

3.12.1 The institution notifies the Commission of changes in accordance with the Commission's substantive change policy and, when required, seeks approval prior to the initiation of changes. (See Commission policy "Substantive Change for Accredited Institutions.") (**Substantive change**)

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes. A new [Substantive Change Policy](#) was developed in 2012 to ensure the College notifies the Commission of changes in accordance with the Commission's Substantive Change Policy. The College's Substantive Change Policy is posted in the Institutional Effectiveness section under publications on the College's Intranet. The President charged the [Cabinet](#), [Curriculum Committee](#), and the [Distance Education Committee](#) with the responsibility to monitor and determine if substantive change notifications or approvals are required for any impending changes. The SACSCOC liaison serves of each of these committees.

One example of the implementation of the CVCC Substantive Change Policy is demonstrated in action taken by the distance education coordinator. The distance education coordinator maintains a [spreadsheet](#) of all courses and credit hours available online for each program of study. The spreadsheet calculates the percentage of courses available online, allowing the distance education coordinator to monitor programs of study approaching levels requiring either notification or approval by SACSCOC. The distance education coordinator shares a copy of the report with the [Distance Education Committee](#) each semester and forwards a copy of the spreadsheet to the [Cabinet](#). The distance education coordinator [contacts](#) program directors if their program is approaching the level requiring action, notification or approval, from SACSCOC. The SACSCOC [Matrix for Substantive Change](#), is included in the CVCC Substantive Change Policy and is available for faculty and staff to review at any time on the College's Intranet. The SACSCOC liaison keeps faculty and staff aware of Substantive Change requirements through committee meetings ([Curriculum Committee Minutes](#), [Distance Education Committee Minutes](#), [Cabinet Minutes](#)) and is responsible for filing [notifications](#) with SACSCOC.

The following chart details the substantive changes submitted since the College's last reaffirmation:

Substantive Change Submissions Since last Reaffirmation

Explanation of Change	Date of Submission To COC	Date of Acknowledgement/Approval by COC
Addition of two new programs closely related to existing programs (VCM & HLS)	April 8, 2008	June 17, 2008
Addition of new program closely related to existing program (MAT)	July 23, 2008	September 24, 2008

Online delivery for 50% or more of credits needed for AA & AS programs	July 23, 2008 Prospectus: October 9, 2008	March 12, 2009
Notification of online delivery of 25-49% of credits needed for AAS programs (BUS, OAD, CIS)	August 18, 2008	September 24, 2008
Off-site delivery of 25-49% of credits needed for AA & AS degrees (1 site)	October 17, 2008	April 27, 2009 & September 25, 2009
Anticipation of off-site delivery of 25-49% of credits needed for AAS Fire Science program	October 17, 2008	April 27, 2009 & September 25, 2009
Off-site delivery of 50% or more of credits needed for AA & AS degree programs	October 17, 2008 Prospectus: April 15, 2009	May 26, 2009 May 26, 2009
Online delivery of 50% or more of credits for a second program (AAS-CIS)	May 26, 2009	November 5, 2009
Reactivation of Criminal Justice (AAS)	November 3, 2010	December 14, 2010
Loss of NLNAC Accreditation for AAS degree Nursing program	November 3, 2010	December 14, 2010
New AAS Degree -Applied Technology with 4 options, Change in AAS VCM from Print Media and Multimedia to Multimedia Graphic Design and Simulation and Modeling Short certificate in Advanced EMS added	March 13, 2012 May 30, 2012 Prospectus: July 9, 2012	May 31, 2012 September 07, 2012 January 15, 2013
Notification of online delivery of 25-49% of credits needed for AAS programs (CRJ, FSC, HLS) and short certificate in CHD	January 2, 2013	Have not received letter from SACSCOC

SUPPORT DOCUMENTATION

[Substantive Change Policy](#)

[Standing Committees 2012-13: Cabinet](#)

[Standing Committees 2012-13: Curriculum Committee](#)

[Standing Committees 2012-13: Distance Education Committee](#)

[Courses and Credit Hours – online and hybrid](#)

<u>Correspondence from Distance Education Coordinator to Program Directors</u>
<u>Matrix for Substantive Change</u>
<u>Curriculum Committee Minutes, February 6, 2013</u>
<u>Distance Education Committee Minutes, October 26, 2012</u>
<u>Cabinet Minutes, December 17, 2012</u>
<u>SACS Notification (from CVCC) – January 2, 2013</u>
<u>SACS Notification (from CVCC) – April 8, 2008</u>
<u>SACS Notification (from SACS) – June 17, 2008</u>
<u>SACS Notification (from CVCC) – July 23, 2008</u>
<u>SACS Notification (from SACS) – September 24, 2008</u>
<u>Acknowledgement of Receipt of Prospectus – October 9, 2008</u>
<u>SACS Notification (from SACS) – March 12, 2009</u>
<u>SACS Notification (from CVCC) – August 18, 2008</u>
<u>SACS Notification (from SACS) – September 24, 2008</u>
<u>SACS Notification (from CVCC) – October 17, 2008</u>
<u>SACS Notification (from SACS) – April 27, 2009</u>
<u>SACS Notification (from SACS) – September 25, 2009</u>
<u>Acknowledgement of Receipt of Prospectus – April 15, 2009</u>
<u>SACS Notification (from SACS) – May 26, 2009</u>
<u>SACS Notification (from SACS) – May 26, 2009</u>
<u>SACS Notification (from CVCC) – May 26, 2009</u>
<u>SACS Notification (from SACS) – November 5, 2009</u>
<u>SACS Notification (from CVCC) – November 3, 2009</u>
<u>SACS Notification (from SACS) – December 14, 2010</u>
<u>SACS Notification (from CVCC) – March 13, 2012</u>
<u>SACS Notification (from CVCC) – May 30, 2012</u>
<u>Prospectus – July 9, 2012</u>
<u>SACS Notification (from SACS) – May 31, 2012</u>
<u>SACS Notification (from SACS) – September 7, 2012</u>
<u>SACS Notification (from SACS) – January 15, 2013</u>