



Substantive Changes

Policies, Procedures & Resources

Office of Effectiveness & Accountability

Team AASPIRE

October, 2022

What is a Substantive Change?

“A substantive change is a **significant modification** or **expansion** of the *nature and scope of an accredited institution*. Substantive change includes **high-impact, high-risk changes** and **changes that can impact the quality of educational programs and services.**”

-[SACSCOC Substantive Change Policy and Procedures](#) (Revised March 2022)

Recent FSW Examples of *Substantive* Change:

- Starting new Dance Certificate 
- Holding a *didactic* Lee-traditional ECE class at a preschool site off-campus 
- Digital Multimedia Certificate 

Recent FSW Examples of **NON-***Substantive* Change:

- Offering a new dance appreciation class
- Adding another elementary school to the list of *field placement* sites for ECE students
- Real-Estate Paralegal Certificate

Key Take-away: Always loop in Team AASPIRE regarding potential and/or confirmed Substantive Changes

Key Stakeholders

FSW Students

FSW Faculty, Staff & Administrators

FSW Board of Trustees

FSW's SACSCOC Liaison

FSW Curriculum Committee

FSW Team AASPIRE – Office of Accountability & Effectiveness

SACSCOC

FL DOE

BOT Policy 3.02 on Instruction Programs on the [FSW BOT website](#) which says:

TITLE: ESTABLISHMENT OF INSTRUCTIONAL PROGRAMS, CLASSES AND

EVALUATION AUTHORITY: Florida Statute 1001.64(6); 1001.65(9); 1004.03(2)(a-d) State

Board of Education Rules 6A-14.030 POLICY: *The District President shall recommend to the District Board of Trustees the establishment, alteration, or elimination of all College instructional programs. The District President or designee should develop procedures for evaluating the efficiency and effectiveness of instructional programs.*

Effective Date: 4/23/92; ed. 7/14/98; Revision 08/23/05

Deadlines

Deadlines depend on:

- Implementation date
 - *Spring or Fall*
- Substantive Change Type
- Accreditation Status
- Review Pathway
 - *Executive Council of SACSCOC BOT or Full SACSCOC BOT*
- Submission type
 - *Notification or Approval*

SACSCOC Posted Upcoming dates and deadlines*

January 1, 2023: Deadline to submit substantive changes to be implemented July 1, 2023, through December 31, 2023, requiring approval by the Executive Council of the SACSCOC Board of Trustees.

March 15, 2023: Deadline to submit substantive changes requiring approval by the SACSCOC Board of Trustees in June 2023.

**See next slide for internal deadlines*

Key Take-away: Plan ahead & review deadlines proactively with Office of Accountability & Effectiveness

Upcoming Deadlines in AY22-23

| Due Date | Complete Prospectus by Mid-Aug. for Sept. 1 st deadline for <u>Spring 2023</u> Implementation | Complete Prospectus by Dec. 1st for January 1 st deadline for <u>Fall 2023</u> Implementation | Complete Prospectus by late Feb. for March 15 th deadline for <u>Fall 2023</u> Implementation | Complete Prospectus by Mid-June for July 1 st deadline for <u>Spring 2024</u> Implementation |
|--|---|--|---|--|
| Review Type/Date | SACSCOC Full BOT Review in Dec. 2021 | SACSCOC Exec. Council Review in Spring 2022 | SACSCOC Full BOT Review in June 2022 | SACSCOC Exec. Council Review in Fall 2023 |
| Example Change types requiring Approval from SACSCOC before implementation* *For full list see SACSCOC Substantive Change Policy and Procedures | Governance Change | Institutional Closure/Relocation/ | Governance Change | Institutional Closure/Relocation/ |
| | Acquisition | Clock-Credit Hour | Acquisition | Clock-Credit Hour |
| | Level change | New Program/* | Level change | New Program/* |
| | Level change for Sig. departure embedded assoc. degree | Joint Academic Award w/non-SACSCOC Entity | Level change for Sig. departure embedded assoc. degree | Joint Academic Award w/non-SACSCOC Entity |
| | Merger/Consolidation | Program Length Change | Merger/Consolidation | Program Length Change |
| | Ownership, means of Control, or Legal Status change | Programs for Prior Learning | Ownership, means of Control, or Legal Status change | Programs for Prior Learning |
| | Competency-based Education by Direct Assessment - 50%+ | Method of Delivery | Competency-based Education by Direct Assessment - 50%+ | Method of Delivery |
| | OCIS-50%+ and/or Branch - <i>extensive - prospectus M1</i> | Most Off-campus Instructional Site changes (OCIS) | OCIS-50%+ and/or Branch - <i>extensive - prospectus M1</i> | Most Off-campus Instructional Site changes (OCIS) |

