

SUBSTANTIVE CHANGE

Purpose: To develop a strategy that ensures Beville State is compliant with Comprehensive Standard 3.12 of the Commission on Colleges:

“The institution notifies the Commission of changes in accordance with the substantive change policy and, when required, seeks approval prior to the initiation of changes. (*See Commission policy “Substantive Change for Accredited Institutions.”*) (**Substantive change**)

The following procedures have been developed to ensure compliance and multiple levels of accountability regarding the Substantive Change policy. Beville State Community College will:

- Create a Substantive Change Implementation Form that would facilitate a review of all proposed institutional changes that might be classified as “substantive.”
 - Any concerns regarding the proposed change(s) will be documented in writing on the **Substantive Change Implementation Form** (*Appendix UU*).
 - The proposed change(s) would require the approval of the Accreditation Liaison, the appropriate dean, the Dean of Instruction, and the college President before it could be enacted.
- Implement quarterly reports on possible substantive change(s) from the Accreditation Liaison to the President’s Cabinet.
 - One of these reports will take place at the annual college Planning Summit.
- Conduct a Professional Development activity annually with the President’s Advisory Council where the SACS policy on Substantive Change is carefully defined, reviewed, and explained.
 - At this Professional Development, the Accreditation Liaison will present a checklist of issues that would be classified as substantive change, and areas of the college that need to be reviewed to make sure they are in full compliance with this standard.
- Create an Expected Outcome related to the subject of “Compliance” that requires a yearly evaluation.
 - Ensure that this new outcome adheres to the Institutional Effectiveness Process.