

**Administrative Council
Midwestern State University**

April 18, 2023

Meeting No. 23-04

The Administrative Council met Tuesday, April 18, 2023, at 3:30 pm, in the Spirit Seminar Room in the Bridwell Activity Center. Present were Dr. Keith Lamb, Ms. Debbie Barrow, Dr. Marcy Brown Marsden, Mr. Paul Chappell, Dr. Kristen Garrison, Ms. Julie Gaynor, Ms. Rhonda McClung, Dr. Michael Mills, Dr. Karen Moriarty, Mr. Kyle Owen, Mr. Matt Park, Ms. Gabbie Pettijohn, Dr. Beth Reissenweber, and Mr. Kyle Williams. Ms. Leigh Kidwell, Ms. Dawn Fisher, Mr. Barry Macha, and Ms. Betsy Tucker were unable to attend.

- I. Welcome
Dr. Lamb welcomed members to the meeting and expressed appreciation for their participation.
- II. MSU OP 02.39 Reporting SACSCOC Substantive Changes
Dr. Brown Marsden reported that all of the governing bodies had approved this policy change. The policy was approved to be sent to campus for review.
- III. Texas Student Success Program Inventory
Dr. Garrison presented information to the Council regarding the Texas Student Success Program Inventory, which provides a central repository for information about student success programs and initiatives at postsecondary institutions in Texas. She provided the following link. <https://oertx.highered.texas.gov/hubs/txstudentsuccess>. Dr. Lamb asked the Vice Presidents to share this information with their respective areas.
- IV. Proposed Communication Strategy for Closure of Portion of Comanche Trail
Mr. Park reviewed the attached communication strategy with the Council. He noted that Phase I had been completed. The Council supported the proposed communication plan.
- V. Update from Council Members
Council members provided information and news from their respective areas.
- VI. Adjourn
The meeting adjourned at 4:35 pm.



Keith Lamb, Ph.D., Chair



Debbie Barrow,
for Betsy Tucker, Secretary



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 02.39: Reporting SACSCOC Substantive Changes to SACSCOC

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	<u>Provost and Vice President for Enrollment Management Academic Affairs</u>
Responsible Offices:	<u>Associate Vice President for Enrollment Management Academic Affairs / SACSCOC Accreditation Liaison</u>
Next Scheduled Review:	<u>01/01/2022 05/01/2027 (This OP will be reviewed in May every five years, or as needed, by the SACSCOC Accreditation Liaison.)</u>

I. Policy Statement

The purpose of this policy is to ensure that substantive changes are reported to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as required in the Principles of Accreditation: Foundations for Quality Enhancement, Section 3, Comprehensive Standards, Requirement 3.12, page 33, Responsibility for compliance with the Commission's substantive change procedures and policy, which requires, as a core accreditation standard, the notification of SACSCOC regarding substantive changes.

Midwestern State University is responsible to comply with the U.S. Department of Education (USDE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change policy as a condition of continued accreditation by SACSCOC. Substantive change is a federal term for any "significant modification of the nature and scope of an accredited institution."¹

Concerning institutional responsibility for reporting substantive change, SACSCOC Principles of Accreditation: Foundations for Quality Enhancement, Section 14.2, requires that: "The institution has a policy and procedure to ensure that all substantive changes are reported in accordance with SACSCOC policy. (Substantive change)"²

"A member institution is responsible for following the Substantive Change for SACSCOC Accredited Institutions policy and procedures by notifying or securing

¹ Federal Regulations: 34 CFR § 602.22 – Substantive Change.

² [SACSCOC Principles of Accreditation: Foundations for Quality Enhancement \(December 2017\)](#), p. 32.

approval from SACSCOC, as required, prior to implementation."³ Responsibility for compliance with the Commission's substantive change procedures and policy requires, as a comprehensive accreditation standard, the notification of SACSCOC regarding substantive changes as they relate to the University's mission, as defined below.

II. Purpose

The purpose of this Operating Policy/Procedure (OP) is to describe the rationale and steps necessary for Midwestern State University ("MSU" or "University"), a component institution of the Texas Tech University System ("System" or "TTUS"), to comply with the U.S. Department of Education (USDE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards related to substantive change. Failure of an institution to gain approval for substantive change involving programs that qualify for federal financial assistance could result in the institution jeopardizing such funding. Other consequences associated with non-compliance may include sanctions, penalties, and loss of accreditation.

