



May 22, 2015

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 3, 2015, notifying the Commission of eighteen new certificate programs, two new Associate of Applied Science (A.A.S.) degree programs, four program closures, and two program name changes, effective summer and fall 2015.

The Commission requested additional information via email; the response has been added to the original letter.

Most of the information about the changes was summarized in a series of tables with little or no narrative description or support. Consequently, we had to make assumptions and supplement the submitted information with additional information found independently on the institution's website. For future submissions, include a brief narrative description of each change you are submitting so you clearly communicate what changes have been or will be made. Include program names, a complete description of the type of program (A.S., A.A.S., Certificate, etc.), and effective dates for each change. New programs require either a prospectus or a supported determination of non-significant departure. Program closures require specific information from the institution. Refer to the *Substantive Change for SACSCOC Accredited Institutions – Policy Statement* available on our website at [www.sacscoc.org](http://www.sacscoc.org), for guidance. It is not necessary to submit internal documents unless they are for reference only or are requested. The institution is responsible for ensuring information submitted is complete and self-contained.

#### New certificate programs

The institution will offer eighteen new certificate programs, effective fall 2015. Each certificate is embedded within an existing Associate of Applied Science (A.A.S.) degree program. The programs and their embedded certificates are listed below.

##### Accounting:

- Accounting Software Application
- CPA Exam Prep - Audit
- CPA Exam Prep - Financial
- CPA Exam Prep - Regulation

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Architectural Technology:

- Architectural and Landscape Illustration
- Landscape Design

Business Administration / Human Resources Management:

- Business Administration: Marketing and Sales
- Business Administration: Public Administration
- International Global Business Core

Criminal Justice Technology:

- Homeland Security
- Intelligence Analysis

Global Logistics and Distribution Management:

- Distribution Management Core
- Global Supply Chain
- Logistics Core
- Transportation Management

Heavy Equipment and Transport Technology:

- Forklift: Fuel Injection and Electrical Systems
- Forklift: Hydraulics, Engines, and Transmissions

Welding Technology:

- Fabrication Design

**The certificate programs are a repackaging of existing courses and do not appear to be significant departures from current programs. We acknowledge the information and will add it to our files.**

New A.A.S. degree programs

The institution will offer two new A.A.S. degree programs, effective fall 2015. The programs are:

- Business Administration: Global Business Management
- Business Administration: Marketing

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The Global Business Management program was previously offered as an option under the A.A.S. degree program in Business Administration: Human Resources Management. The option will now be available as a separate program. The Marketing program was previously offered as an option under the A.A.S. degree program in Business Administration. Based on reviews of the curricula as found on the institution's website, the programs do not appear to be a significant departure from existing programs. For future submissions, note that it is the institution's responsibility to determine if a proposed program constitutes a significant departure from existing programs. Six guiding questions are found in the *Substantive Change for SACSCOC Accredited Institutions – Policy Statement* under the "significant departure" definition (p. 4):

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be needed?
4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be needed?

If you determine the program is a significant departure, then submit a prospectus. If you determine the program is not a significant departure, provide a brief narrative explanation to support your conclusion relative to the six questions above.

**We accept notification and request no additional information.**

#### Program closures

The institution is closing four certificate programs. Students will no longer be admitted to the programs as of summer 2015, the effective closure date for each program. Students were notified of the closures by email from the registrar and from the department head. Advisors were informed of the closures with guidance on options for current students and for prospective students. Faculty members and other staff members were notified by emails from the dean and department heads. For each program, currently enrolled students will be able to complete their programs of study as planned at the time of initial matriculation. The institution will continue to offer courses until students have had a reasonable amount of time to complete all course requirements. Students also have the option of transferring from the certificate programs to a related A.A.S. degree program (see list below). Students will incur no additional costs as a result of the closures. For each program, faculty members will continue to teach courses in related programs; there are no faculty separations necessary. There

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are no staff implications of the closures as well. The programs to be closed and the programs which students may opt to transfer to are as follows:

- Certificate in Distribution Management – students may transfer to the Global Logistics and Distribution Management Technology degree programs
- Certificate in Global Logistics Technology – students may transfer to the Global Logistics and Distribution Management Technology degree programs
- Certificate in Human Resources Administration – students may transfer to the Business Administration / Human Resources Management program
- Certificate in Sales Development Technology – students may transfer to the Business Administration / Human Resources Management program

For future program closures, please refer to “Procedure Three” of the *Substantive Change for SACSCOC Accredited Institutions – Policy Statement* for information, timing, and procedural requirements.

**The Commission approves the closure of the Certificate programs in Distribution Management, Global Logistics Technology, Human Resources Administration, and Sales Development Technology and requests no additional information.**

Program name changes (and new program)

Two A.A.S. degree programs are changing names, effective fall 2015. One program will be split into two separate programs.

1. Prior name: Global Logistics Technology  
Revisions: Global Logistics and Distribution Management Technology  
(name change)  
Global Logistics and Distribution Management / Distribution Management  
(new program)

The Global Logistics and Distribution Management / Distribution Management program appears to be a new specialization of the Global Logistics and Distribution Management Technology program. The curricular differences between the two programs appear to be minimal; however, as separate degree programs, be aware that each will be expected to have its own assessment plan and assessment data at the time of the institution’s next accreditation review. The new program does not represent a significant departure.

**We accept notification and request no additional information.**

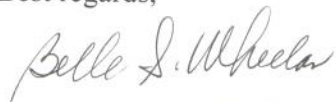
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2. Prior name: Business Administration / Human Resource Management  
Revised name: Business Administration / Human Resources Management

This appears to be a minor name change only.

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

Best regards,



Belle S. Wheelan, Ph.D.  
President

BSW/KWS:iy

cc: Dr. Stephen C. Scott, President  
Dr. Robin W. Hoffman