

## Requirement 3.12.1

### Substantive change procedures and policy

The institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes.

### Judgment

Compliant  Partial Compliance  Non-Compliant  Not Applicable

### Narrative

Haywood Community College (HCC) is in compliance with Comprehensive Standard 3.12.1.

HCC has reported all substantive changes as of June 2007 with a follow-up letter in January 2008. HCC reported program expansion and new program startups in [February 2008 to SACS COC President Dr. Wheelan](#). HCC's off-campus site, Regional High Technology Center (RHTC) was first approved in 1988. HCC's distance learning program was first approved with reaffirmation in 1998 and again after application for substantive change in 2000. The January [2008 letter to SACS COC President Dr. Belle Wheelan](#), provides an update of the history of substantive change approval at HCC.

Between 2000 and 2007, HCC failed to report substantive changes. In the [June 2007 letter from HCC President Dr. Johnson to SACS COC President Dr. Wheelan](#), HCC gave an update of changes not reported. [Dr. Wheelan's response letter, dated August 2 and August 8, 2007](#) to Dr. Johnson, provided directives for HCC with regard to substantive change. HCC's response letter and supporting documents January 2008 provided a historical perspective of HCC's approval of its off-campus site, Regional High Technology Center, and its distance learning programs after further research of the College's documents relating to off-campus sites and distance learning.

HCC developed three steps to provide continuous reporting of substantive change to SACS COC in its [January 2008 letter](#), which in summary do the following:

1. provide a change in curriculum program start-up procedure to include notification to SACS of all new programs and major curricular changes
2. provide a formal report to the HCC Board of Trustees annually on substantive change with a follow-up report to SACS
3. maintain a substantive change reporting historical chart in the President's office to maintain continuity between administrations.

In February 2008 HCC President notified SACS of approved program for implementation ([February 12, 2008 letter to SACS](#)).

HCC received a follow-up letter [February 2008 from SACS COC President Wheelan](#) to HCC President Johnson that no prospectus was needed.

### Off-Campus Site

HCC's off-campus site, the Regional High Technology Center, opened in 1986 and was first approved in the 1988 SACS reaffirmation and offered Electronics Engineering as its first program of study in 1986. A second program of study was added in 1988, Manufacturing Engineering Technology, approved in the 1998 SACS reaffirmation of HCC's accreditation. Telecommunications and Network Engineering Technology was added in 2002-03, but was not reported until June 2007. The Machining

Technology program was moved from the main campus to the RHTC in fall 2007 and was reported to SACS in its [June 2007 substantive change update letter](#). The Information Systems programs were moved to the RHTC in 2004 because of construction on the main campus and will be returned as soon as building renovation is complete. This temporary move was included in the June 2007 substantive change update letter.

## Distance Learning

HCC's distance learning programs were first approved during the 1998 SACS reaffirmation of HCC's accreditation. The Associate in Arts Degree, along with the Associate in General Education, was HCC's first program to reach 50% or more of credits offered through distance learning. In 1999, HCC participated in a state-wide initiative to update SACS on distance learning in NC Community Colleges. HCC made application to SACS for distance learning substantive change in 1999 ([1999 Application for Substantive Change in Distance Learning](#)). SACS responded after a joint visit was conducted and gave the NCCCSO a report. Each college, including HCC, responded to recommendations, in the [HCC Response to the SACS Joint Visit](#). HCC received approval for its distance learning programs after the joint visit by SACS in 2000. While it was not mentioned in the application or subsequent reports, HCC's Associate in Arts Degree and Associate in General Education had surpassed the 50% mark of credits offered through distance learning.






As distance learning courses were added, other programs reached the 50% point, as noted in [Table 1 HCC's Distance Learning Implementation Dates, p. 2](#) in the [January 2008 letter to Dr. Wheelan](#), SACS COC President. These were reported late, to SACS in June 2007. (Please see the supporting documents folder below for the appendices submitted with the January 2008 letter.)

## Program Closures

Since HCC's 1998 reaffirmation, the College's four Wood Products Programs of Study (Lumber Grading, Saw Filer, Sawyer, and Wood Products) were closed in 2003. The programs were closed after (a) an extensive review as outlined in the [Wood Products Program Enrollment Analysis](#), (b) after implementation of several strategies to improve enrollment during a probationary period, and (c) upon a directive from the NC Community College System President (after a personal visit to discuss the issue with the Board of Trustees and President). The NCCCSO System President stated that the program would no longer be provided formula funding due to low enrollment and lack of demand in the industry for formal training. This provided the impetus for program closure in 2003.

SACS was notified of the closure of the Wood Products Programs in 2003, as required by SACS Substantive Change Guidelines. SACS made a visit to the campus after the closure of the programs and because of governance-related issues. Accreditation was continued by SACS COC, with no action, as stated in its [January 2006 Letter to College Interim President Dr. Donald Stanton](#).

## Supporting Documents

-  [Appendix A 01-04-99 Sacs Reaffirmation notice DEC 1998 & DL approval](#)
-  [Appendix B1a 1997-98 Chart of DL Course Offerings AA and AGE 50% Final](#)
-  [Appendix B1 1997-98 AA Degree from Catalog](#)
-  [Appendix B2 1997-98 AGE Degree from Catalog](#)
-  [Appendix B2 DL Course Offerings 1997-1999](#)
-  [Appendix B3 1997-98 Chart of DL Course Offerings AA and AGE 50% Final](#)

-  [Appendix C July 1999 Application for DL Substantive Change](#)
-  [Appendix D Dec 1999 NCCCSO Memo Results of SACS Joint Visit from NCCCSO Recommendations](#)
-  [Appendix E 2000 Substantive Change RESPONSE for Distance Learning prospectus](#)
-  [Appendix F SACS-Response reaff & DL approval -June 2000 July 7 Letter](#)
-  [Appendix G 060807 Memo from Johnson to Wheelan](#)
-  [Appendix H 080807 Clarification Memo from Wheelan to Johnson](#)
-  [Appendix I DL courses spring 2008](#)
-  [Appendix J 2007-08 HCC Catalog Handbook pg 14-15](#)
-  [Appendix K 1 Catalog 86-88 EET](#)
-  [Appendix K 2 Catalog 88-90 MET](#)
-  [Appendix K 3 2002-03 Telecommunications & Network](#)
-  [Appendix K 4 2007-08 Machining Tech](#)
-  [Appendix K 5 Info sys 2004-2005 Cat](#)
-  [Presidents Letter SACS Sub Change 010308](#)
-  [Letter to Pres Stanton 010506 SACS Visit 2005](#)
-  [President Johnson Letter SACS Sub Change 010308](#)
-  [Sacs Feb 2008 Response to Jan 08 sub change Letter](#)
-  [SACS Sub Change Notification Letter 021208](#)
-  [Wood Products Program Analysis](#)