The document should include a concisely worded narrative with the information specified in this Appendix. A prospectus normally does not exceed **25 pages** plus appendices. Please note that SACSCOC reserves the right to make amendments to the requirements outlined below for certain types of changes.

The following guidelines are generic; **each prospectus should be tailored to focus on the specific change being proposed.**

**If you have additional information related to this prospectus that cannot be added to the fill-in form, please send it with this form to** **trummel@tvcc.edu** **.**

**Do not worry about specific formatting within the boxes, the accreditation liaison will edit the document and a redline copy will be sent to the requestor for final approval.**

1. Transmittal Letter

TVCC SACSCOC Liaison will insert transmittal letter



1. Cover Sheet

Download a new coversheet [http://www.sacscoc.org/forms/principle/subchange/Substantive\_Change\_Cover\_%20Sheet.pdf](http://www.sacscoc.org/forms/principle/subchange/Substantive_Change_Cover_%20Sheet.pdf%20) and fill it out with the new information, save the PDF to your shared network drive should changes need to be made, then **create an IMAGE file of the PDF (using whatever software is available on your computer or use the Snipping Tool to create the image)** and insert the image below:

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1. Contact Information

(DO NOT EDIT)

Tina L. Rummel, SACSCOC Accreditation Liaison

* 903-675-6282 Office
* 903-681-2150 Cell
* trummel@tvcc.edu
1. List of Programs and Degrees Authorized to Grant by CIP

(DO NOT EDIT)

