



ALAMO  
COLLEGES

ST. PHILIP'S COLLEGE

Office of the President

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October 15, 2010

Dr. Belle Wheelan, President,  
Commission on Colleges  
Southern Association of Colleges and Schools  
1866 Southern Lane  
Decatur, GA 30033

Dear Dr. Wheelan:

Per your request in your letter dated September 21, 2010, St. Philip's College is submitting a prospectus for the January 2011 implementation of a new program, Associate of Applied Science in Electronics Technology. Please find enclosed the prospectus.

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, PhD  
President

Substantive Change Prospectus:  
Offering a New Degree: Electronics Technology

Prepared by St. Philip's College

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

October 15, 2010

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:

Accounting Technician	Diesel/Light to Heavy Truck Technology (2524)
Accreditation Leadership (2598)	Early Childhood Studies
Administrative Office Technology	Electrical Trades
Air Conditioning and Heating	General Motors Automotive Service Educational Program (ASEP)
Aircraft Technician Airframe	Health Information Technology
Aircraft Technician Powerplant	Hospitality Event Management
Automotive Technology - Option II Ford ASSET AAS	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	Physical Therapist Assistant
Computer Maintenance Technology	Precision Metal Workers: Manufacturing Operations Technician
Construction Business Management (2755)	Radiography Technologist
Construction Technology	Refrigeration Technology
Culinary Arts	Respiratory Care Technology
Desktop Support Specialist	Restaurant Management
Diagnostic Medical Sonography	Web Developer
Diesel Construction Equipment Technician	Welder/Welding Technologist

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

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:

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:

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)	Precision Metal Worker: Production Tool Operator / Maintenance Assistant
Computerized Accounting Technician	Precision Metal Workers: Manufacturing Operations Maintenance Assistant
Culinary Studies	Precision Metal Workers: Manufacturing Operations Maintenance Mechanic
Data Driven Web Developer	Precision Metal Workers: Manufacturing Skills Trade Helper
Desktop Support Specialist	Refinishing Technology
Diesel/Heavy Equipment Technology Diesel/Light to Heavy Duty Truck Transmission Specialist (2660)	Refrigeration
Diesel/Light to Heavy Truck Technology (2524)	Specialty Medical Transcriptionist
Documentation Coding Specialist	Structural/Pipe Layout
Early Childhood Studies	Surgical Technology
Electrical Trades	Transmission Specialist
Electronics Assistant	Vocational Nursing
Entrepreneurship	Web Designer Level I
Ford Maintenance and Light-Duty Repair	Web Developer
General Medical Transcriptionist	

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

St. Philip's College offers the Associate of Applied Science in Computer Maintenance Technology. This program offers five academic and six technical courses that are similar to the proposed transfer program in Electronics Technology currently being offered at San Antonio College (SAC).

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

St. Philip's College has a history of offering workforce education programs to the city of San Antonio and surrounding communities. Currently, almost 50% of the College's programs are in the area of workforce education. Similar to the proposed transfer of the Associate of Applied Science in Electronics Technology degree offered at SAC, the College currently offers degrees and certificates in Electrical Trades and Electronics Technology. Because of these current offerings, the College has qualified faculty already on staff. In addition, the College has the commitment and support from the Alamo Colleges Chancellor and Board of Trustees to provide degree programs that meet the needs of the community.

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## ABSTRACT

St. Philip's College (SPC) is seeking approval for the transfer of an existing program, Associate of Applied Science in Electronics Technology; offered at San Antonio College (SAC), part of the Alamo Colleges district. The College will begin offering courses in the transferred program beginning January 2011. These programs are being transferred in an effort to consolidate similar programs within the district. This consolidation will allow for the increase in service to the community while reducing the cost of supporting similar programs at different locations. SAC and SPC are located six miles apart and the program at each of the colleges overlap in curriculum and service area.

Currently, approximately 60 students are enrolled at SAC and will transfer to SPC in January 2011. Upon completion of their educational requirements, these students will graduate and receive degrees from SPC. The organizational structure of Alamo Colleges provides a common catalog that is used by all five colleges. Student transcripts are issued from a centralized location. In addition, the two SAC faculty currently teaching in the program will transfer to SPC to continue their teaching assignments.

The program will offer three degrees and five certificate programs. Students enrolled in this program will be able to obtain an Associate of Applied Science degrees in Communications Electronics Speciality, Computer Electronics Speciality or Industrial Electronics Speciality. In addition, the College will offer a Level I Certificate in Electronics Technology, a Local Certificate in Digital Fundamentals, and three Marketable Skills Certificates: Basic DC/AC, Basic Electronics, and Basic Semiconductor. See Appendix A for course information.

## BACKGROUND INFORMATION

The College currently offers a similar program in the Electronics and Information Technology department, thus the transfer of this program will not impact the mission and goals of the College or the primary mission of the department. The College will continue to offer excellent programs and services in technical education to the community. Workforce programs, such as the proposed transfer program currently constitute forty percent of the colleges program offerings. The program will be offered at both the main (MLK) campus and the SW campus.

