



July 2, 2021

Dr. Scott Ralls  
President  
Wake Technical Community College  
9101 Fayetteville Road  
Raleigh, NC 27603-5696

Dear Dr. Ralls:

Thank you for submitting the following substantive change:

Substantive change:

**Significant Departure Program**

**Associate in Applied Science (A.A.S.) in Biotechnology**

Submission date:

**12/21/2020**

Intended Implementation date:

**8/15/2021**

Case ID:

**SC012740**

SACSCOC requested additional information via email. The institution's responses have been added to the record and are reflected in the narrative below.

Wake Technical Community College proposes the implementation of the Associate in Applied Science (A.A.S.) degree program in Biotechnology, effective August 15, 2021. The program is expected to be ongoing with an initial enrollment of 20 students and will be offered through face-to-face delivery on the approved Research Triangle Park Campus off-campus instructional site. The target audience will be recent high school graduates and adult students who wish to earn an academic credential in biotechnology.

The new program was described in the context of the institutional mission and goals and appears to be consistent and appropriate. The need for the program was based on data from Chmura Economics and Analytics, the Windows in the Workplace Report, and the Wake County Economic Development Office Triangle Talent Booklet 2020. Approval to offer the program was documented through a letter from the North Carolina Community College System affirming approval of the State Board of Community Colleges. The institution was asked to provide documentation that faculty were involved in planning for and approving the change. Documentation of faculty involvement was summarized in an outline of the program and course approval process, with email correspondence provided as additional evidence. Other groups

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involved included the Curriculum Program Review Committee comprised of the credit deans and the Board of Trustees.

The curriculum, projected schedule of course offerings, and course descriptions were provided and appear to be appropriate. The programmatic goals (objectives) and student learning outcomes for the program were provided. The institution was asked to describe how the student learning outcomes for the program would be assessed. The institution noted that the program student learning outcomes would be evaluated through writing assignments, hands-on demonstrations, and case studies. The admission requirements for the program were provided and appear to be appropriate. The institution was asked to provide the graduation requirements. The requested information was provided, and the requirements appear to be appropriate. The institution's policies for awarding credit were described. They appear to be appropriate and consistent with common academic practice. Administrative oversight for the program will be provided by the Department Head of the Biotechnology Program, the Dean of Applied Engineering and Technologies Division, and the Vice President of Curriculum Education Services. The program coordinator was identified and appears to have appropriate credentials for serving in this role.

A faculty roster was provided detailing the credentials of the faculty members assigned to teach the undergraduate transferable and nontransferable courses in the program. Faculty members appear to have appropriate credentials for the courses assigned. The adequacy of the full-time faculty assigned to the program was described in the context of the student-to-faculty ratio and the institution's workload limits as described in the *Faculty Handbook* and appears to be appropriate. Keep in mind that the ultimate determination of faculty qualifications and faculty adequacy is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

The library and learning resources available to support the program were provided and appear to be adequate. The Research Triangle Park Campus includes a library staffed by two full-time librarians. The discipline-specific learning resources available to support the program include databases, print and electronic books, and electronic journals. Discipline-specific refereed journals and primary source materials include *Biotechnology Research International*, *Molecular Biotechnology*, and *Trends in Biotechnology*. The institution has agreements with North Carolina Libraries for Virtual Education System (NC LIVE) and Community College Libraries in North Carolina Consortium (CCLINC), and the Cooperative Raleigh Colleges (CRC) initiative to expand resources for the program. Students enrolled in the new program will access discipline-specific learning resources in-person or online using their Blackboard username and password. Instruction in the use of online and on-site library resources will be provided by librarians who can be reached in-person or online, research guides related to biotechnology, and video tutorials.



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The support services for students in the program were described and appear to be adequate. Students enrolled in the program on the Research Triangle Park Campus will have access to all services. These include financial aid, advising, career services, testing, support for students with disabilities, technical support, and the Individualized Learning Center.

The physical facilities and equipment available to support the program were described and appear to be adequate. The physical facilities include 14 classrooms, ten labs, and parking. A list of the equipment for the program was provided; funding for the equipment was included in the program budget.

A two-year budget was provided, and the institution appears to have adequate resources to support the program. Revenue will be generated by FTE income; expenditures include salaries, equipment, supplies, and professional development. The institution affirmed that there are no resources going to institutions or organizations for contractual or support services for the proposed program. The institution appears to have adequate operational, management, and physical resources available to support the program. A contingency plan was provided should the required resources not materialize. The institution was asked to indicate whether it is on reimbursement for Title IV funding. Wake Technical Community College affirmed that it is not.

The institutional assessment process was described and appears to be adequate. The assessment of program outcomes occurs on a two-year cycle, with data collection taking place in the first year and the implementation of an action plan for improvement occurring in the second year. In addition to program student learning outcomes, each program assesses operational program outcomes on an annual basis. Academic program reviews are conducted on a five-year cycle. Faculty members use semester reports to compare student performance by campus or delivery mode. The A.A.S. degree in Biotechnology will be included in the regular program review and the academic program review processes.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Associate in Applied Science (A.A.S.) degree program in Biotechnology. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.**

Thank you for including a check for \$500 to help defray the costs of the prospectus review.

Should you need assistance, please contact Dr. Larry L. Earvin at 404-679-4501 or via email at [learvin@sacscoc.org](mailto:learvin@sacscoc.org).



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Please include the Case ID number above in all submissions or correspondence about this substantive change.

*Note:* The SACSCOC substantive change policy was revised in 2020 and updated in March and June 2021. The policy has many new requirements and changes to previous requirements. The *Substantive Change Policy and Procedures* and learning resources are available on the substantive change webpage at [www.sacscoc.org](http://www.sacscoc.org).

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/TDB:ip

cc: Dr. John B. Boone, Dean of Institutional Effectiveness, Accreditation, and  
Research/SACSCOC Accreditation Liaison  
Dr. Larry L. Earvin