*Program Closures REQUIRE APPROVAL, but DO NOT adhere to the same deadlines as biannual submissions. The DUE DATE for the closure is as soon as you make the decision to close. These are submitted and reviewed on a rolling basis. Meaning you should NOT wait to implement your teach-out plan for SACSCOC approval – *instead submit your teach out plan, and immediately begin implementing it.*

Notification Change types require submission before implementation, but not approval, such as: New Programs less than 50%, Reopen a closed program within 5 years, and some OCIS/Prior Learning/Method of Delivery Changes

Best Practices – Log of Decisions

| Office of Accountability & Effectiveness (Team AASPIRE) Tracking List - SubC Determinations | | | | | | |
|---|------------------------------------|-------------------|------------|---|---------------------|--|
| Date | Name | Description | Threshold* | Decision: To SubC or not to SubC...that is the question | Type | Justification |
| Fall 2020 | Intermodal Freight Program | | N/A | SubC | Notification | No students enrolled since AY17-18; dept determined that this program no longer determines workforce needs |
| Fall 2020 | Engineering Tech Program | | N/A | SubC | Notification | |
| Fall 2020 | AS in Business Analytics | | 15% | No | N/A | Barely into % threshold for consideration of SubC, but lots of overlap with other program resources and degrees. No new faculty, library, or facility resources needed |
| Fall 2020 | AS in Music Production & Recording | | 20% | No | N/A | Lots of overlap with with other AS in Digital Arts and Multimedia, low % threshold of new courses |
| Fall 2020 | new reworked BAS IST program | | 43% | SubC | Full Prospectus | FSW only offers five other Bachelor's, two of which are housed in same school of SoBT, but there are significant differences between these programs (IST versus Supervision & Management versus Public Safety Admin). Some courses do overlap, but 18 new courses were implemented for this program making the % of core curriculum that is new relatively high. |
| Fall 2019 | Real Estate Paralegal Certificate | | 0% | No | N/A | Packaging from current course offerings in SoBT |
| Fall 2019 | MooreHaven+25% | Plans to increase | 0-25% | SubC | Notification letter | |
| Spring 2021 | Notification of PSAV Fire | In 2009, FSW, | N/A | SubC | Notification | |
| Spring 2021 | ASN Nursing Program Change | Change from | 0% | No | N/A | Course titles were changed and combined, but since the program content overall was re-organized and not changed per se, and the length of the program and # of credits required all stayed the same, did not rise to the level of a Substantive Change |

*Note for Threshold:

- IF NEW PROGRAM: % of core curriculum (non-General Studies unless specific to degree) that is new (i.e. divide # of credits for any newly introduced courses by # of new and pre-existing credits for courses in overlapping programs)
 - New 2021 SACSCOC SubC Policy distinguishes new program content at the 25-49% threshold requires notification and new program content at the 50% threshold requires approval
 - For % of program offered at a new off-site, do not need to include clinical/internship hours if they are conducted at a different location - i.e. hospital, k-12 classroom, etc.)

