

Southeastern Louisiana University  
Internal Process for Timely Notification of SACS Substantive Changes

Southeastern Louisiana University is committed to ensuring that all substantive changes are reported to the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) in accordance with the required notification guidelines. To this end, the University instituted a comprehensive policy that includes training, monitoring, and notification procedures.

Training

- Southeastern Louisiana University maintains an assessment website that is accessible to administrators, program coordinators, the SACS Accreditation Liaison, and members of the Institutional Effectiveness Committee. A permanent announcement on this webpage includes links to the University's Substantive Change Policy (*Substantive Changes: SACS Notification and Approval Requirements*) and to the *SACS Policy on Substantive Change*.
- Each fall and spring semester, the SACS Accreditation Liaison will attend a meeting of the Dean's Council, the Council of Department Heads, and the University Curriculum Council to inform these groups on Substantive Change policies and to emphasize the importance of compliance with SACSCOC principles and requirements.
- The SACS Accreditation Liaison will provide individual training and updates related to accreditation to academic administrators who are planning a program change that involves new courses or programs, closing programs, distance education, and/or off-campus sites.

Monitoring

- The Chair of the University Curriculum Council will identify any pending curricula changes that may constitute a substantive change. These changes will be reviewed by the SACS Accreditation Liaison and the appropriate Department Head prior to approval by the University Curriculum Council.
- The Assistant Vice President for Academic Affairs will maintain a list of all curriculum actions approved by the University Curriculum Council that may comprise a substantive change. This list will be reviewed each semester by the Provost, the AVPAA, the Chair of the UCC, and the SACS Accreditation Liaison.
- Deans and Department Heads will notify the SACS Accreditation Liaison, the Assistant Vice-President for Academic Affairs, and the Provost of any proposed program changes that involve new degree programs, expanded degree programs, online programs, off-site programs, consortia, or any significant change in the mission and scope of the University. As stated in

Southeastern's *Substantive Changes: SACS Notification and Approval Requirements*," it is the responsibility of the head of the department in which an academic program resides to ensure that SACS requirements of notification or approval have been met prior to implementing any substantive change concerning an academic program in his/her department." The Department Head will initiate a request through the supervisory line (Director/Department Head>Dean>SACS Liaison>Provost).

- By the 3<sup>rd</sup> week of each semester, the Office of Records and Registration will generate list of all distance (online) and off-campus site course offerings in each college for review by the Dean, the AVPAA, the SACS Liaison, and the Provost.

### Notification

- Once intent to propose a substantive change is identified by the Provost, the SACS Accreditation Liaison will inform the stakeholders about the timeline for notification to SACSCOC, and will work with the Assistant Vice President for Academic Affairs, the Dean, and Department Head to prepare the requisite documentation (prospectus). Once the prospectus is complete and approved by the Provost and President, the President will send a letter to the President of the Commission on Colleges summarizing the proposed change.
- The SACS Accreditation Liaison will communicate with SACS personnel to ensure that all timelines for submission of documents are in compliance with SACSCOC guidelines.
- The SACS Accreditation Liaison will ensure that all appropriate approvals are obtained at the campus level, the University of Louisiana System and Board of Regents level, and by the Commission on Colleges, if required, prior to the implementation of the program.
- For substantive change requiring notification only, the SACS Accreditation Liaison will send a letter of notification to the President of the Commission on Colleges.

All substantive change activity will be documented by the SACS Accreditation Liaison. Copies of all correspondence pertaining to Substantive Change will be sent to the President, Provost, and the Assistant Vice President for Academic Affairs.