January 12, 2026

Dr. Adena Williams Loston
President
St. Philip's College
1801 Martin Luther King
San Antonio, TX 78203

Dear Dr. Loston:

Thank you for submitting the following substantive change:

Substantive change:
New Program-Approval
Advanced Technical Certificate in Medical Imaging Specialist
Submission date:
7/1/2025
Intended Implementation date:
8/17/2026
Case ID:
SC032584

St. Philip's College proposes to offer the Advanced Technical Certificate (ATC) in Medical Imaging Specialist. The prospectus was deferred for the following additional information on September 12, 2025.

- Indicate the projected life of the new program, as applicable: (one-time/limited duration or ongoing).
- Provide the date of approval for the new program by the legal authority, THECB.
- Provide a narrative with supporting evidence to demonstrate that the number of full-time faculty members will be adequate to support the proposed program.
- Describe the impact on faculty workload of the proposed program.
- Describe how students are made aware of library and learning/information resources available to them, how they can learn how to access the resources, and are instructed in the use of online resources, as well as on-site library resources.
- Include in the budget resources to be directed to institutions or organizations for contractual or support services for the proposed program.
- Include projected revenues and expenditures and cash flow for the proposed program.

- Include a contingency plan should expected revenues not materialize or should costs exceed estimates.

The response to the deferral was received on January 8, 2026.

St. Philip's College anticipates enrolling 12 students in the first cohort of the Advanced Technical Certificate in Medical Imaging Specialist. The program includes a blend of didactic sessions, hands-on laboratory experiences, and clinical practicums. Instructional methods include face-to-face and distance education. Face-to-face sessions will take place on the main campus. The College was approved for distance education on October 22, 2002. The target audience will be graduates from an accredited program in Biomedical Equipment and Engineering Technology seeking to upskill their current technical skills for greater career mobility, increased earning potential, and expanded access to employment opportunities as Medical Imaging Specialists. The program will be ongoing.

The Advanced Technical Certificate in Medical Imaging Specialist program prepares graduates for the Biomedical Imaging Equipment Technician (BIET) certification exam by the Electronics Technicians Association (ETA). The BIET credential ensures graduates entering the workforce have acquired the minimum competency and understanding necessary to perform biomedical techniques safely. The program aligns with the Texas Higher Education Coordinating Board's (THECB) guidelines.

The College is prepared to offer the new program. Its strengths include established infrastructure, industry-aligned faculty, and mission-driven values that prioritize students first, community engagement, and data-informed decision-making. The Medical Imaging Specialist ATC program represents a forward-thinking educational solution to build a workforce capable of supporting the safe and effective operation of critical medical imaging technologies across healthcare systems.

This program was developed in direct response to labor market demand, community needs, and recommendations from the Biomedical Engineering Advisory Board and industry partners, including feedback from local healthcare facilities. The development of this certificate was driven by the need to address the growing complexity and demand within the healthcare sector for skilled professionals trained in the repair, calibration, and support of advanced medical imaging systems, including X-ray, magnetic resonance imaging (MRI), computed tomography (CT or CAT) scan, and ultrasound modalities.

The curriculum development and program approval process followed institutional and regulatory procedures in accordance with the Texas Higher Education Coordinating Board (THECB) Guidelines for Instructional Workforce Programs.

Faculty design, develop, and deliver new academic programs by initiating the proposed curriculum program. The Curriculum Committee approved the new program on February 27, 2025. Faculty representation on the committee encompasses the various Health Science program areas, including faculty and coordinators, as well as industry experts, to ensure curriculum alignment with real-world demands. The Texas Higher Education Coordinating Board, which is the legal authority for the College, approved the new program on September 1, 2025. Documentation is included in the proposal.

The College is a Historically Black College and Hispanic-Serving Institution whose mission is to empower the diverse student population through educational achievement and career readiness. The new program proposal aligns with the College's mission by preparing graduates to meet the community's workforce needs by filling a gap in current program offerings. The program reflects the college's ongoing commitment to addressing regional and national workforce shortages in the biomedical imaging sector.

The ATC in Medical Imaging Specialist program emphasizes practical diagnostics, equipment management, network integration, and regulatory compliance for medical imaging systems, including X-ray, MRI, CT, ultrasound, and nuclear medicine modalities.

The College identified fourteen student learning outcomes. The assessment methods include hands-on performance labs, equipment calibration exercises, diagnostic troubleshooting simulations, safety protocol drills, network configuration tasks, professional behavior observations, documentation audits, end-of-course practical exams, and certification readiness assessments.

Admission requirements include completion of an accredited Associate of Applied Science (AAS) in Biomedical Engineering Technology. Applicants must submit official transcripts of all coursework completed at other colleges and universities. Applicants are required to write a short statement of intent describing their interest in medical imaging support and how this certificate aligns with their professional goals.

Graduation requirements include completion of all courses and the required 18 semester credit hours, while maintaining a cumulative grade point average (GPA) of 2.0 in all coursework related to the program. Graduates must have earned a grade of C or better in all technical and core courses directly related to the Bio Medical (BIOM) curriculum.

Graduates will be eligible to receive the certificate and may pursue the Electronics Technicians Association's (ETA) Biomedical Imaging Equipment Technician (BIET) certification.