II. Application of Policy

This policy is applicable to all units, departments, and off-site campuses to ensure substantive changes are reported timely.

III. Definitions of Substantive Change

A substantive change, as defined by SACSCOC, "is a significant modification or expansion of the nature and scope of an accredited institution." Further, at a minimum, substantive changes will include, "any change in the established mission or objectives of the institution, any change in legal status, form of control, or ownership of the institution, and the addition of programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated."

Substantive changes may include but are not limited to the following.

- A. Initiating coursework or programs at a more advanced level than currently approved,
- B. Initiating programs at a lower level than currently approved,
- C. Expanding program offerings at the current credential level,
- D. Initiating a branch campus,
- E. Initiating off-campus sites,
- F. Initiating distance learning,
- G. Initiating a merger/consolidation,
- H. Altering significantly the length of a program,
- I. Initiating programs/courses offered through contractual agreement or consortium, and
- J. Initiating degree completion programs.

A complete copy of the SACSCOC substantive change policy may be viewed at the following link:

www.sacscoc.org/SubstantiveChange.asp.

SACSCOC Accreditation Liaison is a senior faculty member or administrator who reports directly to the Provost and Vice President for Academic Affairs, has a suitable degree of visibility on campus, and is appointed by the President as the institution's accreditation liaison.

The Accreditation Liaison is responsible for the following:

1. Ensuring that compliance with accreditation requirements is incorporated into the planning and evaluation process of the institution.
2. Notifying the Commission in advance of substantive changes and program developments in accord with the substantive change policies of the Commission.
3. Familiarizing faculty, staff, and students with the Commission's accrediting policies and procedures, and with particular sections of the accrediting standards and Commission policies that have application to certain aspects of the campus (e.g., library, continuing education) especially when such documents are adopted or revised.
4. Serving as a contact person for Commission staff. This includes encouraging institutional staff to route routine inquiries about the Principles of Accreditation and accreditation policies and processes through the Accreditation Liaison, who will contact Commission staff, if necessary, and ensuring that email from the Commission office does not get trapped in the institution's spam filter.
5. Coordinating the preparation of the annual profiles and any other reports requested by the Commission.
6. Serving as a resource person during the decennial review process and helping prepare for and coordinating reaffirmation and other accrediting visits.
7. Ensuring that electronic institutional data collected by the Commission is accurate and timely.
8. Maintaining a file of all accreditation materials, such as, reports related to the decennial review; accreditation committee reports; accreditation manuals, standards, and policies; schedules of all visits; and correspondence from accrediting offices

Substantive change is defined by SACSCOC as "a significant modification or expansion of the nature and scope of an accredited institution." Midwestern State University will strictly follow the Commission's policy, **"Substantive Change Policy and Procedures."**

1. [SACSCOC Glossary of basic definitions used in substantive change](#), p. 84⁴.

⁴ SACSCOC Substantive Change Policy and Procedures:
<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf> 84.

2. "Substantive changes, including those required by federal regulations, include:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credential).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non-time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.
- Adding an additional method of delivery to a currently offered program. (SACSCOC Substantive Change Policy and Procedures – Page 3.)
- Entering into a cooperative academic arrangement.
- Entering into a written arrangement under 34 C.F.R. § 668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs. An agreement offering more than 50% of one or more of an institution's programs is prohibited by federal regulation.
- Substantially increase or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
- Adding competency-based education programs.
- Adding each competency-based education program by direct assessment.
- Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.

