



December 13, 2018

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

Dear Dr. Wheelan,

In keeping with the Southern Association of Colleges and Schools' Principles of Accreditation: Foundations for Quality Enhancement, St. Philip's College is pleased to notify you of a programmatic substantive change anticipated for fall 2019. The change relates to Substantive Change Procedure One: The Review of Substantive Changes Requiring Approval Prior to Implementation.

St. Philip's College requests SACSCOC approval to expand the current Level 2 Certificate Histologic Technician to an 80-week Associate of Applied Science Histologic Technician Program, as detailed in the prospectus.

This program gained approval from St. Philip's College Curriculum Committee and Alamo College [District] Curriculum Council on November 12, 2018 and from the Alamo Colleges District Board of Trustees on December 11, 2018 (Appendix B and C), and is pending Texas Higher Education Coordinating Board (THECB) approval.

I look forward to working with you and your staff to ensure that St. Philip's College continues to comply with the Commission's guidelines. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink that reads "Adena Williams Loston" followed by a stylized monogram.

Adena Williams Loston, Ph.D.
President

cc: Maria Hinojosa, Ed.D. SACSCOC Accreditation Liaison, St. Philip's College

Cover Sheet for Submission of Substantive Changes Requiring Approval

COMPLETE ONE FORM PER PROSPECTUS OR APPLICATION SUBMITTED.

For questions about this form, contact the Substantive Change Office at 404.679.4501, ext. 4526, or email Dr. Kevin Sightler at ksightler@sacscoc.org

Complete, attach to submission, and send to:
 Dr. Belle Wheelan, President
 Southern Association of Colleges and Schools
 Commission on Colleges
 1866 Southern Lane
 Decatur, GA 30033

OFFICIAL NAME OF INSTITUTION

MAIN CAMPUS CITY + STATE (OR NON-U.S. COUNTRY)

SUBMISSION DATE
(MM/DD/YYYY)

INTENDED STARTING
DATE (MM/YYYY)

Type of change (check the appropriate boxes)

New program at the current degree level that is a significant departure from current programs

FULL NAME OF PROPOSED PROGRAM (E.G., CERTIFICATE IN CYBER SECURITY, BACHELOR OF SCIENCE IN CIVIL ENGINEERING)

New off-campus instructional site where 50% or more of a program's credits are offered

SITE NAME

CITY

STATE

STREET ADDRESS

ZIP

COUNTRY

Will the site be a **branch campus?** (see Substantive Change Policy, p. 16, for definition) Yes No

Distance delivery: approval of the institution to offer 50% or more of programs electronically for the first time

Competency-based educational program in which 50% or more of the credit is offered by direct assessment (see "Direct Assessment Competency-based Educational Programs" policy)

Closing a program, instructional site, or institution

Type of closure:

Program closure

Site closure

Institution closure

Degree Level Change (see Substantive Change Policy, p. 15, for definitions; for changes from Level III to IV and from Level V to VI, an Application is not required; contact Commission staff for guidance)

FROM LEVEL

TO LEVEL

TO OFFER (E.G., BACHELOR OF SCIENCE IN COMPUTER SCIENCE)

Merger / consolidation, program acquisition, or site acquisition

NAMES AND ACCREDITORS OF ALL INSTITUTIONS

DESCRIPTION

Change of governance, ownership, control, or legal status

NAMES AND ACCREDITORS OF ALL INSTITUTIONS

DESCRIPTION

Other (PLEASE DESCRIBE)

OFFICE USE ONLY

On sanction | date imposed: _____
 Sanction recently removed for CR 2.11.1
 or CS 3.10.1 | date removed: _____

Institutional ID

ST. PHILIP'S COLLEGE

1801 Martin Luther King Drive, San Antonio, Texas 78203

SACSCOC Substantive Change Prospectus



Substantive Change Prospectus
for approval of a new Associate of Applied Science degree program

Prepared by St. Philip's College

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



ALAMO COLLEGES DISTRICT
St. Philip's College

Substantive Change Prospectus
Implementation of a New Associate of Applied Science (AAS) Degree Program
Fall 2019: Histologic Technician Program

Prepared by St. Philip's College,
San Antonio, Texas

Submitted to Southern Association of Colleges and Schools
Commission on Colleges

December 13, 2018

Contact for questions regarding the prospectus

Dr. Maria Hinojosa
Director of Institutional Planning, Research and Effectiveness
(210) 486-2897
chinojosa32@alamo.edu

List Degrees the institution is authorized to grant

- **Associate of Arts**
- **Associate of Science**

St. Philip’s College is authorized to grant the **Associate of Applied Science** degree in the following areas:

Advanced Manufacturing Technology	Electrical Trades
Air Conditioning and Heating	General Motors Automotive Service Educational Program
Aircraft Technician Airframe	Health Information Technology
Aircraft Technician Powerplant	Hospitality Management
Automated Industrial Process	Hotel Management
Automotive Technology - Option II Ford	Information Technology Cybersecurity Specialist
Automotive Technology	Information Technology Network Administrator
Baking and Pastry Arts	Invasive Cardiovascular Technology
Biomedical Engineering Technology	Manufacturing Operations Technician
Bookkeeping Specialist	Medical Laboratory Technician
Business Management and Technology	Nursing: Career Mobility – LVN to RN/Military to RN
CNC Manufacturing Technician	Occupational Therapy Assistant
Collision/Refinishing Technician	Office Systems Technology
Commercial and Industrial Refrigeration Technology	Physical Therapist Assistant
Computer Maintenance Technology with Cisco Specialization	Power Generation and Alternative Energy
Computer Maintenance Technology	Radiography Technologist
Construction Business Management	Respiratory Care Technology
Construction Technology	Restaurant Management
Culinary Arts	Surgical Technology
Diagnostic Medical Sonography	Vision Care Technology
Diesel Construction Equipment Technician	Web and Mobile Developer
Diesel/Light to Heavy Truck Technology	Welder/Welding Technologist

Early Childhood and Family Studies	
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St. Philip's offers the following **Fields of Study (FOS)**:

- Associate of Arts in Teaching - EC-6, 4-8, EC-12 Special Education FOS
- Associate of Arts in Teaching 7-12 and Other EC-12 FOS
- Business FOS
- Computer Science FOS
- Criminal Justice FOS
- Mechanical Engineering FOS (Voluntary Transfer Compact)
- Mexican-American Studies FOS
- Music FOS
- Speech Communication FOS

St. Philip's College is authorized to grant **Level 2 Certificates** in the following programs/majors:

- Aircraft Mechanic Airframe
- Aircraft Mechanic Powerplant
- Early Childhood and Family Studies
- Histologic Technician
- Power Generation and Alternative Energy
- Vocational Nursing

St. Philip's College is authorized to grant **Level 1 Certificates** in the following areas:

Advanced Diesel Heavy Equipment	Hospitality Management Fundamentals
Aircraft Structures Mechanic	Hotel Limited Service Property Management
Aircraft Turbine Mechanic	Hotel Rooms Division
Artisan Breads & Specialty Desserts	Industrial Maintenance
Automotive Heating and Air Conditioning Specialist	Inert Gas GTAW/GMAW Welder (MSGW)
Automotive Performance Specialist	Information Technology Cybersecurity Specialist
Automotive Technology	Manufacturing Operations Maintenance Mechanic
Baking Principles	Manufacturing Skills Trade Helper
Brake and Front End Specialist	MCSE: Server Infrastructure
Cake Decorating	Nurse Aide for Health Care
Catering Management	Office Applications Specialist (OAS)
Chocolates and Plated Desserts	Payroll Specialist
Cisco Systems Networking	Plumber's Helper
CNC Operator	Plumbing Trades

Collision Technology	Principles of Hotel Food and Beverage Management
Computer Maintenance with Cisco Specialization	Production Tool Operator / Maintenance Assistant
Construction Technology	Refinishing Technology
Culinary Studies	Refrigeration
Diesel Heavy Equipment	Residential Air Conditioning Installation
Diesel/Light to Heavy Truck Technology Brake and Front End Specialist	Residential Air Conditioning Technician
Diesel/Light to Heavy Truck Technology	Restaurant Supervision
Electrical Trades	Small Business Management
Ford Maintenance and Light-Duty Repair	Structural/Pipe Layout
GM Light Maintenance Repair	Transmission Specialist
	Web and Mobile Developer

St. Philip's College is authorized to grant **Occupational Skills Achievement Awards** in the following programs/majors:

Air Conditioning Systems - Installation	Electronics Assistant
Air Conditioning Systems - Service	Human Patient Simulation Technology
Aircraft Technology	Information Technology Specialist
Android Application Developer	Leadership Theory & Practice
Cloud Computing	Power Generation and Alternative Energy
CompTIA Linux+ Certification Preparation	Project Management
CompTIA Security + Certification Preparation	Retail Management
Cyber First Responders	Social Media Specialist
Diesel/Light to Heavy Truck Technology Mechanic Helper I	Web Designer Apprentice I
Diesel/Light to Heavy Truck Technology Mechanic Helper II	Web Designer Apprentice II

Enhanced Skills Certificate

- Automotive Specialized Tuning and Enhancement Program, Enhanced Skills Certificate
- Computed Tomography Enhanced Skills Certificate
- Healthcare Technology Management Enhanced Skills Certificate
- Magnetic Resonance Imaging Enhanced Skills Certificate
- Medical Imaging Technology Enhanced Skills Certificate

List certificate, diploma and degree programs related to the proposed program

Histologic Technician Level 2 Certificate program

List of existing approved 50% off-campus sites and their addresses

Name of Site	Physical Address (street, city, state, country) Do not include PO Boxes.	Courses and Programs
St. Philip's College-Southwest Campus	800 Quintana Road San Antonio, TX 78211	General Academic Courses
Central Texas Technology Center (CTTC)	2189 FM 758 New Braunfels, TX 78130	General Academic and Vocational Courses
Memorial Early College High School with St. Philip's College	1419 N. Business IH-35 New Braunfels, TX 78130	General Academic Courses
Brackenridge Early College High School	4900 Eagleland Drive San Antonio, TX 78210	General Academic Courses
Seguin Early College High School	815 Lamar Street Seguin, TX 78155	General Academic Courses
Canyon High School	1510 IH 35 North New Braunfels, TX 78130	General Academic Courses
Canyon Lake High School	8555 RM 32 Fischer, TX 78623	General Academic Courses
Samuel Clemens High School	1001 Elbel Road Schertz, TX 78154	General Academic Courses
Judson High School	9142 FM 78 Converse, TX 78109	General Academic, Technical and Vocational Courses
La Vernia High School	225 Bluebonnet Rd. La Vernia, TX 78121	General Academic Courses
Navarro High School	6350 North State Hwy 123 Seguin, TX 78155	General Academic Courses
Smithson Valley High School	14001 Hwy 46 West Spring Branch, TX 78070	General Academic Courses
Byron P. Steele II High School	1300 FM 1103 Cibolo, TX 78130	General Academic Courses
Automotive Technology Academy	3736 Perrin Central, Bldg. #4 San Antonio, TX 78217	Vocational Courses
Poteet High School	800 Leming Road Poteet, TX 78065	Vocational Courses
First Baptist Academy	1401 Pat Booker Road Universal City, TX 78148	General Academic Courses
Trinity Christian Academy	5401 North Loop 1604 East San Antonio, TX 78247	General Academic Courses
Vanguard Christian Institute	43360 IH 10 West Boerne, TX 78006	General Academic Courses

Earl Warren High School	9411 Military Drive West San Antonio, TX 78251	Vocational Courses
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List of existing 25% off-campus sites and their addresses

Fort Sam Houston	Army Education Center Bldg. 2268, Rm. 207 2478 Stanley Road Fort Sam Houston, TX 78234	General Academic, Technical and Vocational Courses
Lackland Air Force Base	1550 Wurtsmith St. Lackland AFB, San Antonio, TX 78236	General Academic, Technical and Vocational Courses
Randolph Air Force Base	301 B Street West Randolph AFB, San Antonio, TX 78148	General Academic, Technical and Vocational Courses
Agape Christian Academy	La Vernia Christian Teaching Center 10688 U.S. Hwy 87 West La Vernia, TX 78121	General Academic Courses
Alamo University Center (AUC)	8300 Pat Booker Road Live Oak, TX 78233	Vocational Courses
Westside Education Training Center (WETC)	563 Southwest 40 th Street San Antonio, TX 78237	Vocational Courses
Alamo Heights High School	6900 Broadway San Antonio, TX 78209	General Academic Courses
Bandera High School	474 Old San Antonio Hwy. Bandera, TX 78003	Vocational Courses
Bracken Christian Academy	670 Old Boerne Rd. Bulverde, TX 78163	General Academic Courses
G.W. Brackenridge High School	400 Eagleland Drive San Antonio, TX 78210	General Academic Courses
Calvary Chapel Christian Academy	2935 Pat Booker Rd. Suite 118 Universal City, TX 78148	General Academic Courses
Robert G. Cole High School	4001 Winans Rd. San Antonio, TX 78234	General Academic Courses
Thomas Edison High School	701 Santa Monica San Antonio, TX 78212	Vocational Courses
Floresville High School	1813 Tiger Lane Floresville, TX 78114	Vocational Courses
Gloria Deo Academy	1100 Bulverde Rd. Bulverde, TX 78163	General Academic Courses

Harlandale High School	114 East Gerald Ave. San Antonio, TX 78214	Vocational Courses
Highlands High School	3118 Elgin Ave San Antonio, TX 78210	Vocational Courses
Sam Houston High School	4635 East Houston St. San Antonio, TX 78220	Vocational Courses
Lanier High School	1514 W. Cesar E. Chavez Blvd. San Antonio, TX 78207	General Academic Courses
Lifegate Christian School	395 Lifegate Lane Seguin, TX 78155	General Academic Courses
Living Rock Academy	2500 Bulverde Rd. Bulverde, TX 78163	General Academic Courses
Lytle High School	18975 W. Farm to Market 2790 S. Lytle, TX 78052	Vocational Courses
James Madison High School	5005 Stahl Rd. San Antonio, TX 78247	Vocational Courses
John Marshall High School	8000 Lobo Ln. San Antonio, TX 78240	Vocational Courses
McCollum High School	500 W. Formosa Blvd San Antonio, TX 78221	Vocational Courses
Memorial High School	1227 Memorial St. San Antonio, TX 78228	Vocational Courses
San Antonio Christian High School	19202 Redland Rd. San Antonio, TX 78259	General Academic Courses
School of Excellence	Milton B. Lee Academy of Science and Engineering 1826 Basse Rd. San Antonio, TX 78213	General Academic Courses
Seguin High School	815 Lamar Street Seguin, TX 78155	General Academic Courses
South San Antonio High School	7535 Barlite Blvd. San Antonio, TX 78224	Vocational Courses
Southside High School	19190 Hwy 281 South #2 San Antonio, TX 78221	Vocational Courses
Southwest High School	11914 Dragon Lane San Antonio, TX 78252	Vocational Courses
Southwest Preparatory School	1258 Austin Hwy., Bldg. 1 San Antonio, TX 78209 6535 Culebra Road	General Academic Courses

	San Antonio, TX 78238	
St. Gerard Catholic High School	521 South New Braunfels Avenue San Antonio, TX 78203	General Academic Courses
Stockdale High School	500 South 4th Street Stockdale, TX 78160	General Academic Courses
Town East Christian High School	2030 Bible Street San Antonio, TX 78220	General Academic Courses
Karen Wagner High School	3000 N. Foster Rd. San Antonio, TX 78244	General Academic Courses
Veterans Memorial High School	7618 Evans Road San Antonio, TX 78266	General Academic Courses

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ABSTRACT

St. Philip's College Division of Health Sciences, Department of Health Sciences & Histologic Technician respectfully requests approval to convert the Level 2 Certificate Histologic Technician Program to an Associate in Applied Science (AAS) degree program. The planned implementation of this change is fall 2019. The Histologic Technician AAS will be completed in 80-weeks. The enrollment for the first cohort will be approximately 15 students.