The College demonstrates compliance with Standard 10.7 of the *Principles of Accreditation*. The College follows the Alamo Colleges District Policy, which states that it follows the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy. In

determining the credit hours awarded for courses and programs, the College complies with state credit hour guidelines set by the THECB. The guidelines define a semester credit hour as a unit of measure of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction, over 15 weeks in a semester or its equivalent.

The Biomedical Imaging Equipment Technician (BIET) program is proposed to be offered in a compressed format in three semesters (42 weeks) to accommodate students seeking accelerated learning. The College confirms that it ensures that the levels of knowledge and competencies are comparable to those required in traditional formats. Faculty members provide ongoing mentorship, guiding students through accelerated coursework and ensuring they remain on track.

Oversight of the program begins with qualified faculty members, who report directly to the program director. The program director reports to the Chairperson of the Health Sciences and Histology Department. The Chairperson reports to the Dean of Health Sciences. The Dean reports to the Vice President for Academic Success, who is a direct report of the President of the College.

The College provided the curriculum program of study, course descriptions, and a projected schedule of course offerings**.** It also provided the qualifications for two full-time and two part-time faculty members. Academic qualifications, certifications, and work experience appear adequate for teaching courses in the new program**.** Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team, which will assess the program as part of the institution’s next SACSCOC reaffirmation review.

The College demonstrates it has sufficient faculty to design and implement the new program. Based on projected enrollment of 12 students and an average class size of 12, the program will require one section per semester, which can be fully covered within the standard faculty load. The new program is expected to have a minimal and manageable impact on faculty workload. The instructional format enables strategic course scheduling that aligns with existing faculty teaching assignments.

The library and learning information resources appear adequate to support the new program. Students will have access to books, periodicals, and electronic databases within the library. The library includes resources in multiple formats, including print and electronic platforms. The College provided a list of current database subscriptions for Magnetic Resonance Imaging, discipline-specific refereed journals, and primary source materials.

The library’s website provides links to access its online catalog, electronic databases, e-book collections, and other resources, all of which are accessible to current students, faculty, staff, and administrators. The website also features information on the library's resources and

services, including distance learning, information literacy instruction, virtual reference service (email, chat, and SMS texting), and general assistance.

Students are introduced to library resources during orientation programs, where librarians conduct tours and distribute informational materials. Additional information is included in course syllabi and within the Canvas learning platform. This introductory information is also available on the student portal.

Student support resources appear adequate to support the new program. Resources include Enrollment Management, Advising, Instructional Innovation Center/Center for Distance Learning, Tutoring, Counseling, and Career Services.

Physical resources appear adequate to support the new program. All experiential learning will take place on campus or in simulated healthcare environments, using industry-standard diagnostic imaging equipment and test instrumentation. These resources are more than sufficient to support the initial implementation of the program without negatively impacting current undergraduate or existing graduate programs. Physical resources include computer labs, study areas, and 175 classrooms. The Center for Health Professions, located on the main campus, is a 116,341-square-foot advanced medical training facility that provides hands-on, simulated instruction. Students have access to the latest equipment and technology.

The dedicated classroom and lab spaces for the Medical Imaging Specialist (BE-MIS) program include two classrooms, a computer lab, and three radiologic labs. The primary classroom has both a classroom and a working X-ray lab station. The College provided a list of equipment in each lab. Both the primary and secondary classrooms have audio and video recording and broadcasting equipment to record classes for cloud-based technology.

Financial resources appear adequate to support the new program. The College is primarily funded through four sources, including net tuition and fees, state formula funding, local ad valorem taxes, and auxiliary enterprises. Financial projections indicate that tuition and fee revenues generated by program enrollment will offset program costs. The College will fund the program through the program's annual institutional operating budget.

If revenues do not materialize as projected, the College is prepared to allocate supplemental funding from institutional reserves and designated capital funds. These resources are budgeted annually to support program expansion, equipment procurement, instructional materials, and other essential operational needs. This financial flexibility ensures that the program can continue without disruption, even in the face of temporary revenue shortfalls.

Additionally, the College will actively pursue external funding opportunities, including federal and state grants, private foundation support, and strategic partnerships with industry stakeholders. These efforts will help offset any revenue shortfalls and strengthen the long-term sustainability.

If enrollment significantly underperforms, the college will prepare a teach-out plan. This includes ensuring that all affected students are supported in completing their educational objectives through alternative pathways or transitional arrangements.

The College participates in evaluation and assessment activities. The College conducts an annual program review. Programs are reviewed for educational return on investment through evaluating the Institutional Student Learning Outcome Assessment.

The new program will participate in the evaluation. Assessment measures include student learning outcomes, retention, persistence, completion rates, licensure pass rates, job placement, community outreach, and workforce readiness.

SACSCOC staff reviewed the materials seeking approval of the Advanced Technical Certificate (ATC) in Medical Imaging Specialist. I approve the program and include it in the scope of accreditation.

An invoice for $500 to help defray the cost of reviewing the prospectus is included with this letter.

Should you need assistance, please contact Dr. J. Matthew Melton at (404) 994-6553 or via email at mmelton@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

Stephen L. Pruitt, Ph.D.
President

SLP/DDG:lp

Enclosure (invoice with liaison's copy only)

cc: Ms. Marsha P. Hall, Dean of Performance Excellence, St. Philip's College
Dr. J. Matthew Melton, Vice President, SACSCOC