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OBJECTIVES

At the end of this webinar, you will know the

1. content requirements, submission processes, and
 suggested practices

for constructing + writing an effective substantive change prospectus.

OBJECTIVE OF A PROSPECTUS	
Approval by the SACSCOC Board of Trustees	
Everything else is <i>instrumental</i>	
Everyuming else is instrumental	
	1
Approval requires a complete, accurate, cogent narrative with evidence	
TELL. YOUR.	
STORY.	
SUBSTANTIVE CHANGE POLICY	
APPENDIX B pp. 26-30	
ρρ. 26-30 "Black + white" content and process	
(Policy screen shots are included for	
reference only)	

	Appendix B: The Substantive Change Prospectus
	Use this information to determine the content and process for submitting a prospectus for a "Procedure One" substantive change requiring approval prior to implementation.
	The Prospectus must be accompanied with a completed Cover Sheet.
p. 26	Do not use this information for engine, consensation for engine, consensation for change of ownerable, acquisitions, and change of governance, control, engine consensation consultance assessment consensation of programs (and the control of the change
	Settire developing a prospectus, please review all of the information below concerning the content of the prospectus and how to submit the prospectus. When developing a prospectus, respond to all of the applicability requests for information.
	Please remember that the acceptance should address the secolar solutionists channel for which you are supersisting approxy. If everying if you are several proposed to an office approach on which should employed substrate will be creded in a goodness outgoin program, address specifically only the should employed substrate with the control of the substrate program, address specifically only the control endough and address substrate proportions and the substrate programs, goodness, address, and stillar substrates that their substrate substrate substrate programs, and stillar substrates that the substrate substrates and the substrate substrates and substrates and stillar substrates that the substrate substrates and substrates and substrates and substrates and substrates and substrates and substrates and substrates and substrates and substrates
	Each submission must include the following in the order listed:
	Transmittal letter signed by an institutional representative which briefly explains the submission Total Cheek Ltr. Submission of Solitative Changes Required Approach from (swellable on the Substative Changes widelings of the space conscillations (Section Changes and Section Secti
	a failing is acceptable. 5. A let of existing appeaved off-campus sites and their addresses. Note: an approved site is one for which a prospecture has been submitted and which SACISCOC has approved to site of 50% or mor of a program. A site where 24-24% of a program on differed is not considered to be an "approved" site; it is a site for which only notification has been accepted by SACISCOC. 6. Prospectus (should be no longer than 25 place) place approvider.
	 Submit only gag copy of the above materials to the President of SACSCOC at the address lated on the Cover Sheet.
	 Submit the Transmittal Letter and Cover Sheet in hard copy (paper).
1	 Submit the body of the prospectus itself in hard copy (paper), flash drive, CD or DVD.

Required Components of the Prospectus

1. ABSTRACT (wife to one page or fees)

• Describe the proposed change with a date of regimenration.

• If a less propose, decide what is with to defined, physical address.

• Provide projection makes of the date of the program or all selections, and the projection of the program or all selections, and a projection of the program or all selections, and a projection of the program or all selections, and a projection of the program or all selections are projected for the projected for for the projected for the proje

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P. 29-30 In the contract of t	P. 29-30 - Fundamental and separating samples and the souther of that the bulb water of the souther souther of the souther so	Position of the control of the contr	299-30 • Final control control and particles control and the street of	requires that the resthiction present the qualification of each facility member to leach courses assigned to hem. The tigm and regulatings may be consented at agree scalarior, under institutional flesopass or form a less on the <u>Substitution Change page</u> . For a new program, the metallion must demonstrate that it has a less one qualified and member to develop another teach discipline courses in the new program. Staffer Compenhence Standard 2.7 is the Principies converse by the dimembers of agreement Compenhence flesopass.	the (a) a description of financial resources available to support the proposed change, including a budget for the first year of the proposed change (a three-year budget is required for a new text-exchicages). One clear of a copy of the entire michinorial pro- to (b) projected revenues and expenditures and cash flow for the proposed change (c) the amount of resources compare the verifications or constrained or support (c) the service of resources compared to verifications or constrained or support (c) the service of resources compared to verifications or constrained or support (c) the service of resources compared to verifications or constrained or support (c) the service of resources compared to verifications or constrained or support (c) the service of resources compared to the constrained or support (c) the service of resources compared to the constrained or support (c) the service of the cons		
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STRICK SERVICES Indicate some regions and principle sold regions and reliable sold and a signated deliable sold and the sold of the the	STROCK SERVICES Contract contract programs of schools only of schools of school displace or other in the school of schools	STOCKET PROPERTY STOCKETS The Stocket	Extract Security Security The contract security securit	not just the name of the database or the consortium through which it is accessed (such as Vivo	The nominive in the prospectus. NOTE: In hand copy submission tabs must be provided identifying each appendix by		
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				for existing programs and services.			