Didactic courses in this program will be held at St. Philip's College Martin Luther King (MLK) campus, located at 1801 Martin Luther King Drive, San Antonio, Texas, 78203. The hands-on laboratory skills will also occur at St. Philip's College MLK campus. The external clinical portions of the academic program will be held at various health care facilities/laboratories throughout the local area to meet the student learning outcomes for the clinical assignments. The curriculum is designed with a total of 60 credit hours.

St. Philip's College Histologic Technician program is nationally accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and provides comprehensive instruction in a state-of-the art health professions laboratory facility that includes simulation activities for hands-on training. Instructional delivery methods will include didactic, laboratory skills, and external clinical experiences. Other methods of instruction will be incorporated in conjunction with the external clinical settings upon recommendation by the advisory committee and needs of the local laboratory community.

Background Information:

St. Philip's College is the only community college in the nation that is federally designated as a Historically Black College (HBCU) and a Hispanic-Serving Institution (HSI). St. Philip's College was founded in 1898 by the Episcopal Church as a sewing school for young black girls in the San Antonio area. From these humble beginnings, through extreme financial challenges during the depression, desegregation and the civil rights movement in the 1950s and 1960s, massive expansions in the 1970s, and into the present, St. Philip's College has become a pillar in the community and often is referred to as "a point of pride in the community." Over the last 120 years and with the shift from parochial school to public institution, St. Philip's College has developed a culture that respects diversity, provides a nurturing and supportive environment for students, and guides students toward academic excellence as well as development of marketable job skills.

The Histologic Technician program has graduated over 450 entry-level Histotechnicians since 1990 and is the only program in San Antonio that graduates up to 15 students annually. These students provide pathology laboratory employers with technicians to fill new job positions and employee retirements.

The American Society of Clinical Pathologists (ASCP) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) has mandated that all Histologic Technician (HT)

programs culminate in an associate's degree or 60 semester hours of college credit. This will allow graduates to take the National Histotechnician (HT) Certification examination sponsored by the American Society of Clinical Pathologists-Board of Certifications.

DETERMINATION OF NEED/RELATIONSHIP TO SPC MISSION

The proposed Histologic Technician AAS degree program will serve a dual purpose of: (1) offering students career preparation skills and knowledge, and (2) an educational pathway towards a baccalaureate degree. Upon completion of the Histologic Technician AAS degree program, students will be eligible to take the National Histotechnician (HT) certification examination by the American Society of Clinical Pathology (ASCP) and demonstrate workforce preparedness. Additionally, as students successfully complete the Histologic Technician AAS degree program coursework and obtain the National Histotechnician (HT) certification, this will give the students a more comprehensive pathway toward educational progression and career preparation. In this regard, the Histologic Technician AAS degree program targets health care students who wish to enter the workforce with a specialized laboratory skillset and have the opportunity to further their educational goals.

Students who complete the Histologic Technician AAS degree program have a greater potential for educational progression and career preparation, and are uniquely qualified to pursue advanced healthcare technical programs. In this regard, the Histologic Technician AAS degree program targets Health Care students entering the workforce seeking to obtain an accredited associate degree which focuses on a specialized clinical laboratory skillset.

Community Interest:

There are no similar Histologic Technician Program offered in San Antonio. Community members interested in obtaining an AAS Histologic Technician must relocate to the Houston area. The St. Philip's College Histologic Technician program is the only program in the Alamo region that is capable of graduating up to 15 students annually to meet employer's hiring needs and employee turnovers.

St. Philip's College Mission Statement reads:

St. Philip's College, founded in 1898, is a comprehensive public community college whose mission is to empower our diverse student population through educational achievement and career readiness. As a Historically Black College and Hispanic Serving Institution, St. Philip's College is a vital facet of the community, responding to the needs of a population rich in ethnic, cultural, and socio-economic diversity. St. Philip's College creates an environment fostering excellence in academic and technical achievement while expanding its commitment to opportunity and access.

St. Philip's College core competencies of quality instruction, student engagement, and community engagement are steeped within the mission. Quality instruction is imperative for St.

Philip’s College to effectively respond to the needs of business and industry. Business stakeholders and constituencies depend on St. Philip’s College to provide a reliable workforce who are skillfully trained and intellectually ready to perform effectively on the job. Four-year colleges also depend on St. Philip’s College to adequately prepare students for transfer to their institutions academically ready to achieve success. The St. Philip’s College external community depends on St. Philip’s College to prepare residents for the workforce and academic opportunity, while empowering students through personal educational growth, ethical decision-making, career readiness, and community leadership.

Key St. Philip’s College Strategic Objectives

#	Goal	Strategic Objective
1	Student Success	Provide academic and student support and align labor market-based pathways to achieve student completion
2	Leadership	Provide opportunities for St. Philip’s College students and employees to develop as leaders
3	Performance Excellence	Continuously improve our employee, financial, technological, physical and other capacities to enhance efficiency and effectiveness

PROGRAM PLANNING/APPROVAL

The steps of the program approval process have occurred in the following manner:

- St. Philip’s College/Alamo Colleges District Curriculum Committee approved the degree plan on November 12, 2018 (Appendix B and C)
- Alamo College District Board approved the program of study on December 11, 2018 (Appendix B and C).
- Texas Higher Education Coordinating Board (THECB), Pending Approval

DESCRIPTION OF THE SUBSTANTIVE CHANGE

The AAS Histologic Technician Program will prepare students for technical careers in the Histopathology Laboratory field. The program will provide students with hands on training in the histologic technician pedagogies. Students will possess the knowledge and technical skills to work as a Histotechnician. Students will gain extensive practical experience in many areas, including specimen grossing, tissue processing, routine/special tissue staining, tissue embedding, microtomy, microscopic slide cover slipping, laboratory informatics, and laboratory safety & administration.

Student Admissions

Students demonstrating interest in the Histologic Technician AAS degree program will be provided the following information regarding admission to the college and into the program:

Complete and submit the admission application to Alamo Colleges:

<http://www.alamo.edu/AlamoENROLL/>

1. Click on the appropriate type of student you will be. You will then receive a series of e-mails with directions on how to login to your Alamo Colleges Educations Services (ACES) account to view the "Start Here" Tab for next steps and required GO GAARR and TEST PREP modules if requested. The St. Philip's College school code is 003608.
2. Admission to St. Philip's College is required before you can apply to the Histologic Technician AAS degree program. The Apply Texas application is for admission to the college, not for admission into the Histologic Technician AAS degree program. Prospective students will need to complete a separate application process for the Histologic Technician AAS.
3. It is required that all Histologic Technician Program applicants follow the procedures below. Unsuccessful completion of all items within the mandated time-frame will preclude the application and therefore the application will not be considered for admission review.
 - Meeting criteria for selection does not guarantee admission to the program. Final selection will be based on the applicant pool and space available.
 - All applicants must complete all the course prerequisites prior to submitting their applications. For questions or concerns pertaining to the prerequisites, please contact the program director.
 - All prerequisites must be completed with a grade of "C" or higher. These courses are: BIOL 2404 Human Anatomy and Physiology (both BIOL 2401 & 2402 may replace BIOL 2404)
 - Complete application packets for the program must be mailed and postmarked by USPS no later than July 15th for entry in to the fall semester class (see application checklist for mailing instructions).
 - Completion of the TEAS exam
 - Submission of all official transcripts from all colleges attended (see application checklist for more information)

By submitting an application packet, an individual verifies that he/she has:

- 1) Read the web page
 - 2) Obtained all necessary documents
 - 3) Understood the procedures to be followed for admission into the Histologic Technician program.
4. Gather all required application documents: proof of immunizations, copy of picture ID and Social Security Card, drug screen protocol and criminal background check (this is due no later than two (2) weeks before clinical).
 5. Submit completed application in person or by mail no later than July 15th for entry in to the fall semester class to St. Philip's College Health Science & Histologic Technology Department, 1801 Martin Luther King Dr., San Antonio, TX 78203. Do not submit original

immunization documents.

6. Histologic Technician Program faculty are the lead faculty responsible for reviewing applications for completeness.
7. You will be notified by email of the status of your Application for Admission.
8. If your application is approved:
 - We will send your acceptance letter to the email address provided on this application.
 - The email will contain specific orientation, registration and payment instructions.
 - You must be registered and paid at least 3 days prior to the first day of class.
9. If your application is denied:
 - We will send a notice to the email address provided on this application.

Program Goal, Student Learning Outcomes and Objectives:

Goal: To prepare the student with a specialized clinical laboratory skillset to perform as a Histotechnician. The program will facilitate the development of ethical, competent entry-level Histotechnicians. The program will emphasize general histology disciplines, professional behaviors, technical skills training and life-long learning. The graduates will possess the knowledge, skills, and abilities essential for employment as a Histologic Technician in healthcare facilities.

Student Learning Outcomes:

After completing this program students will be able to:

1. Appropriately process tissue specimens to prepare them for specific analysis
2. Perform testing procedures according to the standard lab operating procedures
3. Utilize safety procedures in handling specimens, equipment, chemicals, and infectious materials.
4. Use and maintain instrumentation and equipment with care and according to standard operating procedures defined by the laboratory.
5. Organize and perform more than one procedure at a time with precision and accuracy.
6. Accurately and effectively perform processing, embedding, microtomy, and staining techniques.
7. Use correct technical and medical terminology.
8. Determine expected outcomes for a procedure and recognize any sources of error.
9. Identify cellular and tissue components, as well as, organisms in pathological specimens.
10. Demonstrate appropriate safety measures when utilizing chemicals.
11. Demonstrate understanding of quality assurance and quality control in histology.
12. Monitor and evaluate quality control data.
13. Accept and appropriately respond to constructive criticism.
14. Willingly work with staff, supervisors, and physicians as necessary.

15. Communicate verbally in a manner that is effective and appropriate in the workplace.
16. Demonstrate ethical and professional behavior by adhering to attendance policies, dress codes, and general rules and regulations.
17. Function effectively as a member of the healthcare team.

Objectives for Didactic learning include:

1. Examine the foundational concepts, theories and frameworks of histology.
2. Describe the basic theories of tissue fixation, processing, embedding, microtomy, and routine staining.
3. Use correct technical and medical terminology.
4. Identification of tissues with function and related pathology.
5. Describe and recognize components of cells, blood, and basic tissue types.
6. Analyze tissue structures for quality based on histological technique and staining method.
7. Describe the principles of safety within the laboratory setting.
8. Perform basic lab math calculations.
9. Appropriately process tissue specimens to prepare them for specific analysis.
10. Organize and perform more than one procedure at a time with precision and accuracy.
11. Perform tissue fixation, processing, embedding, microtomy, and routine staining.
12. Monitor and evaluate quality control data.
13. Use and maintain instrumentation and equipment with care and according to standard operating procedures defined by the laboratory.
14. Utilize safety procedures in handling specimens, equipment, chemicals, and infectious materials.
15. Learn to utilize microscope to aid in identification of the tissue types.
16. Discuss HIPPA and patient's bill of rights

Evaluation of student learning outcomes includes consideration of knowledge level and skill level. Instruments used in the evaluation process are based upon written and oral examinations, take home exercises and special assignments. Most classes also require hands-on participation in laboratory exercises as well as hands-on laboratory practical examinations. Specific evaluation forms are required for each clinical rotational area.

The grading scale is as follows:

- A = 93 - 100%
- B = 85 - 92%
- C = 77 - 84%
- D = 70 - 76%
- F = 0 - 69%

Students are required to maintain a minimum grade of "C" for each of the Histologic Technician courses and each of the clinical rotation courses. Grades of "D" or "F" are considered failing in

the Histologic Technician program. To obtain a minimum of a “C”, students must meet all of the following requirements for each Histologic Technician course:

Lecture = a minimum of 77% Laboratory = a minimum of 77% Clinical Checklists = a minimum of 77%

A grade of no higher than a “D” will be given to the student who does not meet all of these essential requirements.

If a student does not make at least a “C” in a course, the information will be forwarded to the program director. The student will be required to schedule a conference with the program director to determine if the student will be allowed to progress through the remaining courses of the program.

Specific grading criteria for each course are found in each respective course syllabus. The instructor or student may initiate a conference if the student is not achieving the minimal grade needed to pass. The instructor and student will attempt to identify the problem and determine how the student can improve their performance. A counseling form will be completed at this time. If the student fails to maintain the expected performance, progression in the program will be evaluated by the program director and instructors. Evaluation of student learning will be demonstrated using various methods. Students will engage in group activities, lecture, simulation and skill lab activities involving critical thinking. The evaluation methods will include examinations, competency skills check off. Students must pass both the lecture and lab portions with at least a 77% average of this course, in order to receive credit for the course. If a student fails either the lecture or lab portion of the course, both sections of the course must be repeated. A laboratory clinical evaluation tool consisting of both affective evaluations and competency skills will be used to determine if a student has successfully passed.

Grading Scale:

- A = 93 – 100%
- B = 85 – 92%
- C = 77 – 84%
- D = 70 – 76%
- F = 0 – 69%

Additionally, using the Quality Enhancement Plan established by St. Philip’s College, faculty will assess ethical decision-making incorporated into student learning. The student graduation rate and licensure pass rate will be used as measures for student learning outcomes of the program. The Histologic Technician Program will be assessed through the Institutional Unit Review.

Administrative Oversight

The assigned faculty members will oversee the teaching of the students. The faculty members

will report directly to the program director. The program director is responsible to manage the admission of students, curriculum changes, and to direct the faculty and students. The program director reports to the Dean of Health Sciences.

FACULTY QUALIFICATIONS

This program requires a Program Director, Clinical Coordinator and Faculty instructors for the theory and clinical experiences. According to the National Accrediting Agency for Clinical Laboratory Science (NAACLS) Standards for Accredited and Approved Programs:

The **Program Director** must be a Histologic Technician laboratory professional who:

- a. Must possess a baccalaureate degree or higher.
- b. Hold an ASCP-BOC or ASCPi -BOC certification as a Histologic Technician.
- c. Have a minimum of three years clinical experience as a Histologic Technician
- d. Have knowledge of educational methods and administration as well as current approval and certification procedures.

