As required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Central Carolina Community College shall report to the Commission written notification of all changes in curriculum offerings and facilities. Changes in college operations and services that substantially alter the way in which such operations are carried out or services are delivered should also be reported. Failure to comply with this institutional policy and with the SACSCOC Substantive Change policy may result in the institution being placed on sanction (warning, probation, loss of accreditation) at the time of its SACSCOC Compliance and Reports review.

All employees are expected to follow this policy. Some employees have specific responsibilities for monitoring and reporting substantive change, as listed below.

A. The accreditation liaison shall ensure the following duties are performed, either personally or as delegated to appropriate staff:

- providing the president, vice presidents, provosts, deans, and directors with information about the SACSCOC Substantive Change policy
- informing the CCCC Board of Trustees of any substantive changes made at the Board’s quarterly meetings
- providing a list of examples of substantive change on the college’s Institutional Effectiveness and Research (IE) website
- working with vice presidents, provosts, deans, and directors to determine whether a proposed change is substantive
- attending on a routine basis the Curriculum Committee meetings, the Division of Student Learning team meetings, and the President’s Council meetings to monitor changes that may be substantive
- determining what action with respect to SACSCOC is needed when a change is substantive
- submitting the appropriate notification and documentation under the president’s signature to SACSCOC

B. The president, vice presidents, provosts, deans, and directors have a fundamental responsibility to:

- have a general knowledge of the substantive change policy
- inform the college’s accreditation liaison and Institutional Effectiveness and Research as soon as possible of proposals that may be considered a substantive change
- provide when requested by the accreditation liaison the information, data, or text describing a substantive change as necessary to comply with SACSCOC policy
- ensure that plans or initiatives support college compliance with the SACSCOC Substantive Change policy

APPROVED: April 2016