



May 18, 2017

Dr. John B. Boone
Dean of Institutional Effectiveness,
Accreditation, and Research
Wake Technical Community College
9101 Fayetteville Road
Raleigh, NC 27603-5696

Dear Dr. Boone:

Thank you for your letter of February 17, 2017, to the Commission regarding termination of the Instructional Service Agreement (ISA) with Johnston Community College, moving the Associate in Applied Science (A.A.S.) degree program in Pharmacy Technology courses to the Health Science Campus site, closing of the Johnston Workforce Development Center.

The institution will terminate its ISA to offer the A.A.S. degree program in Pharmacy Technology with Johnston Community College, effective July 1, 2017. The institution will be moving all of its courses in this program to the already approved Health Science Campus, effective fall 2017. Once an institution is approved to offer 50% or more of a program at a specific off-campus site, neither notification nor approval is necessary when any percentage of an additional approved program is offered at that site.

We acknowledge the information and will add it to our files.

The institution will no longer offer courses in the A.A.S. degree program in Pharmacy Technology at the approved Johnston County Workforce Development Center site, effective fall 2017. The site is:

Johnston County Workforce Development Center
135 Best Wood Drive
Clayton, NC 27520

When an institution decides to close an off-campus instructional site it must submit a teach-out plan for Commission approval prior to closing the site. Refer to Procedure Three of the SACSCOC "*Substantive Change for SACSCOC Accredited Institutions*" policy on the institutions website. **The teach-out plan must include:**

1. **Date of closure (date when new students will no longer be admitted).**
2. **An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.**
3. **An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.**
4. **An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.**
5. **Signed copies of teach-out agreements with other institutions, if any.**
6. **How faculty and staff will be redeployed or helped to find new employment.**



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We defer action concerning the closing of the Johnston County Workforce Development Center off-campus instructional site pending review of the above requested information.

Best regards,

A handwritten signature in black ink that reads "Kevin W. Sightler". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kevin W. Sightler, Ph.D.
Director of Substantive Change

KWS/REZ:efk

cc: Dr. Stephen C. Scott, President
Dr. Larry L. Earvin