The **Clinical Coordinator** must be a Histologic Technician laboratory professional who:

- a. Must possess an academic degree appropriate to the program level (Associate Degree)
- b. Hold an ASCP-BOC or ASCPi -BOC certification as a Histologic Technician.
- c. Have at least one year of experience in medical laboratory science education.

Faculty:

Didactic Instructor Appointments:

The program must have qualified faculty/instructors who hold appointments within the educational program (e.g., certified professionals in their respective or related fields). The program must ensure and document ongoing professional development of the program faculty/instructors.

Faculty members have been approved and meet the institutional requirements based on SACSCOC guidelines. Please see Appendix D for the SACSCOC faculty roster.

LIBRARY AND LEARNING RESOURCES

Note: St. Philip's College has two libraries – one on the main Martin Luther King Campus and another at the Southwest Campus. Except where otherwise noted, this report on library resources refers to the library located at the Martin Luther King Campus where the SPC Center for Health Professions resides.

Histologic Technician AAS Program students will have access to a substantial collection of books, periodicals, and electronic databases within the St. Philip's College Library. The SPC Library includes resources in multiple formats including print and multiple electronic platforms.

Other resources complement the Learning Resource Center's holdings. For example, the students, faculty and staff of St. Philip's College can borrow and request materials from other libraries within the Alamo Colleges District. Also, through TexShare, St. Philip's College has access to a multitude of additional resources to locate information. TexShare is a voluntary statewide consortium of libraries in not-for-profit higher education institutions and public libraries that promotes access to library and information resources for Texas citizens and is administered by the Texas State Library. St. Philip's College students, faculty, and staff have access to TexShare electronic databases and can borrow materials from other TexShare libraries across the state through a reciprocal borrowing program.

Resources for information available to St. Philip's College students, faculty, and staff include:

- The holdings of the St. Philip's College Library
- The holdings of other Alamo Colleges District libraries (San Antonio College, Palo Alto College, Northeast Lakeview College, and Northwest Vista College).
- Electronic Book Library (EBL).
- Resource materials Title: Histotechnology: A Self-Instructional Text, Author: Frieda L. Carson, Publisher: ASCP Press. Chicago, Edition/Year: 4th Edition / 2014 (see Medical Laboratory Technician Program book list).
- Electronic databases (with access to articles, streaming videos, research materials, and test prep resources) pertinent to health sciences topics including those provided through the TexShare consortium:
 - Academic One File
 - Academic Search Complete
 - American Heart Association (heart.org)
 - Cardiac Cath Digest
 - MedlinePlus.gov (NIH academic repository)
 - Medtronic Academy (medtronicacademy.com)
 - Psychology and Behavioral Sciences Collection
 - Web of Knowledge

All electronic materials pertinent to nursing, medicine, and health are accessible to current St. Philip's College students, faculty, staff, and administrators both on and off campus, 24 hours a day, seven days a week. Computer access is also available at the Library. Computers are available to students in the Reference Services area with access to the Internet, Microsoft Office Suite products, electronic databases, and automated printing capabilities. The library also offers iPad checkouts for in-library use. iPads are preloaded with various productivity, reference, multimedia and medical apps, and students can submit requests for additional apps to be added.

The Library's website (<http://www.alamo.edu/spc/library>) provides links to the Library's online catalog, electronic databases, e-book collections, and other resources, all of which are accessible to current students, faculty, staff, and administrators while on and off campus. The

website also features information on the large variety of services offered by the library such as interlibrary loan services, resources for distance learning, information literacy instruction, virtual reference service (email, chat, and SMS texting, and branded as “Ask A Librarian”), a library wiki (LibAnswers) and general information assistance.

Online Catalog – The Library’s online public access catalog provides access to its holdings information 24 hours a day, seven days a week from any computer with an Internet connection. It also catalogs and includes links to access many of the Library’s ebooks. For ease of searching, the online catalog lists holdings information for all libraries in the Alamo Colleges District, including the St. Philip’s College Library, and is available at <http://library.alamo.edu>. See Appendix E for physical resource listings.

STUDENT SUPPORT SERVICES

Students have access to support services while they are on campus and through the St. Philip’s College website. St. Philip’s College Mission Statement requires that the college empower our diverse student population through personal educational growth, ethical decision-making, career readiness, and community leadership. The support of students is a collaborative effort among the Divisions of Student Success, Academic Success, Interdisciplinary Programs, and the Department of Arts and Sciences. The administration of these entities works continuously to strengthen the services, programs, and activities for every student population served by the College: traditional/non-traditional, developmental/college-ready, dual credit, military, international, and distance education, to assure every student has the opportunity to “walk in their passion.” For off-campus students, services can be accessed online or by phone.

St. Philip’s eCatalog and the Student Services webpage are key resources for current students and provide detailed information about each of the support programs. The array of programs, services, and activities available to all students fall under the following headings:

- Registration
- Academic Assistance
- Academic Programs
- Financial Aid
- Campus Life
- Job, Family, or Personal Concerns

Services accessed by students most often are described below.

Registration

The Welcome Center serves as a one-stop center that supports students transitioning into college. The Center is designed to help students receive assistance in all aspects of the admission and enrollment processes, including advising, assessment, financial aid, bursar’s services, and G.E.D. testing. The offices of Veterans’ Affairs, Enrollment Management, and

Financial Aid are located in the Welcome Center.

Academic Assistance

The Tutoring and Technology (TnT) Center provides a range of student academic support services. These services include free professional and peer tutoring in more than fifteen subject areas, including Accounting, Biology, Calculus, Chemistry, English, History, Math, and Physics. All students, including online and off-campus students are able to access SMARThinking for tutoring assistance. SMARThinking is an online tutoring site available to students 24/7 through the Alamo Colleges Educational Services (ACES) portal, providing students with access to online tutors. The TnT Center is home to state-of-the-art equipment. Students use the assistive technology to explore new ways of accessing information and improve learning. Students can utilize Wi-Fi Wireless Internet access and numerous computers located throughout the Center. Students have access to a variety of software applications to assist them with their coursework.

Byrd Sanctuary is a free tutoring lab available exclusively to students at St. Philip's College to utilize throughout the entire academic year in order to succeed in their studies in the Natural Sciences. The Byrd delivers essential tutoring services to students in a motivational and stimulating environment with materials and study resources, to include the full breadth of Anatomy and Physiology models as well as a complete catalogue of textbooks.

MathWorld is an on-campus lab available to students who may be experiencing roadblocks as they progress through their math courses. In the lab, students have access to computer programs, such as MyMathLab and individuals that can assist with their math homework.

Rose R. Thomas Writing Center is a writing lab to assist students in their English and writing courses. The lab offers computerized instruction, guided by faculty. In addition to completing skills modules in writing, the staff conducts workshops that enhance student understanding of key writing concepts.

The Reading Lab at St. Philip's College provides students with the opportunity to work on their class work, receive tutoring, and participate in other instructional activities. Lab activities consist of computer and written programs focused on assisting students to gain valuable success skills and to enhance learning.

Disability Services provides reasonable academic support to eligible students. The staff follows best practices to ensure students have access to the latest information and technologies. Students are provided with assistance through the registration process, Testing Accommodations (ex: extended time, quiet room, readers and/or scribes), Adaptive Technology and Equipment, and Interpreter Services. At St. Philip's College, the goal is to create an accessible and effective learning environment where students with disabilities can complete their education and training. Disability Services office provides reasonable academic support to eligible students to level the learning field.

St. Philip's College subscribes to an intrusive, progressive **academic advising** model, which is a

system of shared responsibility between students, faculty, and academic advisors. The goal of academic advising is to assist students in developing educational and career plans, provide opportunities for refining academic and life skills, provide accurate information about academic progression and degree requirements, assist in understanding academic policies and procedures, access campus resources to promote academic success, and enhance retention and success through developing personal interactions with faculty and staff. Academic advising at St. Philip's College seeks (a) to improve and expand faculty academic advising for all students across the college and (b) to unite assessment and advisement in support of developmental education and retention programs of the college. The advising process is composed of five steps to assist the student with their educational goal. These steps include (1) exploration of life goals, (2) exploration of educational/career goals, (3) selection of educational program, (4) selection of coursework, and (5) the scheduling of classes. Academic advisors assist students with navigating requirements of their degree program.

Academic Programs

To accommodate student needs, St. Philip's College provides a variety of course delivery modes and flexible class scheduling. In addition to traditional face-to-face courses, the College offers distance learning through Internet, hybrid, teleconference, clinical, internships, dual credit, and classes taught at remote locations. The myriad class offerings and delivery modes are available during day, evening and weekend hours to serve all learners. Student support services are also available online; local, off-campus, and distance learning students can take care of needs and issues without coming on campus. Chat rooms are available along with traditional email and phone support. The Center for Distance Learning provides resources to students currently enrolled or anticipating enrolling in coursework via distance education.

Campus Life

The Department of Student Life supports the mission of the College by engaging students in activities to enhance the student's college experience. Students connect with the College by participating in academic co-curricular opportunities, leadership and professional development, cultural/ethnic events, intramural/extramural activities, recreational activities, student organizations, health and wellness activities, social events, and much more.

The Turbon Student Center (MLK) contains a six-lane bowling alley, pool tables, ping-pong tables, gaming stations for PlayStation and Xbox, lockers, and areas for student lounging. The Southwest Campus Student Center is equipped with pool tables, ping-pong tables, PlayStation and Xbox, and a fitness area with a treadmill, exercise spin bicycle, free weights, and more. Students can also check out basketballs for the outdoor park across the street.

Job, Family, or Personal Concerns

Academic Advising - Certified Advisors provide current and former students with the necessary support, skills, and resources to assist them with choosing careers and obtaining employment and or long range educational goals while ensuring that the transition is a seamless process. Certified Advisors provide students with comprehensive information on career and transfer opportunities. Career Exploration and Job Search Services assist students with identifying personal goals, interests, and abilities. Computerized job market information allows students to

explore career options. Certified Advisors eagerly assist students with information regarding criteria for admission, selectivity of specific colleges, on and off-campus housing, tuition, financial aid and scholarship information and when and where one can apply. Additionally, they assist with College Fair Days, Graduation Audits, Arrange University and College Campus Visits, and conduct Transfer and Degree Advising.

Certified Advisors also provide students with information on Joint Admission Agreements, Transfer Scholarships, and Transfer Equivalency Guides. Career development and the pursuit to increase one's knowledge is fundamentally a lifelong process geared toward the acquisition of skills, which will strengthen students' ability to live meaningful, enjoyable, and economically rewarding lives. Career and Transfer Services staff devotes to every individual the opportunity to discover, determine, and develop his/her way of life. Lastly, seek to serve all students registered with SPC.

Student Health Centers at the MLK and SW Campuses are staffed with professionally trained and licensed nurses. The centers seeks to inform and educate the campus community in the art of "staying well." The staff is readily available to respond and administer first aid for on-site emergency injuries and illnesses. A wide assortment of health-related services and resource information are available at the Health Centers.

The mission of **Counseling Services** is to support student success by providing professional counselors who are available to discuss personal, social, educational, and psychological concerns. Counseling Services strives to collaborate with the college community to promote the personal well-being of students via outreach services such as classroom visits, topic-specific workshops, and consultation with faculty, staff, and administration. Counseling Services fosters an accepting and inclusive campus culture, which values, affirms, and respects the differences among all members.

PHYSICAL RESOURCES

The location and physical description of the facility follows: 1801 Martin Luther King Dr., San Antonio TX 78203.

St. Philip's College opened the Center for Health Professions in 2009. The Center for Health Professions supplies 116,341 gross square feet of academic space, to include classrooms and labs meant to replicate various departments found throughout healthcare facilities. The classrooms and labs provide hands-on learning experiences in an environment that is realistic, but without risk to real patients. The Center for Health Professions facility supports career programs such as medical laboratory technician, vocational nursing, surgical technology, radiology and diagnostic imaging, physical therapy, respiratory therapy, occupational therapy, medical assistant, health information systems, and medical transcription. The Center for Health Professions will be the home of the Histologic Technician AAS degree program. Didactic course work will be taught on the main (MLK) campus labs, and professional clinical training at designated local healthcare facilities and physician offices or outpatient clinics. The student

laboratory is supplied with all necessary histological equipment and consumables similar to clinical sites. This allows the students to be challenged with scenarios that test their critical thinking, skills and professional judgment.

FINANCIAL SUPPORT

St. Philip’s College administration is committed to providing the funding necessary to begin the Histologic Technician AAS degree program. All funds needed for the program will be provided by the college through the program’s annual institutional operating budget. The sources of funding for the program will come from Tuition and Fees, Ad Valorem Taxes, and State Appropriations.

The operation and management of the program will fall under the Division of Health & Biosciences and the Health Sciences & Histologic Technology Department. The Health and Biosciences Institute is designed for students who have an interest in areas such as health sciences. This Institute will prepare students for careers such as planning, managing and providing therapeutic services, diagnostic services, health informatics, support services and biotechnology research and development. (See Appendix H).

Five-Year Costs/Investments:

Projected Enrollment		
75 Students over 5 Years		
40 students completing the program over a 5 year period		
Projected Contact Hours		99,708
		\$3.70 (Technical) & \$2.41
Reimbursable Dollars Rate		(Academic)
Regular Tuition	\$	311,550
Special Program Fee	\$	239,400
Projected total Reimbursable Dollars	\$	232,329
Total 5-Year Revenue	\$	783,279
<hr/>		
5-Year Net Income	\$	559

No renovations or investments needed. All courses can be offered in the existing Center of Health Professions building without displacing other programs or courses. Excludes testing fees (ASCPBOC national certification exam) of \$215 per student that are pass-through.

INSTITUTIONAL EVALUATION AND ASSESSMENT

St. Philip's College uses consistent structure and set of institutional processes to identify, assess, and

improve expected outcomes for educational programs. It identifies **Institutional Student Learning Outcomes** (ISLOs) through adoption of competencies defined by the Texas Higher Education Coordinating Board (THECB).

In August 2013, St. Philip's College adopted new Institutional Student Learning Outcomes based on competencies established by Texas Higher Education Coordinating Board (THECB), now called Core Objectives: Critical Thinking, Communication, Empirical and Quantitative Skills, Teamwork, Social Responsibility, and Personal Responsibility. Definitions are derived from Texas Higher Education Coordinating Board (THECB) descriptors; (see Appendix I). The Core Objectives are aligned with core course instruction and, through degree program plans, are embedded in all educational programs.

St. Philip's College uses a variety of instruments to assess progress toward and attainment of **Institutional Student Learning Outcomes**. The following list illustrates instruments used to assess outcomes. Administration cycles show the level of maturity for each instrument. Instruments are administered according to the assessment cycle associated with each instrument and data are collected as provided below.

- QEP Personal Responsibility rubric assessment, 2014 to 2017 (ongoing)
- Texas Higher Education Coordinating Board (THECB) Core Objectives rubric assessment
- Community College Survey of Student Engagement, (alternating spring semesters, ongoing)
- Noel-Levitz Student Satisfaction Inventory, (alternating spring semesters, ongoing)

Sampling is used to administer both direct and indirect college-wide assessments. A number of factors are considered when selecting sampling methods. The Student Learning Outcomes Assessment Report monitors compliance with the assessment process and documents improvement based on results. The Student Learning Outcomes Assessment Report monitors compliance with the assessment process and documents improvement based on results.

