



March 1, 2006

Dr. Belle S. Wheelan
President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097

Dear Dr. Wheelan:

Austin Community College (ACC) is submitting notification of a substantive change in our distance learning instruction, as required under the following procedure:

Procedure Two: Substantive Changes Requiring Only Notification Prior to Implementation

Changes Requiring Notification Only

Substantive changes requiring an institution to notify the Commission on Colleges prior to implementation by the institution are as follows:

2. For distance learning/technology-based group or individual instruction (where the instructor and student are geographically separated)
 - a. Offering first courses via distance learning/technology-based instruction by which students can obtain at least 25 percent of their credits toward a degree program (thereafter, reporting 50 percent or more of a degree program or an entire degree program)
 - b. Adding significantly different programs from previously reported programs offered through distance learning

Since our last notification of substantive change in our distance learning instruction in May 2002, we have increased the number of programs in which 25% or more of the certificate or degree may be obtained via distance learning. In addition, we have increased the number of programs in which 50% or more of the certificate or degree may be obtained via distance learning. The following table summarizes the number of programs with increases in the percentage of the program offered via distance learning. Programs reported in 2002 but that have since crossed into the higher thresholds are listed under the Changes (from 2002) column.

Percent of Program Available via Distance Learning	Changes (from 2002)	New for 2006	Total
25%-49%	18	31	49
50%-99%	17	31	48
100%	7	4	12
Total	42	66	108

The attached document contains a full listing of the programs and the percent of credits that can be earned via distance learning.

I deeply regret that ACC did not notify the Commission on Colleges prior to implementing the substantive changes in our distance learning instruction. Due to some organizational changes at ACC, the requirement for prior notification of substantive changes in distance learning instruction was overlooked. We have remedied this inattention by developing processes and procedures to ensure timely notification of substantive changes in the future.

At this time, Austin Community College officially notifies you of the substantive change under Procedure Two and requests any directions or guidance you may wish to provide us.

We thank you for your attention and look forward to working with you and your staff during the substantive change process.

Sincerely,

Soon O. Merz
Associate Vice President
Effectiveness and Accountability

Attach

Cc: Stephen B. Kinslow
Richard Smith
Robert Bermea