



Ryan T. Garrison, Interim President

December 14, 2020

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

Dear Dr. Wheelan,

I am writing to notify you that the McDowell Technical Community College, along with Isothermal Community College and Cleveland Community have elected to dissolve the Foothills Nursing Consortium, effective Fall 2021 (after which no new students will be accepted into the consortium). The Foothills Nursing Consortium is a partnership of three community colleges offering one Associate Degree Nursing program. The Associate Degree Nursing program (A45110) is located on McDowell Tech's main campus, located at 54 College Drive, Marion, NC, 28752, at Isothermal Community College's Rutherford Learning Center, 134 Maple St., Rutherfordton, NC, 28139, and on the main campus of Cleveland Community College, 137 S. Post Road, Shelby, NC, 28152.

Since its inception, the Foothills Nursing Consortium served students from all three service areas, but required all consortium students to travel to each of the three campuses to complete their coursework. This approach worked well in the past, and afforded each college the opportunity to create a pipeline of qualified graduates to work in healthcare settings in their respective service area. However, each institution has reached a point where the benefit of having stand-alone programs now outweighs that of continuing the consortium. The benefit for students is also noteworthy, in that they will no longer have to travel as much as an hour each way to the other institutions. The Foothills Nursing Consortium intends to admit that last cohort of students Fall 2021, and complete the teach-out in spring 2023.

Attached is the Teach-Out Plan for the Foothills Nursing Consortium Associate Degree Nursing program.

Sincerely,

A handwritten signature in black ink that reads 'Ladelle Harmon'.

Ladelle Harmon
SACSCOC Liaison

C: File
Ryan Garrison (Interim President)
Dr. Penny Cross
Judy Melton
Dr. Denise Young

Teach-Out Plan
McDowell Technical Community College

Dissolving
Foothills Nursing Consortium: Associate Degree Nursing Program

Adapted from the Southern Association of Colleges and Schools Commission on Colleges policy, Substantive Change Policy and Procedure, Appendix C.

1. Communication
 - a. Describe a communication plan to inform students, faculty, staff, and other stakeholders of the institution's closure.
 - i. Must not rely on a single medium (e.g., email only),
 - ii. Must be appropriate to each stakeholder
 - iii. Must include how it will inform students how to access transcripts, other academic records (such as advising plans), financial records (such as payments due to the institution), and financial aid records (such as loan processors), and
 - iv. Must explain how it will inform students of any additional costs associated with teach-out options.

Once the collective decision (Presidents of McDowell Tech, Isothermal CC, and Cleveland CC) was made to dissolve the Foothills Nursing Consortium, all students were notified of the plan to dissolve the Foothills Nursing Consortium in person, during class time, via email, using their college email account, and via a mailed letter.

Dr. Kim Amos, Director, Foothills Nursing Consortium notified all faculty and staff of the dissolution intent, either in person, via email, using their respective college email accounts, and via mailed letter.

Students will be able to access their transcripts, other academic records, financial records, and financial aid records by visiting student services, of their home campus (McDowell, Isothermal, or Cleveland), and completing the necessary paperwork to process their requests.

Students will not face any additional charges or expenses from the college relating to the dissolution of the Foothills Nursing Consortium.

2. Student academic records
 - a. Describe a plan to preserve and make available to former students all academic transcripts including validations/confirmations of academic credentials awarded to former students.

All academic transcripts including validations/confirmations of academic credentials awarded to former students will be housed at the student's home campus.
 - b. Identify the party to whom academic records will be entrusted and include a physical address and contact information.

All academic records are entrusted to Ms. Aprille Bailey, Registrar, located on McDowell Tech's main campus (Cedar Building) at 54 College Drive, Marion, NC, 28752. To contact Ms. Bailey direct, she can be reached via email at awbailey29@go.mcdowelltech.edu or via phone at (828) 652-0629

- c. Identify any state or other governmental agency requirement regarding disposition of academic records.

There are no state or governmental agency requirements regarding disposition of academic records. The college is not closing and will not be disposing of any records, only dissolving the Foothills Nursing Consortium.

- d. Describe a plan to inform current or former students how they may request transcript copies.

To request a transcript, current or former students have two options to request copies of their transcripts.

Option 1: Current or former students may come to campus, located at 54 College Drive, Marion, NC, 28752, to the Cedar Building where student services is housed. Once in Student Services, current or former students will complete a Transcript Request Form, pay the \$3 fee and receive a sealed, official, copy of their transcripts. Unofficial transcripts are free for all students. Current or former students can request, at that time, for an official copy of the transcript to be mailed to a different institution.

