



August 16, 2019

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

Dear Dr. Loston:

Thank you for submitting the following substantive change:

Substantive change:

**Significant Departure Program
Advanced Technical Certificate in Cardiac Sonography**

Submission date:

5/10/2019

Implementation date:

8/3/2020

Case ID:

SC005791

As part of the review of the prospectus, additional information was requested by email. The institution's response has been incorporated into the originally-submitted materials.

The Advanced Technical Certificate program in Cardiac Sonography is designed for career preparation and awards credits applicable to additional educational/career readiness programs. The program has been approved by the institution's curriculum committee and by the Alamo College [District] Curriculum Council. At the time of prospectus submission, the institution was awaiting THECB approval. Program approval by the THECB was verified by email on July 26, 2019. The program supports the institution's mission by helping students gain individual economic independence and by supporting the community's workforce demands. Program need was determined by review of labor market data from the Texas Workforce Commission Labor Market and Career Information which includes industry and employment projections.

The 26-credit hour program includes in-class/online didactic courses and laboratory skills courses taught on the main campus; external clinical portions of the program will be taught at healthcare facilities. Upon completion of the program, students will be eligible to take the Registered Cardiac Sonography credentialing exam through Cardiovascular Credentialing International. Course descriptions and a curriculum plan by semester were provided. Students must be admitted to the college before applying to the Cardiac Sonography program, and a selection committee will select students for admission based on publicized criteria identified in the application packet. Students are eligible to graduate upon competency completion of procedural skills, prerequisites, and cardiac sonography courses. Six program learning outcomes were delineated and will be measured through examinations, skills check off, and a rating scale



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clinical evaluation tool. Program completion rates and successful passing of the certificate will also measure student learning outcomes.

Program oversight will be provided by the program director who is responsible for the coordination/admission of students, curriculum changes, and program operations. The program director reports to the Chairperson for the Healthcare Sciences and Early Childhood Department. The program director position is in the process of being filled. A Faculty Roster Form for a full-time clinical coordinator with teaching assignments was provided; faculty qualifications appear appropriate. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

Program students have access to discipline-specific books, periodicals, and electronic databases (list provided), and resource formats include print, microform, audio-visual, and electronic. Resources are enhanced through participation in a statewide library consortium. Electronic materials are accessible on- and off-campus, and computers in the library are available for student use. The library's website provides links to the online catalog, eBook collections, and other resources as well as information on library services such as information literacy instruction, virtual reference service, and a library wiki (LibAnswers).

Program students will have access to all established support services. These services include academic assistance (tutoring in specific subject areas and reading/writing), academic advising by Certified Advisors, counseling, and others. Classrooms and labs in the Center for Health Professions building will be used for program implementation. The simulation lab includes four large hospital rooms and a centralized control room with two-way mirrors for analyzing simulations. Each simulation room is equipped with video and audio capture, and recordings allow for student review and discussion. A list of additional equipment to be purchased was provided.

Program financial support will come from tuition/fees, ad valorem taxes, and state appropriations. A five-year budget noted revenue projected on student tuition to offset programming expenses for faculty salaries, professional development, and supplies with a net profit projected in the fourth year of the program. Discussion of contingency planning was provided via email.

In addition to program learning outcomes noted earlier, Saint Philip's adopted institutional learning outcomes based on competencies established by THECB; these core objectives are embedded in all educational programs. Instruments used to assess these outcomes include the QEP Personal Responsibility rubric assessment and the Community College Survey of Student Engagement, among others. Academic programs are evaluated using various assessment tools such as student evaluation of classes, instructor classroom observations, employer surveys, THECB performance metrics, and others.

At its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions* for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the



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SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Advanced Technical Certificate program in Cardiac Sonography. 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 reviewing the prospectus.

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501 or via email at pdonat@sacscoc.org.

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

Sincerely,

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

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

Enclosure

cc: Mr. Randall Dawson, Vice President for Academic Success
Dr. Patricia L. Donat