

TVCC Substantive Change Checklist

The purpose of this TVCC Substantive Change Checklist is to ensure that SACSCOC has timely reporting of any substantive change that requires prior notification and approval of the change before implementation.

- Establish demand for change, new program, new area of study (university transfer or heightened patterns of student requests) through industry requests or documentation (EMSI, O*Net, Bureau of Labor Statistics, SOCRATES, local Workforce Board Occupational Demand list or Target list), etc.
- Research Academic Course Guide Manual (ACGM)/Workforce Education Course Manual (WECM) courses available.
- Identify, research, evaluate and consider the perceived strengths and weaknesses of programs in the state (other colleges and universities)
- Secure permission from the Vice President of Instruction to pursue change, new program, new academic area of study, etc.
- If applicable, establish an advisory committee consisting of industry representatives who will recommend program curriculum (certificates, degrees).
- All TVCC campus locations will be involved as applicable.
- Consider budgetary costs and make recommendations for budget.
- Research if curriculum meets federal financial aid guidelines.
- Submit recommendation to the TVCC Curriculum and Instruction Committee.
- Submit change to TVCC Board of Trustees for approval.
- When applicable, make application to THECB and/or appropriate governing body or state agency.
- Submit proposed new program to the Substantive Change Committee to determine what action needs to be taken for SACSCOC notification/approval (ranging from no notification to prospectus 6 months prior to implementation). TVCC SACSCOC Liaison is responsible for general oversight of substantive change material that will be presented to President. President will then submit materials to SACSCOC.
- If applicable to Workforce Education programs, contact the Higher Education Regional Council and inform them of the intent to offer the new program.
- Once approved by SACSCOC, develop schedule for the appropriate semester and assign instructors.