St. Philip's College improves **Program Student Learning Outcomes** by ensuring that academic programs use results to inform curricular decisions and to continually update programs to ensure continued alignment, relevance and performance excellence. The Program Student Learning Outcomes Reflective Report requires that program coordinators:

1. Clearly define program outcomes.
2. Describe how program is assessed.
3. Determine success at achieving program outcomes, including the analysis approach for evaluating results.
4. Describe how information and/or data are used to improve programs by providing specific examples.

St. Philip's College improves Institutional Student Learning Outcomes through annual evaluations of the assessment process. Faculty are asked to comment on successes and areas that need improvement. Resulting recommendations are presented to administration for consideration and action as appropriate.

Instructor evaluation by the Program Director. The Program Director evaluates the performance of each instructor annually until the instructor is granted tenure, after which evaluation occurs every other year. Program Directors evaluate the progress of the instructor toward tenure and promotion at this time.

Instructor classroom observation. The Program Director observes the instructors in the classroom and makes recommendations to improve the instructors performance. This observation is also used 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 to evaluate instructors for promotion and tenure.

Student surveys. All classes are evaluated each semester. The evaluations are used by the Program Director for yearly performance appraisals. The evaluations are also used to evaluate faculty for promotion and tenure.

Employer surveys. Each employer of a graduate of the Histologic Technician program will evaluate the employee no sooner than six months and no later than one year after initial employment using a survey provided by the Health Sciences Quality Assurance Coordinator. The employer evaluates the graduate and the program to determine if the college is meeting their expectations.

Quality Enhancement Program (QEP). Ethical Decision-Making (EDM) is the focus of St. Philip's College's current Quality Enhancement Plan (QEP). EDM is the ability to connect values and choices to actions and consequences using a 4-step process. Students engage in specific measurable academic activities that provide opportunities to enhance their ethical decision-making skills. Learning outcomes focus on a student's understanding of their values, analysis of key issues, and consideration of the various perspectives of an ethical situation. The key objectives driving EDM plan execution are: (1) Faculty Development; (2) Faculty and Staff Best Practice Sharing Sessions; (3) Student-led EDM Projects; and (4) Community Awareness Activities. The QEP is assessed using established, research-based assessment tools that are well known in areas of Ethics, specifically Personal and Social Responsibility.

Ruffalo Noel-Levitz Student Satisfaction Inventory (SSI). The college assesses student importance of and satisfaction with support services and programs using the SSI.

Community College Survey of Student Engagement (CCSSE). The college uses the CCSSE to determine how effectively the college is engaging students in the college experience and how it may impact student learning outcomes.

Performance Metrics. THECB reports on participation, graduation, and placement. St. Philip's 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.

OCCUPATIONAL DEMAND

The Histologic Technician AAS Degree offers a profession as a Histologic Technician. The average salary in the Alamo job market is \$22.76 per hour. (SOCRATES – Occupational Profile – SOC 29-2010 Clinical Laboratory Technologist and Technicians). Based on the strength of the above projections, we anticipate meeting the state’s job placement rate of 95%. Additional information is available in Appendix G.

APPENDIX A: Histologic Technician, AAS Degree Plan

Degree Plan Title:		Associates of Applied Science Histologic Technician				
CLASS		Lecture	Lab	External	Contact	Credit
Semester 1						
<i>BIOL 2404 Human Anatomy & Physiology- Pre req</i>		3	4	0	112	4
<i>HLAB 1301 - Intro to Histotechnology</i>		3	0	0	48	3
PHIL 2306 - Intro to Ethics		3	0	0	48	3
MATH 1314 - College Algebra		3	0	0	48	3
ENGL 1301 - Composition		3	0	0	48	3
		15	4	0	304	16
Semester 2						
HLAB 1302 - Histotechnology I		2	3	0	80	3
CHEM 1411 - General Chemistry I		3	3	0	96	4
HLAB 1305 - Functional Histology I		3	0	0	48	3
HLAB 1260-Clinical Histologic Technology I		0	0	10	150	2
		8	6	10	374	12
Semester 3						
HLAB 1360 - Clinical Histologic Technology II		0	0	15	120	3
HLAB 1346 - Functional Histology II		3	0	0	48	3
		3	0	15	168	6
Semester 4						
HLAB 1443 - Histotechnology II		3	3	0	96	4
PSYC 2301 General Psychology		3	0	0	48	3
HLAB 1460 - Clinical Histologic Technology I		0	0	13	192	4
		6	3	13	336	11
Semester 5						
HLAB 1461 - Clinical Histologic Technology II		0	0	13	192	4
MLAB 2434 Clinical Microbiology		2	6	0	128	4
		2	6	13	320	8
Semester 6						
HLAB 1462 Clinical Histologic Technology III		0	0	24	192	4
HLAB 2341 - Registry Review		3	0	0	48	3
		3	0	24	240	7
Total Degree Plan		37	19	75	1742	60

APPENDICES B & C: St. Philip's College/Alamo Colleges District Curriculum Committee Approval and Board Approval

- My Tasks
- My Proposals
- Watch List
- All Proposals

Histologic Technician A.A.S - New-New

Z_AAS/Cert/OSA - New-New - 17-18

Required Information

Select Proposal Type*

New-New

Program Type:*

- Program
- Shared Core

Instructions:

Complete **required** fields.

*All required fields are marked with an * and need to be filled out before you can launch the proposal.*

Launch proposal.

THEN enter/edit remaining information.

Select your College*

- NLC
- NVC *
- PAC *^#
- SAC *^#
- SPC *#

Program Team*

SPC - (Cert2) Histologic Technician Prog Team

Effective Term:

Degree CIP:* 51.1008**Degree Plan Title:*** Histologic Technician A.A.S**Degree Short Title:** Histologic Technician**Degree Plan Description:**

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Histologic Technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy and the use of various staining techniques.

<http://alamo.edu/spc/histologic-technician/>

With this award, you may seek jobs such as:

Histologic Technician

Instructions for adding courses to the Course Bucket:

You must add courses to the course bucket before you can add them to your program. Import courses from your catalog inventory (**IMPORT COURSE**).

For new-new courses (those which are not yet in Banner/your eCat), you will need to add the course manually to the bucket (**ADD COURSE**). Note that the title must *exactly* match the course title submitted New-New Course Proposal.

Once you have your course in the list, you can then add it to a "core" of requirements in your program. To do this, navigate to the Schema view and expand the core to which you would like to add the course. If a core does not exist you can create a new one (**ADD CORE**).

Curriculum*

BIOL - 2404 - Human Anatomy and Physiology
 CHEM - 1411 - General Chemistry I
 ENGL - 1301 - Composition I
 HLAB - 1260 - Clinical Histologic Technology I
 HLAB - 1301 - Introduction to Histotechnology
 HLAB - 1302 - Histotechnology I
 HLAB - 1305 - Functional Histology I
 HLAB - 1346 - Functional Histology II
 HLAB - 1360 - Clinical Histologic Technology II
 HLAB - 1443 - Histotechnology II
 HLAB - 1460 - Clinical - Histologic Technology/Histotechnologist I
 HLAB - 1461 - Clinical - Histologic Technology/Histotechnologist II
 HLAB - 1462 - Clinical - Histologic Technology/Histotechnologist III
 HLAB - 2341 - Registry Review
 MATH - 1314 - College Algebra
 MLAB - 2434 - Clinical Microbiology
 PHIL - 2306 - Introduction to Ethics
 PSYC - 2301 - General Psychology

Add Course

Import Course

Converting Level 2 Certificate to an AAS degree.

Rationale*

Initial PVC Approval 10/2017

PVC Program Development Approval

PVC Final Approval

Board of Trustees Approval

THECB Approval

SACSCOC Approval

Impact

Adding a new program typically includes a "set" of stackable awards. Additionally, you may be adding New-New courses or New-Existing courses.

List each of those items below.

Note that you are simply identifying what other items need to be addressed. New-New program proposals must be submitted for each award, and New-Existing/New-New course forms for courses.

Impact

HLAB 1260:alamo.curriculog.com/proposal:2905/form

HLAB 1360: alamo.curriculog.com/proposal:2886/form

Additional eCat Information

Program Type

Health & Biosciences Institute

Degree Type

Associate of Applied Science

Department for catalog ownership Health Sciences

Participants

 **Lucila Escobedo** 2/8/2018 4:46 PM

Curriculum Analyst

Activity 

Required for Approval:
100% required
Date Completed:
2/8/2018 4:46 PM
Changes: *No*
Comments: *No*

Status: *Approved*

Please upload the form that you just printed and signed.

This will be used as your signature to sign this proposal upon approval.

Upload Approval File

No file chosen

Blanca Cuellar 2/12/2018 4:18 PM

Required for Approval:
100% required
Date Completed:
2/12/2018 4:18 PM
Changes: *Yes*
Comments: *No*

Dean

Status: *Rejected*

Participants

Rose Sterling

Blanca Cuellar (System Administrator)
2/13/2018 10:22 AM

Activity

Required for Approval:
100% required
Date Completed:
2/13/2018 10:22 AM
Changes: *No*
Comments: *No*

Curriculum Analyst

Status: *Rejected*

Participants

Blanca Cuellar 2/13/2018 10:25 AM

Activity

Required for Approval:
100% required
Date Completed:
2/13/2018 10:25 AM
Changes: *No*
Comments: *Yes*

Originator

Status: *Relaunched*

Lucila Escobedo 3/7/2018 11:12 AM

Required for Approval:
100% required
Date Completed:
3/7/2018 11:12 AM
Changes: Yes
Comments: No

Originator

Status: *Approved*

Participants

Activity

Lucila Escobedo 3/7/2018 11:12 AM

Required for Approval:
100% required
Date Completed:
3/7/2018 11:12 AM
Changes: No
Comments: No

Program Team

Status: *Approved*

Participants

Activity

Lucila Escobedo 3/7/2018 11:12 AM

Required for Approval:
100% required
Date Completed:
3/7/2018 11:12 AM
Changes: No
Comments: No

Curriculum Analyst

Status: *Approved*

Blanca Cuellar 3/7/2018 5:00 PM

Required for Approval:
100% required
Date Completed:
3/7/2018 5:00 PM
Changes: No
Comments: No

Dean

Status: *Approved*

Participants

Activity

Rose Sterling 3/27/2018 4:04 PM

Required for Approval:
100% required
Date Completed:
3/27/2018 4:04 PM
Changes: No
Comments: No

College Curriculum Committee

Status: *Approved*

Participants

Activity

▲ SPC Curriculum Committee
[SPC CC Agenda - 3/29/2018](#)

Laurie Rodriguez * 3/29/2018 2:17 PM

Required for Approval:
100% required
Date Completed:
3/29/2018 2:17 PM
Changes: No
Comments: No
Agenda: Yes

* *Agenda Administrator*

Pre-ACCC Review

Status: *Rejected*

Christa Emig 4/13/2018 5:00 PM

Required for Approval:
100% required
Date Completed:
4/13/2018 5:00 PM
Changes: *No*
Comments: *Yes*

College Curriculum Committee

Status: *Rejected*

Participants

▲ **SPC Curriculum Committee**
SPC CC Agenda - 5/3/2018

Laurie Rodriguez * 5/3/2018 2:23 PM

Activity

Required for Approval:
100% required
Date Completed:
5/3/2018 2:23 PM
Changes: *No*
Comments: *Yes*
Agenda: *Yes*

* *Agenda Administrator*

Originator

Status: *Relaunched*

Participants

Lucila Escobedo
 Manuel Navarro (System Administrator)
11/1/2018 11:36 AM


Activity

Required for Approval:
100% required
Date Completed:
11/1/2018 11:36 AM
Changes: *No*
Comments: *No*

Originator

Status: *Approved*

Lucila Escobedo

 **Manuel Navarro (System Administrator)**
11/1/2018 11:37 AM


Required for Approval:
100% required
Date Completed:
11/1/2018 11:37 AM
Changes: *No*
Comments: *No*

Program Team

Status: *Approved*

Participants

Lucila Escobedo

 **Manuel Navarro (System Administrator)**
11/1/2018 11:38 AM

Activity 


Required for Approval:
100% required
Date Completed:
11/1/2018 11:38 AM
Changes: *No*
Comments: *No*

Curriculum Analyst

Status: *Approved*

Participants

Blanca Cuellar

 **Manuel Navarro (System Administrator)**
11/1/2018 11:38 AM

Activity 

Required for Approval:
100% required
Date Completed:
11/1/2018 11:38 AM
Changes: *No*
Comments: *No*

Dean

Status: *Approved*

✓ Jessica Cooper 11/1/2018 12:48 PM

Required for Approval:
100% required
Date Completed:
11/1/2018 12:48 PM
Changes: No
Comments: Yes

College Curriculum Committee

Status: Approved

Participants

- ▲ SPC Curriculum Committee
- SPC CC Agenda #2 - 11/1/2018

✓ Laurie Rodriguez * 11/1/2018 3:05 PM

Activity

Required for Approval:
100% required
Date Completed:
11/1/2018 3:05 PM
Changes: No
Comments: No
Agenda: Yes

* Agenda Administrator

Pre-ACCC Review

Status: Approved

Participants

■ ✓ Zak Cernoch 11/2/2018 12:05 PM

Activity

Required for Approval:
100% required
Date Completed:
11/2/2018 12:05 PM
Changes: Yes
Comments: Yes

ACCC

Status: Rejected

▲ ACCC

Zak Cernoch * 11/2/2018 2:04 PM

Required for Approval:

100% required

Date Completed:

11/2/2018 2:04 PM

Changes: No

Comments: Yes

Agenda: Yes

* Agenda Administrator

Pre-ACCC Review

Status: Rejected

Participants

Zak Cernoch 11/2/2018 2:05 PM

Activity

Required for Approval:

100% required

Date Completed:

11/2/2018 2:05 PM

Changes: No

Comments: Yes

College Curriculum Committee

Status: Approved

Participants

▲ SPC Curriculum Committee

SPC CC Email Vote - 11/7/2018

Laurie Rodriguez * 11/7/2018 12:42 PM

Activity

Required for Approval:

100% required

Date Completed:

11/7/2018 12:42 PM

Changes: No

Comments: No

Agenda: Yes

* Agenda Administrator

Participants

Zak Cernoch 11/12/2018 11:30 AM

Activity

Required for Approval:
100% required
Date Completed:
11/12/2018 11:30 AM
Changes: *No*
Comments: *Yes*

ACCC

Status: *Approved*

Participants

▲ ACCC

ACCC - 11/7/18 - email

Zak Cernoch * 11/12/2018 11:32 AM

Activity

Required for Approval:
100% required
Date Completed:
11/12/2018 11:32 AM
Changes: *No*
Comments: *Yes*
Agenda: *Yes*

* *Agenda Administrator*

Final PVC Approval

Status: *Working*

Participants

Blanca Cuellar

Activity

Required for Approval:
100% required
Time Spent: *25 days*
Changes: *No*
Comments: *No*

THECB/SACSCOC Approval

Status: *Incomplete*

[Curriculog University](#)

Curriculog © 2018, [Digital Architecture](#)

v1.25.8.2

To: Cooper, Jessica A
Subject: RE: Board Report - December 11, 2018



December 11, 2018 | [Link: Board Agenda - December 11, 2018](#)

CEREMONIALS/RECOGNITION OF SPECIAL GUESTS

Student of the Month – November 2018

Angelica Rebecca Martinez, Alamo Colleges District – Palo Alto College, is the recipient of a \$500 La Prensa Foundation Inspirational Scholarship, courtesy of the La Prensa Foundation, founded by Tino & Amelia "Millie" Duran. Kaitlyn is part of the Business & Entrepreneurship Institute at Alamo Colleges District – Northeast Lakeview College.