Option 2: Current or former students may access McDowell Tech's website, https://www.mcdowelltech.edu/apps/pages/index.jsp?uREC_ID=1022342&type=d&pREC_ID=1328340, scroll to the bottom of the page and select the Transcript Request Form. The student will then complete the form and either fax the form to student services at (828) 659-0430, mail the completed form to MTCC Admissions Office/Transcript Processing, 54 College Drive, Marion, NC, 28752, or email the request to admissions@go.mcdowelltech.edu. For an official transcript to be sent to another college or for the student, the student must submit a payment of \$3 in the form of a personal check or complete the credit/debit card information at the bottom of the form.

- e. Include a description of any encumbrances placed on access to academic records such as withholding transcript copies if a former student has an outstanding balance owed to the institution.

Students may not register for a semester, receive transcripts or participate in graduation until deferred or past due charges are paid in the Business Office.

3. Student accounts receivable

- a. Describe a plan to collect outstanding balances owed to the institution by students and former students after the closure.

Students will be mailed a letter indicating they have outstanding balances owed to the institution. Once the letter is mailed, a "Hold" is placed on the students account. Students may not register for a semester, receive transcripts or participate in graduation until deferred or past due charges are paid in the Business Office.

- b. Include a description of how students and former students will be informed of the institution's intention to collect.

Students will be mailed a letter indicating they have outstanding balances owed to the institution. Once the letter is mailed, a "Hold" is placed on the students account. Students may not register for a semester, receive transcripts or participate in graduation until deferred or past due charges are paid in the Business Office.

4. Refunds and loan discharges

- a. Describe a plan to provide all potentially eligible students with information about how to obtain a closed school discharge and, if applicable, information on State refund policies.

McDowell Technical Community College does not participate in any loan programs.

5. Re-employment

- a. Explain how the institution will assist faculty and staff in finding new employment.
Internal faculty at each institution (Isothermal, Cleveland, and McDowell Tech) will be given first opportunity to apply for faculty positions as each member of the consortium establishes their own independent nursing program.

6. Programs

- a. Provide a list of all academic programs offered by the institution for all credentials (e.g., certificates, diplomas, degrees) and for all instructional levels (undergraduate and graduate).

This section is not applicable as no program is being closed. This teach-out plan is only applicable to the dissolution of the Foothills Nursing Consortium.

- b. The program list must include for *each* program
 - i. At least two teach-out institutions offering comparable programs where students could complete their program of study, and
 - ii. For each program/teach-out institution combination,
 1. A statement of assurance that the method of delivery is comparable,
 2. A good faith assessment of the number and types of credits each teach-out institution is willing to accept prior to students' enrollment,
 3. A statement of assurance that the curricular requirements at the teach-out institution meet requirements for professional licensure or certification as applicable to the program,
 4. A statement of assurance that students are not required to move or travel substantial distances or durations with possible exceptions for highly specialized programs, and
 5. The institution's plan to provide a clear statement to students of the tuition and fees of the educational program and the number and types of credits that will be accepted by the teach-out institution.

This section is not applicable as no program is being closed. This teach-out plan is only applicable to the dissolution of the Foothills Nursing Consortium.

7. Teach-out institutions

- a. Provide a list of all institutions identified as offering comparable programs where students could complete their programs of study to include
 - i. The name and web address of each institution,
 - ii. The institution's accreditor or accretor(s),
 - iii. A good faith statement of assurance that the institution is in good standing with its institutional accretor(s), the U.S. Department of Education, and is not under investigation, subject to an action or being prosecuted for an issue related to academic quality, misrepresentation, fraud, or other severe matters by a law enforcement agency.

This section is not applicable as no program is being closed. This teach-out plan is only applicable to the dissolution of the Foothills Nursing Consortium.

8. Students

- a. Provide a list of all enrolled students by academic program to include each student's current progress to completion.

A roster of students cannot be submitted at this time. The current cohort of students will graduate in the spring of 2021. The last cohort of students will be admitted in the Fall 2021.

9. Teach-out agreements (optional at the institution's discretion)

- a. A teach-out agreement is usually required if any significant consideration *other than* the transfer of academic credit is agreed upon between the institution and a teach-out institution. If the teach-out institution is only transferring credit and making no additional consideration for students covered under a teach-out plan, then the institutions are, in essence, executing a transfer articulation agreement and a teach-out agreement is not necessary. Teach-out agreements are subject to approval separate from the approval of the teach-out plan.

This section is not applicable as no transfer of credit to another institution is taking place and there is not teach-out institution involved other than the three institutions involved in the dissolution of the Foothills Nursing Consortium.