

### **CBS Strategic Plans**

CBS maintains a healthy culture of self-assessment and planning. Evidence of this activity is the College's Strategic Planning Efforts. For the last 15 years, CBS has maintained strategic planning efforts, regardless of administration.

- *CBS Strategic Plan 2014-2019: Expanding Our Reach*

### **Strategic Plan Archive**

- *CBS Strategic Plan 2008-2013: CBS 2.0*
- *CBS Strategic Plan 2006-2009: Discerning His Will*

### **Institutional Effectiveness Plans**

CBS maintains a biennial Institutional Effectiveness Plan that incorporates all of the area's assessment and reporting activities. In its process of maturing, the Office of Institutional Effectiveness established a robust plan during its 2013 SACSCOC initial accreditation process.

- IE Plan 2014-16
- IE Plan Archive
- IE Plan 2013

### **Substantive Change Planning**

#### **Substantive Changes on New Initiatives**

The College of Biblical Studies-Houston (CBS) tracks all of its programs and evaluates all new initiatives through established processes. Changes that deviate in a significant fashion from the current alignment of the institution will often require us to notify or seek approval of our accreditors. CBS has a policy on these types of changes (found [here](#)), but a brief outline of these types of changes is provided below.

The following types of changes must go through a special approval process at the College:

- **Substantive Change** - A significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes
  - Any change in the established mission or objectives of the institution
  - Any change in legal status, form of control, or ownership of the institution
  - The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
  - The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation
  - A change from clock hours to credit hours
  - A substantial increase in the number of clock or credit hours awarded for successful completion of a program
  - The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program
  - The establishment of a branch campus
  - Closing a program, off-campus site, branch campus or institution
  - Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
  - Acquiring another institution or a program or location of another institution
  - Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
  - Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs
  - Any additional change approved by the institution's accreditors as requiring substantive change in their substantive change policies

It is the responsibility of the College's Accreditation Liaison to:

1. Assess any Substantive Change in the institution for accreditor requirements
2. Determine what action(s) with respect to accreditors is/are needed;
3. File the appropriate notification, request, or prospectus with the accreditor(s) in a timely manner;
4. Liaise between the accreditor(s) and the College about any required follow-up action.
5. Communicate the renewal of this policy with Academic and Administrative Leadership and Faculty, as well as new management employees through their IE training module.

For additional research on what constitutes a substantive change, please review the following information:

- [SACSCOC Policy on Substantive Change](#)
- [ABHE Policy on Substantive Change](#)

If you have any questions about a proposal or a change that you would like to see made here at CBS, please consult our Accreditation Liaison about our approval process. Contact [ie@cbshouston.edu](mailto:ie@cbshouston.edu) to identify CBS's accreditation liaison.