This past Spring semester, Angelica graduated with her Associate of Arts (AA) degree in Business Administration, and is now working on an Associate of Applied Science (AAS) degree in Business Management. At the end of the academic year, Angelica plans to graduate and transfer a combined 88 semester hours to Texas A&M University at San Antonio, toward a Bachelor of Applied Arts and Science (BAAS) degree with a concentration in Business.

Within the first year at Palo Alto College, Angelica joined the Student Government Association and became a member of the Phi Theta Kappa Honor Society. As President of Phi Theta Kappa, Angelica organizes and oversees chapter activities for officers and members. Angelica readily offers assistance to students, staff and faculty as a student worker in the Business Department on campus. Her commitment to service and excellence is evident in everything she does.

Angelica willingly shares her time and organizational skills as an active member of her church, where she organizes and facilitates retreats for women and is a teacher in the children's ministry.

Alamo Colleges District Employee of the Month – October 2018

Linda Garcia, Senior Specialist, Northwest Vista College

Alamo Colleges District Employee of the Month – November 2018
Gilbert Palomo, Senior Advisor, Northeast Lakeview College

Alamo Colleges District Employee of the Month – December 2018
Marissa Saenz-Pena, Interim Associate Director of Student Success, San Antonio College

Faculty Leadership Development Program Graduates, Dianna Torres Lee

Online Learning Consortium Faculty Member in the Institute for Emerging Leadership in Online Learning, Dr. Luke Dowden, Alamo Colleges District

Bellwether Legacy Award Finalist - Alamo Academies

United Way Campaign Pacesetter Award for Outstanding Leadership - Northeast Lakeview College

Texas Higher Education Star Award Finalist for Project Access - Palo Alto College

National Council for Marketing and Public Relations Awards - St. Philip's College
Newsletter – Gold – (President's Newsletter)
Novelty – Silver – (120th medal)
Social media – Bronze – (Facebook)
Microsite– Bronze – (120th timeline)

Second Nature's Marks of Distinction Award - San Antonio College

Emeritus Status Recognition:

Melody J. Hull, Professor Emeritus, Alamo Colleges District - San Antonio College
Thomas R. Knox, Professor Emeritus, Alamo Colleges District - San Antonio College
Laura E. Metcalf, Professor Emeritus, Alamo Colleges District - San Antonio College
Kathleen Ann Murphrey, Professor Emeritus, Alamo Colleges District - San Antonio College
Dr. Johnnie Rosenauer, Professor Emeritus, Alamo Colleges District - San Antonio College
Joseph P. Sullivan, Ph.D., Professor Emeritus, Alamo Colleges District - San Antonio College

NEW BUSINESS

Granting of Emeritus Status

The Board approved, with the recognition and appreciation for 22 years of dedicated service to Alamo Colleges District – San Antonio College and with the recommendation of the faculty and administration of Alamo Colleges District- San Antonio College and the Chancellor of the College District, Melody J. Hull, Professor Emeritus of American Sign Language and Interpreting at Alamo Colleges District – San Antonio College.

The Board approved, with the recognition and appreciation for 48 years of dedicated service to Alamo Colleges District – San Antonio College and with the recommendation of the faculty and administration of Alamo Colleges District- San Antonio College and the Chancellor of the College District, Dr. Thomas R. Knox, Professor Emeritus of

Mathematics, Architecture, Physics & Engineering at Alamo Colleges District – San Antonio College.

The Board approved, with the recognition and appreciation for 24 years of dedicated service to Alamo Colleges District – San Antonio College and with the recommendation of the faculty and administration of Alamo Colleges District- San Antonio College and the Chancellor of the College District, Laura E. Metcalf, Professor Emeritus of American Sign Language and Interpreting at Alamo Colleges District – San Antonio College.

The Board approved, with the recognition and appreciation for 37 years of dedicated service to Alamo Colleges District – San Antonio College and with the recommendation of the faculty and administration of Alamo Colleges District- San Antonio College and the Chancellor of the College District, Kathleen Ann Murphrey, Professor Emeritus of Administrative Computer Technology at Alamo Colleges District – San Antonio College.

The Board approved, with the recognition and appreciation for 44 years of dedicated service to Alamo Colleges District – San Antonio College and with the recommendation of the faculty and administration of Alamo Colleges District- San Antonio College and the Chancellor of the College District, Dr. Johnnie L. Rosenauer, Professor Emeritus of Business and Entrepreneurship at Alamo Colleges District – San Antonio College.

The Board approved, with the recognition and appreciation for 52 years of dedicated service to Alamo Colleges District – San Antonio College and with the recommendation of the faculty and administration of Alamo Colleges District- San Antonio College and the Chancellor of the College District, Joseph P. Sullivan, Professor Emeritus of Psychology at Alamo Colleges District – San Antonio College.

Travel Authorization for Trustees to attend the San Antonio Chamber of Commerce SA to DC 2019

The Trustees approved travel expenses for Trustees to attend the San Antonio Chamber of Commerce SA to DC 2019 on February 4-7, 2019.

Travel Authorization for Trustee to attend the San Antonio Delegation Visit - College Promise Program

The Board approved travel expenses for Trustee Joe Jesse Sanchez to attend the San Antonio Delegation Visit - College Promise Program on December 12, 2018.

CHANCELLOR'S REPORT

Alamo Colleges District E-Holiday Card Contest Winners

1st place - Alexandria Gonzalez (NVC)

2nd place - Gabino Martinez (SAC)

3rd place - Marissa Aguilar (SAC)

National Baldrige Award - Alamo Colleges District

Alamo Colleges District Movers & Shakers Award (Student Access & Support Services)

4 Disciplines of Execution (4DX) Report & Wildly Important Goal (WIG) Presentation, College Events, Palo Alto College, Jessica Barnes

Promise Update, Dr. Mike Flores

Summer Momentum Update, Dr. Tom Cleary

College Strategies to Roll Out AlamoADVISE, Presentation, Dr. Cynthia Mendiola Perez and College Presidents

College Strategies to Meet WIG Completion Targets, Presentation, Dr. Tom Cleary and College Presidents

Executive Faculty Council Update, Presentation, Adam Aguirre

PROGRAM HIGHLIGHTS

Aspen Prize for Community College Excellence, Presentation, Palo Alto College, Beth Tanner, Gil Becerra, Dr. Beatriz Joseph, and Stephanie Vasquez

WORKFORCE - *Dr. Gene Sprague*

Experiential Learning Work Session, Dr. Gene Sprague

LEGISLATIVE - *Joe Alderete, Chair*

Adoption of the 2019 Legislative Agenda

The Trustees adopted the 2019 Legislative Agenda presented. The document is subject to revision by administration during the course of the Legislative Session in a manner generally consistent with its priorities.

New Associate of Applied Science Degree, AAS Histologic Technician for Alamo Colleges District – St. Philip’s College

The Board approved submitting a new workforce education program of study for Histologic Technician – Associate of Applied Science Degree to the Texas Education Agency as requested by Alamo Colleges District – St. Philip’s College President’s office.

STUDENT SUCCESS - *Clint Kingsbery, Chair*

ACOL Update, Presentation, *Dr. Luke Dowden*

POLICY AND LONG-RANGE PLANNING - *Joe Alderete*

C.4.1-Policy - Communications

The Trustees adopted the Communications Policy – C.4.1 as presented.

AUDIT, BUDGET AND FINANCE - *Roberto Zárate, Chair*

Annual Financial Highlights for the Fiscal Year Ending August 31, 2018

2018 Grant Thornton Audit Results and Required Communication

FY2017-2018 Comprehensive Annual Financial Report and Annual Financial Report for Northeast Lakeview College

The Board approved the attached drafts of the Comprehensive Annual Financial Report for Alamo Colleges and the Annual Financial Report for Northeast Lakeview College for the year ended August 31, 2018; and accepts the drafts of the: 1) Report of Independent Certified Public Accountants; 2) Report of Independent Certified Public Accountants on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards; 3) Report of Independent Certified Public Accountants on Compliance for Each Major Federal program and on Internal Control

Over Compliance Required by OMB Uniform Guidance 4) Report of Independent Certified Public Accountants on Compliance for Each Major State Program and on Internal Control Over Compliance Required by the State of Texas Single Audit Circular; 5) Letters on Conduct of Audit and Management Letter with Management Responses and 6) Report on Compliance with Public Funds Investment Act.

Acceptance of FY 2018-2019 Budget: Amendment No. 1

The Trustees accepted the FY 2018-19 Budget Amendment No. 1 as presented.

Acceptance of FY 2018-2019 Budget: Amendment No. 2

The Board accepted the FY 2018-2019 Budget: Amendment No. 2 as presented.

2018 Tax Assessment Roll

The Trustees approved the attached 2018 Tax Assessment Roll for the Alamo Colleges District as of October 1, 2018.

Agreement to Purchase Bus Use Passes from VIA Metropolitan Transit for Students and Employees

The Board awarded a contract providing for the purchase of Bus Use Passes from VIA Metropolitan Transit for Students and Employees in the estimated annual amount of \$300,000, as requested by the Office of the Vice Chancellor for Finance and Administration.

The Board approved the designation of the Associate Vice Chancellor of Finance and Fiscal as the Records Management Officer of the College District.

Process of Evaluating Vendor Qualifications and Competitive Bids/Proposals, *Gary O'Bar*

BUILDING, GROUNDS & SITES SELECTION - *Joe Jesse Sanchez, Chair*
Construction Status Report, *John Strybos*

Facilities Annual Update, *John Strybos*

Amending the Contract for On-Site Mailroom Services

The Board approved amending the contract for On-Site Mailroom Services with FEJICO, LLC providing for a renewal under the same terms and conditions for approximately \$333,727 annually with an annual payment to the Alamo Colleges District of approximately \$20,000 resulting from retail sales; and providing for fee adjustments necessary to add the planned installations as requested by the Associate Vice Chancellor for Facilities Operations and Construction Management.

Guaranteed Maximum Price for Alamo Colleges District – San Antonio College (SAC) Parking Garage Capital Improvement Project (CIP) Construction Manager-at-Risk J.T. Vaughn Construction, LLC (CSP 18C-005)

The Trustees approved the agreement to a Construction Manager-at-Risk Guaranteed Maximum Price in the amount of \$15,279,192 negotiated with J.T. Vaughn Construction, LLC for the construction of the Alamo Colleges District – San Antonio College Parking Garage Capital Improvement Project.

Guaranteed Maximum Price for Alamo Colleges District – San Antonio College (SAC) Physical Plant/Utility Improvements Capital Improvement Project (CIP) Construction Manager-at-Risk J.T. Vaughn Construction, LLC (CSP 18C-005)

The Board approved the agreement to a Construction Manager-at-Risk Guaranteed Maximum Price in the amount of \$2,820,596 negotiated with J.T. Vaughn Construction, LLC for the construction of the Alamo Colleges District – San Antonio College Physical Plant/Utility Improvement Capital Improvement Project.

Guaranteed Maximum Price for Alamo Colleges District – St. Philip’s College (SPC) Culinary Arts Capital Improvement Project (CIP) Construction Manager-at-Risk Skanska USA Building, Inc. (CSP 18C-005)

The Trustees approved the Guaranteed Maximum Price Construction Manager-at-Risk fee negotiated with Skanska USA Building, Inc. in the amount of \$28,200,000 for the construction of the Alamo Colleges District – St. Philip’s College (SPC) Culinary Arts Capital Improvement Project (CIP).

Guaranteed Maximum Price for Alamo Colleges District – Northwest Vista College (NVC) Welcome Center Capital Improvement Project (CIP) Construction Manager-at-Risk SpawGlass Contractors, Inc. (CSP 18C-005)

The Trustees approved the agreement to a Construction Manager-at-Risk Guaranteed Maximum Price in the amount of \$14,045,605 negotiated with SpawGlass Contractors, Inc. for the construction of the Alamo Colleges District – Northwest Vista College Welcome Center Capital Improvement Project.

Guaranteed Maximum Price for Alamo Colleges District – Northwest Vista College (NVC) Parking Garage Capital Improvement Project (CIP) Construction Manager-at-Risk SpawGlass Contractors, Inc. (CSP 18C-005)

The Board approved the agreement to a Construction Manager-at-Risk Guaranteed Maximum Price in the amount of \$7,968,892 negotiated with SpawGlass Contractors, Inc. for the construction of the Alamo Colleges District – Northwest Vista College Parking Garage Capital Improvement Project.

Guaranteed Maximum Price for Alamo Colleges District – Northwest Vista College (NVC) Physical Plant Improvements Capital Improvement Project (CIP) Construction Manager-at-Risk SpawGlass Contractors, Inc. (CSP 18C-005)

The Trustees approved the agreement to a Construction Manager-at-Risk Guaranteed Maximum Price Construction Manager-at-Risk in the amount of \$3,121,620 negotiated with SpawGlass Contractors, Inc. for the construction of the Alamo Colleges District – Northwest Vista College Physical Plant Improvements Capital Improvement Project.

PERSONNEL

Appointment of Full-Time Faculty

The Board approved the appointment of 6 Full Time Faculty submitted by the College Presidents for the 2018-2019 academic year. Further Board action will not be required for these persons to teach in the indicated disciplines.

CONSENT AGENDA

Approved

The Board approved the negotiation for the purchase of land.

The Board approved the Charges to the Chancellor.

