Abbreviated Substantive Change Issue Compilation Form

The items below reflect a distillation of the information that SACS requires. Please *briefly* address these items for your *initial* pass to the OCA. At a later date, you will need to provide more complete answers if it is determined that your issue is indeed a substantive change. You may use your judgment or seek guidance if something seems undoable or irrelevant in the context of your proposed change.

- *Include name of person to be contacted with questions*
- ***List programs which are related to the proposed program*** (Comment: This is very important as it provides the status quo or context of the change.**)**
- ***List institutional/departmental strengths which facilitate the proposed offering.***

1. ABSTRACT
Describe the change; initial implementation date; projected number of students; primary target audience; projected program life (single cohort or ongoing); and instructional delivery methods.

2. BACKGROUND INFORMATION
State the nature and purpose of the change in the context of HBU's mission and goals.

3. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL
Discuss the rationale for the change, including an assessment of [non-]*need; and documentation that faculty and other groups were involved in the review process.*

4. DESCRIPTION OF THE CHANGE
Provide a description. For new programs, include outcomes and learning objectives of the program, a schedule of proposed offerings for the first year, and a copy of course syllabi. [For an] *off-site program describe any differences in admission, curriculum, or graduation requirements, or any special arrangements... Describe administrative oversight….*

For closed or suspended programs, include a thorough discussion of how the remaining students will be handled.

5. FACULTY
Begin with a skeleton of a Faculty Roster form. Include a description of academic qualifications, course loads, evidence that faculty members are adequate to support the program; and the impact on faculty workload.

For graduate programs, document scholarship and research capability of faculty.

6. LIBRARY AND LEARNING RESOURCES
Describe library and information resources specific to the program. Describe how students and faculty will access electronic information and be trained in the use of online resources.

7. PHYSICAL RESOURCES

Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.

8. FINANCIAL SUPPORT
Provide a business plan. Include: (a) a description of financial resources to support the change, including a budget for the first year; (b) projected revenues and expenditures and cash flow; (c) the amount of resources going out for contractual or support services; and (d) the operational, management, and physical resources available. Provide contingency plans if required resources do not materialize.

9. EVALUATION AND ASSESSMENT
Describe the means used to monitor and ensure the quality of the degree program. Summarize procedures for systematic evaluation, including monitoring and evaluating programs, as well as using the results to improve institutional programs, services, and operations.