- Awarding dual or joint academic awards.
 - Re-opening a previously closed program or off-campus instructional site.
 - Adding a new off-campus instructional site/additional location including a branch campus.
 - Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
 - Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
 - Participating in the federal Prison Education program providing Pell Grant access to confined or incarcerated students.
3. Other substantive change requirements, including those required by federal regulations, include:
- An institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.
 - An institution is responsible for maintaining compliance at all times with Standard 14.2 (*Substantive change*) of the Principles of Accreditation and with Substantive Change Policy and Procedures and related policies, namely:
 - [Advertising and Student Recruitment \[PDF\]](#);
 - [Agreements Involving Joint and Dual Academic Awards \[PDF\]](#);
 - [Credit Hours \[PDF\]](#);
 - [Direct Assessment Competency-based Educational Programs \[PDF\]](#);
 - [Distance and Correspondence Education \[PDF\]](#) | [Distance and Correspondence Education \[PDF\]](#) | [Distance and Correspondence Education \[PDF\]](#) | [Distance and Correspondence Education \[PDF\]](#) | [Distance and Correspondence Education \[PDF\]](#);
 - [Dual Enrollment \[PDF\]](#);
 - [Merger/Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status \[PDF\]](#); and
 - [Seeking Accreditation at a Higher or Lower Degree Level \[PDF\]](#).⁵
 - An institution is required to notify or secure SACSCOC approval prior to implementing a substantive change.

IV. Notification Procedures and Responsibilities

A. Procedure to Assure Compliance

⁵ SACSCOC Substantive Change Policy and Procedures:
<https://sacscoc.org/app/uploads/2019/08/SubstantiveChange.pdf>

1. Administrators have the fundamental responsibility to be generally aware of the substantive change policy and are responsible for:
 - Becoming familiar with policies and procedures in the SACSCOC substantive change document.
 - Notifying and informing the SACSCOC Liaison at the earliest onset of planning that there may be a substantive change.
 - Further, providing data, information, and documentation about the change prior to completing the prospectus as necessary to comply with the SACSCOC policy as requested.
 - Adhering to any timeline set forth by this policy and SACSCOC.

The SACSCOC Accreditation Liaison monitors all substantive changes that require SACSCOC notification and/or approval and prepares correspondence for the President's approval. As documented below under procedure and policy/responsible person in the table "SACSCOC Reporting Timeline Modified with MSU's Time Frame for Submissions" designated responsibility for substantive change reporting is listed. SACSCOC Accreditation Liaison works with administrators to determine whether a proposed change is substantive. At least once each academic year (or as needed), the SACSCOC Accreditation Liaison or his/her designee will inform institutional constituents concerning policies and procedures for reporting substantive changes. Refer to OP 04.08: *Approval Process for New Degree Programs* for the approval process for new degree programs.

2. Procedures for Reporting

- Follow guidelines in "SACSCOC Reporting Timeline Modified with MSU's Time Frame for Submissions."
- Identify and have documentation prepared for:
 - a. Substantive change requiring *prior approval and/or notification*
 - (1) Substantive change requiring **only notification prior to implementation**
 - b. A committee visit is either required, contingent on our institutional characteristics, or not required.
 - c. There may be a fee to review the substantive change. (See SACSCOC Substantive Change Policy, [Fees and Expenses](#).)
 - d. The type of substantive change is subject to additional or different requirements if institution is on Substantive Change Restriction.

3. Non-compliance with the [Principles of Accreditation](#) or with procedures referred to in the Commission's policy, "[Substantive Change Policy and Procedures](#)," could result in the institution being placed on sanction or being removed from membership.

Complete and submit the [Substantive Change Form](#) to the Provost’s Office to determine whether or not a planned change is considered substantive.

The timeline for submitting a substantive change prospectus/documentation to the MSU SACSCOC Liaison can be found (fourth column in blue) before timeline guidelines from SACSCOC:

SACSCOC Reporting Timeline
Modified with MSU's Time Frame for Submissions

<i>Types of Change</i>	<i>Responsible Person</i>	Institutional Changes <i>Requires</i>	<i>Committee Visit</i>	<i>Date by which Prospectus/Documentation must be Submitted to MSU's SACSCOC Liaison</i>	<i>Documentation and Time Frame for Contacting SACSCOC</i>
Change in Measure of Student Progress to Completion	Provost Registrar Dean Department Chair	Approval Exec Council of the Board	No	Implementation Date: 7/1-12/ 31 Due Date: August 1 prior year (for January 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
Competency-based Education by Course/Credit-based Approach-Institutional-level Approval	Provost Dean Department Chair	Approval Exec Council of the Board	No	Implementation Date: 7/1-12/ 31 Due Date: August 1 prior year (for January 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
				Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/ 1-12/31 implementation July 1 for 1/1-6/ 30 implementation
				Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/ 1-12/31 implementation July 1 for 1/1-6/ 30 implementation

date)