The program was presented to, and approved by the College curriculum committee, as well as the curriculum committee for the District. The Texas Higher Education Coordinating Board (THECB) was notified of the planned transfer and there was no opposition for the plan. The District Curriculum Committee will forward the required documentation to THECB once the transfer as been approved by the Southern Association of Colleges and Schools (SACS).

## ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL

The Chancellor and the Colleges approved the transfer of the SAC Electronics Technology program as an effort to improve services to the community and reduce programmatic costs. Traditionally, enrollment in the SPC program has been much higher than enrollment in SAC. In recent years, the average class size of SAC program enrollment has dropped to less than 10. During the same time, the average class size for the SPC program has increased to 22. Administration at SAC continued to serve their community by offering the program while seeking ways to increase the enrollment; however, the average class size remained lower than SPC.

In Spring 2009, the administration at both SPC and SAC met to discuss merging the two programs as a way to improve services to the community, reduce programmatic costs, and better utilize the college's current infrastructure. The following year, the Dean of Applied Science & Technology and the chair of the Electronics & Information Technology department at SPC, along with the Dean of Technical and Professional Education and the chair of the Engineering Technology department at SAC studied the feasibility of transferring the program from SAC. The group examined the current utilization of the classroom space, the curriculum, the lab equipment, and the student enrollment and faculty utilization to determine transferring the programs was an appropriate option.

The transfer of the program will lead to better utilization of faculty and classrooms, better support to the community, including industry partners who employ graduates from these two programs, as well as additional opportunities for current and prospective students. The two faculty members from SAC who will transfer to SPC are approved by the District to

teach a majority of the courses currently being offered in the Electronics and Information Technology department at SPC. See Appendix C for a listing of courses. In addition, there are currently five faculty members at SPC qualified to teach a majority of the courses being offered in the SAC program. These qualified faculty members from both colleges will allow for better utilization of all the faculty teaching in the programs.

The similar course offerings across the colleges may have different rubrics associated with them; however, they have similar learning outcomes, which will help in the transition. Ten of the courses offered by SAC are offered by SPC with similar semester and contact hour. There are differences, although the differences are minor compared to the similarities that exist between the two programs.

There currently exist similarities in the equipment being used by the two programs. Both programs use test equipment, such as oscilloscopes, function generators, digital volt meters, and frequency counters. Training equipment, such as PLCs is similar at both colleges. The colleges use a different brand of PLCS, but the brands use the same programming language. However, having two different type of equipment available will allow for a better learning experience for the students.

There are many periods of the day when the labs in the Applied Science Building at the MLK campus are underutilized. This underutilization will allow the SAC courses to be integrated into the SPC course scheduling with little to no difficulty. Currently, there are two additional electronics labs available for the transfer of equipment from SAC to SPC.

## DESCRIPTION OF CHANGE

Program Objectives: The transferring of the Electronics Technology program would continue to provide students a strong education in computer electronics, communications electronics, and industrial electronics technology. The students would be prepared to extend their theoretical and practical knowledge in the field of electronics. Students will receive appropriate safety training, problem-solving, teamwork, oral and written communication, and job search skills. The program will continue to provide the student with practical internships with local businesses and manufacturers to provide real life experiences in the Electronics career field in preparation for full time employment after graduation.

Curriculum: The transferring of the program would continue to require students to complete 60-72 semester hours which includes 47 semester hours in technical courses from the Workforce Education Course Manual and 15 semester hours from the Lower Division Academic Course Guide Manual (ACGM). Transferring the program would require implementation of 12 new courses to the college in topics such as electricity principles, electronics problems, technical programming, solid state circuits, digital computer circuits.. The program would also incorporate existing academic courses in computation, social science, humanities, communication and natural science. See Appendix for a complete listing of courses. A practicum/internship would be used to verify workplace competencies. Students successfully completing the program would be awarded the Associate of Applied Science degree in one of the three degree options or a level I certificate, or one of the three marketable skills certificates options.

Admission and graduation requirements for the students in this transferred program will remain the same as the are set by the program being offered at SAC.

The program will be administered by the Chair of the Electronics and Information Technology Department under the Dean of Applied Science and Technology. The Chair will adhere to procedures set forth by the Vice President of Academic Affairs and the St. Philip's College Curriculum Committee. Curriculum will be guided by an advisory industry committee as set forth by (THECB). The advisory committee will meet at least once a year to evaluate the program and make changes to curriculum or other aspects of the program under the committee's control. All changes to the program will be channeled through the St. Philip's College Curriculum Committee, Alamo College Curriculum Committee and THECB for approval.