|  |
| --- |
| **Trinity Valley Community College Classification of Instructional Programs** |
| **Program Name** | **Degree Name** | **CIP** |
| Accounting | Associate of Applied Science (AAS) Degree | 520302 |
|   | Certificate of Completion (CC) Degree | 520301 |
| Air Conditioning/Refrigeration | Associate of Applied Science (AAS) Degree | 470201 |
|   | Certificate of Completion (CC) Degree | 470201 |
| Auto Body Repair | Associate of Applied Science (AAS) Degree | 470603 |
|   | Certificate of Completion (CC) Degree | 470603 |
| Automotive Technology | Certificate of Completion (CC) Degree | 470604 |
| Beef Cattle Manager | Certificate of Completion (CC) Degree | 010601 |
| CAD/CAM CNC | Certificate of Completion (CC) Degree | 150805 |
| Computer Information Technology | Associate of Applied Science (AAS) Degree | 110101 |
|   | Certificate of Completion (CC) Degree | 110101 |
| Computer Science Management Information System | Associate of Applied Science (AAS) Degree | 110101 |
|   | Certificate of Completion (CC) Degree | 110101 |
| Computer Science Software, Mobile & Web Applications | Associate of Applied Science (AAS) Degree | 110101 |
|   | Certificate of Completion (CC) Degree | 110101 |
| Criminal Justice | Associate of Applied Science (AAS) Degree | 430102 |
| Criminal Justice Correctional Systems | Certificate of Completion (CC) Degree | 430102 |
| Criminal Justice Law Enforcement | Certificate of Completion (CC) Degree | 430107 |
| Cosmetology | Certificate of Completion (CC) Degree | 120401 |
| Cosmetology Student Instructor | Certificate of Completion (CC) Degree | 120413 |
| Digital Photography | Certificate of Completion (CC) Degree | 500406 |
| Drafting & Design Technology | Associate of Applied Science (AAS) Degree | 151301 |
| Drafting & Design Technology - Architectural Design | Certificate of Completion (CC) Degree | 151301 |
| Drafting & Design Technology - Mechanical Design | Certificate of Completion (CC) Degree | 151306 |
| Drafting Technology | Associate of Applied Science (AAS) Degree | 151301 |
|   | Certificate of Completion (CC) Degree | 151301 |
| Early Childhood Development | Associate of Applied Science (AAS) Degree | 190700 |
| Early Childhood Administrator | Certificate of Completion (CC) Degree | 190708 |
| Early Childhood Education | Certificate of Completion (CC) Degree | 190708 |
| Early Childhood Education - Bilingual Para Educator | Certificate of Completion (CC) Degree | 190701 |
| Early Childhood Education - Bilingual Para Educator Mini | Certificate of Completion (CC) Degree | 190701 |
| Early Childhood Education - Para Educator | Certificate of Completion (CC) Degree | 190709 |
| Early Childhood Infant & Toddler | Certificate of Completion (CC) Degree | 190701 |
| Early Childhood School Age | Certificate of Completion (CC) Degree | 190701 |
| Electrical Technology | Associate of Applied Science (AAS) Degree | 460301 |
|   | Certificate of Completion (CC) Degree | 460301 |
| Electronics | Associate of Applied Science (AAS) Degree | 150303 |
|   | Certificate of Completion (CC) Degree | 150303 |
| Emergency Medical Services | Associate of Applied Science (AAS) Degree | 510904 |
|   | Certificate of Completion (CC) Degree | 510904 |
| Fire Science Technology | Associate of Applied Science (AAS) Degree | 430203 |
|   | Certificate of Completion (CC) Degree | 430203 |
| General Business | Associate of Applied Science (AAS) Degree | 520401 |
| Horticulture | Associate of Applied Science (AAS) Degree | 010601 |
|   | Certificate of Completion (CC) Degree | 010601 |
| Information Systems Support & Administration | Associate of Applied Science (AAS) Degree | 110101 |
| Legal Assistant Technology | Associate of Applied Science (AAS) Degree | 220301 |
|   | Certificate of Completion (CC) Degree | 220301 |
| Liberal Arts | Associate of Arts (AA) Degree | 240101 |
| LVN to Nursing | Associate of Applied Science (AAS) Degree | 513801 |
| Machining | Certificate of Completion (CC) Degree | 150805 |
| Management | Associate of Applied Science (AAS) Degree | 520200 |
|   | Certificate of Completion (CC) Degree | 520201 |
| Mechanical Engineering Technology | Associate of Applied Science (AAS) Degree | 150805 |
| Medical Administrative Assistant | Associate of Applied Science (AAS) Degree | 510700 |
| Medical Office Management | Certificate of Completion (CC) Degree | 510716 |
| Medical/Nursing Assistant | Certificate of Completion (CC) Degree | 513902 |
| Nail Technology | Certificate of Completion (CC) Degree | 120402 |
| Medical Transcription | Certificate of Completion (CC) Degree | 510708 |
| Music | Associate of Arts (AAM) Degree | 500901 |
| Nursing | Associate of Applied Science (AAS) Degree | 513800 |
| Office Technology | Associate of Applied Science (AAS) Degree | 520401 |
|   | Certificate of Completion (CC) Degree | 520401 |
| Patient Care Technology | Certificate of Completion (CC) Degree | 513902 |
| Paramedic to Nursing | Associate of Applied Science (AAS) Degree | 513801 |
| Pharmacy Technician | Certificate of Completion (CC) Degree | 510805 |
| Pipe Welding | Certificate of Completion (CC) Degree | 480508 |
| Ranch Management | Associate of Applied Science (AAS) Degree | 010104 |
|   | Certificate of Completion (CC) Degree | 010104 |
| Small Business/Entrepreneurship | Associate of Applied Science (AAS) Degree | 520201 |
|   | Certificate of Completion (CC) Degree | 520201 |
| Small Business Management | Certificate of Completion (CC) Degree | 520201 |
| Small Business Technology | Certificate of Completion (CC) Degree | 110101 |
| Software Applications Specialist | Certificate of Completion (CC) Degree | 110101 |
| Surgical Technology | Associate of Applied Science (AAS) Degree | 510909 |
|   | Certificate of Completion (CC) Degree | 510909 |
| Teaching | Associate of Arts (AAT) Degree | 131210 |
| Welding | Associate of Applied Science (AAS) Degree | 480508 |
|   | Certificate of Completion (CC) Degree | 480508 |
| Vocational Nursing | Certificate of Completion (CC) Degree | 513901 |

1. Proposed Program Name and Degree Name

Fill-In Below

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| **Program Name** | **Degree Name** | **CIP** |
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1. List strengths that facilitate the offering of the proposed program and degree

(Fill-In Below)

1. APPROVED OFF-CAMPUS SITES AND ADDRESSES

(DO NOT EDIT)