Distance Education-
Institutional-level
Approval

Provost
Dean
Department
Chair

Approval

Exec
Council
of the
Board

No

Implementation
Date: 7/1-12/ 31
**Due Date:
August 1 prior
year**
(for January 1
SACSCOC due
date)

Cover Sheet
Prospectus*
[\(See Appendix A
of SACSCOC
Substantive
Change Policy
and Procedures\)](#)

Implementation
Date:
1/1-6/30
**Due Date:
February 1**
(for July 1
SACSCOC due
date)

Due Dates:
January 1 for 7/
1-12/31
implementation
July 1 for 1/1-6/
30
implementation

Governance Change

President

Notification
+
Approval

Full Board
of
Trustees

Required

**Notification
November 1** (for
December 1
SACSCOC
due date)
May 1
(for June 1
SACSCOC due
date)

Notification – 6
months prior to
Board of
Trustees Cover
Sheet
Prospectus*

[Merger/
Consolidation,
Acquisition,
Change of
Ownership, and
Change of
Governance,
Control, Form, or
Legal Status](#)

Prospectus
Implementation
Date: 6/1-11/30
**Due Date:
October 15**
Prior year
(for March 15
SACSCOC due
Date)

Due Dates:
Notification:
December for
June meeting
June for
December
meeting

Implementation
Date: 12/1-5/30
**Due Date:
April 15**
(for September 1
due date)

Institution Closure

President

Approval

Exec
Council of
the Board

No

Implementation
Date: 7/1-12/ 31
**Due Date:
August 1 prior
year**
(for January 1
SACSCOC due
date)

Teach-out Plan

[\(See Appendix A
of SACSCOC
Substantive
Change Policy
and Procedures\)](#)

				Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Institution Relocation	President	Approval Exec Council of the Board	No	Implementation Date: 7/1-12/31 Due Date: August 1 prior year (for January 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
				Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Acquisition	President	Notification + Approval Full Board of Trustees	Required	Notification November 1 (for December 1 SACSCOC Due date May 1 (for June 1 SACSCOC due Date)	Notification – 6 Months prior to Board of Trustees Cover Sheet Prospectus* Merger/ Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status
				Prospectus Implementation Date: 6/1-11/30 Due Date: October 15 prior year (for March 15 SACSCOC due date)	Due Dates: Notification: December for June meeting June for December meeting
				Implementation Date: 12/1-5/30 Due Date: April 15 (for September 1 SACSCOC due date)	

Institution Contingency
Teach-out Plan

All
Institutional
Leadership

Approval

Exec
Council of
the Board

No

Implementation
Date: 7/1-12/ 31
Due Date:
**August 1 prior
year** (for January
1 SACSCOC due
date)

Teach-out Plan

[\(See Appendix A
of SACSCOC
Substantive
Change Policy
and Procedures\)](#)

Level Change

President

SACSCOC
Liaison

Approval

Full Board
of
Trustees

Required

Implementation
Date:
1/1-6/30
Due Date:
February 1
(for July 1
SACSCOC due
date)

Implementation
Date:
6/1-11/30
Due Date:
**October 15
prior year** (for
March 15
SACSCOC due
date)

Due Dates:
January 1 for 7/
1-12/31
implementation
July 1 for 1/1-6/
30
implementation

Level Change
Application

[Seeking
Accreditation at a
Higher or Lower
Degree Level](#)

Implementation
Date:
12/1-5/30
Due Date:
April 15
(for September 1
SACSCOC
due date)

Due Dates:
3/15 for June
meeting
9/1 for December
meeting

Merger/Consolidation

President

Notification
+
Approval
Full

Board of
Trustees

Required

**Notification
November 1** (for
December 1
SACSCOC
due date)
May 1
(for June 1
SACSCOC due
date)

Notification – 6
months prior to
Board of
Trustees Cover
Sheet
Prospectus*

**Prospectus
Implementation
Date: 6/1-11/ 30
Due Date:**
**October 15 prior
year** (for March
15 SACSCOC
due date)

[Merger/
Consolidation,
Acquisition,
Change of
Ownership, and
Change of
Governance,
Control, Form, or
Legal Status](#)

**Due Dates:
Notification:**

Implementation Date: 12/1-5/30
Due Date: April 15
 (for September 1 SACSCOC due date)

