



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE

Office of the President

February 27, 2013

Dr. Belle Wheelan, President
Commission on Colleges
Southern Association of Colleges and Schools
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 is pleased to notify you of a substantive change scheduled for fall 2013. The change relates to Substantive Change Procedure One: The Review of Substantive Changes Requiring Notification and Approval Prior to Implementation.

St. Philip's College is submitting a prospectus for the implementation of a programmatic degree change. The change proposed is the conversion of the College's Level II Certificate of Completion in Surgical Technology to an Associate of Applied Science Degree in Surgical Technology. The St. Philip's College Curriculum Committee approved the program on February 17, 2013. The Alamo Colleges Curriculum Council approved the program change on February 18, 2013. Implementation of the change is pending Board approval.

I look forward to hearing from you regarding this submission. Please let me know if you have any additional questions or concerns.

Sincerely,

Adena Williams Loston, Ph.D.
President

c: Ruth Dalrymple, Vice President of Academic Affairs, St. Philip's College

**Substantive Change Prospectus:
Implementation of a New Degree - Fall 2013:
Surgical Technology, Certificate to Surgical Technology, A.A.S.**

Prepared by St. Philip's College

**Submitted to Commission on Colleges of the
Southern Association of Colleges and Schools**

February 26, 2013

**Substantive Change Prospectus
Cover Sheet**

Include name phone number and e-mail address of person to be contacted with questions regarding the prospectus

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List degrees that the institution is authorized to grant. As a subset of each degree list majors available

St. Philip's College is authorized to grant the Associate of Applied Science degree in the following programs/majors:

Accounting Technician	Early Childhood Studies
Accreditation Leadership (2598)	Electrical Trades
Administrative Office Technology	GM Automotive Service Educational Program
Air Conditioning and Heating	Health Information Technology
Aircraft Technician Airframe	Health Management
Aircraft Technician Powerplant	Hospitality Event Management
Automotive Technology - Option II Ford	Hotel Management
Automotive Technology	Industrial Maintenance Management
Baking and Pastry Arts	Invasive Cardiovascular Technology
Biomedical Equipment Technology	Language and Literacy in Preschool (2563)
Business Management and Technology (2739)	Medical Laboratory Technician
CNC Manufacturing Technician	Network Administrator
Collision/Refinishing Technician	Network Security Administrator
Computer Aided Drafting (Architectural)	Occupational Therapy Assistant
Computer Maintenance Technology with Network Specialization	Occupational Safety and Health Association
Computer Maintenance Technology	Physical Therapist Assistant
Construction Business Management (2755)	Power Generation and Alternative Energy
Construction Technology	Precision Metal Workers: Manufacturing Operations Technician
Culinary Arts	Radiography Technologist
Desktop Support Specialist	Refrigeration Technology
Diagnostic Medical Sonography	Respiratory Care Technology
Diesel Construction Equipment Technician	Restaurant Management
Diesel/Light to Heavy Truck Technology	Web Developer
	Welder/Welding Technologist

St. Philip's College is authorized to grant the Associate of Arts degree in the following programs/majors:

Business Administration	Kinesiology
Ceramics and Sculpture	Liberal Arts
Comic Book Illustration	Mathematics
Computer Science	Music
Criminal Justice	Philosophy
Design	Pre-Engineering
Digital Media	Pre-Social Work
Drawing and Painting	Psychology
Economics	Sociology
English	Speech
Foreign Language (Spanish)	Stage Craft
General Studies	Statistics
Government	Teacher Education
History	Theatre Performance
Humanities	

St. Philip's College is authorized to grant the Associate of Science degree in the following programs/majors:

Biology	Mechanical Engineering
Chemistry	Physics
Earth Sciences and Natural Energy Resources	Pre-Dentistry
Environmental Science	Pre-Medicine
General Science	Pre-Nursing
Health Professions Degree	Pre-Optometry

St. Philip's College is authorized to grant Certificates in the following programs/majors:

Advanced Cisco Systems Networking	Health Information Specialist
Air Conditioning and Heating	Heating and Air Conditioning Specialist
Aircraft Mechanic Airframe	Histologic Technician
Aircraft Mechanic Powerplant	Home Building
Aircraft Structures Mechanic	Hotel Limited Service Property Management
Aircraft Turbine Mechanic	Legal Word Processing Specialist
Architectural Drafting 3D Enhanced Skills	Machinist/Machine Technologist
Automotive Technology	Manual/Semi-Manual Inert Gas Welding GTAW/GMAW Welder
Avionics	Microsoft Office Specialist (MOS)
Baking Principles	Network Professional *
Brake and Front End Specialist	Network Professional: Server+

