructional sites, a separate prospectus is required for each site
  - Exception: if multiple sites are offering EXACTLY the same courses, a consolidated prospectus of up to 10 sites may be submitted

more…
SUGGESTED PRACTICES (continued)

- Multiple embedded programs may be included in a single prospectus
  - Example: creating a new A.A.S. degree program with two embedded certificate programs, provided all certificate courses are included in the A.A.S.

more…

SUGGESTED PRACTICES (continued)

- Financial Support
  - Demonstrate the institution has sufficient resources to support the program at start-up and on-going – content may vary considerably depending on the scope of what is being proposed
  - Show adequate financial resources, financial planning, and contingency

more…

SUGGESTED PRACTICES (continued)

- Know the deadlines
  - Allow ample lead time – deferrals are not uncommon, but are often related to the “Suggested Practices” identified in this webinar