## FACULTY

In addition to the full-time faculty already on staff, we will be transferring from SAC two full-time faculty members to meet the needs of the program. The faculty transferring from SAC will be fully integrated into the Electronics and Information Technology department's teaching rotation as there are not enough students enrolled in the courses being transferred from SAC to provide a full load. Initially, the transferring faculty will teach a combination of SAC and SPC courses. We don't expect this will have an impact on the teaching loads for SPC faculty because of the growth of the SPC Electronics program and the addition of the Power Generation and Alternative Energy program. We will be teaching a full complement of courses for the first time this spring. Eventually, the faculty from both programs will be utilized regardless of where they began their career at the Alamo Colleges.

With the additional full-time faculty members and availability of the current faculty, we do not anticipate the transferring of the program will have an impact on current faculty teaching loads. A complete roster of faculty who will be teaching classes in the Electronics Technology program is provided in Appendix C. The table provides the listing of courses to be taught, the academic degrees, and additional qualifications.

## 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 currently has books, periodicals, and electronic media to support the current electronic programs in Computer Maintenance, Computer Maintenance with Network Specialization, Biomedical Equipment Technology and Power Generation and Alternative Energy. Periodicals that were purchased specifically for the Electronics Program at SAC can be transferred seamlessly to SPC. 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
- Copy Machines
- Current Magazines and Periodicals
- Individual and Group Study Areas

- Full-Text Microfiche
- Music CDs

St. Philip's College students can request information and research related needs through an online "Ask a Librarian" service. This service is available 24/7 for research assistance within 24 hours. In addition, there is a chat service available. Faculty and students can request library instruction training. Available to students are Library Guides compiled by the librarians to assist students with their research and provide subject-specific guides and other resourceful information.

Library and Media Services for the Southwest Campus are currently housed in Bldg 1, adjoining Rooms 140A, 140B, and 141. Room 141 houses 12 public computers. Each computer has a fast Internet connection and Microsoft Office 2007. The library at SWC is staffed with one professional librarian and one para-professional. As a result new programs and other programs coming online, the library facility at Southwest is being renovated and enhanced with a larger Media Services component and includes a library instruction classroom, individual and group study rooms, additional computer and study stations.

Slated to be included in the new library are an enclosed photocopy services area for student use and a Media Production suite equipped with technology so students can create multimedia information sources for classroom presentations. Also included is an expanded Circulation/Reserves/Interlibrary Loan area to meet the expected increase and demand for these services. In addition, library faculty offices were added to accommodate current and increased library services to accommodate these programs.

The current library maintains a collection of almost 70 print magazines, journals, and newspapers. Titles include both career related sources, such as *Aerosafety World*, *American Statistician*, *Brake & Front End*, *Construction Equipment*, *Modern Woodworking*, *Light Plane Maintenance*, as well as leisure reading materials such as, *U.S. News & World Report*, *Hispanic, Latina*, *Ebony*, and *Sports Illustrated*. To support college faculty and classroom instruction, the library also subscribes to *Community College Journal*, *College Teaching*, and *Mathematics Teacher*. Our materials are based on the requests of faculty and to meet the needs of library patrons. Each department has a librarian assigned to work with the classroom faculty in collection management as well as library instruction.

## PHYSICAL RESOURCES

Currently, there is adequate space in the Applied Science Building at the MLK campus to house the program transferring from SAC. The Electronics and Information Technology department has 7 classrooms, 30x40, and 6 classrooms, 40x50, and one classroom, 20x30. Two additional classrooms will be allocated to the department for transferring the programs. Additionally, the department has allocated to it three 40x50 classrooms at the SW campus, which will also house the Power Generation and Alternative Energy program. These rooms will be used to transfer workbenches, test equipment, trainers, and supplies from SAC.

## FINANCIAL SUPPORT

Funding for the both the SPC and SAC program comes from three sources: tuition, state contact hour reimbursement, and tax revenue. Transferring the program from SAC is expected to eliminate funding for the program without appreciably increasing the expenditures for SPC. This elimination will result in a net reduction in cost.

Total Projected revenue for 3 years: \$1,630,500

Tuition and Fees	\$450,500 (125 students X \$3604 tuition)
Local Funding	\$0
State Funding	\$1,180,000 (125 students X 1600 contact hours X \$5.90)
Facilities:	\$0
Equipment:	\$30,000
Equipment Upgrade:	\$50,000

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 Electronics and Information Technology Department. No additional management oversight will be required.

Any additional funds needed for the program will be provided through the department's yearly 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, then they are evaluated every other year. Chair's evaluate the progress of the instructor toward tenure and promotion at this time.

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

**Student surveys.** 100 percent of a nontenured faculty classes and 50 percent of tenured faculty 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.

**Practicum assessment by employers.** Each student who completes a workforce program engages in a practicum experience where they complete at least 224 hours on-site with a

local employer. The employer evaluates the student and the program to determine if the college is meeting their expectations.

Quality Enhancement Program. We are in the third 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 affects learning outcomes.

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.