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February 14, 2020

OFFICE OF THE PRESIDENT

Mr. Robert L. "Bob" Caslen, Jr.  
President  
University of South Carolina - Columbia  
Osborne Administration Building, Suite 206  
Columbia, SC 29208

Dear Mr. Caslen:

Thank you for submitting the following substantive change:

Substantive change:

**OCIS 50% or More of Program  
Fort Jackson Education Services Center  
4600 Strom Thurmond Boulevard  
Fort Jackson, SC 29207**

Submission date:

**12/2/2019**

Implementation date:

**8/3/2020**

Case ID:

**SC008352**

The University of South Carolina – Columbia plans to offer 50% or more of the credit hours for the Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs at the Fort Jackson Education Services Center off-campus instructional site. The new site will be under the administrative organization of the University of South Carolina's regional campuses, USC Palmetto College Columbia (formerly Extended University).

USC Palmetto College Columbia has focused on serving non-traditional student populations, ensuring USC courses and credits are available, affordable, and accessible across South Carolina. Fort Jackson is the home of the United States Army's Initial Entry Training Center, training 50% of all soldiers and 60% of women soldiers each year. Since the Fort Jackson Education Services Center seeks to provide courses and programs leading to graduate and undergraduate degrees, this site fits well with the mission of USC Palmetto College to provide the dissemination of knowledge, cultural enrichment, and an enhanced quality of life among the diverse citizens of South Carolina.

The target audience of the programs is military personnel seeking an associate degree or to complete the general education core curriculum of all USC bachelor's degrees. The program will be ongoing with a initial limited enrollment because of the transitory nature of many of the potential students at Fort Jackson. The number of associate degrees awarded is anticipated to be relatively small but will increase because more students will be able to complete general education requirements while moving toward their online bachelor's degree in Liberal Studies and Organizational Leadership.



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The curriculum for the degrees requires completion of 60 credit hours. The general education core requires 37-38 credit hours and the electives requirement is 22-23 credit hours. Courses at the site are added to the schedule to facilitate student degree requirements. Approximately 50% of the curriculum will be offered in 2019-2020. The program has eight student learning outcomes and will be assessed following the University assessment and evaluation processes. Course descriptions and the schedule of courses to be offered were provided. Admission and graduation requirements were described. Administrative oversight of the program will be provided by the designated Program Director in conjunction with the Executive Director of Military Programs and Strategies and the Dean of Palmetto College Columbia.

The Faculty Roster Form describes the qualifications of six full-time and six part-time faculty members teaching coursework in English, history, criminal justice, biology, computer science, psychology, sociology, math, government, and environmental science. They all appear to be qualified to teach the coursework assigned. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

Library and learning resources appear to be adequate for the program. Standard library resources include adequate library staff, print and electronic materials, computer equipment, instructional services, and library consortia agreements. Along with all the electronic resources, Fort Jackson is located only about seven miles from the Thomas Cooper Library on the Columbia campus. Discipline-specific resources appear to be adequate for the program at the site.

Student support services also appear to be adequate. Along with standard academic support services, for example, financial aid, advisement, student records, admissions, and so on, other support provided to students includes disability services, counseling services, substance abuse prevention and education, and veteran's services, among others.

Physical resources and financial support appear to be adequate for the programs at the site. The Fort Jackson Education Services Center has allocated five classrooms for use at the site. Each classroom is equipped with the appropriate teaching and learning technology. The computer laboratory has 18 workstations and the science lab can seat 24 students. Students also have access to 29 computers in the Center library. The Fort Jackson Pro Forma Financial Statement projects that revenues will exceed expenditures at the site in the first three years of the programs.

Evaluation and assessment standards to meet the Carolina Core requirements are coordinated through the office of Palmetto College, which prepares an annual assessment report for the Office of Institutional Research, Assessment, and Analytics. Learning outcomes for students enrolled at the Fort Jackson site are assessed in the same manner and included in the annual assessment reports as for all associate degree programs. Course evaluations address topics such as quality of instruction, adequacy of facilities, adequacy of library resources, technology, and faculty availability.



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The site will be reviewed, and may include a site visit, as part of the institution's next fifth-year and/or decennial review.

Policy Change

At its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions* for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Fort Jackson Education Services Center off-campus instructional site (OCIS). It was the decision of the Board to approve the site and include it in the scope of the current accreditation.**

Enclosed is an invoice for \$500 to help defray the cost of reviewing the prospectus.

Should you need assistance, please contact Dr. Linda Thomas-Glover at 404-679-4501 or via email at [lthomas-glover@sacscoc.org](mailto:lthomas-glover@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/LCS:lp

Enclosure

cc: Mr. Douglas D. Miles, Director of Institutional Effectiveness and Accreditation  
Dr. Linda Thomas-Glover