December for June meeting
 June for December meeting

Approval:
 3/15 for June meeting 9/1 for December meeting

Mission Change

President Approval No
 SACSCOC Liaison Exec Council of the Board

Implementation Date: 7/1-12/30
Due Date: August 1 prior year
 (for January 1 SACSCOC due date)

Cover Sheet Prospectus*

[\(See Appendix A of SACSCOC Substantive Change Policy and Procedures\)](#)

Due Dates:
 January 1 for 7/1-12/31 implementation
 July 1 for 1/1-6/30 implementation

Implementation Date: 1/1-6/30
Due Date: February 1
 (for July 1 SACSCOC due date)

Ownership, Means of Control, or Legal Status Change

President Notification + Approval Required
 Full Board of Trustees

Notification November 1 (for December 1 SACSCOC due date) **May 1**
 (for June 1 SACSCOC due date)

Notification – 6 months prior to Board of Trustees Cover Sheet Prospectus*

[Merger/ Consolidation, Acquisition, Change of Ownership, and Change of Governance, Control, Form, or Legal Status](#)

Prospectus
 Implementation Date: 6/1-11/30
Due Date: October 15 prior year (for March 15 SACSCOC due date)

Due Dates:
Notification:
 December for June meeting
 June for December meeting

Implementation Date: 12/1-5/30
Due Date: April 15

Approval:

(for September 1
SACSCOC due
date)

3/15 for June
meeting 9/1 for
December
meeting

[Prison Education
Program - Institutional-
level Approval](#)

Approval Required

Exec
Council of
the Board

OR

Full Board
of
Trustees

Program Changes

<i>Types of Change</i>	<i>Responsible Person</i>	<i>Requires</i>	<i>Committee</i>	<i>Date by which Prospectus/ Documentation must be submitted to MSU's SACSCOC Liaison</i>	<i>Documentation and Time Frame for Contacting SACSCOC</i>
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[Clock-Credit Hour
Conversion](#)

**President
Provost
Registrar
Deans**

Approval

Exec
Council of
the Board

No

N/A - MSU uses
credit hours

Cover Sheet
Prospectus*

[\(See Appendix A
of SACSCOC
Substantive
Change Policy
and Procedures\)](#)

Due Dates:

January 1 for 7/
1-12/31
implementation
July 1 for 1/1-6/
30
implementation
July 1 for 1/1-6/
30
implementation

[Competency-
based
Education by
Direct
Assessment](#)

50%
or
more

Provost
Deans

Approval

Full Board
of
Trustees

Required

Implementation
Date:
6/1-11/30
Due Date:
**October 15 prior
year** (for March

Cover Sheet
Prospectus*

[Direct
Assessment
Competency-](#)

					15 SACSCOC due date)	based Educational Programs
					Implementation Date: 12/1-5/30 Due Date: April 15 (for September due date)	Due Dates: 3/15 for June meeting 9/1 for December meeting
	25 – 49%	Provost Deans	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet Direct Assessment Competency-based Educational Programs
Cooperative Academic Arrangement with Title IV Entities		Provost Assoc. VP – Academic Affairs Deans Departments	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet Cooperative Academic Agreement and Guidelines
Cooperative Academic Arrangement with Non-Title IV Entities	25 – 50%	Provost Assoc. VP – Academic Affairs Deans Departments	Approval Exec Council of the Board	No	Implementation Date: 7/1-12/ 31 Due Date: August 1 prior year (for January 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
					Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Cooperative Academic Agreement Definitions and Guidelines Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation

Less than 25%	Provost Assoc. VP – Academic Affairs Deans Departments	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet Cooperative Academic Agreement Definitions and Guidelines
Correspondence Education	Provost Deans Department Chairs	Approval Exec Council of the Board	No	Implementation Date: 7/1-12/31 Due Date: August 1 prior year (for January 1 SACSCOC due date) Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Cover Sheet Prospectus * Distance and Correspondence Education Due Dates: January 1 for 7/1- 12/31 implementation July 1 for 1/1- 6/30 implementation
Dual Academic Award	Provost	Approval Exec Council of the Board	No	Implementation Date: 7/1-12/ 31 Due Date: August 1 prior year (for January 1 SACSCOC due date) Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures) Agreements Involving Joint and Dual Academic Awards Due Dates: January 1 for 7/ 1-12/31 implementation July 1 for 1/1-6/ 30 implementation
Joint Academic Award with non-SACSCOC Institution(s) or Entity(ies)	Provost				Cover Sheet

