



Margaret H. Venable, Ph.D.
650 College Drive
Dalton, GA 30720
706-272-4438
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February 16, 2022

Dr. Kevin Sightler
Director of Substantive Change
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dear Dr. Sightler:

I am writing to notify the Commission on Colleges of the discovery of an unreported substantive change. In April 2020, the Academic Programs Committee of Dalton State College approved the deactivation of the college's Associate of Arts in Music program, which was proposed due to low enrollments in the program. Our SACSCOC Institutional Accreditation Liaison at the time believed that a deactivation did not amount to a program closure. As such, we did not submit a teach-out plan to SACSCOC for approval in compliance with the SACSCOC Substantive Change policy. In reviewing past actions as part of our Compliance Certification self-study, our new liaison identified the error.

Included with this submission are the Substantive Change Cover Sheet and the information that would have been provided in the teach-out plan.

Please let me know if any further information is needed. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Margaret H. Venable".

Margaret H. Venable, Ph.D.
President
mvenable@daltonstate.edu

Copies to: Dr. Nicholas Gewecke,
 Director of Institutional Effectiveness and Assessment/Associate Professor of Mathematics

 Dr. Bruno Hicks
 Provost & Vice President for Academic Affairs

1. A completed Substantive Change Cover sheet.
Included.

2. Provide the closure date, defined by SACSCOC as the date when students are no longer admitted.
The program was closed to new students as of August 1, 2020.

3. An explanation of how affected parties – students, faculty, and staff – will be informed of the impending closure.

Students who were incoming for Fall 2020 and had already selected that major were contacted by a professional advisor to inform them of the change and to assist them with selecting a new program of study.

Students currently enrolled in the major were notified of the closure by email on or around April 22, 2020, by the Chair of the Department of Communication, Performing Arts, and Foreign Languages, and advised as to their remaining class needs and when they would need to be taken.

Impacted faculty were notified about the closure by the Chair of the Department of the Department of Communication, Performing Arts, and Foreign Languages with the plan of offerings to cover the students' needs.

4. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption or additional costs.

In order to make sure all currently-enrolled students would be able to complete their program, the required courses MUSC 1201 (Music Theory I), MUSC 1221 (Aural Skills I), and MUSC 2601M (Piano Skills for Music Majors) were scheduled to be offered during Fall 2020 and the required courses MUSC 1202 (Music Theory II), MUSC 1222 (Music Theory II), and MUSC 2601M (Piano Skills for Music Majors) were scheduled to be offered during Spring 2021. Additionally, applied lessons for students in the major continued to be offered through Spring 2022 as needed to allow students to gain the required lesson hours and to replace required credits for ensembles due to COVID restrictions.

5. Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out and, if so, how the students will be notified.

There were no additional costs to students associated with the teach-out plan. No teach-out agreements with other institutions were needed.

6. Copies of signed teach-out agreements with other institutions, if applicable.

N/A

7. A description of how faculty and staff will be redeployed or helped to find new employment.

All but one of the faculty involved with the program were part-time/contingent faculty. The single full-time music faculty member and two of the part-time faculty members were retained to teach general education music appreciation courses. The other part-time faculty members found employment teaching private lessons or music courses at other institutions.

Substantive Change Cover Sheet

Submit to SACSCOC,
Substantive Change, 1866
Southern Lane, Decatur, GA
30033. One copy only;
electronic media preferred. Do
not email submissions or send
copies to staff. Thank you.


Note:

1. Include a completed cover sheet with each submission; please don't submit a cover sheet only.
2. Submit substantive changes as separate submissions except as permitted by policy.
3. Submit substantive changes defined in policy only; others are not reviewable.
4. For best results, download this form and complete with [Adobe Reader](#). Hover mouse over fields for guidance.

INSTITUTIONAL INFORMATION

| | |
|---------------------------------------|-----------------------|
| INSTITUTION (NO ABBREVIATIONS PLEASE) | CITY + STATE/PROVINCE |
|---------------------------------------|-----------------------|

SUBSTANTIVE CHANGE RESTRICTION

| | | |
|---|---|--------------------------|
| 1. Is the institution currently on Warning, Probation, or Probation for Good Cause? | <input type="radio"/> Yes | <input type="radio"/> No |
| 2. Was the institution placed on Warning, Probation, or Probation for Good Cause on or after September 3, 2020, and subsequently removed from sanction? | <input type="radio"/> Yes | <input type="radio"/> No |
| 3. Is the institution currently under provisional certification for participation in federal financial aid programs? | <input type="radio"/> Yes | <input type="radio"/> No |
| If ANY are "Yes" the institution is on SUBSTANTIVE CHANGE RESTRICTION . Additional and/or different requirements may apply; consult policy. |  | |

SUBMISSION INFORMATION

| | |
|---|-------------------------|
| SUBSTANTIVE CHANGE TYPE (SELECT FROM DROP-DOWN LIST; SUBMIT ONLY TYPES DEFINED IN POLICY) | SUBMISSION DATE |
| SUBSTANTIVE CHANGE DESCRIPTION (BRIEF SUMMARY) | INTENDED IMPLEMENTATION |

OFF-CAMPUS INSTRUCTIONAL SITES SUBMITTED IN THIS SUBSTANTIVE CHANGE

Site Name, Physical Address, City, State/Province, ZIP or Postal Code, and Country/Territory

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | There are more than 5 sites in this submission → <input type="radio"/> |

PROGRAMS SUBMITTED IN THIS SUBSTANTIVE CHANGE

Include credential AND discipline: e.g., Associate of Arts in English, Bachelor of Science in Physics, Certificate in Office Management, etc.

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | There are more than 5 programs in submission → <input type="radio"/> |

SUBMITTED

I certify the information on this form is correct and accurately represents the current status of the institution at the time of submission.

| | | |
|--------------------------------|---------------|---|
| SUBMITTING LIAISON or CEO NAME | EMAIL ADDRESS | FOR OFFICE USE |
| | | Revised 01/31/2022 Check for current version |