



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 Occupational Safety and Health 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: Occupational Safety & Health 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 (SPC) currently does not offer any certificates or degrees related to the proposed transfer program, Occupational Health and Safety Technology (OHST).

**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. Objectives and specific aspects of the OHST program are integral parts of every Applied Science and Technology degree or certificate program. There is a significant overlap between the OHST program and the 'hard hat' degree programs currently being offered at SPC, specifically in the Allied Construction Trades department (Architectural Drafting, Electrical Trades, Air Conditioning, Heating & Refrigeration, Home Building, and Plumbing). 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.

The College has close working relationships with business and industry partners in Occupational Safety and Health throughout San Antonio and the surrounding cities: H.B. Zachary Co., USAA Safety and Environmental Affairs Unit, Hartford Insurance, VIA Metropolitan Transit, Six Flags Fiesta Texas, Sea World San Antonio, Tesoro Companies, Inc., Joyco Safety Inc., UT Health Science Center, Houston, and Associated Builders & Construction, Inc. This includes a strong working relationship and funding from the Texas Tech Prep program for high school dual credit students.

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## ABSTRACT

St. Philip's College (SPC) is seeking approval for the transfer and implementation of an existing program, Associate of Applied Science in Occupational Safety and Health Technology (OSHT); offered at San Antonio College, 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 15 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 three certificate programs. Students enrolled in this program will be able to obtain Associate of Applied Science degrees in Occupational Safety and Health Technology –Safety and Health Management, Occupational Safety and Health Technology –Industrial Hygiene Management, Occupational Safety and Health Technology –Safety Engineering. In addition, the College will offer a Level I Certificate in

Occupational Safety and Health Technician, and a Marketable Skills Certificates in Occupational Safety and Health Technology - Hazmat Response Planning. See Appendix A for course information.

The College is targeting two groups of prospective students with this program. We expect to recruit from local school districts for our students. The other group we are targeting includes workers currently employed in the heavy industry, construction, and manufacturing sectors. It is anticipated these workers will pursue certificates as a means to advance in their current field or to transition into technical or supervisory positions. We anticipate an increase in the demand for training with the increases in manufacturing and construction in the local community.

## BACKGROUND INFORMATION

The College currently does not offer a similar program as the OSHT program in the Allied Construction department; however, the transfer of this program will not impact the mission and goals of the College or the primary mission of the department. The OSHT's 'ten-card' safety program is a mainstay in all industrial or 'blue collar' programs taught at St. Philip's College. The College plan to incorporate more of the OSHT program content into its existing Allied Construction programs currently being offered. This will allow the College to 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 plans. 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 Occupational Safety and Health Technology program as an effort to improve services to the community and reduce programmatic costs. While student enrollment in the program continued to grow, there were no similar or associated programs at SAC. SPC offers a multitude of Applied Sciences programs which incorporate varying aspects and objectives of the OSHT program. Currently, SPC's Manufacturing, Construction, and Transportation programs stress workplace and worker safety throughout the programs' course offerings, and especially in the beginning and lab-oriented courses. In the Manufacturing Academy program, for example, first semester students will receive instruction facilitating their certification for an OSHA Safety "Ten-Card", a basic safety qualification required for employment in the manufacturing industry, and will be trained in safety tenets allowing them to test for Phase I (Safety) of the MSSC certification.

In Spring, 2009 the administration at both SPC and SAC met to discuss transferring the program 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 Allied Construction Trades 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 if 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 this programs, as well as additional opportunities for current and prospective students. The one faculty members from SAC who will transfer to SPC is approved by the District to teach a majority of the courses currently being offered, and planned for SPC, in the Occupational Safety and Health Technology program. See Appendix C for a listing of courses. Specific and related course objectives will be incorporated into most of the existing technical programs offered at SPC, and specifically at the Southwest Campus, the new home for the OSHT program.

There are many periods of the day when the labs at the SWC campus are underutilized. This underutilization will allow the OSHT courses to be integrated into the SPC course scheduling with little to no difficulty.

## DESCRIPTION OF CHANGE

Program Objectives: The OHST program will provide students a strong education in occupational safety and related disciplines to prepare them for a career in a variety of heavy and light industries. The students would be prepared to prevent or correct unsafe working conditions. To students will gain knowledge of industrial processes, hazardous materials, and loss control analysis. Students will learn how to investigate accidents and near accidents to determine causes and to provide preventive measures. In addition, students will receive appropriate safety training, problem-solving, teamwork, oral and written communication, and job search skills.

Curriculum: The program would require students to complete 60-72 semester hours which includes at least 47 semester hours in technical courses from the Workforce Education Course Manual (WECM) and 15 semester hours from the Lower Division Academic Course Guide Manual (ACGM). The program would require the transfer and implementation of 19 new courses to the college in topics such as hazardous waste operations and emergency response, safety training presentation techniques, inspection and investigation, industrial chemical processes, industrial hygiene applications, environmental toxicology, principles of safety engineering, and OSHA and DOT regulations. The program would also incorporate existing academic courses in computation, social science, humanities, communication and natural science. See Appendix A for a complete listing of courses. 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 and two 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 Allied Construction 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 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 transferring from SAC, we will utilize two additional adjunct faculty members with training and experience in OSHA-related material and industry to meet the needs of the program. Our initial enrollment goal of 18-20 students per year is modest and will provide a full teaching load for the new full-time faculty. With the additional full-time faculty members and availability of the adjunct faculty, we do not anticipate the program will have an impact on current faculty teaching loads. A complete roster of faculty who will be teaching classes in the OSHT program is provided in Appendix B. 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

The College's SW Campus will be renovated to house the new program in Occupational Safety and Health Technology. The physical resources will include:

- Two classrooms. Each classroom will be approximately 30' X 50' and will be equipped with seating for 25 students and storage accommodations for the miscellaneous equipment not attached to a specific trainer.
- Access to existing computer labs, able to accommodate 25 students, for internet and library research, and preparation of lab assignments.

## FINANCIAL SUPPORT

Funding for the program will come 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: \$1,262,688

Tuition and Fees            \$403,648 (112 students X \$3604 tuition)

Local Funding                \$0

State Funding                \$859,040 (112 students X 1300 contact hours X \$5.90)

Facilities:                    \$0

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 Constructions 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.