Building Trades	Network Systems Technician
Child Development Associate National Credential (CDA)	Office Assistant
Cisco Systems Networking	Payroll Clerk
CNC Operator	Performance Specialist
Coding Specialist	Plastics
Collision Technology	Plumber's Helper
CompTIA Linux+ Certification Preparation (MSAC)	Plumbing Trades
Computer Aided Drafting Technician (Architectural)	Power Generation and Alternative Energy
Computerized Accounting Technician	Precision Metal Worker: Production Tool Operator / Maintenance Assistant
Culinary Studies	Precision Metal Workers: Manufacturing Operations Maintenance Assistant
Data Driven Web Developer	Precision Metal Workers: Manufacturing Operations Maintenance Mechanic
Desktop Support Specialist	Precision Metal Workers: Manufacturing Skills Trade Helper
Diesel/Heavy Equipment Technology Diesel/Light to Heavy Duty Truck Transmission Specialist (2660)	Refinishing Technology
Diesel/Light to Heavy Truck Technology (2524)	Refrigeration
Documentation Coding Specialist	Specialty Medical Transcriptionist
Early Childhood Studies	Structural/Pipe Layout
Electrical Trades	Surgical Technology
Electronics Assistant	Transmission Specialist
Entrepreneurship	Vocational Nursing
Ford Maintenance and Light-Duty Repair	Web Designer Level I
General Medical Transcriptionist	Web Developer Level II

List certificate, diploma, and degree programs which are related to the proposed programs:

St. Philip's College currently offers a Level II Certificate in Surgical Technology. The program plans to archive the certificate once the AAS is approved.

List institutional strengths that facilitate the offering of the proposed program (s):

St. Philip's College has a history of meeting the diverse educational and industry needs of the San Antonio Community. The Association of Surgical Technologist (AST) recently released *The Core Curriculum for Surgical Technologists*, 6th edition which states "AST recognizes the associate degree level for surgical technology programs as the educational model that must be offered to prepare graduates to fulfill the entry-level duties of the surgical technologist". Therefore, the St. Philip's College Surgical Technology Program is striving to make accommodations to reach the growing curricular demands by converting the program to an AAS degree. In an effort to continue to be responsive to this need, St. Philip's College offers these strengths to facilitate the offering of the Surgical Technology program:

1. San Antonio area occupational demand for research in these areas

The Surgical Technology profession forecasts strong job growth over the next 10 years. In the Alamo Region 920 new jobs are projected over a 10 year period (2008-2018), with additional turnover resulting in 40 job openings per year. Job opportunities for Surgical Technology graduates are expected to grow in the Alamo Colleges service area at a rate of 35.30% over the next 10 years (2008-2018). The average hourly wage for Surgical Technologists is \$17.60 per hour. Annual salary is \$36,601. (Appendix A - SOCRATES Occupational Profile - SOC 29-2055 - Surgical Technologists)

The Surgical Technologists occupation is listed on the Texas Workforce Education's Alamo area Individual Workforce Board Targeted Occupations List.

The Surgical Technologists occupation is on the "High Priority Occupations" Alamo Workforce Solutions list.

Per the Bureau of Labor Statistics website, the demand for new surgical technology professionals is expected to grow by an estimated 19% through 2020, making it one of the fastest-growing fields in healthcare.

2. Qualified faculty

St. Philip's College has qualified faculty in the Surgical Technology program that have the education and experience to facilitate the learning of students in the area of Surgical Technology. Appendix E Faculty Roster shows our faculty members who will be teaching in the program.

3. Facilities

St. Philip's College recently opened the Center for Health Professions. The Center for Health Professions is the home of the Surgical Technology program. Two complete mock surgical suites with a mock sterile processing area are currently being used to simulate operating room scenarios.

In addition, St. Philip's College recently opened the Center of Excellence in Science. The Center was built to increase the flow of two-year college graduates transferring to four-year universities for science and related degrees that lead to high pay jobs in the green economy. In addition, St. Philip's College has completed renovations of the Science Building. The newly renovated building is used for instructional purposes, to include Chemistry and Biology classroom and lab spaces.

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ABSTRACT

St. Philip's College, Division of Health Sciences, Department of Allied Health, Surgical Technology program is proposing the conversion of the current, level two, Certificate of Completion in Surgical Technology to an Associate of Applied Science Degree in Surgical Technology. Proposed effective date for the conversion and new curriculum implementation is fall 2013.

Program admits a new cohort of students every fall semester. Annually, a cohort of 20 – 24 students is expected for this two year program. We anticipate a graduation rate of 15 students per year.

The only cost of the program will be the annual accreditation fee. The annual accreditation fee will remain the same (\$450). No additional costs are anticipated.

