



Tennessee Accreditation Network

Understanding SACSCOC Substantive Change: Off-Campus Instructional Sites

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SACSCOC

Webinar - April 29, 2022

Welcome

Jeffery Norfleet

Director of Academic Affairs
Tennessee Higher Education Commission



Greetings

Emily House

Executive Director
Tennessee Higher Education Commission



Keynote Presentation

Charlise Anderson

Managing Executive Director
Institutional Effectiveness, Research,
Planning, and Assessment
Accreditation Liaison
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Keynote Presentation

Robin Zúñiga

Coordinator, Substantive Change
Southern Association of
Colleges and Schools
Commission on Colleges





Understanding SACSCOC Substantive Change: Off-Campus Instructional Sites

Tennessee Accreditation Network

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Alert

- ▶ Principles of Accreditation and SACSCOC Policies are controlling authority
- 



Off-campus instructional sites (OCIS)

- What are they?
- When do they need notification/approval?
- What is extensive vs limited review?
- What do you need to submit for approvals?
- When do you need to submit a teach-out plan?



What is an Off-campus Instructional Site (OCIS)?

- OCIS/Additional Locations
 - “..geographically apart” from main campus
 - Provide instruction
 - Not dependent on population served
 - Didactic versus Clinical
 - Distance Education Rule
 - Branch campuses



OCIS Notifications

- Prior to **offering 25-49%** of any educational program
- Submit a **cover sheet** and **transmittal letter** to SACSCOC, Including:
 - Site name
 - Site address (must be a physical location)
 - Program being offered
 - Percent of program being offered (**based on entire program credits for OCIS thresholds**)
 - Implementation date
- Fulfills obligation

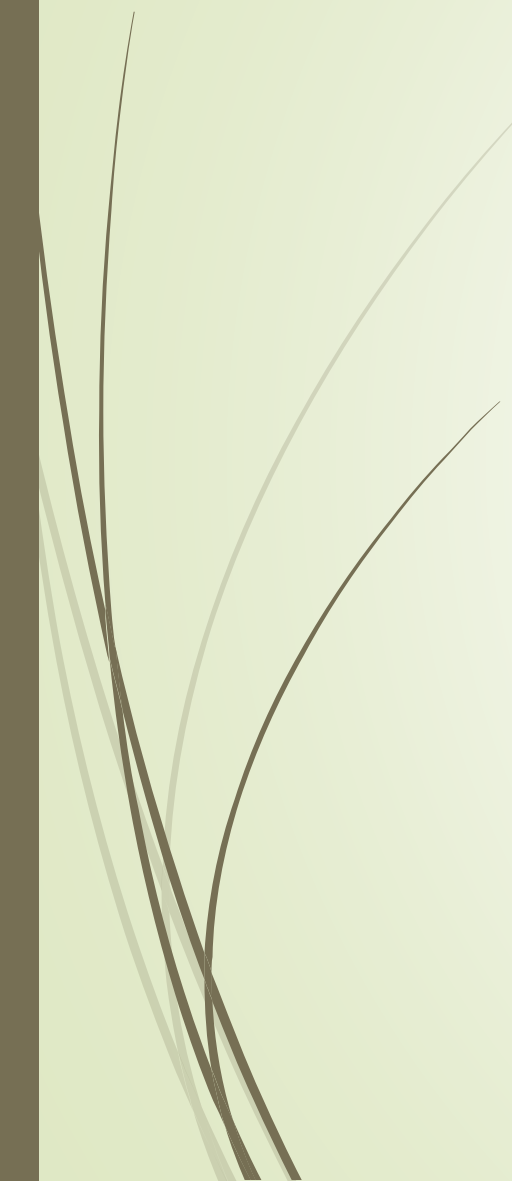


OCIS Approval

- Prior to **offering 50% or more** of any educational program
- Submit a **cover sheet, transmittal letter** and **prospectus**
- May advertise when submitted (**but not admit**)
 - *pending approval of SACSCOC*



Extensive versus Limited Review

- New December 2020 with updates...
 - Extensive Review
 - Assess institutional and site capacity
 - First 2 sites (after Jan 1, 2021)
 - Substantive Change Restriction
 - Limited Review
 - Assess site capacity only
- 



Substantive Change Restriction

- ▶ Reasons
 - ▶ Sanction plus three years
 - ▶ Provisional Certification for Title IV
- ▶ Additional Substantive Change Requirements:
 - ▶ OCIS Extensive review only
 - ▶ Plus... (webinar June 2021)



Extensive Review

- Approval Pathways
 - Method one: Prospectus
 - Method two: Reaffirmation
- Board of Trustees (June or December)
 - *Firm Due Dates: March 15/September 1*



What to submit? Extensive Review by Prospectus

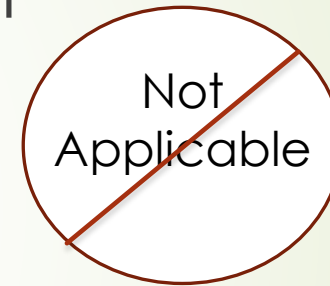
- ▶ Purpose

- ▶ Ensure adequacy of the site

- ▶ Ensure adequacy of institution's planning, evaluation, support and financial resources; and **stability to support instruction away from campus.**

Extensive Review by Prospectus

- Appendix A – What to Submit
 - Answer all the questions!!



