



December 6, 2019

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
Ridgeview High School
4801 Hard Scrabble Road
Columbia, SC 29229
Submission date:
6/28/2019
Implementation date:
1/1/2020
Case ID:
SC006741

As part of the review of the prospectus, additional information was requested by email. The institution's response received November 11, 2019, has been incorporated into the originally-submitted materials.

Expansion of course offerings at the off-campus site responds to population growth and demographic changes resulting in a demand for additional courses at the site. The initiative will provide more options for students identified as eligible to enroll in college programs and supports the institution's mission. Expansion at the site to offer more than 50% of credit toward the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees has been approved by the South Carolina Commission on Higher Education as verified by email.

Courses offered at the site meet specific requirements for the University of South Carolina's (USC) general education core for baccalaureate degrees or meet specific requirements for associate degrees (which include the core). A 2019-2020 schedule and course descriptions were provided; courses at the site may vary based on instructor availability. Instructional methods include traditional in-class and online instruction. Admissions policies and procedures at the site are the same as those for the USC Sumter campus. Each academic division is led by a chair, and administrative oversight will be provided by the Director of Education Partnerships at the Sumter campus working with high school administration and the local program coordinator. Course



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evaluations address instruction, adequacy of facilities, technology, adequacy of library resources, and faculty availability outside of class time.

Faculty qualifications appear appropriate based on the Faculty Roster Form provided. 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.

Anderson Library at the USC Sumter campus will support the curricular, scholarly, and pedagogical needs of students and faculty. Students at the site may request materials from PASCAL (Partnership Among South Carolina Academic Libraries) and through interlibrary loan with the pick-up location at the Anderson Library, which is 50 minutes from the site. Library holdings are accessible offsite through the library's website and electronic card catalog. A scan of available research databases noted coverage of discipline area courses to be offered at the site. For future reference, please list and describe specific learning resources to support the programs. Ridge View High School site personnel and the local program coordinator will receive training on USC Sumter library resources and will be expected to instruct students in using these resources. USC Sumter Library staff will also be available via phone to provide additional and advanced training to students as needed.

Existing student support services will be extended to students at the site and include online tutoring through Brainfuse, disability services, and others. Students may pre-order textbooks through the bookstore website, and books will be delivered to the high school site for student pick up. Personal counseling will be available to students at the site by Ridge View High School professional staff. Students may also consult with the personal counselor at the USC Sumter campus by phone or in person.

Existing classrooms will be used for the initiative, and no major equipment purchases are anticipated. Small items, such as laptop computers and consumable items, may be added to support individual disciplines. The biology laboratory is equipped with appropriate student work stations and provides whiteboards, Smartboard, and overhead projector for instruction. Specific equipment was delineated. With enrollment growth at the site, needs for specialized classes will be identified and added to the annual operating budget. A five-year budget noted projected revenue from enrollment to offset expense for salaries with positive net revenue anticipated with program implementation. Contingency planning was noted.

Assessment of all academic courses is effected through course evaluations, onsite observations, and the institutional assessment process. An annual assessment report for courses that meet Carolina Core requirements is coordinated through the office of Palmetto College (the online bachelor's completion program of the University of South Carolina System). Learning outcomes



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for students at the Ridge View High School site are included in the annual assessment reports for all associate degree programs.

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

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 Ridge View High School 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.

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/MAC:lp

Enclosure

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