Equipment is currently in place, no additional investment required. This equipment includes

- 2 complete mock surgical suites
- Mock Sterile processing department
- Basic and advanced instrumentation
- Sterilization unit
- Three double scrub sink stations
- 8 student computers
- Transport stretcher
- 2 Electro Cautery Machine
- Laparoscopic Tower

- Heat Sealer
- Surgical Sally dressing simulator
- Male and Female Foley Catheter Model
- Skeleton
- Sitting and Standing Stools

The majority of the courses in this program will be held at the St. Philip's College Martin Luther King campus (MLK) at 1801 Martin Luther King Drive, San Antonio, Texas 78203.

ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

The director of the Surgical Technology Certificate Program at St. Philip's College began the development of the curriculum for the conversion of the current Level II Certificate of Completion in Surgical Technology to an Associate in Applied Science in Surgical Technology after meeting with the programs advisory board several years ago. The members urged the program to exceed the minimum requirements of the accrediting body and to stay competitive with the proprietary schools within the community which are all Associate Degree programs. It is also recommended by the accrediting body that all programs begin to develop an Associate Degree program.

The current Core Curriculum for Surgical Technology encourages the Associate Degree in Surgical Technology. According to the sixth edition of this publication it has become a realization that the training and education required for entry-level into the profession is very difficult to achieve over a 12-month program. The core curriculum suggests that for the surgical technology student to be adequately trained they are to complete an associate degree-level program. This recommendation reflects the increasing responsibilities and role of the surgical technologist in the operating room. The Association of Surgical Technologist (AST) recognizes the associate degree level for surgical technology programs as the educational model that must be offered to fulfill entry-level duties of the surgical technologist. This is also supported by the AST Associate Degree Concept Resolution that was approved by the AST House of Delegates in 1990 and updated in 1993 by the AST Board of Directors.

BACKGROUND INFORMATION

The Associate of Applied Science in Surgical Technology will prepare students to take their national certification exam and to gain employment after graduation as certified surgical technologists.

Employment upon graduation is available as a surgical scrub person, passing instruments and surgical supplies to the surgeon, assisting the RN circulating during the surgical procedure, or other areas within the operating room department.

The similar programs in Texas are Amarillo College, Austin Community College, Collin Community College District, Del Mar College, El Paso Community College, Kilgore College, Lamar State College at Port Arthur, South Plains College, Texas State Technical College, Trinity Valley, Community College, Tyler Junior College, Virginia College at Austin, Baptist Health System, Brown Mackie College, and Concorde Career Institute (per the Commission on Accreditation of Allied Health Education Programs – CAAHEP).

St. Philip's College Curriculum Committee approved the program on January 17, 2013. The Alamo Colleges Curriculum Council approved the program February 4, 2013. Implementation of the program is dependent on the approval by the Alamo Colleges Board of Trustees and the Texas Higher Education Coordinating Board.

DESCRIPTION OF CHANGE

Program Objectives: St. Philip's College intends to convert the current, level two, Certificate of Completion in Surgical Technology to an Associate of Applied Science Degree in Surgical Technology. Curriculum for the AAS degree would begin in the fall 2013 semester. The Associate of Applied Science Degree in Surgical Technology will prepare students for technical careers in the surgical technology industry. Surgical technologists are members of operating room teams, which most commonly include surgeons, anesthesiologists and circulating nurses. Before an operation, surgical technologists help prepare the operating room by setting up surgical instruments and equipment, sterile drapes and sterile solutions. They assemble sterile equipment and ensure it's working properly. During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants. They may hold retractors, cut sutures, and perform surgical counts including sponges, needles, supplies and instruments.

Curriculum: This program will require students to complete 63 semester credit hours including 31 semester hours of general education hours. The general education courses are in the Lower Division Academic Course Guide Manual of Texas Higher Education Coordinating Board. The coursework in Surgical Technology will include General Chemistry, Microbiology, Mathematics, Anatomy and Physiology, Medical Terminology, English, Psychology, Humanities, Surgical Technology, and a minimum of 120 surgical procedures in the clinical setting. Graduates will learn theory, surgical procedures, instrumentation, aseptic technique, and surgical equipment and supplies. Through a clinical education course, the graduate will receive valuable clinical experience in the operating suite of a local hospital. Upon completing all course work, the graduate will be eligible to take the National Certification Examination.

Admission and graduation requirements for students within the program will be the same as other Associate of Applied Science programs offered by St. Philip's College.

The Chair of the Allied Health Department will administer the program under the direction of the Dean of Health Sciences. The Chair will follow procedures set forth by the Vice President of Academic Affairs, and the College and District Curriculum Committees. Although it is not required for an Associate of Applied Science program, an Advisory Board has been assembled. The volunteer members of this board are active in the Operating Rooms throughout the San Antonio area. They have been very involved in the development of the degree plan. The advisory board will meet at least annually to evaluate the program and recommend updates or other changes.

