

This handout accompanies the **"What Not to Report"** webinar.

A few things to keep in mind:

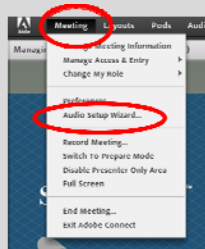
- This handout is intended to supplement the webinar. Content and interpretations will be covered in the webinar. Be careful drawing conclusions or making decisions based only on this handout.
- This is a preliminary version of the slides; the slides you see in the webinar may be slightly different.
- You can print this handout in black and white with no loss of information.




SOUND TEST

Consider running the "Audio Setup Wizard" to ensure your speakers or headphones are working.

- Still no audio? Try closing this window and signing in again.
- You don't need to run the microphone test; we'll take questions through a chat window.





Dr. Kevin Sightler
 Director of Substantive Change
ksightler@sacscoc.org



Dr. Robin Zuniga
 Coordinator of Substantive Change
rzuniga@sacscoc.org

4

OBJECTIVES

At the end of this webinar, you will know:

1. What changes are not substantive changes
2. Why you don't need to report them

5

NOT SUBSTANTIVE CHANGES

By categories:

- Program-related
- General education
- Off-campus instructional sites
- Distance learning
- Agreements
- Mission

6

SUBSTANTIVE CHANGE

"...a significant modification or expansion of the nature and scope of an accredited institution."

7

NOT SUBSTANTIVE CHANGES

Program-related:

- Name changes with no change or minor change(s) in content
- Where programs are offered, assuming notification or approval of an off-campus instructional site, as required
- CIP code changes

8

NOT SUBSTANTIVE CHANGES

Program-related (continued):

- Minor changes in program length
- Restructuring curricula with minor new content

9

NOT SUBSTANTIVE CHANGES*Program-related (continued):*

- New programs or courses that are not significant departures
 - Repackaging existing courses into a new program
 - Unbundling existing programs (e.g., "stackable" credentials)

10

NOT SUBSTANTIVE CHANGES*General education:*

- Rearranging the curriculum or changing choices amongst courses
- Ensure Core Requirement 2.7.4 is met regarding credit hour requirements and disciplinary content

11

NOT SUBSTANTIVE CHANGES*Off-campus instructional sites:*

- Sites offering instruction less than 25% of a program
- Adding existing programs at existing sites provided notification or approval thresholds are not crossed for the first time

12

NOT SUBSTANTIVE CHANGES*Distance learning:*

- Institution is approved for distance learning delivery only once

13

NOT SUBSTANTIVE CHANGES*Distance learning (continued):*

- If distance learning approved,
 - adding existing programs by distance learning
 - adding new programs by distance learning that are not significant departures

14

NOT SUBSTANTIVE CHANGES*Distance learning (continued):*

- If distance learning not approved,
 - offering less than 25% of a program by distance learning

15

NOT SUBSTANTIVE CHANGES

Agreements:

- Transfer articulation agreements
- Shared services agreements
- Agreements unrelated to academic content or delivery

16


NOT SUBSTANTIVE CHANGES

Mission:

- Editorial changes if there is no change in the purpose or direction of the institution

17





SPRING 2018 WEBINARS

- January 17**
Determining Significant Departure
- February 8**
Managing Off-campus Instructional Sites
- March 6**
Dual Enrollment and Instructional Sites
- April 2**
How to Write a Prospectus



WHAT NOT TO REPORT