### 50% or More of a Program

|  |  |
| --- | --- |
| **Name of Site** | **Physical Address** |
| Athens High School | 708 East College StreetAthens TX 75751 United States |
| Brownsboro High School | 13942 Highway 31 EastBrownsboro TX 75756 United States |
| Canton High School | 1110 West Highway 243Canton TX 75103 United States |
| Center for Advanced Technologies in Healthcare (CATH) Center of Texas | 1704 Enterprise StreetAthens TX 75751 United States |
| Crandall High School | 13385 FM 3039Crandall TX 75114 United States |
| Cross Roads High School | 14434 FM 59Malakoff TX 75148 United States |
| Elkhart High School | 301 East ParkerElkhart TX 75839 United States |
| Eustace High School | 318 Highway 316 SouthEustace TX 75124 United States |
| Forney High School | 800 FM 741 SouthForney TX 75126 United States |
| Fruitvale High School | 141 CR 1901Fruitvale TX 75127 United States |
| Kaufman High School | 3205 South Houston Street Kaufman TX 75142United States |
| Kemp High School | 220 State Highway 274Kemp TX 75117United States |
| Mabank High School | 18786 East Highway 175Mabank TX 75147 United States |
| Malakoff High School | 15201 FM 3062Malakoff TX 75148 United States |
| Martins Mill High School | 301 FM 1861Martin Mill TX 75754 United States |
| North Forney High School | 6170 North Mason Boulevard Forney TX 75126United States |
| Palestine High School | 1007 East Park Avenue Palestine TX 75801United States |
| Palestine Workforce Education Center | 2100 South Loop 256Palestine TX 75801 United States |
| Poetry Community Christian School | 18688 FM 986Terrell TX 75160 United States |
| Terrell High School | 400 Poetry RoadTerrell TX 75160 United States |
| Trinity Valley Community College (TVCC) TexasDepartment of Criminal Justice (TDCJ) Satellite Campus (Beto I, Beto II, Coffied, and Michael Units) | 1391 FM 3328Tennessee Colony TX 75880 United States |
| Trinity Valley Community College (TVCC)-Kaufman Satellite Campus | 800 Ed Hall DriveKaufman TX 75142 United States |
| Trinity Valley Community College (TVCC)-Palestine Satellite Campus | 2970 North Highway 19 P O Box 2530Palestine TX 75802 United States |
| Trinity Valley Community College (TVCC)-Terrell Satellite Campus | 1200 East I-20Terrell TX 75160 United States |
| Wills Point High School | 1800 West South Commerce Wills Point TX 75169United States |

1-11 MUST BE COMPLETED by REQUESTOR

1. ABSTRACT (limit to one page or less)

Describe the proposed change; list the initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); instructional delivery methods and, if the change involves the initiation of an off-campus site, its complete physical address.

1. BACKGROUND INFORMATION

Provide a clear statement of the nature and purpose of the change in the context of the institution’s mission and goals; evidence of the legal authority for the change (if authorization is required by the governing board or the state); and whether the proposed degree program or similar program is offered on the main campus or at other **approved** off-campus sites.

1. ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

**Briefly** discuss the rationale for the change, including an assessment of need; evidence of inclusion of the change in the institution’s ongoing planning and evaluation processes; and documentation that faculty and other groups were involved in the review and approval of the new site or program.

1. DESCRIPTION OF THE CHANGE

Provide a description of the proposed change, including the specific outcomes and learning objectives of the program and a schedule of proposed course offerings. In the case of a change involving the initiation of a branch campus or an off-campus site, indicate the educational program(s) to be offered.

Describe any differences in admission, curriculum, or graduation requirements for students enrolled at new site(s), or any special arrangements for grading, transcripts, or transfer policies. Demonstrate compliance with FR 4.9 (Definition of Credit Hours) of the *Principles*. Describe administrative oversight to ensure the quality of the program or services to be offered. A prospectus for approval of distance learning should describe the infrastructure supporting the delivery method (training of faculty, development of courses for distance delivery, technical support for student and faculty).

1. FACULTY

(Rosters will be completed in Appendix B)

Provide a narrative with supporting evidence that the number of full-time faculty members is adequate to support the program; and describe the impact of the new initiative on faculty workload.

For distance learning programs, describe processes in place to ensure that students have structured access to faculty. For graduate programs, document scholarship and research capability of faculty; for doctoral programs, document faculty experience in directing student research.