Joint Academic Award with SACSCOC Institution(s)		Provost Assoc. VP – Academic Affairs	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines. Notification Prior to	Agreements Involving Joint and Dual Academic Awards
Method of Delivery		Deans Department Chairs	Notification Approval – Required if on Substantive Change Restriction Approval	No	Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet
New Program	50 – 100%	Provost Deans Department Chairs	Exec Council of the Board	No	Implementation Date: 7/1-12/ 31 Due Date: August 1 prior year (for January 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
					Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
	25 – 49%	Provost Deans Department Chairs	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet
Program Re-open		Provost Deans Department Chairs	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet

Off-Campus Instructional Site / Additional Location Changes

<i>Types of Change</i>	<i>Responsible Person</i>	<i>Requires</i>	<i>Committee Visit</i>	<i>Date by which Prospectus/ Documentation must be</i>	
Off-campus Instructional Site (25-49%)	Provost	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet
	Dual Credit Steering Committee				
	Dual Credit Operations Staff				
Off-campus Instructional Site (50% or greater(including branch campus))	Extensive Review Provost	Approval	Contingent	Implementation Date: 6/1-11/30 Due Date: October 15 prior year (for March 15 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
	Dual Credit Steering Committee	Full Board of Trustees			
	Dual Credit Operations Staff			Implementation Date: 12/1-5/30 Due Date: April 15 (for September 1 SACSCOC due date)	Due Dates: 3/15 for June meeting 9/1 for December meeting
		No action by institution if reviewed at Reaffirmation	Yes (On-site Committee)	N/A	N/A
Limited Review	Provost	Approval	Contingent	Implementation Date: 7/1-12/ 31 Due Date: August 1 prior Year (for January 1 SACSCOC due date)	Cover Sheet Prospectus* (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
	Dual Credit Steering Committee	Exec Council of the Board			
	Dual Credit Operations Staff			Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/1-12/31 Implementation July 1 for 1/1-6/30 implementation

Off-campus Instructional Site Relocation	Non-branch Campus	Provost Dual Credit Steering Committee Dual Credit Operations Staff	Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet Emergency Temporary Relocation of Instruction
	Branch Campus	Provost	Approval	No	Implementation Date: 7/1-12/31 Due Date: August 1 prior year (for January 1 SACSCOC due date)	Cover Sheet Prospectus (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
		Dual Credit Steering Committee	Exec Council of the Board			
		Dual Credit Operations Staff			Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Emergency Temporary Relocation of Instruction Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation
Off-campus Instructional Site Name or Address Change	Dual Credit Steering Committee		Notification	No	Notification Prior to Implementation – See SACSCOC Accreditation Liaison for deadlines.	Cover Sheet
	Dual Credit Operations Staff					
Off-campus Instructional Site Closure	Provost		Approval	No	Implementation Date: 7/1-12/31 Due Date: August 1 prior year (for January 1 SACSCOC) due date)	Teach-out Plan (See Appendix A of SACSCOC Substantive Change Policy and Procedures)
	Dual Credit Steering Committee		Exec Council of the Board			
	Dual Credit Operations Staff				Implementation Date: 1/1-6/30 Due Date: February 1 (for July 1 SACSCOC due date)	Due Dates: January 1 for 7/1-12/31 implementation July 1 for 1/1-6/30 implementation

*Prospectus: May require [Common Content](#) and is found in the SACSCOC Substantive Change Policy and Procedures, p.72.

V. Related Statutes, Rules, Regulations, and Forms

[Substantive Change Form](#)

VI. Responsible Offices

Contact: Associate Vice President for Student Affairs
 Phone: 940-397-6305
 E-mail: kristen.garrison@msutexas.edu

Contact: SACSCOC Accreditation Liaison
 Phone: 940-397-4747
 E-mail: jeremy.duff@msutexas.edu

VII. Revision History

08/07/2009: A new policy/procedure adopted and approved by the MSU Board of Regents as MSU Policy/Procedure 4.195 – Reporting SACS-COC Substantive Changes.