Key Take-away: Always loop in Team AASPIRE regarding potential and/or confirmed Substantive Changes

Substantive Change SACSCOC Resources - OCIS

Off-campus Instructional Sites (Additional Locations) Types & Current Examples:

Approved >=50%: Site is approved to offer any portion of a program. Additional programs may be offered with no further site notification or approval. Only sites offering 50% or more of a program require approval.

Charlotte County Campus
Clewiston High School
Collier Campus
Hendry Glades Center
Moore Haven Middle-High School
North Collier Fire Training Center

Approved Branch >=50%: Site is approved as a branch campus to offer any portion of a program. *Definition: geographically distinct, instruction delivered, permanent, credit courses, & has its own: a) faculty & administrative or supervisory organization and b) budgetary & hiring authority*
N/A

Approved Cert >=50%: Site is approved to offer any portion of a certificate program only. Additional certificate programs, or up to 50% of non-certificate programs, may be offered with no further site notification or approval.
N/A

Notified 25-49%: Less than 50% of a program may be offered at the site. Less than 50% of additional programs may be offered with no further site notification. *Sites offering less than 25% of a program do not require notification or approval.*

Barron Collier High School
Charlotte High School
Estero High School
Golden Gate High School
Gulf Coast High School
Ida S. Baker High School

Immokalee High School
Island Coast High School
Lehigh High School
Lely High School
Lemon Bay High School
Mariner High School

Naples High School
North Fort Myers High School
Port Charlotte High School
Riverdale High School

Substantive Change SACSCOC Resources – Prospectus Writing

Suggested Practices from Substantive Change Workshops & Webinars:

- **Less is more:** 25 page maximum, not counting appendices
- **Self-contained:** no “available on request;” no external website links
- **Define all abbreviations:** even ones that seem obvious (B.S. = Bachelor of Science; institution name, etc.)
- **Ensure consistency, especially with program and site names**
- **Explicitly & completely address all questions:** make sure all questions inside each section are addressed. Instead of “NA,” include a brief explanation for why something is not applicable
- **SubC faculty roster forms:** Demonstrate qualifications on faculty roster ONLY
 - Do NOT submit vitas/cv’s or transcripts unless requested
 - SubC faculty rosters will use same form but look DIFFERENT than Re-Affirmation because this is forward planning rather than for regular/historical re-affirmation (i.e. list courses that will be taught, not what has been taught in the past unless it will also be taught in the program)
- **Utilize language already written from faculty governance** (e.g. FSW Curriculum Committee)
- **Stay on top of deadlines;** allow ample lead time, work proactively with Team AASPIRE
- **Avoid these common errors of omission**
 - Incomplete faculty roster
 - Incomplete course descriptions
 - Missing sections such as incomplete information on how students access library information (Not just what is available, but how students know it is available)
 - Not addressing all elements in a list (ex: “How are students, faculty, staff notified...” would require 3 sub-sections)

Guest Presenters - OSPR

Thinking about how to fund new programs?

The Office of Sponsored Programs and Research is here to help!

Funding Opportunities:

- Academic Research Council (ARC) Grants
 - Research based
 - Deadlines: July and November
- Foundation Educational Excellence (FEE) Award and Public Relations, Celebrations, Community Engagement (PRCCE) funding
 - Focused on achieving educational excellence (FEE) and hospitality (PRCCE)
 - Deadlines: January, April, July, October
- External Grants

Key Take-away: Contact Team AASPIRE to find the right funding opportunity for you!

-Office of Sponsored Programs & Research: contact Jessica Godwin (Jessica.godwin@fsw.edu) and/or Dr. van Gaalen (Joseph.VanGaalén@fsw.edu)

Pending Substantive Changes – Status?

Closures?

- AS Science & Engineering Tech – approval level needed, but note that once approval-seeking prospectus is sent to SACSCOC, implementation of the closure plan starts immediately.

Revisiting Future Plans?

- Virtualization Certificate: New Program, 50%



Questions?