Next Regular Board Meeting Date: Tuesday, January 22, 2019

George E. Killen Community and Education Service Center

101 Community Meeting Room

201 West Sheridan, San Antonio, Texas

Appendix D: Faculty Roster

Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty

Name of Institution: St. Philip's College

Name of Primary Department, Academic Program, or Discipline: Histologic Technician

Academic Term(s) Included: Fall, Spring and Summer

Date Form Completed: November 15, 2018

1 NAME (F, P)	2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G)	3 ACADEMIC DEGREES& COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Escobedo, Lucila (F)	Spring - HLAB 1260 Clinical I Histologic Technology, 2 (UN) Summer – HLAB 1360 Clinical II Histologic Technology, 3 (UN) Fall - HLAB 1460 Clinical- Histologic Technology/ Histotechnologist I, 4 (UN) Spring - HLAB 1461 Clinical- Histologic Technology /Histotechnologist II, 4 (UN) Summer – HLAB 1462 Clinical Histologic Technology / Histotechnologist III, 4 (UN)	University Of Texas San Antonio B.S. Biology University Of Texas Health Science Center/ University Hospital Histotechnician Program	Certification Maintenance Program in Histotechnician: HT (ASCP) CM; over 21years related work experience when hired in 2016 and 2 years teaching experience.
Davidson, Kelli (P)	Fall - HLAB 1301 Introduction to Histotechnology, 3 (UN) Spring - HLAB 1302 Histotechnology I, 3 (UN) Spring - HLAB 1305 Functional Histology I, 3 (UN)	Midwestern State University B.A.A.S. Biology Harford Community College A.A.S Histotechnology	Certification Maintenance Program in Histotechnician: HT (ASCP)CM; over 5 years related work experience when hired in 2008

	Summer - HLAB 1346 Functional Histology II, 3 (UN) Fall - HLAB 1443 Histotechnology II, 4 (UN) Summer – HLAB 2341 Registry Review, 3 (UN)		
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F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate

Appendix E: Library Resources

Library Resources – Histologic Technician Resources

Submitted by Andrew Rivera, MLIS, MBA, Librarian & Health Sciences Library Liaison

Note: St. Philip's College has two campuses – the Martin Luther King Campus (Main) and the Southwest Campus. Except where otherwise noted, this report on library resources refers to the Martin Luther King Campus library.

Collections and Resources

Students have access to a substantial collection of books, periodicals, and online databases within the St. Philip's College (SPC) Library. The SPC Library includes resources in multiple formats including print, multi-media, and digital.

Other resources complement the Library's holdings. For example, the students, faculty and staff of St. Philip's College can borrow and request materials from other libraries within the Alamo Colleges District. Also, through TexShare, St. Philip's College has access to a multitude of additional resources to locate information. TexShare is a membership statewide consortium of libraries administered by the Texas State Library. St. Philip's College Library participates in the database, card, InterLibrary Loan protocol and shared purchases. St. Philip's College students, faculty, staff, and administrators have access to Texshare online databases and can borrow and receive materials from other TexShare libraries across the state through the reciprocal borrowing and lending programs.

Resources for information available to St. Philip's College students, faculty, and staff include:

- The holdings of the St. Philip's College Library (see attached lists).
- The holdings of other Alamo Colleges District libraries (San Antonio College, Palo Alto College, Northeast Lakeview College, and Northwest Vista College).
- E-books and reference materials available through EBSCO, CREDO Reference, Proquest Ebook Central, and Gale Virtual Reference Library.

- Online databases (with access to articles, streaming videos, research materials, and test prep resources) pertinent to the health sciences and medicine including those provided through the TexShare consortium:
 - Academic One File
 - Academic Search Complete
 - AHFS Consumer Medication Information
 - CINAHL Plus with Full Text
 - CREDO Reference
 - Gale Virtual Reference Library
 - Health Reference Center Academic
 - Health Source: Consumer Edition
 - Health Source Nursing/Academic
 - MEDLINE with MeSH
 - Natural & Alternative Treatments
 - Nursing and Allied Health Collection
 - Physical Therapy and Sports Medicine Collection
 - ProQuest Nursing and Allied Health Database
 - Psychology and Behavioral Sciences Collection
 - SciTech Collection Premium
 - Science in Context

- Streaming video collections pertinent to the health sciences and medicine:
 - Films on Demand (Films Media Group) Health & Medicine Video Collection – almost 3,000 titles available covering topics such as health care, treatment, and anatomy.
 - Medcom Video Training Program Collection (through ProQuest Nursing & Allied Health Database) – Over 1,200 video clips of topics such as healthcare and safety, emergency planning, checking vital signs, and more.
 - Nursing Education in Video Second Edition – Over 500 videos covering advanced topics, from anatomy to basic clinical skills, medication administration, and more.

All digital materials pertinent to nursing, medicine, and health are accessible to current St. Philip's College students, faculty, staff, and administrators both on and off campus, 24 hours a day, seven days a week.

Computer access is also available at the Library. Up-to-date computing resources are available to students in the Reference Services area with access to the Internet, Microsoft Office Suite products, research tools, individual test-taking capability, scanning, and automated printing capabilities. A Collaboration Station is also available for students to use. This equipment has an adjustable table top, and can accommodate up to four or five devices (i.e., laptops). In addition, a computer lab in the library is available to students for collaborative projects and students also have the ability to check-out laptops from the library.

Organization & Personnel

The Library operates under the College's Division of Academic Success/Academic Support, which also consists of the departments of Media Services, Archives, and the Instructional Innovation Center (including Distance Learning). The Division of Academic Success/Academic Support falls under the purview of the Vice President for Academic Success.

The Library's personnel in fiscal year 2018-2019 is made up of six full-time Librarians, eight part-time Librarians, all of whom hold Master of Library Science degrees from graduate programs accredited by the American Library Association. Other Library personnel consist of three full-time Library Assistants and five part-time Library Assistants.

Services

Access

- The Library's website (<http://www.alamo.edu/spc/library>) provides links to the Library's online catalog, online databases, e-book collections, and other resources, all of which are accessible to current students, faculty, staff and administrators while on and off campus. The website also features information and access to a large variety of services offered by the library such as interlibrary loan services, resources for distance learners, information literacy instruction, "Ask A Librarian" including phone, email, texting, or chat service, and general information assistance. The library website is also directly linked to the ACES portal.
- Discovery Service – The Library's online catalog provides access to its holdings information 24 hours a day, seven days a week from any device with an Internet connection. It also catalogs and

includes links to access many of the Library's e-book collections, local holdings (books, DVDs, etc.), and access to resources in some of the library databases. For ease of searching, the online catalog lists holdings information for all libraries in the Alamo Colleges District, including the option to limit results to St. Philip's College, and is available at

<https://spclibrary.on.worldcat.org/discovery>.

Reference & Research Services

- Librarians are available for research and reference assistance on a walk-in basis at the Information and Librarian Desks on the 2nd floor of the Library. One-on-one consultations (known as Individual Research Assistance or IRAs) are also available and are encouraged for questions and assignments that require in-depth research. Information for IRAs and a sign up form are available online at <https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/ira-form/>.
- Contact information for phone and virtual (email) reference is conveniently available on every library webpage. The Ask-A-Librarian link allows for contacting the library via email, chat, text, Twitter and receiving a reply through the same modes. The link to Ask-A-Librarian (<http://spc.libanswers.com/>) is available through many of the online databases as well.
- Liaison librarians are available to students and faculty of each academic department. The health sciences liaison, for example, is assigned to work with all nursing and health sciences programs. Liaison librarians work closely with faculty and students within a subject area to develop relevant collections, provide information literacy instruction, answer research questions for students and faculty, and provide their expertise as needed. A list of librarians and their liaison areas is available at *Who's Your Librarian?* Library Faculty and Staff directory at <https://www.alamo.edu/siteassets/spc/experience-spc/current-students/student-resources/library/documents/library-liaison-flyer.pdf>.

Interlibrary Loan Services

- Registered borrowers at St. Philip's College Library may request items that are available for circulation in-person at the Library or online by using an interlibrary loan (ILL) form linked at the library's webpage (<http://spc.libsurveys.com/Interlibrary-Loan-Form>). Items available at another Alamo Colleges library usually arrive in two to four business days. Circulating items not available

at Alamo Colleges libraries may also be requested through interlibrary loan; these requests are usually fulfilled by other libraries located in San Antonio or throughout the state if necessary, and can take several business days to a few weeks to fulfill.

- SPC students, faculty, staff, and administrators may also request copies of articles from journals that are not owned by the Library through interlibrary loan. Forms are available at the Library and online at <http://spc.libsurveys.com/Interlibrary-Loan-Form>.

Information Literacy Instruction

- The Library offers instruction sessions to regularly scheduled classes at the request of faculty. Faculty can initiate this request by speaking to a librarian in-person, by phone, or by filling out a form available online at <https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/library-instruction/>. Instruction sessions can be tailored to fit the needs of a particular assignment and faculty members are encouraged to hold multiple sessions if necessary.
- One-on-one instruction is provided to any user in the Library on a walk-in basis or by appointment with a librarian through the IRA (Individual Research Assistance) sign up form at <https://www.alamo.edu/spc/experience-spc/current-students/student-resources/library/ira-form/>.
- Subject guides and other research guides and library finders are developed by librarians and are often used in conjunction with instruction classes and workshops. LibGuides, which are research guides made available online for student and faculty use, are available at <http://spcguide.libguides.com>. A specific Histologic Technician Libguide is available online to students, faculty, and staff at <https://spcguide.libguides.com/c.php?g=882179>.

Anatomical Models & Flashcards

- Various three-dimensional models, two-dimensional charts, and flashcards are available at the Library for visual and tactical study of human anatomy and physiology. Models and charts are for in-library use only and can be moved to any study area or group study room within the Library. Flashcards circulate and may be checked out by users for home use.

Facilities

The location of the Library is in the Center for Learning Resources (CLR) building, conveniently located adjacent to the Center for Health Professions (CHP) building. The Library features the following:

- First Floor:
 - Circulation Services, which oversees the Course Reserves & Textbook Collections, interlibrary loans processing and pick-up, Laptop loans, anatomical models, and check-in and check-out of materials.
 - Technical Services, which is comprised of Acquisitions, Cataloging, and Processing.
 - Current print journals, magazines, and newspapers.
 - Library and College Archives exhibit areas.
 - Several study tables and comfortable soft seating chairs.
 - One instructional classroom dedicated to information literacy instruction that allows students to gain hands-on practice with information gathering techniques during instructional sessions taught by librarians. Library classrooms consist of computer workstations and are equipped with overhead LCD projectors and whiteboards.

- Second Floor:
 - Reference Services with two desks that serve as service points for all reference questions and general computer assistance.
 - The general circulating collection, reference collection, new book collection, the Black collection, and the audiovisual collection.
 - Fifty computing stations with access to the Internet, Microsoft Office Suite products, electronic databases, and automated printing capabilities. This includes two workstations that offer assistive technology for users with special needs or disabilities.
 - Three Library Online Catalog stations.
 - One multi-purpose scanner for scanning and copying.
 - One instructional classroom dedicated to information literacy instruction that allows students to gain hands-on practice with information gathering

techniques during instructional sessions taught by librarians. Library classrooms consist of computer workstations and are equipped with overhead LCD projectors and whiteboards.

- Eight individual study rooms and seven group study rooms with whiteboards available on a first-come, first- served basis.
 - A dedicated assistive technologies room with Kurzweil, SARA, and Magnalinks stations available on a walk-in basis, and a computer accessible to students with disabilities.
 - The entire Center for Learning Resources (CLR) invites study through having numerous individual and collaborative spaces with comfortable tables, chairs, and soft seating with nearby electrical outlets available throughout.
- Third Floor:
 - Most of the third floor of the Center for Learning Resources is occupied by other departments (Archives, Media Services, Division of Academic Success/Academic Support administrative offices, Testing and Tutoring), but students have access to a quiet open study area with numerous study tables and soft seating.

Histologic Technician Resources – Current Orders to be Purchased

Current Orders			
Status	Author/Editor	Title	ISBN
On-Order	Euvarna, Kim S.	Bancroft's Theory and Practice of Histological Techniques	9780702068645
On-Order	Mescher, Anthony L.	Junqueira's Basic Histology: Text and Atlas	9781260026177
On-Order	Mondal, Santosh Kumar	Manual of Histological Techniques	9789386261199

Histologic Technician Resources Pertinent Print Books, Electronic Books, and DVDs

Reference Collection			
Location	Call Number	Title	ISBN
Reference	QM23.2 .G73	Gray's Anatomy.	9780443015052
Reference	QM25 .A33 2008	Comparative Skeletal Anatomy : A Photographic Atlas for Medical Examiners, Coroners, Forensic Anthropologists, and Archaeologists	9781597451321
Reference	QM25 .F68 2009	Human and Nonhuman Bone Identification : A Color Atlas	9781420062960
Reference	QM25 .S97 2004	Systems of the Body Poster set No. 1-10	N/A
Reference	QM 507.C43 2018	Temporal Bone and Radiology Atlas	9781597567169
Reference	QM 556.T48 2008	Theory and Practice of Histological Techniques 6 th Edition	9780443102790
Reference	QM 557.F5513 2017	Atlas of Histology with Functional Correlations	9781496316769
Reference	QM 557.G38 2018	Color Atlas and Text of Histology	9781496346735
Reference	R121 .A53 2004	The American Heritage Stedman's Medical Dictionary.	9780618428991
Reference	R121 .B598 2006	Black's Medical Dictionary	9780810857131
Reference	R121 .D73 2012	Dorland's illustrated medical dictionary	9780808924180
Reference	R121 .S8 2012	Stedman's Medical Dictionary for the Health Professions and Nursing	9781608316953
Reference	R121 .T33 2013	Taber's cyclopedic Medical Dictionary	80362977
Reference	R123 .D284 2002	A Quick Reference to Medical Terminology	9780766840607

Reference	R123 .D38 2009	Medical Abbreviations : 30,000 Conveniences at the Expense of Communication and Safety	93143114
Reference	R123 .J24 2005	Dictionary of Medical Acronyms & Abbreviations	9789996001147

Course Reserves			
Location	Title	Author / Editor	ISBN
Course Reserve	Histotechnology A Self Instructional Text	Freisa Carson, Christa Cappellano	9780891896319

Books (Stacks)			
Location	Call Number	Title	ISBN
Bookshelves	QM23.2.M67 2018	Clinically Oriented Anatomy	9781496347213
Bookshelves	QM100 .M872 2005	The Muscular System Manual : The Skeletal Muscles of the Human Body	9780323025232
Bookshelves	QM100 .S74 2009	The Skeletal and Muscular Systems	9781604133653
Bookshelves	QM101 .K44 2004	The Skeletal System	9780313325212
Bookshelves	QM181 .H36 2009	Handbook of Cardiac Anatomy, Physiology, and Devices	9781603273725
Bookshelves	QM551.R67 2016	Histology: A Text and Atlas: With Correlated Cell and Molecular Biology	9781451187427
Bookshelves	QM554.A84 2013	The Big Picture: Histology	9780071477581
Bookshelves	QM557.G38 2017	Textbook of Histology	9780323355636
Bookshelves	QP101 .C293 2013	The Cardiovascular System at a Glance	9780470655948
Bookshelves	QP303 .M87 2006	Kinesiology : The Skeletal System and Muscle Function	323048862
Bookshelves	QP321 .K44	Nerve and Muscle	9780521283625
Bookshelves	QP321 .L62 2010	Skeletal Muscle Structure, Function, and Plasticity : The Physiological Basis of Rehabilitation	9780781775939
Bookshelves	QP321 .M3376 1996	Skeletal Muscle : Form and Function	9780873227803
Bookshelves	QP321 .M8965 2004	The Muscular System	9780313324031

