


# PROCEDURE

<b>Subject</b>	<b>Substantive Change Policy</b>	<b>Number:</b> 1.45.01 <b>Reference (Rule</b> #6HX14-1.45
<b>President's Approval/Date:</b>		

State College of Florida, Manatee-Sarasota (SCF) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC” or the “Commission”) to award associate and baccalaureate degrees. Member institutions are required to notify the accrediting agency of substantive changes in accordance with the SACSCOC substantive change policy and, when required, seek approval prior to the initiation of substantive changes. Each member institution is required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

The SACSCOC Policy Statement on “Substantive Change Policies and Procedures” is incorporated herein by reference. The substantive change process must follow the timelines and formats set out in the aforementioned document (found on the SACSCOC Web site [www.sacscoc.org](http://www.sacscoc.org)). (The most recently approved version on the SACSCOC Web site will take precedence in this process.)

A “substantive change” is defined by SACSCOC as “a significant modification or expansion of the nature and scope of an accredited institution. Substantive changes include all actions defined or described in the aforementioned SACSCOC Policy and Procedure document.

There are different procedures for substantive changes, depending on the nature of the change. Some changes require no notification, others only require notification prior to implementation of the change, and another group requires notification and approval prior to implementation. Some require only a letter, others also require a prospectus, or an application.

The President of SCF or the SCF Accreditation Liaison is responsible to provide SACSCOC with timely notification and other documentation when required. Timelines are calculated from the proposed initiation of the activity that comprises the substantive change. Therefore, changes must be planned well in advance, giving notice as set out in the SACSCOC policy statement.

## RESPONSIBILITIES AS TO SUBSTANTIVE CHANGES:

### SCF’s Accreditation Liaison Duties:

The Accreditation Liaison will be the Vice President of Institutional Effectiveness or designee. The Accreditation Liaison is responsible for providing required notices to SACSCOC in advance

of substantive changes in accordance with the substantive change policies of the Commission. The Liaison is also responsible for familiarizing administration, faculty, and staff with the requirements of these policies and coordinating the completion and submission of letters, reports, prospectuses and/or other documents required by SACSCOC for specific substantive changes. The Liaison will also notify the President of the potential need to submit notification of a substantive change or other materials to SACSCOC prior to the implementation of any planned substantive change. The Liaison will coordinate any needed follow-up. The Liaison will also maintain a repository of materials on substantive changes and related correspondence from the accrediting offices of SACSCOC.

#### Duties of SCF faculty and staff:

It is the duty of the vice-presidents, provosts, academic chairs, program managers, directors, and selected committee chairs to ensure that SCF's Accreditation Liaison is notified of any plans for a modification that may prove substantive. Implementation of such a change cannot occur until after SCF notifies SACSCOC of its intention and either: (1) notification satisfies the requirements of the SACSCOC substantive change policy; (2) SCF receives notification of SACSCOC approval with no need for submission of additional documentation; or (3) SCF submits all required reports, applications or prospectuses required and receives SACSCOC approval to implement the proposed change. If a visit from a team convened by SACSCOC is required, the accrediting agency will notify SCF of when the proposed change can be implemented.

#### Responsibilities of College Leadership:

The vice-presidents, provosts, academic chairs, program managers, directors and selected committee chairs are responsible for (1) becoming familiar with the SACSCOC substantive change policy; (2) notifying the SCF Accreditation Liaison as early as possible about proposed activities and programs that may be considered substantive changes; (3) providing the Liaison with supporting data and documentation necessary for reporting such changes to the SACSCOC; (4) supporting the writing of documents required for SACSCOC approval of the proposed substantive change and (5) adhering to the timeline set forth by SACSCOC for purposes of review and approval of the proposed substantive change before its implementation.

#### PROCEDURE

The SACSCOC Substantive Change Policies and Procedures Document defines three primary types of substantive changes, *Institutional Changes*, *Program Changes*, and *Off-Campus Instructional Site/Additional Location Changes*. The SCF Accreditation Liaison will monitor college actions and inform leadership of the requirements for substantive change processes for each of these types of changes. Two of these changes, *Institutional Change*, and *Off-Campus Instructional Site/Additional Location Changes*, will be discussed at weekly meetings between the president and the vice presidents. As a member of this group the Vice President of Institutional Effectiveness will identify actions that are defined as substantive changes, develop submission and implementation timelines, coordinate development of documentation, and submit the required documentation for any substantive change notifications, or approvals that are required to address actions proposed by this group.

The third type of substantive change, *Program Changes*, will be monitored through the Curriculum Development and Review Committee. The Vice President of Institutional

Effectiveness, and the Accreditation Liaison (if a designee of the Vice President) will maintain membership on this committee. Thus, all programmatic changes will be reviewed for potential substantive change implications. In addition, all proposed changes submitted to the curriculum development and review committee must be reviewed and signed by the Vice President of Institutional Effectiveness to ensure that a detailed review of all proposed changes occurs.

Thus, if any college actions are found to require substantive change notification, approval, or notification and approval, the Accreditation Liaison will coordinate the development of the documentation required and submit the required documentation to SACSCOC. The Accreditation Liaison will also be responsible for overseeing the arrangements should a committee visit be required and ensuring that fees are paid if required.

#### Compliance and Timeline:

The Accreditation Liaison is responsible for ensuring that implementation of a substantive change occurs only after all requirements of the SACSCOC Substantive Change Policy and Procedures have been met. The Accreditation Liaison will both inform college leadership of the requirements and assist in development of timelines for these processes and potential approvals, to ensure that all requirements have been met prior to implementation of the substantive change.