Based on the programs current maximum number of student enrollment per cohort for the SPC Program set by the Commission on Accreditation of Allied Health Education Programs – CAAHEP and the Accreditation Review Council on Education in Surgical Technology and Surgical assisting – ARC/STSA, the enrollment capacity will remain at twenty four students per cohort with a 12:1 laboratory and clinical student to instructor ratio.

FACULTY

St. Philip's College has qualified faculty in the Surgical Technology program that have the education and experience to facilitate the learning of students in the area of Surgical Technology. Appendix E Faculty Roster shows our faculty members who will be teaching in the program.

No additional faculty will be required; the program is currently fully staffed with a Program Director and Clinical Coordinator meeting the requirements set forth by the accrediting Body (Commission on Accreditation of Allied Health Education Programs – CAAHEP and the Accreditation Review Council on Education in Surgical Technology and Surgical assisting – ARC/STSA)

LIBRARY AND LEARNING RESOURCES

St. Philip's College Learning Resources Center provides an educational environment that stimulates leadership, personal growth, and a lifelong appreciation for learning. The Center operates the Library, Computer Operations, and Media Services. Resources are available to enhance classroom instruction and meet the needs of students, faculty, staff, and administrators. A large number of resources are available on and off-campus at both the MLK and SW campuses. The College has requested new books, periodicals, and electronic media to support the Surgical Technology program. The following resources are available to all students:

- Alamo College Libraries Catalog
- Electronic Databases
- InterLibrary Loan (ILL)
- Links to Other Libraries

To further assist students with their research related needs, the College provides

- Anatomical Models
- Assistive Technology for Special Needs
- 36 Computers with MS 2007 and Internet
- Current Magazines and Periodicals
- Individual and Group Study Areas
- Full-Text Microfiche
- Music CDs

PHYSICAL RESOURCES

St. Philip's College recently opened the Center for Health Professions. The Center for Health Professions is the home of the Surgical Technology program. Two complete mock surgical suites with a mock sterile processing area are currently being used to simulate operating room scenarios. The students engage in mock surgical procedures participating in the different roles of the operating room team, preparing the operating room, positioning the patient, prepping the patient, performing the surgical hand scrub, draping the patient, performing the necessary counts, passing instruments, breaking down the sterile field, and preparing the operating room for the case.

In addition, St. Philip's College recently renovated the Science Building. The newly renovated building will be used for instructional purposes, to include Chemistry and Biology classroom and lab spaces.

FINANCIAL SUPPORT

Funding for the Associate of Applied Science in Surgical Technology program will come from three sources: tuition, lab fee, and state contact hour reimbursement.

There are no plans to expend funds for ongoing contractual or support services for the program.

The operation and management of the program will fall under the Allied Health Department. No additional management oversight will be required. Any additional funds needed for the program will be provided through the department's annual operating budget.

EVALUATION AND ASSESSMENT

The college uses various means to assess the effectiveness of instructional programs. No one instrument can provide a comprehensive evaluation of program effectiveness so the college uses a combination of voluntary and mandatory programs to evaluate instructional effectiveness.

Instructor evaluation by Chair. The Chair evaluates the performance of each instructor annually until the instructor is granted tenure, after which evaluation occurs every other year. Chair's evaluate the progress of the instructor toward tenure and promotion at this time.

Instructor classroom observations are conducted by the Chair. The Chair observes the instructors in the classroom and makes recommendations to improve the instructors performance. This observation is also used to evaluate instructors for promotion and tenure.

Peer reviews. A group of three tenured instructors observes all non-tenured faculty once each year to ensure all instructors meet college standards of performance in the classroom. This observation is also used to evaluate instructors for promotion and tenure.

Student surveys. All classes are evaluated each semester. The evaluations are used by the Chair of the department for yearly performance appraisals. The evaluations are also used to evaluate faculty for promotion and tenure.

Employers surveys. Each employer of a graduate of the Surgical Technology Program will evaluate the employee no sooner than six months and no later than one year of initial employment using a survey provided by the Surgical Technology Program. The employer evaluates the graduate and the program to determine if the college is meeting their expectations.

Quality Enhancement Program. We are in the fifth year of QEP and will be evaluating 100 percent of classes offered by the college to determine how effectively our students meet our critical thinking requirements.

Community College Survey of Student Engagement. The college uses the CCSSE to determine how effectively the college is engaging students in the college experience and how it may impact student learning outcomes.

Performance Metrics. THECB reports on participation, graduation, and placement. The college must meet THECB goals to maintain programs in good standing with the state. Programs that fail to meet standards must develop an action plan to address shortcomings or face deactivation of the program.