08/25/2017: Revised to include numbering, eliminating the Vice President for Institutional Effectiveness as the SACSCOC liaison, and providing that the liaison will work with the University's Provost and Vice President for Academic Affairs.

08/05/2021: Renumbered by the MSU Board of Regents as Operating Policy/Procedure (OP) 02.39.

06/__/2023: Completely revised to comply with changes in SACSCOC requirements. Adopted and approved by MSU Interim President Keith Lamb.

Keith Lamb, Interim President
 Midwestern State University

Date Signed: _____

Comanche Trail Closure Communication Plan

Background:

The Campus Facilities Implementation Plan (master plan) was shared with governance groups and MSU Texas stakeholders and later presented to the Board of Regents in August 2014. Goals of the plan included creating a pedestrian-friendly environment organized around an accessible network of open spaces and service zones, enhancing the primary pedestrian spines of campus, and reducing the number of surface parking lots and streets located in the core of campus. With the successful completion of several intentional projects methodically occurring over the past decade (e.g. Centennial Hall, Facilities Services, Purchasing/Warehouse, Campus Police, Bridwell Courts, Jesse Rogers Promenade, Mustangs Walk North, Bridwell Activities Center, etc), the campus is now able to successfully move forward with this interior street closure in manner consistent with the vision of the master plan. This project embodies the MSU Texas commitment to providing a physical campus environment for our students and employees that is safe, pedestrian-friendly, and characteristic of our mission and values as a leading public liberal arts university.

A portion of Comanche Trail will be closed following the conclusion of the spring 2023 semester. See Map 1 for impacted area. The target start date for the closure is Tuesday, May 30, 2023 (the day after Memorial Day – one week prior to the start of summer I classes). Collapsible bollards will be installed to prevent standard vehicle traffic through the closed area, while maintaining access capability for emergency and service vehicles.

The following information is intended to provide a road map for communications with the campus community pertaining to the upcoming Comanche Trail closure.

Phase I: Information Sharing with Governance and Leadership (April)

Deans

Student Government

Faculty Senate

Staff Senate

Administrative Council

Phase II: Information Sharing with Departments Located in Adjacent Buildings (by May 1)

Ferguson: Graduate School (Dr. Ziegler)

Martin: CRJU (Dr. Killion)

McCoy: MENG (Dr. Cobb)

CSC/BAC: multiple, Greek councils (Mr. Park)

Phase III: Personal Email Communication to Individuals (May 1-12)

Handicap Parking Users in Impacted Areas (Mr. Park)

Phase IV: Postmaster Email Messages (Ms. Gaynor)

May 22: primary announcement (start of Summer I)

July 5: reminder 1 (start of Summer II)

August 14: reminder 2 (start of Fall)

Pertinent Information and Talking Points

The interior street closure is consistent with the 2014 campus master plan and is now possible after many capital improvements to the campus over the past several years. A similar example is the prior closure of Teepee Drive, a former street in the core of campus with angled parking, which used to run between the D-wing of Fain Fine Arts, Instrumental Music Hall, Pierce/Killingsworth Hall and Bea Wood Hall and the Clark Student Center. This area is now known as the Jesse Rogers Promenade, part of the Mustangs Walk, which also includes a large section on the north side of campus, which was completed as part of the Centennial Hall and Spirit of the Mustangs Plaza projects.

Goals of the Comanche Trail closure further promote MSU Texas as a safe and pedestrian-friendly destination residential university, featuring an interior core characterized by reduced busy streets and vehicles.

The handicapped parking spaces and employee reserved parking spaces impacted by the closure are being relocated to nearby or adjacent parking lots for a net neutral impact on parking availability. See Map 1 for additional details.

The Mustangs Shuttle bus route and number of bus stops on campus are being enhanced to better serve the MSU Texas commuter student population, while continuing to support the local transportation needs of residential students. See Map 2 for additional details.