Bookshelves	QP321 .V64 2001	Prime mover : A Natural History of Muscle	9780393021264
Bookshelves	QP34.5 .F862 2017	Fundamentals of Anatomy and Physiology for Nursing and Healthcare Students	9781119055525
Bookshelves	QP34.5 .G9 2006	Textbook of Medical Physiology	80892317
Bookshelves	QP34.5 .L426 2004	Physiology Demystified	9780071438285
Bookshelves	QP34.5 .L43 2003	Human Anatomy & Physiology	9780071429801
Bookshelves	QP34.5 .L49	Biology, Human Perspectives	9780876203439
Bookshelves	QP34.5 .M65 2012	Anatomy and Physiology for Health Professionals	9780763784409
Bookshelves	QP34.5 .P496 1993	Physiology	9780801664656
Bookshelves	QP34.5 .S288 2003	Essentials of Anatomy and Physiology	9780803610071
Bookshelves	QP34.5 .T49 2013	Anatomy & Physiology	9780323083614
Bookshelves	QP34.5 .W38 2011	Anatomy and Physiology for Nurses	9780702043581
Bookshelves	QP34.5.M455 2003	Essentials of Human Anatomy and Physiology	9780805353853
Bookshelves	QP101.C293 2013	The Cardiovascular System at a Glance	9780470655948
Bookshelves	QP355.2 .I53	A Review of Anatomical Neurology	9780839109617
Bookshelves	QP355.2 .M39 2004	The Nervous System and Sense Organs	9780313324567
Bookshelves	QP360 .B6	Physiological Psychology	9780416819502
Bookshelves	QP361 .J46	The Human Nervous System	9780838539446
Bookshelves	QP361 .M36	The Nervous System and Behavior	9780061415760
Bookshelves	QP363 .S78	Neurophysiology: A Primer	9780471824367
Bookshelves	QP41 .A53 2009	Anatomy & Physiology Made Incredibly Easy!	9780781788861
Bookshelves	QP41 .R34 2011	Medical Physiology : A Systems Approach	9780071621731
Bookshelves	QP475.F74 2018	Anatomy of the Eye and Orbit: The Clinical Essentials	9781469873282
Bookshelves	R121 .D73	Dorland's Illustrated Medical Dictionary.	9781416023647
Bookshelves	R121 .M89 2017	Mosby's Dictionary of Medicine, Nursing & Health Professions.	323222056
Bookshelves	R121 .S8 2012	Stedman's Medical Dictionary for the Health Professions and Nursing.	9781608316953

Bookshelves	R123 .D28 2008	Essentials of Medical Terminology	9781401890193
Bookshelves	R123 .D284 2002	A Quick Reference to Medical Terminology	9780766840607
Bookshelves	R123 .D455 2002	Medical Acronyms, Eponyms & Abbreviations	9781570662812
Bookshelves	R123 .F697 2005	Medical Terminology : A Living Language	9780131849105
Bookshelves	R123 .F697 2009	Medical Terminology : A living Language	9780131589988
Bookshelves	R123 .J24 2016	Dorland's Dictionary of Medical Acronyms & Abbreviations.	9780323340205
Bookshelves	R123 .L363 2006	Medical Terminology Demystified	9780071461047
Bookshelves	R123 .M394 2018	Medical Terminology Made Incredibly Easy!	9781496374073
Bookshelves	R123 .M42 2001	Medicine	9780071384346
Bookshelves	R123 .M595 2002	Medical Terminology : A Student-Centered Approach	9780766815223
Bookshelves	R123 .R523 1999	Medical Terminology With Human Anatomy	9780838562741
Bookshelves	R123 .R523 2008	Medical Terminology : A Word-Building Approach	13222531
Bookshelves	R123 .S7 2005	Stedman's Medical Speller	9780781754484
Bookshelves	R724 .E27 2018	Ethics of Health Care : A Guide for Clinical Practice	9781285854182
Bookshelves	R725.5 .J83 2016	Law & Ethics for Health Professions	9780073513836
Bookshelves	R725.5 .M35 2009	Professionalism in Health Care : A Primer for Career Success	9780135153871
Bookshelves	RB37.K46 2017	Nursing Laboratory and Diagnostic Tests Demystified	9781259859533
Bookshelves	RB40.M26 2017	Clinical Chemistry	9780723438816
Bookshelves	RB113.B453 2007	Clinical Pathophysiology made Ridiculously Simple	9780940780804
Bookshelves	RC270.3.H56 H55 2017	Histopathology Specimens: Clinical, Pathological, and Laboratory Aspects	9783319573595
Bookshelves	RC667.N47 2010	Netter's Cardiology	9781437706383
Bookshelves	RC681 .P529 2007	The Human heart : A Basic Guide to Heart Disease	9780781767774

Bookshelves	RC682 .G33 2013	Heart Disease and Health	9781937585907
Bookshelves	RC683 .A44 2011	American Heart Association Your Heart, an Owner's Manual : American Heart Association's Complete Guide to Heart Health.	9781451628074
Bookshelves	RC691.6.U47 D43 2018	The Vascular System	9781496380593
Bookshelves	RC702.A67 2017	Applied Respiratory Pathophysiology	9781138196445
Bookshelves	RC711.V36 2018	Atlas of Pulmonary Cytopathology with Histopathologic Correlations	9781936287161
Bookshelves	RC711.W47 2017	West's Pulmonary Pathophysiology: The Essentials	9781496339447
Bookshelves	RC1211.N48 2018	Netter's Sports Medicine	9780323395915
Bookshelves	RD57.M65 2018	The Practice of Surgical Pathology: A Beginner's Guide to the Diagnostic Process	9783319592107
Bookshelves	RK280.T46 2018	Ten Cate's Oral Histology: Development, Structure, and Function	9780323485241

Oversized Books			
Location	Call Number	Title	ISBN
SPC Folio	QM23.2 .R58 2010	The Complete Human Body : The Definitive Visual Guide	75666733
SPC Folio	QM25.B26 1985	The Anatomical Chart Series	960373012
SPC Folio	QM25.N46 1997	Atlas of Human Anatomy	0914168800
SPC Folio	QM25 .R55 2006	Color Atlas of Anatomy : A Photographic Study of the Human Body	9780781790130
SPC Folio	QM451 .H18 2004	Neuroanatomy : An Atlas of Structures, Sections, and Systems	9780781746779

E-Books			
Location	Author/Editor	Title	ISBN
eBook	Hossler, Fred E.	Ultrastructure Atlas of Human Tissues	9781118282441
eBook	Lisowski, F. Peter; Oxnard, Charles E.	Anatomical Terms and Their Derivation	9789812706867
eBook	Peate, Ian	Fundamental of Applied Pathophysiology: An Essential	9781119219484

		Guide for Nursing and Healthcare Students	
eBook	Peate, Ian; Nair, Muralitharan	Fundamentals of Anatomy and Physiology	9781119063728
eBook	Reinus, John; Simon, Douglas	Gastrointestinal Anatomy and Physiology: The Essentials	9781118833056
eBook	Scott-Conner, Carol E. H.	Scott-Conner & Dawson essential operative techniques and anatomy	9781469830643
eBook	Slipka, Jaroslav; Tonar, Zbynek	Outline of Histology	9788024637587
eBook	Stich, Ann P.	Medical Terminology, Documentation, and Coding	9781351812450
eBook	Ward, Jeremy P. T.; Linden, Roger W. A.	Physiology at a Glance	9781119247319
eBook	Whitaker, Robert H.; Borley, Neil R.	Instant Anatomy	9781119159391

DVD				
Location	Call #	Vol.	Title	Imprint
SPC DVD	QM23.2 .A53 2005	1	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	2	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	3	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	4	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	5	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	6	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	7	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM23.2 .A53 2005	8	The Anatomically Correct World of Anatomy	Camarillo, CA : Goldhil Entertainment, ©2005.
SPC DVD	QM25 .A24 2004	1	Acland's DVD Atlas of Human Anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	2	Acland's DVD Atlas of Human Anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	3	Acland's DVD Atlas of Human Anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	4	Acland's DVD Atlas of Human Anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QM25 .A24 2004	5	Acland's DVD Atlas of Human Anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004

SPC DVD	QM25 .A24 2004	6	Acland's DVD Atlas of Human Anatomy	[Philadelphia] : Lippincott Williams & Wilkins, ©2004
SPC DVD	QP34.5 .H86 2005	v.1	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.2	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.3	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.4	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.5	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.6	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.6	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.
SPC DVD	QP34.5 .H86 2005	v.7	The Human Body	Lawrenceville, NJ : Cambridge Educational, c2005.

**Histologic Technician Resources
Pertinent Streaming Videos**

Title	Database
Clinical Lab Technician: Histologist	Films on Demand
Anatomy and Physiology	Nursing Education in Video

**Histologic Technician Resources
Pertinent Print Journal and E-Journal Access**

E-Journals		
ISSN	Title	Details
0002-9173	American Journal of Clinical Pathology	Full Text May 2011 to Present (With 12 month Delay)
0003-9985	Archives of Pathology & Laboratory Medicine	Full Text July 2000 to Present
1052-0295	Biotechnic & Histochemistry	Full Text February 2003 to Present (With 18 Month Delay)

1432-0878	Cell and Tissue Research	Full Text January 2002 to Present (With 12 Month Delay)
1432-119X	Histochemistry and Cell Biology	Full Text January 2002 to Present (With 12 Month Delay)
0309-0167	Histopathology & Cytopathology	Full Text January 1998 to present (with 12 Month Delay)
0919-6544	Neuropathology	Full Text January 1998 to Present (With 12 Month Delay)
1936-6203	PLoS One	Full Text Dec 2006-Present
More Journals Located within Databases		

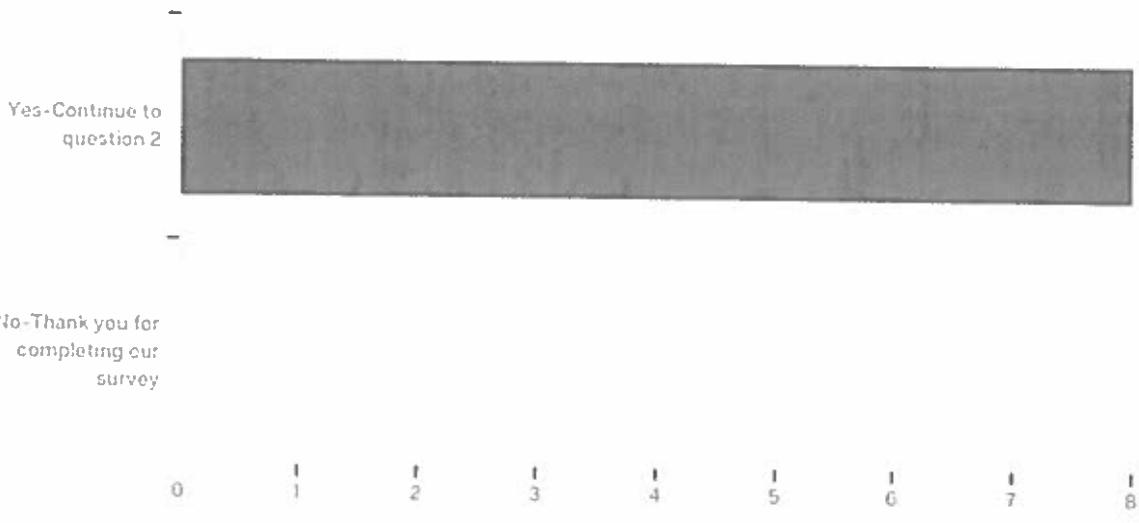
**Appendix F: Survey Results
(Student and Community)**

Student Interest

- Survey was conducted in the Spring of 2017
- 100% of the students would be interested in obtaining an Associate Degree in Histology
- 100% would like to get certified as a Histologic Technician

Histology student interest survey

Q1 - Would you be interested in studying Histology?



#	Answer	%	Count
1	Yes-Continue to question 2	100.00%	8
2	No-Thank you for completing our survey	0.00%	0
	Total	100%	8

Q2 - Would you be interested in an associate degree in Histology?

Yes

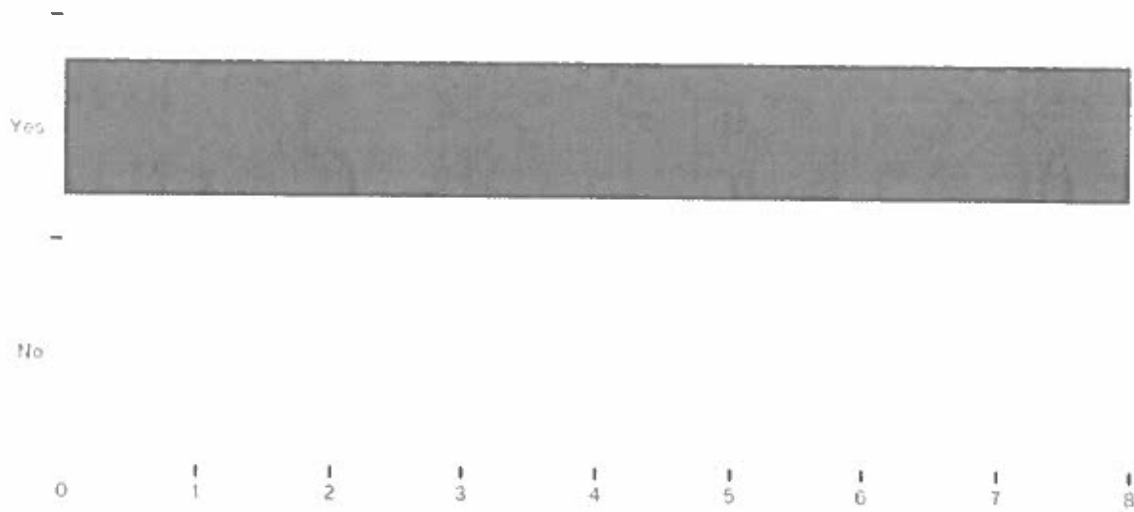


No

0 1 2 3 4 5 6 7 8

#	Answer	%	Count
1	Yes	100.00%	8
2	No	0.00%	0
	Total	100%	8

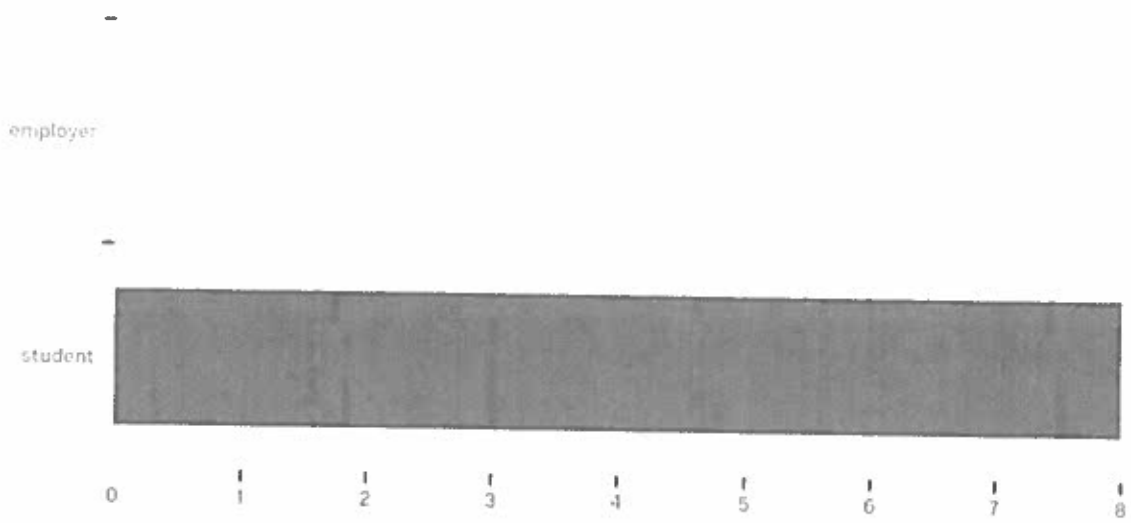
Q3 - Would you like to get certified as a Histologic Technician?



