2017

San Antonio College
ABFSE Self-Study Onsite Documentation

May 2017

ABFSE SELF-STUDY ONSITE DOCUMENTATION

STANDARD 1 – Organization and Administration

- 1.1 - Documentation that the sponsoring institution is approved by the state in which it is located to offer the diploma or degree for which it seeks accreditation.
  - The Southern Association of Colleges and Schools
- 1.2 a - Sample of written agreements
- 1.2 b - List of written agreements
- 1.3 a - Alamo Colleges Board of Trustees and Advisory Board Members
  - Meeting Agendas
  - Meeting Minutes
  - Board Policies
- 1.4 – Program's e-Learning approval
- 1.5 – Faculty and student training support for e-Learning

STANDARD 2 – ORGANIZATION AND ADMINISTRATION

- 2.1 - An organizational chart of the College
- 2.2 - Authority and responsibility of each organizational component of the sponsoring institution
  - College President
  - Administration
- 2.3 - Written documentation of the teaching load of the program director
- 2.4 -A certified transcript of the graduate degree(s) of the program director
  - Original documents available onsite

STANDARD 3 - AIMS AND PURPOSES

- 3-1 - Published document(s) containing aims and objectives

STANDARD 4 - ADMINISTRATIVE PRACTICES AND ETHICAL STANDARDS

- 4.1a - Personnel Manual
- 4.2 - Personnel policies assuring
  - a. Equal employment opportunity
  - b. Policies for equal consideration for admissions
- 4.3 - Copies of publications and advertising
- 4.4 - Written policies of
  - 4-4 a - Due process for students
  - 4-4 b - Due process for faculty
  - 4-4 c - Due process for staff
  - 4-4 d - Grievance procedures
  - 4-4 e - Disciplinary policies
  - 4-4 f - Sexual harassment policies

STANDARD 5 - FINANCE

- 5.1 – Schedule of Tuition and Fees
- 5.2 – Current (audited) financial statement
- 5.3 – Evident that student technology costs are reasonable
  - SAC Technology Store
  - San Antonio College Technology Deals - Free Microsoft Office 365 for registered students and active employees
- 5.4 – Updating of technologies for any e-learning courses or programs

STANDARD 6 – CURRICULUM

- 6.1 – Documentation of student clinical requirements (i.e. embalming records, entry level of competency)
  - Assessment of Entry Competencies
  - Assessment of Exit Competencies
  - Student Embalming Training Report
  - Embalming Case Report
- 6.2 – Documentation of number of credits in each of the ABFSE required areas
- 6.3 – Preceptor training and competency
- 6.4 – Embalming Handbook not employed by the Program
- 6.5 – List of off-campus sites
  - Off-campus site inspection
- 6.6 – Delivery modality for Program courses (on-campus, online, blended)
- 6.7 – Documentation of how students are evaluated
- 6.8 – A curriculum outline and/or course syllabus for each course offered with written course objectives
- 6.9 – Course syllabi

STANDARD 7 – FACULTY

- 7.1 – Faculty handbook
  - Section 4: Employment Policies - Grievance Procedures (p. 56)
  - Section 6: Faculty Promotion and Rank (p. 63)
  - Section 7: Tenure (p. 67)
- 7.2 – Official transcripts (full and part-time faculty)
  - Available onsite only
- 7.3 – Qualification of faculty in specified areas (i.e., embalming, etc.)
- 7.4 – Written documentation
  - Student-teacher ratios
  - Laboratory sessions
  - Clinical embalming

STANDARD 8 – FACILITIES

- 8.1 a Copies of all licenses for all instructional sites
  - Available onsite only
- 8.2 Written affiliation agreements with each off-campus instructional site
  - Available onsite only
- 8.3 Written documentation that all off-campus facilities satisfy federal, state, and local health and safety regulations.

- 8.4 Copies of all adjunct appointment letters given to personnel working at off-campus sites including the roles and responsibilities of all adjunct faculty member.
  - o Not applicable

STANDARD 9 – LIBRARY/LEARNING RESOURCES

- 9.1 - Library's Mission, Goals, and Objectives
- 9.2 - Library's Policies and Procedures
- 9.3 - Holdings in funeral service
- 9.4 – Program-specific services offered through the library
  - o Designated library liaison to the Mortuary Science Program- Tom Bahlinger
  - o Library Instruction
- 9.5 – Services available through the library taking courses at distance

STANDARD 10 – STUDENTS

- 10.1 Student handbook
- 10.2 Published policies regarding
  - o 10.2 a(1) Grading
  - o 10.2 a(2) Academic progression
  - o 10.2 a(3) Graduation
  - o 10.2 b Attendance
  - o 10.2 c Procedures insuring safety of students
  - o 10.2 d Health services information for students
  - o 10.2 e Services for personal and/or academic problems
  - o 10.2 f Extracurricular opportunities for students
- 10.3 – Services for e-Learning students
  - o Not applicable for the program. All courses are taught on-campus

STANDARD 11 – PROGRAM PLANNING AND EVALUATION

- 11.1 – Prior Self-Study, Self-Study report, letter(s) from COA, and actions taken to address stipulations.
- 11-2 – Focused Visit Materials
  - o Strategic Plan to improve student performance on the NBE.
- 11.3 a Program Planning and Assessment - San Antonio College
- 11.3 b Program Planning and Assessment - Mortuary Science Department
- 11.4 Copies of Student Evaluations
- 11.5 a Survey of Graduates - San Antonio College
- 11.5 b Survey of Graduates - Mortuary Science Department
- 11.5 c Survey of Employers - Mortuary Science Students
- 11.6 – Pass rate of seven years
- 11.7 – Seven year rates of
  - o 11.7 a(1) Graduation rates - Texas Higher Education Coordinating Board
  - o 11.7 a(2) Graduation rates - San Antonio College
  - o 11.7 b(1) Job Placement Rates - Texas Higher Education Coordinating Board
  - o 11.7 b(2) Job Placement Rates - San Antonio College
- 11.8 – Evidence of supervisory evaluation of the program director and the faculty
  - o Available onsite only

STANDARD 12 – DEFAULT RATES UNDER TITLE IV

- Only applies to single-purpose non-regionally accredited programs

STANDARD 13 – STUDENT COMPLAINS

- Written procedures for student complaints
  - o There are no complaints to report during this re-accreditation period

STANDARD 14 – PROGRAM LENGTH, TUITION, AND FEES RELATED TO SUBJECT MATTER TAUGHT
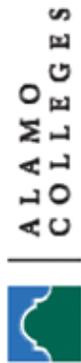- Only applies to single-purpose non-regionally accredited programs

STANDARD 15 – PROGRAM LENGTH IN CREDIT OR CLOCK HOURS
- Only applies to single-purpose non-regionally accredited programs

EXHIBITS

EXHIBIT 1 – ALAMO COLLEGES ORGANIZATIONAL CHART

Alamo Colleges Organization Chart

EXHIBIT 2 – APPLICANT AND ENROLLMENT DATA FOR THE PAST THREE YEARS

BY ETHNICITY AND GENDER

BY AGE