Map 1: Closure of Comanche Trail between Louis J. Rodriguez Drive and Council Drive

Parking Impact

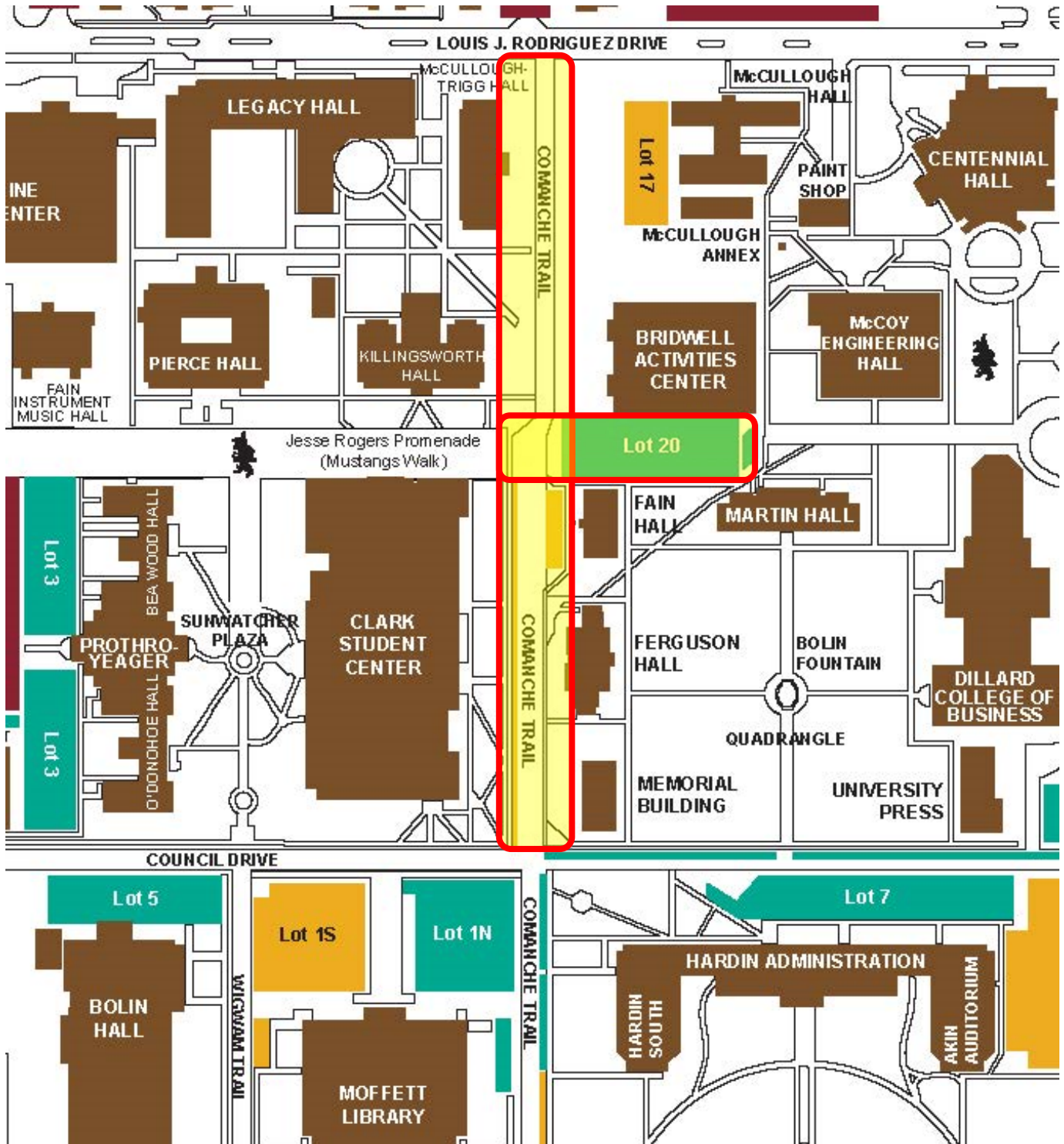
Lot 20: 34 spaces (31 reserved, 3 handicap)

Comanche Trail parallel: 19 spaces (commuter)

Fain Hall: 7 spaces (handicap)

Handicap spaces to be relocated to Lot 1N (Moffett/CSC) and Lot 17 (BAC)

Reserved spaced to be relocated to Lot 17 (BAC)



Map 2: Closure of Comanche Trail between Louis J. Rodriguez Drive and Council Drive

Bus Stop Impact



Current bus stop



Current route



New bus stop



Proposed route

