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SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

July 12, 2024

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 Computed Tomography
Submission date:
3/15/2024
Intended Implementation date:
8/26/2024
Case ID:
SC026058

SACSCOC requested additional information via email on April 2, 2024 and May 16, 2024. The institution's response on May 14, 2024 and June 10, 2024, was added to the record and is reflected in the narrative below.

The institution proposes the implementation of the Advanced Technical Certificate in Computed Tomography (CT) with a launch date of August 26, 2024. The 16-credit hour program will be ongoing and will be housed in the Department of Healthcare Sciences and Early Childhood. The target audience consists of graduates from an accredited associate degree program in Radiologic Technology/Sciences seeking to upskill their current technical skills to increase their opportunities for upward career mobility and economic advancement. The projected number of students is 15 in the first year and will be ongoing thereafter. Students should complete the program in two semesters The program will be offered through face-to-face, hybrid, and distance education (online) method of delivery. The face-to-face coursework will be offered at the at the Martin Luther King (MLK) main campus. External practicum hours will be held face-to-face at diverse healthcare facilities. The institution was approved by SACSCOC for distance education on October 22, 2002.

Strengths cited by the institution to offer the new program include a long history of program offerings in healthcare sciences and other workforce programs and strong collaborative partnerships with local healthcare systems that provide excellent clinical opportunities that maximize learning. The need for the program was affirmed by local community's specific needs that demonstrate employment shortages, advisory committee recommendations, and feedback from collaborative efforts with external clinical partners.

The institution's mission states in part that the institution *empower(s) our diverse student population through educational achievement and career readiness*. The program will provide graduates to fulfill workforce needs in the college's service area in Computed Tomography services. Students in the program will be eligible to take the Computed Tomography national certification exam by the American Registry of Radiologic Technologists (ARRT) immediately upon graduation. In addition,

graduates will have a foundation to move forward with credits that may be applied to additional educational programs.

The Computed Tomography program was initially offered at the institution as an Enhanced Skills Certificate that was delivered over three semesters with 12 semester credits. Content experts determined the need to change from an Enhanced Skills Certificate to an Advanced Technical Certificate to comply with Guidelines for Instructional Workforce Programs by the Texas Higher Education Coordinating Board (THECB). The program was originally proposed by the Health Sciences Advisory Committee meetings, in which faculty participate. Subject matter experts formulated a comprehensive proposal detailing curriculum changes. Open communication and collaboration among as well as feedback from faculty, administrators, and external stakeholders was key to ensuring the success of the proposed changes. The proposal was reviewed and approved by the Curriculum Committee, followed by the Substantive Change Committee. The institution received institutional approval for the change from the Curriculum Committee. Documentation was provided. The institution also received state approval from the Texas Higher Education Coordinating Board (THECB). Documentation was provided.

The 16-hour, five course ATC in Computed Tomography curriculum, a program schedule for both terms indicating instructional delivery mode, and twenty-eight student learning outcomes were provided. A sample of program assessment (three SLOs) was provided which indicated courses, targets, and assessment tools. Course descriptions for all program courses were provided and appear to be appropriate for a healthcare certificate program.

Requirements for admission into and graduation from the program were provided and are consistent with higher education practices. In addition to general admission requirements, applicants must hold an associate degree in Radiologic Technology/Sciences from an accredited institution and must old a current Medical Radiologic Technology license issued by the Texas Medical Board. The institution stated that the program will follow existing system policies and procedures to grant credit for the courses in the program. The system policies and guidelines align with THECB and the Federal definition of a credit hour.

Administrative oversight of the program will be provided by the Program Director of the program. Responsibilities of the Program Director include review/revision of curriculum, coordination of faculty to complete the internal Instructional Unit Review, course scheduling, and recruitment activities. The Program Director reports to the Chair of the Healthcare Sciences and Early Childhood Department, who reports to the Dean for Academic Success, who reports to the VP of Academic Success, who has total oversight on all academic programs.

The Advanced Technical Certificate in Computed Tomography will be offered in two 16-week terms. The adjustment to the curriculum entailed a reduction in program duration from three semesters to two semesters. The modification involved changes in course sequencing and program structure. Despite the shortened program duration, the institution stated that meticulous attention has been given to preserving the academic rigor of the revised curriculum.

