

Policy Manual



Title: Policy on Substantive Change	Number: 6Hx2-4.24
Legal Authority: Fla. Statute §1001.64	Page: Page 1 of 2

GENERAL STATEMENT

The goal of this policy is for the Board of Trustees to assign responsibility to college personnel regarding accountability for maintaining compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change policy. SACS-COC is Broward College’s institutional accrediting agency. Achieving and maintaining institutional accreditation means that the College has met standards set forth by the accrediting agency. Broward College has established this policy to ensure that college officials understand the expectations of SACSCOC regarding substantive changes.

THE POLICY and THE STUDENT

The approval of a substantive change by SACSCOC assures students that the courses and programs offered by the College are of high quality and value at all locations and in all programs. Institutional accreditation allows Broward College students access to federal student aid and opens the door to more institutions that will accept Broward College credits for transfer to other degree programs.

THE POLICY and THE FACULTY AND STAFF

Faculty making substantive changes to the College’s curriculum and administrators who coordinate the establishment of new locations and programs must comply with the requirements of SACSCOC. The *Principles of Accreditation: Foundation for Quality Enhancement* and its policy statement entitled *Substantive Change Policy and Procedures* must be integrated into the planning and implementation of any substantive change action. These documents are available online at the SACSCOC website: www.sacscoc.org.

In the event a decision is made to close an educational program offered locally, all provisions of the faculty contract pertaining to employment and reduction in force will be maintained. The Broward College Curriculum Committee must review and recommend the closing of an educational program to the Broward College District Board of Trustees. A “teach-out” plan will be developed for students affected by the closure and submitted to SACSCOC for approval prior to implementation.

In the event the College decides to close an educational program at an international location, the College will notify the international partner and SACSCOC. The College and the international partner will follow the provisions of the executed agreement. A “teach-out” plan will be developed for students affected by the closure and submitted to SACSCOC for approval prior to implementation.

Faculty teaching at the international off-site instructional location are not employees of Broward College; therefore, closure of a program at an international off-site instructional location precludes the expectation of continued employment or any type of remuneration from the College.

History: Adopted as Policy 6Hx2-4.24 on March 27, 2012; revised August 09, 2022			
Approved by the Board of Trustees	Date: 08/09/2022	President’s Signature 	Date: 08/09/2022

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IMPLEMENTATION and OVERSIGHT

The College President has the authority to establish procedures to implement this policy. The College Provost and Senior Vice President of Academic Affairs, in conjunction with the Vice Provost for Academic Affairs, and the SACSCOC Liaison are responsible for monitoring and ensuring policy compliance. The SACSCOC Liaison keeps the senior management team informed about pending and approved substantive changes. The Board of Trustees approval will be sought where appropriate.

Notification and approval of substantive change is required by the institution prior to implementing a substantive change. The specific details on requirements for notification and approval are found in the SACSCOC Substantive Change Policy and Procedures document published by SACSCOC and can be found on the SACSCOC website at <https://sacscoc.org/documents/?keyword=Substantive%20Change&type=policies>.

VIOLATION OF POLICY

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.
- For part-time faculty, refer to the Collective Bargaining Agreement between the Board of Trustees of Broward College and the Service Employees International Union

DEFINITIONS

Substantive Change is a significant modification or expansion of the nature and scope of an accredited institution. Substantive change includes high-impact, high-risk changes and changes that can impact the quality of educational programs and services.

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