1. LIBRARY AND LEARNING RESOURCES

Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative. If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix. Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty. If you are citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.). For doctoral programs, document **discipline-specific refereed journals and primary source materials**. (Must be approved by the Director of Learning Resource Center)

1. STUDENT SUPPORT SERVICES

(Must match current catalog and have VPI and Provost approval)

Provide a description of student support programs, services, and activities—general as well as specific to the change—in place to support this initiative.

1. PHYSICAL RESOURCES

(Must have VPI approval)

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.

1. FINANCIAL SUPPORT

**The institution must disclose if it is currently on reimbursement for Title IV funding.**

(Ask the Vice President of Administrative Services/CFO and possibly the Vice President of Student Services for verification)

Unless otherwise informed, put Trinity Valley Community College is NOT on reimbursement for Title IV Funding

Provide a business plan that includes all of the following:

1. description of financial resources to support the change, **including a budget** for the first year of the proposed change (a three-year budget is requested for a new branch campus). The budget must be specific to the proposed change. Do not send a copy of the institutional budget.
	1.
2. projected revenues and expenditures and cash flow
	1.
3. the amount of resources going to institutions or organizations for contractual or support services
	1.
4. the operational, management, and physical resources available for the change.
	1.

Provide contingency plans in case required resources do not materialize.

*For institutions currently on sanction with SACSCOC for financial reasons, provide a copy of the most recent audit. If TVCC is not on sanction with SACSCOC for financial reason, put*

**TVCC is NOT on sanction with SACSCOC for financial reasons.**

1. EVALUATION AND ASSESSMENT

Describe how the institution assesses overall institutional effectiveness as well as the means used to monitor and ensure the quality of the degree program(s), off-campus site(s), or other changes. Summarize procedures for systematic evaluation of instructional results, including the process for monitoring and evaluating programs at the new site, as well as using the results of evaluation to improve institutional programs, services, and operations. For compressed time frames describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.

1. APPENDICES

Appendices may include items such as copies of library and other cooperative or contractual agreements. All appendices should be referenced in the text.

*Appendix A – Course Descriptions*

(Must come from the current catalog or proposed courses submitted to THECB)

*Appendix B – Roster of Instructional Staff*

(Requestor to update and SPEA office and VPI will verify credentials according to SACSCOC instructions).

|  |  |
| --- | --- |
| **Name of Institution and Primary Campus** |       |
| **Name of Primary Department, Academic Program, or Discipline** |       |
|  |
| **Name (Status P for Part-time and F for Full-time)** | **Courses Taught** | **Academic Degrees & Coursework** | **Other Qualifications & Comments** |
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| --- | --- |
| **Name of Institution and Primary Campus** |       |
| **Name of Primary Department, Academic Program, or Discipline** |       |
|  |
| **Name (Status P for Part-time and F for Full-time)** | **Courses Taught** | **Academic Degrees & Coursework** | **Other Qualifications & Comments** |
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| **Name of Institution and Primary Campus** |       |
| **Name of Primary Department, Academic Program, or Discipline** |       |
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| **Name (Status P for Part-time and F for Full-time)** | **Courses Taught** | **Academic Degrees & Coursework** | **Other Qualifications & Comments** |
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| **Name of Primary Department, Academic Program, or Discipline** |       |
|  |
| **Name (Status P for Part-time and F for Full-time)** | **Courses Taught** | **Academic Degrees & Coursework** | **Other Qualifications & Comments** |
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| **Name of Institution and Primary Campus** |       |
| **Name of Primary Department, Academic Program, or Discipline** |       |
|  |
| **Name (Status P for Part-time and F for Full-time)** | **Courses Taught** | **Academic Degrees & Coursework** | **Other Qualifications & Comments** |
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| **Name of Institution and Primary Campus** |       |
| **Name of Primary Department, Academic Program, or Discipline** |       |
|  |
| **Name (Status P for Part-time and F for Full-time)** | **Courses Taught** | **Academic Degrees & Coursework** | **Other Qualifications & Comments** |
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*Appendix C –*

Additional information to support proposal (could be minutes from meetings, board approval letters, THECB approvals for requesting new programs.

**Text information:**

**Image Information:**

**

**Additional Sources:**