The institution provided a faculty roster that listed three full-time and one part-time faculty. The faculty members appear to be qualified to teach the course for which they are assigned. A primary faculty member assigned for each course in the program demonstrates that every course is

assigned to qualified faculty. The number of full-time faculty appears to be adequate to offer the program.

Keep in mind that the ultimate determination of faculty qualifications and faculty adequacy is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC accreditation review.

The library and learning resources supporting the new program were provided and appear to be adequate. The Library supports the program students with access to more than 710,000 full text electronic journal articles on Computed Tomography through eight databases and five discipline-specific refereed journals. Electronic resources such as databases, ebooks, electronic full-text journals, and streaming media are accessible via the library's website at all hours. The library also has partnerships with other Alamo Colleges District Libraries, Amigos Resource Sharing, TexShare, and the OCLC Partnership Service. Inter-library loan services are available. The library's website serves as a portal or access point from which students may become aware of and use the library's general and discipline-specific resources. The library liaisons have developed subject-specific on-demand research guides tailored to support the researching needs of students. Librarians provide instruction in the use of the library and learning resources. Library instruction is delivered face-to-face in a library computer-equipped room, in-person in a classroom, or remotely. The physical facilities in the main campus library include computer labs and study rooms. All students can schedule in-depth research consultations face-to-face, by email, text, telephone, chat, or e-meetings. The research assistance can be held in-person or via Zoom or Microsoft Teams. LibAnswers and *Ask a Librarian* services are also available.

The academic and student support services provided appear to be adequate. Services include enrollment and one-on-one student onboarding, advising, financial aid, online and in-person tutoring (math and writing), counseling, career services, disability services, financial literacy, student advocacy services, and health services. All students who take online courses participate in a required session, OLRN (Online Learning) in order to familiarize themselves with the Canvas LMS. The Center for Distance Learning provides the sessions as well as support for Canvas and Microsoft programs for students enrolled in online courses.

The program will be located in the Center for Health Professions at the Martin Luther King (MLK) main campus. The Center provides over 67,500 square feet to the institution's 19 health science programs. The dedicated 4,106 square foot classroom and lab space for the Radiologic Technology Program includes two classrooms, a computer lab, and three radiologic labs. Classrooms have audio and video recording and broadcasting equipment. Lab equipment has been upgraded at a cost of over $800K. The computer lab has 16 computers. Photos of the facilities were provided. Faculty offices are provided. Facilities and equipment in support of the program appear to be adequate.

The institution appears to have a sound financial base and stability. The institution provided a budget for the first year of operation. The primary sources of revenue at the institution are tuition and fees and special program tuition. The budget expenses included faculty salaries, travel, and operating expenses. The budget demonstrates that revenues will slightly exceed expenses the first year.

A contingency plan was provided should needed revenues not materialize. Should the expected enrollment and revenue not materialize, the institution would evaluate the special tuition for this

program to see if an adjustment would result in its viability. If this isn't successful, the institution will follow the process to discontinue offering the certificate.

The institutional planning and assessment process was described and appears to be adequate. Instructional Unit Reviews (IUR) are collected on academic programs on a three-year rotating basis. The IUR process consists of two sections: program responsibility for curriculum and student learning outcomes. In addition, programs are reviewed for educational return on investment through evaluation of three areas: Institution Student Learning Outcomes (ISLO) Assessment, ISLO Rubric Assessment Day, and ISLO Assessment Findings. Measures such as SLOs, retention/ persistence/completion rates, licensure pass rates, job placement, community outreach, and workforce readiness are utilized. Student performance and program performance are reviewed to ensure continued alignment, relevance, performance excellence, and improvement.

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 in Computed Tomography. It was the decision of the Board to 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 enclosed with the liaison's copy of 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,

Belle S. Wheelan

Belle S. Wheelan, Ph.D.
President

BSW/TBB:lp

Enclosure (invoice with liaison's copy only)

cc: Dr. Liliana Gutierrez, Dean of Performance Excellence, St. Philip's College
Dr. J. Matthew Melton, Vice President, SACSCOC