



April 11, 2018

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

Dear Dr. Wheelan,

In keeping with the Southern Association of Colleges and Schools' Principles of Accreditation: Foundations for Quality Enhancement, St. Philip's College would like to notify you of a substantive change to be implemented at the end of the spring 2018 term. The change relates to Substantive Change Procedure Three for closing a program.

In fall 2017, St. Philip's College decided to deactivate the Health Information Technology - Health Management with Technical Specialties Associate of Applied Science (AAS). The degree was identified as low performance in the number of enrolled students and graduates, as there was no student enrollment. The College will implement a teach-out plan for the closure of the Health Information Technology - Health Management with Technical Specialties AAS by the end of the spring 2018 term.

The College does not need to provide resources, being that there are no students enrolled in the program. The Program Director, Advisors, and the Chairperson will not need to inform students about the status of the program because no student enrollment occurred for this program.

Faculty teaching in the Health Information Technology - Health Management with Technical Specialties AAS are not affected by the deactivation because they will continue to teach their respective courses for the Health Information Technology AAS program. Faculty was informed about the closure of the program during the program and advisory board meetings. The teach-out plan is attached.

Please let me know if you have any additional questions or concerns regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Adena Williams Loston".

Adena Williams Loston, Ph.D.
President

Teach-out Plan

Health Information Technology - Health Management with Technical Specialties Associate of Applied Science (AAS) program is set to close following the spring 2018 semester by May 31, 2018. No students enrolled in this program; thus no admission was granted to any students.

There was no student enrollment in the Health Information Technology - Health Management with Technical Specialties AAS degree from its inception in the 2012-2013 academic year. Therefore, no students will be impacted by the closing of this program.

The current Health Information Technology AAS program director will not be affected by the removal of the Health Information Technology - Health Management with Technical Specialties AAS degree program because under Health Information Technology, there are other degree options offered, taught, and managed. All current duties remain intact for the program director.

Faculty will not be affected. All faculty continue to teach their respective courses for the Health Information Technology AAS program.

No staff will be affected. The administrative assistant continues to assist the Health Information Technology AAS program and performs the same administrative duties, tasks, and processes for multiple programs.

No students will be affected because no student enrollment occurred for the Health Information Technology - Health Management with Technical Specialties AAS degree since its inception in the 2012-2013 academic year.

No student enrollment occurred, therefore no students will be affected because there were no charges/expenses for the Health Information Technology - Health Management with Technical Specialties AAS degree from its inception in the 2012-2013 academic year.

Health Information Technology - Health Management with Technical Specialties AAS program did not have any teach-out agreements with other institutions.

Faculty and staff will not be redeployed or need assistance in finding new employment. All faculty continue to teach their respective courses for the Health Information Technology AAS program. The administrative assistant maintains her position with the Health Information Technology AAS program and other programs within the division of Health Sciences. The Health Information Technology program is investigating post-AAS certificate(s) to enhance employment in the health information technology field.

St. Philip's College, the sponsoring institution for the Health Information Technology - Health Management with Technical Specialties AAS program is not closing. St. Philip's College remains

a functioning SACSCOC accredited institution and continues to serve as a community college in San Antonio, Texas.

Health Information Technology - Health Management with Allied Health Technical Specialties AAS

Health Information Technology - Health Management with Allied Health Technical Specialties prepares military graduates in their health specialty to advance their healthcare knowledge and transition to the public health sector. This specialization prepares students to organize and supervise/manage a health care office; including policy processes, budgeting, insurance, reimbursable, supply ordering and coding overview. The HIT track provides an understanding of the electronic health record, regional health information systems and the legalities associated with electronic medical records.

Total Credit Hours Required: 61-62

Prerequisites - Military Transfer Credits for Medical Laboratory Technician Specialty (31 credits)

Course Name Term Taken Grade Gen Ed

MLAB 1201 - Introduction to Clinical Laboratory Science

MLAB 1311 - Urinalysis and Body Fluids

MLAB 1227 - Coagulation

MLAB 1415 - Hematology

MLAB 1335 - Immunology/Serology

MLAB 1331 - Parasitology/Mycology

MLAB 2431 - Immunohematology

MLAB 2501 - Clinical Chemistry

MLAB 1160 - Clinical - Clinical/Medical Laboratory Technician I

MLAB 1261 - Clinical - Clinical/Medical Laboratory Technician II

MLAB 2261 - Clinical - Clinical/Medical Laboratory Technician III

Pre-requisites Military Transfer Credits for Radiography Technologist Specialty (32 credits)

Course Name Term Taken Grade Gen Ed

RADR 1201 - Introduction to Radiography

RADR 1313 - Principles of Radiographic Imaging I

RADR 1317 - Radiographic Anatomy and Physiology I

RADR 1411 - Basic Radiographic Procedures

RADR 2217 - Radiographic Pathology

RADR 2301 - Intermediate Radiographic Procedures

RADR 2305 - Principles of Radiographic Imaging II

RADR 2333 - Advanced Medical Imaging

RADR 2260 - Clinical - Radiologic Technology/Science - Radiographer

RADR 2460 - Clinical - Radiologic Technology/Science - Radiographer

Prerequisites - Military Transfer Credits for Occupational Therapy Assistant Specialty (31 credits)

Course Name Term Taken Grade Gen Ed

OTHA 1211 - Occupational Performance Throughout the Lifespan
OTHA 1341 - Occupational Performance from Birth through Adolescence
OTHA 1405 - Principles of Occupational Therapy
OTHA 1415 - Therapeutic Use of Occupations or Activities
OTHA 2309 - Mental Health in Occupational Therapy
OTHA 2331 - Physical Function in Occupational Therapy
OTHA 2662 - Clinical - Occupational Therapist Assistant
OTHA 2663 - Clinical - Occupational Therapist Assistant

Semester I

Course Name Term Taken Grade Gen Ed

ENGL 1301 - Composition I
Select one (3) credit hour course from Social and Behavioral Sciences (80) Core
HITT 1302 - The Culture of Health Care
HITT 1311 - Health Information Systems

Semester II

Course Name Term Taken Grade Gen Ed

Select one (4) credit hour course from Natural Sciences (30) Core (Life and Physical Sciences) with lab.
HPRS 2321 - Medical Law and Ethics for Health Professionals
HPRS 2331 - General Health Professions Management

Semester III

Course Name Term Taken Grade Gen Ed

Select one (3) credit hour course from Humanities (40) Core OR Visual and Performing Arts (50) Core
Select one (3) credit hour course from Mathematics (20) Core
HPRS 1291 - Special Topics in Health Professions and Related Sciences, Other

Core Total Credits: 30

Teach-out course offerings

There are no Teach-out course offerings because no students enrolled in this program.