



May 24, 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 Associate of Applied Science (A.A.S.) degree program in Histologic Technician, effective August 2019.

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

The initiative aligns with the institution's mission and strategic objectives. The program has been approved by the District Curriculum Committee and the District Board; approval by the Texas Higher Education Coordinating Board (THECB) was verified by email.

The institution currently offers the Histologic Technician Level 2 Certificate program, and the proposed 60 credit-hour A.A.S. will allow graduates to take the National Histotechnician Certification examination sponsored by the American Society of Clinical Pathologists-Board of Certifications. The program will be offered on the main campus through didactic and laboratory skills and through external clinical experiences at various health care facilities throughout the local area. Admission and graduate criteria, course descriptions, and a degree plan were provided. The narrative delineated program learning outcomes which will be assessed through written and oral examinations, take-home exercises, and special assignments. Laboratory clinical evaluation will include both affective evaluations and competency skills.

Program faculty report to the program director who is responsible for the management of admission of students, curriculum change, and oversight of faculty and students. The program director reports to the Dean of Health Sciences. A Faculty Roster Form for one existing full-time and one part-time faculty was provided and included academic degrees and certification in the field; faculty qualifications appear appropriate. To meet National Accrediting Agency for Clinical Laboratory Science standards, the program requires a program director, clinical coordinator, and faculty instructors with appropriate qualifications.

Library resources to support the program include online databases, streaming video collections, anatomical models/flashcards, print/eBooks, and DVDs. A list of additional resources on order



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was also included, and resources are enhanced through membership in a statewide consortium of libraries. The library website provides a link to the online catalog and online databases/resources. The library offers instructional sessions upon faculty request and through one-on-one instruction on a walk-in basis or by appointment. A subject guide specific to histologic technician is available online.

Student support services are available on-campus and are accessible online or by phone. Typical services include academic tutoring and a reading lab, among others. Certified advisors work with students in choosing a career, assist with college fair days and graduation audits, and conduct transfer and degree advising.

The program will be taught in classrooms and labs in the Center for Health Professions. The labs are supplied with all necessary histological equipment and consumables that replicate various departments found throughout healthcare facilities. Equipment in place includes microtomes, embedder, processor, vented hood, and others.

Annual funding comes from tuition/fees, ad valorem taxes, and state appropriations. No renovations or investments are needed for implementation and positive net income is projected over five years. The institution has identified a contingency plan in case expected resources do not materialize.

Institutional effectiveness measures include assessment of institutional student learning outcomes, program student learning outcomes, and performance metrics to meet THECB goals. Evaluative tools include instructor classroom observation, student surveys, employee surveys, peer review, and others. The Ethical Decision-Making Quality Enhancement Plan focus was also noted as a measure of institutional effectiveness.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Associate of Applied Science (A.A.S.) degree program in Histologic Technician. 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* for any type of substantive change requiring approval. If an approved substantive change has not been implemented within



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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, reading "Belle S. Wheelan", is positioned above the typed name.

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

Enclosure

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