

(This handout is intentionally black + white)



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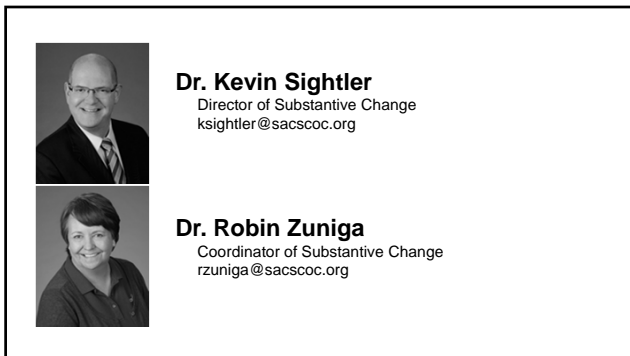
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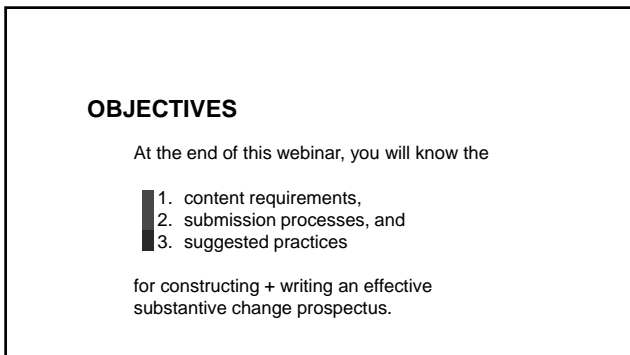
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**OBJECTIVE OF A PROSPECTUS**

Approval by the SACSCOC Board of Trustees

Everything else is *instrumental*

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Approval requires a complete, accurate, cogent narrative with evidence

**TELL.  
YOUR.  
STORY.**

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**SUBSTANTIVE CHANGE POLICY  
APPENDIX B**

*pp. 26-30*

"Black + white"  
content and process  
(Policy screen shots  
are included for  
reference only)

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p. 29-30

**4. FACULTY QUALIFICATIONS**

- Complete the Faculty Qualification Form for faculty members scheduled to teach in the new program. It should be completed by the new faculty members or by the program chair.
- Complete the Faculty Qualification Form for the program chair. Indicate whether the program chair is a full-time or part-time faculty member. If the program chair is a full-time faculty member, indicate the number of courses the program chair will teach in the program.
- Complete the Faculty Qualification Form for the program chair. Indicate whether the program chair is a full-time or part-time faculty member. If the program chair is a full-time faculty member, indicate the number of courses the program chair will teach in the program.

**5. LIBRARY AND LEARNING RESOURCES**

- List and describe the library and learning resources to support a new program. Please list all books, articles, journals, and other resources that will be used in the program.
- Describe the library and learning resources that will be used in the program. Please list all books, articles, journals, and other resources that will be used in the program.

**6. STUDENT SUPPORT SERVICES**

- Describe the student support services that will be provided to students in the program. Please list all support services that will be provided to students in the program.

**7. PHYSICAL RESOURCES**

- Describe the physical resources that will be used in the program. Please list all physical resources that will be used in the program.

**8. FINANCIAL SUPPORT**

- Provide a budget plan that includes all of the following (NOTE: This applies to ALL submissions):
  - A budget for the first year of the proposed change (three-year budget is required for new degree programs). Do not send a copy of the entire institutional budget.
  - A budget for the first year of the proposed change (three-year budget is required for new degree programs). Do not send a copy of the entire institutional budget.
  - The operational, management, and physical resources available for the change.
  - The operational, management, and physical resources available for the change.

The institution must describe if it is currently or intend to be funded by SACSCOC. Institutions currently an action with SACSCOC for financial reasons must provide a copy of the work to the SACSCOC Compliance Unit.

**9. DESCRIPTION OF INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES FOR THE CHANGE**

- Describe how the institution will evaluate the change program. Use evidence of other changes to the institution-wide review and assessment processes.

**10. APPENDICES**

- Appendices may be used to hard copy (print) submissions to provide documentation supporting the contents of the prospectus.
- NOTE: In hard copy submissions files must be provided identifying each appendix by name and content.**
- Links may be provided in electronic submissions to link to documentation supporting the contents of the prospectus. **Do not link files directly to which the prospectus**

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**Appendix B:  
The Substantive Change Prospectus**

Use this information to determine the content and process for submitting a prospectus for a "Threshold One" substantive change requiring approval prior to implementation.

The Prospectus must be accompanied with a completed Cover Sheet.

