



May 7, 2018

Dr. Adena Williams Loston  
President  
Saint Philip's College  
1801 Martin Luther King Drive  
San Antonio, TX 78203

Dear Dr. Loston:

Thank you for your letter of December 15, 2017, transmitting the prospectus concerning the conversion of the Continuing Education Certified Nursing Aide clock hour program to the Level 1 Certificate Nurse Aide for Health Care credit hour program, effective fall 2018.

The Level 1 Certificate in Nurse Aide for Health Care, which is consistent with the mission of Saint Philip's College, will be converted from a clock hour continuing education program to a 16 credit hour program. The Certificate prepares individuals to perform routine nursing services in hospitals or long-term care facilities under the supervision of a registered nurse or licensed practical nurse. The program is designed to be completed in a single semester with an expected initial cohort of 20 students. Instructional delivery will include face-to-face interactions, laboratory skills, and external clinical experiences. Upon completion of the Level 1 Certificate, students will be eligible to take the National Nurse Aide Assessment Program Examination and will earn credit hours that may be transferred to the College's Vocational Nursing program.

The method for converting clock hours to credit hours was provided and is consistent with Texas Administrative Code statutes and the Department of Aging and Disability Services regulations. A chart showing alignment between the previous clock hours and the newly converted credit hours was included. The Certificate program received approval in 2016 from the Saint Philip's College Curriculum Committee, the Alamo Colleges District Curriculum Council, and the Texas Higher Education Coordinating Board. A comprehensive list of all other programs offered by Saint Philip's College was included, along with a list of approved off-campus instructional sites.

Admissions and graduation requirements were provided. The curriculum, course descriptions, and student learning outcomes were also provided. Course and program assessments will utilize a variety of methods that ensure comprehension of the material and practical application of skills. These include examinations, clinical evaluation tools, and certification pass rates. The program will be integrated into the College-wide institutional effectiveness process, which was described in detail. Administrative oversight will be provided by the Program Director, who reports to the Dean of Health Sciences.



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The Faculty Roster describes the qualifications of the three full-time faculty members who will support the Certificate program. Each faculty member has a graduate degree in nursing, and is currently licensed as a Registered Nurse. The faculty members appear qualified to teach their assigned courses. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.

Students enrolled in the Nurse Aide for Health Care program will have access to the Saint Philip's College library as well as all libraries within the Alamo Colleges District. The Saint Philip's Library provides a substantial collection of nursing-related books, periodicals, and databases that are available in multiple formats including print, microform, audiovisual, and electronic. The library's website provides links to the online catalog, electronic databases, and eBook collections that are available 24 hours a day. Students may also borrow materials from other locations across the state as part of the TexShare inter-library loan program. The library's reference area has 49 computers for student use, professional librarians to provide assistance, and iPads available for check-out. Library resources appear to be adequate.

Student support services also appear to be adequate. Along with standard academic support services such as financial aid, student records, and admissions, the College provides support to students through academic advising, counseling, disability services, tutoring, and technology helpdesks. Students have access to the MathWorld, the Reading Lab, or the Rose R. Thomas Writing Center for personalized instruction in each area. The Career and Transfer Services Office assists students with career development or long range educational goals. Support services are available to all students on campus and also online through the College website.

The physical resources appear to be adequate to support the program. The Nurse Aide for Health Care program will be housed in the Center for Health Professions building which has 116,341 total square feet of academic space on the College's main campus. Didactic courses will be taught in classrooms; laboratory and clinical instruction will occur in the Frank Bryant Simulation Lab and in community long-term care facilities. The simulation lab consists of four large Intensive Care Unit hospital rooms that are equipped with high fidelity patient manikins and audio/video capture capability. Simulated clinical experiences can be conducted from a centralized control room, recording student performance for later review and assessment.

Financial support for the program appears to be adequate, and a sample budget with estimated revenues and expenses was provided. First year revenue from the Nurse Aide for Health Care



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program is projected to be approximately \$69,573 with expenses of \$48,446. Funds will come from the state appropriations, student tuition and fees, and other resources such as Ad Valorem taxes.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the conversion of the Continuing Education Certified Nursing Aide clock hour program to the Level 1 Certificate Nurse Aide for Health Care credit hour program. It was the decision of the Board to approve the conversion from clock to credit hours and include the credit hour program in the scope of the current accreditation.**

Enclosed is an invoice for \$500 to help defray the cost of review of the prospectus.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/SKO:iy

Enclosure

Cc: Dr. Maria Hinojosa, Director of Institutional Planning, Research, & Effectiveness  
Dr. Patricia L. Donat