Appendix B:
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Use Individual and the exemption of the Change of procession for a "Procedure

The Prospection must be exemption with a completing Class IDM.

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P. 26

Each submission must include the following in the order inside:

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Faber College	Warranton, VA				
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			onal site, or institution	, pe	

WHAT IF THE TYPE OF SUBSTANTIVE CHANGE I'M SUBMITTING IS NOT LISTED IN APPENDIX B?

Ask

SUGGESTED PRACTICES
WHAT DO I REALLY NEED TO KNOW?

Source: Substantive change readers/reviewers

SUG	GESTED	PRACT	ICES	(continued

- More isn't necessarily better.
 Remember: 25 page maximum
- Self-contained: everything necessary to evaluate should be included; i.e., no external references or "available on request."
- Plain language: simple English (it's not PR copy)

more...

SUGGESTED PRACTICES (continued)

- No advantage/disadvantage for paper vs electronic medium
- Appendix B template: include <u>everything</u> noted for
 - all prospectus types
 - · for the type of prospectus being submitted

more...

SUGGESTED PRACTICES (continued)

- Define ALL abbreviations on first use <u>even if it</u>
 <u>seems obvious</u>: e.g., Bachelor of Science
 (B.S.)
 - (B.S.)

 "The SMIGNIKORD-cx committee..."

 Huh???

more...

SUGGESTED PRACTICES (continued)

- Ensure consistency –
 Program + sites names
 Credential name + type (certificate, diploma, implementation date, etc.)
 - Especially important when revising existing document content to put into the prospectus

more...

SUGGESTED PRACTICES (continued)

- Explicitly address + document approvals (#2 on p. 27)
 - An excerpt from Board minutes or similar documentation typically sufficient
 - State or system approval as necessary
 - · If State or Board approvals not necessary, affirmatively say so (i.e., don't be silent)

SUGGESTED PRACTICES (continued)

- Demonstrate faculty qualifications on a Faculty Roster only never submit vitas (CVs) unless requested
- Ensure every course is assigned to at least one faculty member on the Faculty Roster
- Include course descriptions (not syllabi) for every <u>major</u> course in the curriculum or every course offered at an instructional site

SUGGESTED PRACTICES (continued)

- A program or site must have at least one faculty member
 - Others can be listed as "to be hired"
 - "To be hired" must included expected qualifications
 - "To be hired" qualifications must demonstrate competence to teach the courses to be assigned

more...

SUGGESTED PRACTICES (continued)

- Historical faculty teaching assignments are not relevant – unless they will also be taught in the proposed program, instructional site, etc.
- Take advantage of the "Additional Qualifications" column of the Faculty Roster to provide sufficient evidence of qualification

more...

SUGGESTED PRACTICES (continued)

- Double-check for completeness:
 - Are all Appendix B sections included?
 - Are all questions within each section addressed?
- Don't embedded multiple substantive changes in a single prospectus. Exception: a new program at a new site can be combined

more...

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SUGGESTED PRACTICES (continued)

- For off-campus instructional sites, a separate prospectus is required for each site
 Exception: if multiple sites are offering
 - Exception: if multiple sites are offering EXACTLY the same courses, a consolidated prospectus of up to 10 sites may be submitted

more...

SUGGESTED PRACTICES (continued)

- Multiple <u>embedded</u> programs may be included in a single prospectus
 - Example: creating a new A.A.S. degree program with two embedded certificate programs, provided all certificate courses are included in the A.A.S.

more...

SUGGESTED PRACTICES (continued)

- Financial Support
 - Demonstrate the institution has sufficient resources to support the program at startup and on-going – content may vary considerably depending on the scope of what is being proposed
 - Show adequate financial resources, financial planning, and contingency more...

SUGGESTED PRACTICES (continued)	
Know the deadlines	
 Allow ample lead time – deferrals are not uncommon, but are often related to the 	
"Suggested Practices" identified in this webinar	
	1
DEEP BREATH	
<u> </u>	
	1
QUESTIONS + ANSWERS	

