



March 15, 2019

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

Dear Dr. Loston:

Thank you for your letter of December 13, 2018, conveying the prospectus for the Level I Certificate program in Healthcare Technician: Phlebotomy, effective August 2019.

The program aligns with the institution's mission and vision by helping students gain individual economic independence and in supporting the community's workforce demands. The program has approval from appropriate institutional entities and the Texas Higher Education Coordinating Board (THECB). Program need was determined through potential employer and potential student surveys as well as input from the existing Medical Laboratory Technician program advisory committee.

The 16-credit hour program is a non-traditional workforce educational credit program that offers a stackable award with a previously approved program, and graduates will be eligible to take the American Society for Clinical Pathology/ASCP National Board of Certification Examination in Phlebotomy for an entry-level position as a phlebotomist. Didactic and laboratory skills course work will be offered on the main campus with the clinical portion of the program held at designated health care facilities and outpatient clinic offices. Program graduates will receive priority acceptance to apply for the Medical Laboratory Technician program, and admission and graduation requirements were noted. Program objectives and student learning outcomes were delineated, and outcomes will be measured through examinations, competency skills check off, laboratory clinical evaluation, and others. The program will also track the completion rate of students and the successful passing of the certification to measure program learning outcomes. Course descriptions for two new courses developed and a curriculum plan were included.

Program faculty will report to the program director, who is responsible for managing student admissions and curriculum changes. The program director reports to the Dean of Health Sciences. A Faculty Roster Form for full-time and part-time faculty was included; faculty qualifications appear appropriate.

Lists of phlebotomy learning resources included current books on order, print/electronic books, DVDs, streaming videos, and print/e-journals. Anatomical models and flashcards are also available, and collections are enhanced through participation in the statewide library consortium. Library instruction sessions are scheduled for classes at the request of faculty, and one-on-one instruction is provided on a walk-in basis or by appointment. The library's website provides access to the online catalog, electronic databases, e-book collections, and other resources, and subject/research guides are available for student and faculty use. The library also offers iPad checkouts for in-library use.

Typical student support services were noted and included tutoring on campus and online through Smarthinking. St. Philip's College uses an intrusive, progressive academic advising model with a shared



Dr. Adena Williams Loston  
March 15, 2019  
Page 2

responsibility among students, faculty, and academic advisors. Support services are accessible on campus and through the college's website.

All courses will be offered in the existing Center for Health Professions building which provides classrooms and labs. The student laboratory for the certificate provides a patient draw chair, electronic vein finders, and 18 life-sized armed mannequins. Sources of program funding include tuition/fees, ad valorem taxes, and state appropriations. No renovations or investments are needed for program implementation, and the initiative projects a five-year net income; financial support appears adequate.

Institutional effectiveness is assessed through cyclical data from the QEP Personal Responsibility rubric, THECB Core Objectives rubric, Community College Survey of Student Engagement, and Noel-Levitz Student Satisfaction Inventory. The Student Learning Outcomes Assessment Report monitors compliance with the assessment process, and various evaluations (classroom observation, student surveys, employer surveys, etc.) provide annual feedback.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Level I Certificate program in Healthcare Technician: Phlebotomy. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.**

Enclosed is an invoice for \$500 to help defray the cost of review of the prospectus.

At its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the "*Substantive Change Policy for SACSCOC Accredited Institutions Policy Statement*," for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/MAC:lp

Enclosure

cc: Dr. Maria Hinojosa, Director, Institutional Planning, Research and Effectiveness  
Dr. Patricia L. Donat