



Category
SUBSTANTIVE CHANGE COMMITTEE – 6:10:00:19
Approval
Leadership Council Approved: September 2, 2016
Effective Date/Approved: September 2, 2016
Revised: January 28, 2009; September 2, 2016
Responsible Party: SACSCOC Liaison

I. PURPOSE

The mission of the Substantive Change Committee is to monitor potential substantive changes and to assist the college in initiating substantive change requests.

II. FUNCTION

- A. Determine if proposed changes will result in the need for a substantive change as defined by SACSCOC.
- B. Advise the President when a substantive change request is appropriate so that writing responsibility(ies) may be assigned.
- C. Review the written substantive change proposal prior to recommending its submission to the President.

III. MEMBERS AND RESPONSIBILITIES

- A. The committee will include the following:
 - 1. Vice President for Academic Affairs (VPAA) (Ex-officio)
 - 2. Vice President for Quality Assurance and Performance Funding (VPQAPF)
 - 3. SACSCOC Liaison
 - 4. Director of Institutional Effectiveness and Research (Ex-officio)
 - 5. All Academic Deans and Assistant Deans
 - 6. Academic Assessment Specialist
- B. Academic deans must submit new program requests by October 1 each year.
- C. The committee will meet four times per year, in early August, January, and May, prior to the beginning of the terms, as well as early October following the submission of new program requests. Additional meetings may be called at the discretion of the VPAA, VPQAPF, or liaison.
- D. The committee will select from its membership a chairperson and recorder to serve for one year.
- E. Minutes of all meetings will be maintained in the Vice President for Academic Affairs Office.