**Do not use this information for:**

- Changes, consolidation, change of ownership, acquisitions, and change of governance, control, form, or legal status (see [www.sacscoc.org/2012/07/18/changes.aspx](http://www.sacscoc.org/2012/07/18/changes.aspx)).
- Quality improvement or accreditation program (see [www.sacscoc.org/2012/07/18/quality.aspx](http://www.sacscoc.org/2012/07/18/quality.aspx)).
- Minor changes (see [www.sacscoc.org/2012/07/18/minor.aspx](http://www.sacscoc.org/2012/07/18/minor.aspx)).

Before 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 applicable requests for information.

**Please remember that the prospectus should address the specific submission change for which you are requesting approval.** For example, if you are seeking approval for a new degree program, the prospectus should address the specific submission change for which you are requesting approval.

**How to Submit the Prospectus**

- Each submission must include the following in the order listed:
  - Transmittal letter signed by an institutional representative which briefly explains the submission.
  - "Cover Sheet for Submission of Substantive Changes Requiring Approval" form (available on the Substantive Change webpage at [www.sacscoc.org/SubstantiveChange.aspx](http://www.sacscoc.org/SubstantiveChange.aspx)).
  - Name, telephone number, and email address of the person who may be contacted concerning questions about the prospectus.
  - A list of degrees and majors which the institution is authorized to grant (photocopy from the catalog is acceptable).
  - A list of existing approved off-campus sites and their addresses. **Note:** an approved site is one for which a prospectus has been submitted and which SACSCOC has approved to offer 50% or more of a program. A site where 25-49% of a program is offered is not considered to be an "approved" site; it is a site for which only notification has been accepted by SACSCOC.
  - Prospectus (should be no longer than 25 pages plus appendices).
- Submit only one copy of the above materials to the President of SACSCOC at the address listed on the Cover Sheet.
- Submit the Transmittal Letter and Cover Sheet in hard copy (paper).
- Submit the body of the prospectus itself in hard copy (paper), flash drive, CD or DVD.

Documents will not be accepted via e-mail.

p. 26

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Documents will not be accepted via e-mail.

Cover Sheet for Submission of Substantive Changes Requiring Approval

**Faber College**

COVER SHEET FOR THE PROPOSER OR APPLICANTS SUBMITTING

For questions about this form, contact the Substantive Change Office at 404.478.4602, ext. 4673, or email Dr. Sarah Armstrong at sarahs@brunswick.edu

Complete blank to institutions and send to: Dr. Julie Whelan, President, Southern Association of Colleges and Schools, Commission on Colleges, 3601 Southern Lane, Decatur, GA 30030

INSTITUTION: FABER COLLEGE, WARRANTON, VA  
 COMMENCEMENT DATE: 01/01/2017  
 ANTICIPATED STARTING DATE (MM/YY): 08/2017

Type of change (check the appropriate boxes)

New program at the current degree level that is a significant departure from current programs

Full name of proposed program is B.S. CERTIFICATE IN CYBER SECURITY, BACHELOR OF SCIENCE IN CIVIL ENGINEERING, Bachelor of Arts (B.A.) in Primitive Cultures

New off-campus instructional site where 50% or more of a program's credits are offered

WILL THE SITE BE A BRANCH CAMPUS? (See Substantive Change Policy, p. 14, for definition)  Yes  No

Distance delivery: approval of the institution to offer 50% or more of programs electronically for the first time

Competency-based educational program in which 50% or more of the credit is offered by direct assessment (see "Direct Assessment/Competency-based Education Program" page)

Closing a program, instructional site, or institution

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

Ask

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**SUGGESTED PRACTICES**

**WHAT DO I REALLY NEED TO KNOW?**

Source:  
 Substantive change readers/reviewers

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**SUGGESTED PRACTICES** *(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...*

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**SUGGESTED PRACTICES** *(continued)*

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

*more...*

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**SUGGESTED PRACTICES** *(continued)*

- Define ALL abbreviations on first use even if it seems obvious: e.g., Bachelor of Science (B.S.)
  - "The SMIGNIKORD-cx committee..."  
Huh???

*more...*

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**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...*

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**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)

*more...*

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**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 major course in the curriculum or every course offered at an instructional site

*more...*

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**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 include expected qualifications
    - “To be hired” qualifications must demonstrate competence to teach the courses to be assigned
- more...*

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**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...*

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**SUGGESTED PRACTICES** *(continued)*

- Double-check for completeness:
    - Are all Appendix B sections included?
    - Are all questions within each section addressed?
  - Don't embed 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 EXACTLY the same courses, a consolidated prospectus of up to 10 sites may be submitted

*more...*

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**SUGGESTED PRACTICES** *(continued)*

- Multiple embedded 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...*

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**SUGGESTED PRACTICES** *(continued)*

- Financial Support
  - Demonstrate the institution has sufficient resources to support the program at start-up 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...*

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**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

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**DEEP BREATH**

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**QUESTIONS + ANSWERS**

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