Off-campus Instructional Site Approval (including branch campus) by Extensive Review

Submit a prospectus to include the following:

1. A completed Substantive Change Cover Sheet [[PDF](#)].
2. If multiple sites are proposed in a consolidated prospectus (see qualifying criteria), address each site separately, viz., the description of the physical resources and a Faculty Roster Form separated by site.
3. Site name (must be unique, i.e., it cannot be the same as an institution's existing site).
4. The physical address or location of the site (i.e., no post office box numbers only).
5. The intended implementation date.
6. Indicate if the site will be a branch campus.
7. If the site will be a branch campus, demonstrate the site will meet each of the following

And More....



What to submit? Extensive Review by Prospectus

➤ Institutional Review

- Faculty, resources, facilities, support
- Fiscal and administrative capacity
- Academic Control
- Evaluation
- Financial Stability
- Long term planning and oversight of OCIS



What to submit? Extensive Review by Prospectus

➤ Site Review

- Physical resources
- Faculty qualifications
- Financial resources and planning
- Library and learning/information resources



Extensive Review by Reaffirmation

- Previously approved sites vetted through reaffirmation
- Sites-recorded as approved in SACSCOC's OCIS database (institutional portal/website)
- Sites reported on institutional summary after off-site review
- Effective after Board takes action on reaffirmation
- Effective with 2020 reaffirmations and later
- Automatic – no action by institution

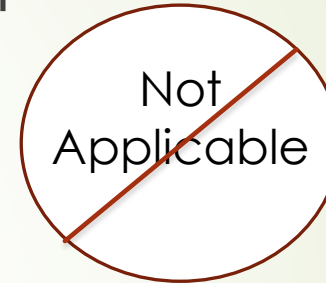


Limited Review

- Allow 4-6 months for review
- *Soft Due dates:*
 - July 1 (to be implemented Spring/Summer following year)
 - January 1 (to be implemented Fall of same year)
- Executive Council (every 2 weeks, except December)
- Substantive Change Restriction

Limited Review

- Appendix A – What to Submit
 - Answer all the questions!!




Off-campus Instructional Site Approval (including branch campus) by Limited Review

Submit a prospectus to include the following:

1. A completed Substantive Change Cover Sheet [\[PDF\]](#).
2. If multiple sites are proposed in a consolidated prospectus (see qualifying criteria), address each site separately, viz., the description of the physical resources and a Faculty Roster Form separated by site.
3. Site name (must be unique, i.e., it cannot be the same as an institution's existing site).
4. The physical address or location of the site (i.e., no post office box numbers only).
5. The intended implementation date.
6. Indicate if the site will be a branch campus.
7. If the site will be a branch campus, demonstrate the site will meet each of the following criteria:
 - a. The site is geographically apart from an institution's main campus.

And More....



When do you submit a teach-out plan?

- ▶ Anytime you discontinue an option for students to complete their program (program or OCIS), including:
 - ▶ All notified and approved sites
 - ▶ Programs (at main campus/at a site)
 - ▶ Programs no longer offered under special arrangements
 - ▶ Programs no longer offered through mode of delivery

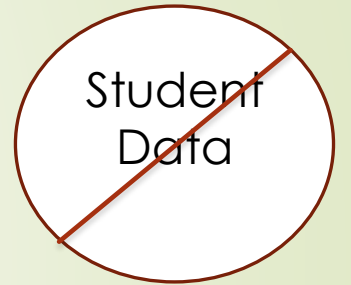
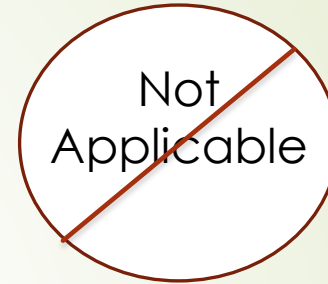


Teach-out Plans

- Submit as soon as decision is made to close
- Implementation date = term after which no more students will be admitted
- Reviewed and approved by Exec Council
- Begin process when decision is made, don't wait

Teach-out Plans

- Appendix A – What to Submit
 - Answer all the questions!!
- Do **NOT** include identifiable student data
- Be specific (what is closing?)





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<https://sacscoc.org/accrediting-standards/substantive-changes/>



Wrap-Up

For more information about TAN visit:

<https://tinyurl.com/TNAccreditationNetwork>