

Longwood University Faculty Senate
SUBSTANTIVE CHANGE REPORTING POLICY COVER SHEET

COMMITTEE

Substantive Change Task Force (Virginia Kinman, chair; Larissa Ferguson; Sharon Menegoni; Jeannine Perry; Ling Whitworth)

BACKGROUND

The Substantive Change Task Force was appointed by the SACS Leadership Team in November 2011 to develop a proposed policy and procedures for tracking substantive changes. The task force met five times between February 2012 and July 2012. The task force reviewed policies and procedures of other institutions, including Old Dominion University, James Madison University, the University of Virginia, Auburn University and other institutions accredited by SACS (Southern Association of Colleges and Schools). The task force created several tools to assist faculty and administrators in tracking substantive changes, including matrices showing the approval process for curriculum and policy changes, an Academic Initiative Planning Checklist, revisions of the Curriculum Development Handbook and associated change forms, and an Academic Initiatives and Curriculum Development website. These tools will be piloted in Fall 2012 and form the basis of the procedures that should be fully developed in AY2012-13. The policy is submitted for approval.

SUMMARY

The proposed policy requires the university to follow the substantive change procedures of the SACSCOC (SACS Commission on Colleges) and to inform the SACSCOC of potential changes.

The policy affects the entire institution and requires approval of the Board of Visitors following approval of the Faculty Senate. The policy should appear in both the Administrative Policies and Procedures Manual and the Faculty Policies and Procedures Manual. The policy includes definitions drawn from SACS and SCHEV policy and documentation. Responsibility for ensuring compliance with the policy rests with the SACS Accreditation Liaison, the Vice Presidents and the President as stated in the proposed policy. Failure to comply with the policy or follow the internal procedures related to substantive change may result in cancellation or cessation of the change, with due regard for the educational welfare of the students affected.

RATIONALE

Longwood currently does not have a policy or procedures for ensuring appropriate substantive change reporting to SACS and there have been instances where substantive change was not correctly reported. In a June 14, 2012, response from SACS regarding late notification of two graduate certificate programs, Belle Wheelan, President of the Commission on Colleges, stated that “future failure to comply with the policy on substantive change will be referred to the SACSCOC Board of Trustees for action and could result in the Commission placing the institution on sanction.” This policy, along with the internal procedures that will be developed, is needed to ensure compliance with Comprehensive Standards 3.12.1 (Substantive Change Notification) and 3.13.1 (Policy Compliance).

Date submitted to Senate Executive Committee for Consideration: 9/24/12

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: