



February 12, 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 Public Safety Administration

Submission date:

9/18/2020

Intended Implementation date:

1/1/2021

Case ID:

SC011880

The 65 credit hour Associate in Applied Science (A.A.S.) degree program in Public Safety Administration, which is consistent with the mission of Wake Technical Community College, is designed to provide graduates the skills necessary for advancement beyond entry-level positions within their public service department. The target audience is individuals who are employed in law enforcement, criminal justice, fire protection, or emergency medical service. Courses will be delivered through a combination of face-to-face and distance education instruction with an expected initial enrollment of 20-25 students. Administrative oversight will be provided by the Department Head. The new program was approved by the Curriculum Program Review Committee in October 2019, and the North Carolina Community College System in June 2020.

A comprehensive list of all other programs offered by the College was provided, as well as a list of approved off-campus instructional sites. The curriculum, course descriptions, and student learning outcomes were included. Admission and graduation requirements for the program, along with the definition of a credit hour, were also noted. Student learning outcomes will be assessed through assignments, exams, and class discussions. The A.A.S. program will also be integrated into the College-wide institutional effectiveness process, which was described in detail. This annual process involves the systematic collection, review, and use of assessment data to make changes as necessary. In addition, each academic program is required to undergo a comprehensive review every five years.



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The Faculty Roster describes the qualifications of ten full-time faculty members who will provide instruction for the Public Safety Administration program. The faculty members all have related master's degrees and appear qualified to teach the assigned courses. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.

Library and learning resources appear to be adequate. Wake Technical Community College has six libraries with collections of both physical and electronic resources that support the public safety administration curriculum. The library on the Public Safety Education Campus houses approximately 3,800 books/e-books; 40,021 e-journals; plus audiovisual materials and multiple databases. A list of discipline-specific resources was provided. Students may access all of these items in-person, or online from the Library website. Additional external resources may be obtained through the NC LIVE virtual library, the Community College Libraries in North Carolina consortium (CCLINC), and interlibrary loans. Library staff are available to provide group instruction or individual consultations, supplemented by online research guides. Off-campus students may also receive assistance via email, telephone, or chat.

Student support services appear to be adequate and are available both face-to-face and remotely through the virtual support center. Along with standard academic support services such as financial aid, student records, and admissions the College provides additional support through academic advising, counseling, and wellness services. Specialized services are available for veterans and students with disabilities. The Individualized Learning Center offers free tutoring in writing, math, and study skills. A peer mentoring program is in place to assist first generation, male college students. Career coaches provide help with career exploration, job search tools, and employment opportunities. In addition, the College offers support to distance education students through its E-learning Support Department.

The physical resources appear to be adequate. The proposed Public Safety Education program will be housed at the College's Public Safety Education Campus located in Raleigh, North Carolina. This campus consists of a 103,638 square foot building with 18 classrooms, 45 offices, three laboratories, four computer labs, an indoor shooting range, and a mock court room. Distance education instruction will be delivered through the existing Blackboard learning management system which the College already has the technical infrastructure in place to support. Technical support is provided by the Information Technology HelpDesk via telephone and email.

Financial support for the program appears to be adequate; a projected two-year budget was provided. Expenses will include instructional salaries, benefits, and professional development. Revenues will come from student tuition/fees and state appropriations generated by the North



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Carolina funding formula. Revenues are expected to outpace expenses each year of the program's operation. A contingency plan is in place to sustain the financial stability of the program in the event expected enrollment numbers are not realized. The College is not currently on reimbursement for Title IV funding.

The SACSCOC substantive change policy was revised in 2020. It includes 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.

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 Public Safety Administration. 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.

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

Sincerely,

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

Belle S. Wheelan, Ph.D.
President

BSW/SKO:lp

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