Office of Institutional Effectiveness

Memorandum to File

RE: LTC Substantive Change Request Determination

FROM: LTC Institutional Effectiveness Office

Request Details (to be completed by Director of Curriculum, Instruction, and Professional Development):

Date of Request: May 15, 2024
Description of Change: New award
Award and Major Code: Artificial Intelligence and Automation (AIA1)
Location: Hall
Program Director: Chad Faircloth

Division and Program Group	Advanced Technology, Industrial Systems & Mechatronics
Campus/Site Address of Change if New Site:	*NA*
Change Type:	New award
Expected Implementation Term:	Summer 2024
Leadership Team Approval Date:	September 15, 2023
State Board Approval Date:	October 25, 2023
Crosswalk Completed (Yes or NA)	Yes

Rationale for Internal Decision:

New Programs: SACSCOC policy dictates that a new program created from existing approved courses (i.e. a "repackaging") where there is less than 25% new content is not considered a substantive change.

Program Length: Changes to curricula where "program credit hours (or an equivalent or comparable measure of progress such as clock hours or demonstrated competencies) increase or decrease by 25% or more" AND "students' expected time to completion increases or decreases by more than one term or its equivalent or comparable measure" is not considered a substantive change.

Program Closures: The SACSCOC *Substantive Change Policy and Procedures* states: "Program closure is not required for a specialization embedded within a discipline-specific program." This applies to TCCs within a program group with a degree or diploma: terminating one or more TCCs but keeping the program group open is not considered a substantive change.

Substantive change requests and decisions are archived in the College's [Substantive Change Log](#).

IE Analysis of Significant Departure and Decision:

The Artificial Intelligence and Automation (AIA1) award falls within the Industrial Systems Technology program group but also closely aligns with Mechatronics Technology program group. Thirty-one credit hours in the new program are currently offered in the Mechatronics Technology AAS degree program (MT23). There are five credit hours, or 14%, new content. As the percentage of new content falls below the 25% threshold, this is not a substantive change.

Signature of Official: *Joanne Tolleson*

Date of Decision: May 15, 2024