#	Answer	%	Count
1	Yes	100.00%	8
2	No	0.00%	0
	Total	100%	8



Q4 - Are you an employer or student?



#	Answer	%	Count
1	employer	0.00%	0
2	student	100.00%	8
	Total	100%	8

Q5 - Would you hire a Histologic Technician?

Yes



No

0 0.5 1 1.5 2 2.5 3 3.5 4

#	Answer	%	Count
1	Yes	100.00%	4
2	No	0.00%	0
	Total	100%	4

Community Interest Survey Report

- The responding facilities reside in the following zip codes:
78229,78233,78212,78217
- The following facilities responded to the survey:
2 Hospitals 6 Reference Labs
- In the last 5 years 100% of the facilities have hired Histologic Technicians
- 100% of the facilities will continue to hire Histologic Technicians over the next 5 years
- 100% of the facilities agree that an Associates of Applied Science in Histologic Technician program at St. Philip's College will benefit the San Antonio and Bexar county medical community.

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

The Histologic Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Students completing our program will receive a certificate of completion. The future intent is to develop the Associate of Applied Science degree in Histology.

According the US Bureau of Labor of Statistics the mean annual wage for Histology Technologist was \$50, 550 in 2015.

Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

The idea of having an AAS in Histology is way over due. The
advances in technology has precipitated the need for a degree
program instead of a Certificate program. GLENA HOOD started a
long distance Histology program out of Indiana University. I don't know
if she is still active, but she'll be a great resource to explore

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

The A.S. program is a necessary step to keep up with the market & amount of qualified individuals seeking & gaining employment in the field.

Advisory Board/Employer interest

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- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

I believe it would benefit me as an employer
and also as a bench worker to have the Associate.
It would make the program stand up above any
other teaching just technical skills.



Advisory Board/Employer interest

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
- No

2. Are you an employer?

- Yes
- No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
- No

Comments:

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

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Please select one response for each question:

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- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

I do think that this definitely moves the program forward by making it into an Associate's degree. As a histologist, I see daily how crucial this field is and we need to make sure that we are educating and preparing students for the future of our field.

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

It would be nice if the students were taught the basics of processing cytology non-eye specimens.

Also, CAP is very important and would be a great benefit for them to have education on.

Advisory Board/Employer interest

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
- No

2. Are you an employer?

- Yes
- No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
- No

Comments:

Advisory Board/Employer interest

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

As the Supervisor for Histology + Autopsy. I
need to have well-rounded technicians that
can also perform leadership tasks. Earning an
AAS will enhance the Histology program.

Advisory Board/Employer interest

Histology is the microscopic study of human or animal tissue and how it relates to organ function or disease processes. Working closely with a pathologist, a histologic technician can determine whether a disease or cancer exists like a melanoma or lymphoma. Histologic technicians develop an expertise in handling and processing tissues by fixation, processing, embedding, microtomy, and the use various staining techniques.

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Please select one response for each question:

1. Do you agree with the proposal to advance the Histology Program from a Level II Certification to an Associate of Applied Science Degree?

- Yes
 No

2. Are you an employer?

- Yes
 No

3. Would you hire a Histologic Technician with a HT / AAS in Histology

- Yes
 No

Comments:

This was needed years ago. Excited to assist St. Philips with this program. Education is very important for our career to advance and be recognized as a Professional career. I am at my end of my Histology career and regret never getting a degree, however I push and promote education to our future Histology Technicians.

*Hector Hernandez, HT (ASCP)
MSG Ret. USAF*

Appendix G: Occupational Profile
(Source: U.S. Bureau of Labor Statistics)

OOH HOME | OCCUPATION FINDER | OOH FAQ | OOH GLOSSARY | A-Z INDEX | OOH SITE MAP | EN ESPAÑOL
OCCUPATIONAL OUTLOOK HANDBOOK
 Search Handbook Go

Occupational Outlook Handbook > Healthcare >

Medical and Clinical Laboratory Technologists and Technicians

EN ESPAÑOL PRINTER-FRIENDLY

Summary What They Do Work Environment How to Become One Pay **Job Outlook** State & Area Data Similar Occupations More Info

Job Outlook

About this section ?

Employment of medical laboratory technologists is projected to grow 12 percent from 2016 to 2026, faster the average for all occupations. Employment of medical laboratory technicians is projected to grow 14 percent from 2016 to 2026, faster than the average for all occupations.

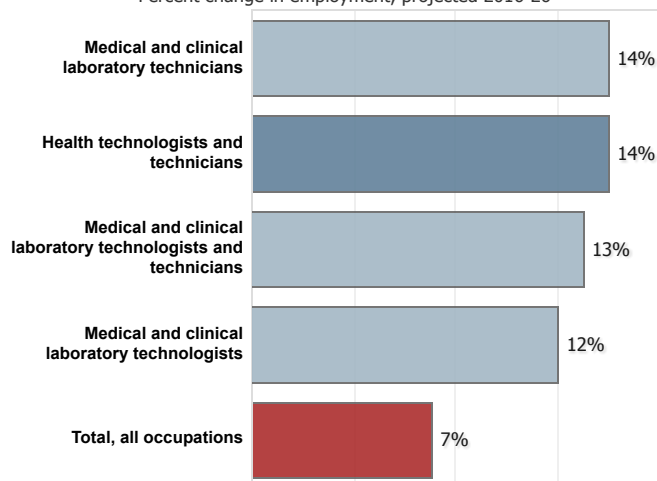
An increase in the aging population is expected to lead to a greater need to diagnose medical conditions, such as cancer or type 2 diabetes, through laboratory procedures. Prenatal testing for various types of genetic conditions also is increasingly common. Medical laboratory technologists and technicians will be in demand to use and maintain the equipment needed for diagnosis and treatment.

Job Prospects

Job prospects will be best for medical and clinical laboratory technologists and technicians who complete an accredited education program and earn professional certification.

Medical and Clinical Laboratory Technologists and Technicians

Percent change in employment, projected 2016-26



Note: All Occupations includes all occupations in the U.S. Economy.
 Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment projections data for medical and clinical laboratory technologists and technicians, 2016-26

Occupational Title	SOC Code	Employment, 2016	Projected Employment, 2026	Change, 2016-26		Employment by Industry
				Percent	Numeric	
Clinical laboratory technologists and technicians	29-2010	335,700	378,400	13	42,700	xlsx
Medical and clinical laboratory technologists	29-2011	171,400	191,200	12	19,800	xlsx
Medical and clinical laboratory technicians	29-2012	164,200	187,200	14	22,900	xlsx

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

<- Pay

State & Area Data ->

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Medical and Clinical Laboratory Technologists and Technicians, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-and-clinical-laboratory-technologists-and-technicians.htm> (visited October 26, 2018).

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U.S. Bureau of Labor Statistics | Office of Occupational Statistics and Employment Projections, PSB Suite 2135, 2 Massachusetts Avenue, NE Washington, DC 20212-0001
www.bls.gov/oooh | Telephone: 1-202-691-5700 | [Contact OOH](#)

Appendix H: Business Plan

FROM: Workforce Education & Training

Subject: Business Plan – New Workforce Program

TO: PVC

1. Program Name: AAS Histologic Technician Program

2. Program Purpose:

The AAS Histologic Technician Program will prepare students for technical careers in the Histopathology Laboratory field. The program will provide students with hands on training in the histologic technician pedagogies. Students will possess the knowledge and technical skills to work as a Histotechnician. Students will gain extensive practical experience in many areas, including specimen grossing, tissue processing, routine/special tissue staining, tissue embedding, microtomy, microscopic slide cover slipping, laboratory informatics, and laboratory safety & administration.

3. Program Outcomes:

The AAS Histologic Technician Program will prepare students for technical careers in the Histopathology Laboratory field and align with the American Society of Clinical Pathology (ASCP) national certification. Appropriate preparation for this occupation by St. Philip's College curriculum design and instruction methods ensures the Histopathology Laboratory field courses meet Standards from the outset.

4. Five-Year Costs/Investments:

- **Equipment:** None
- **Faculty:** \$667,974
- **Facility Impacts:** None
- **Other Direct Costs:** \$109,000
- **Other Indirect Costs:** \$5,746
- **Total 5-Year Expenses:** \$782,720

No renovations or investments needed. All courses can be offered in the existing Center of Health Professions building without displacing other programs or courses.

Our cost excludes testing fees (ASCP national certification exam) of \$215 per student that are pass-through.

5. Five-Year Revenue Generated:

Projected Enrollment:

- 75 students over 5 years

- 40 students completing the program over a 5 year period
- Projected Contact Hours: 99,708
- Reimbursable Dollars Rate: \$3.70 (Technical) & \$2.41 (Academic)
- Regular Tuition: \$311,550 and Special Tuition: \$239,400
- Projected Total Reimbursable Dollars: \$232,329
- Total 5-Year Revenue: \$783,279
- 5-Year Net Income - \$559

6. Job/Employer Demand:

- Indeed.com job search for San Antonio using “Histology Technician” yielded 11 job openings (8/20/18)
- With the various reference laboratories in San Antonio there were 3 full-time positions (8/17/19)
- Monster.com job search for San Antonio using “Histology” yielded 10 job openings (8/20/18)

7. Five-Year Projected Job Placement:

- The Histologic Technician profession expects strong growth over the next 10 years. In the Alamo Region, over 350 new jobs are predicted over a 10-year period (2014-2024), with additional turnover resulting in 35 additional job openings per year. Job opportunities for Histologic Technicians are forecasted to grow at a rate of 23.7% in the Alamo region over ten years from 2014-2024 (Data referenced from the Texas Workforce Commission – Tracer 2 – Alamo WDA Long-term Occupations Projections).
- The average salary in the Alamo job market is \$22.76 per hour. (SOCRATES – Occupational Profile – SOC 29-2010 Clinical Laboratory Technologist and Technicians). Based on the strength of the above projections, we anticipate meeting the state’s job placement rate of 95%.

8. Projected Program Milestones:

- **Year 1:** 15 Declared Majors
- **Year 2:** 27 Declared Majors 10 program graduates
- **Year 3:** 27 Declared Majors 10 program graduates
- **Year 4:** 27 Declared Majors 10 program graduates
- **Year 5:** 27 Declared Majors 10 program graduates

9. Other Pertinent Information:

- The St. Philip's College Histologic Technician program is the only program in the Alamo region that is capable of graduating 15 students annually to meet employer's hiring needs and employee turnovers.
- No other similar Histologic Technician Program offered in San Antonio
- Two similar programs in Texas: Houston Community College and Tarleton State University
- There are only 33 Histologic Technician Programs in the nation
- The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the American Society for Clinical Pathology (ASCP) has mandated that all Histologic Technician (HT) programs culminate to 60 semester hours or an associate's degree.

Appendix I: St. Philip's College Institutional Student Learning Outcomes

INSTITUTIONAL STUDENT LEARNING OUTCOMES

St. Philip's College ensures that students develop the essential knowledge and skills they need to be successful in college, career, community and life by embedding cross-disciplinary student learning outcomes in academic courses and co-curricular activities.



Critical Thinking

St. Philip's College students will demonstrate the ability to use inquiry and analysis, evaluation and synthesis of information and creative thinking and innovation.



Communication

St. Philip's College students will demonstrate the ability to develop, interpret and express ideas through effective written, oral and visual communication for various academic and professional contexts.



Empirical and Quantitative Skills

St. Philip's College students will demonstrate the ability to manipulate and analyze numerical data or observable facts resulting in informed conclusions.



Teamwork

St. Philip's College students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.



Social Responsibility

St. Philip's College students will demonstrate intercultural competency, civil knowledge and the ability to engage effectively in regional, national and global communities.



Personal Responsibility

St. Philip's College students will demonstrate the ability to connect choices, actions and consequences to ethical decision-making.

Appendix J: St. Philip's College Scorecard

St. Philip's College Scorecard FY 2019

For a detailed review of SPC Student Achievement Goals: <http://www.alamo.edu/mainwide.aspx?id=43716>

Results of Mission: Empower our diverse student population through educational achievement and career readiness.
Vision: Best in the nation in Student Success and Performance Excellence.
Values: Students First | Respect For All | Community Engaged | Collaboration | Can Do Spirit | Data Informed
Core Competencies: Quality Instruction of Educational Programs | Student Engagement | Community Engagement

STRATEGIC OBJECTIVES	INSTITUTIONAL PRIORITIES	SUPPORTING DOCUMENTS LEADING INDICATORS	BENCHMARK	RESULTS			TARGET
				Fall 15	Fall 16	Fall 17	Fall 18
Student Success	Productive Grade Rate (PGR)	<ul style="list-style-type: none"> SLO Assessment Results (QEP and ETS) Early Alert/Follow-Up Reports Tutoring Student Engagement (CCSSE Survey) 4E, 4L, 4P, 21 Noel Levitz 1-16 	AC baseline (Fall 2006) = 67.3%	83.1%	85.0%	83.6%	84.1%
	Persistence FT FTIC Fall-to-Fall	<ul style="list-style-type: none"> On-Site Wait Times Noel Levitz 1-16, 43,32,15,65 CCSSE 4O, 4E, 4P, 9B Tutoring/Advising Class Climate 	State & VLCC Best (NVC) = 71.1% VLCC Average = 62.6% Statewide = 58.4%	58.6%	57.2%	64.0%	64.5%
	Graduation Rate FT FTIC 3-year	<ul style="list-style-type: none"> Enrollment Productive Grade Rate (PGR) Early Alert Follow-Up Reports Tutoring/Advising Weekly Degree Audits (45+ Hrs) 	VLCC Best (San Jacinto North) = 35.4% VLCC Average = 20.1%, State Best (Clarendon) = 41.6% State Average = 20.7%	Fall 12 Cohort 12.0%	Fall 13 Cohort 16.2%	Fall 14 Cohort 26.4%	Fall 15 Cohort 26.9%
Leadership	Ethical Decision Making (EDM)	<ul style="list-style-type: none"> Rubric Assessment Ethical Decision Making/Personal Responsibility Student Engagement and Satisfaction (CCSSE, Noel Levitz) 	CCSSE every odd year (spring) Target: 50.0% NL every even year (spring) Ethical Decision Making (EDM)/Personal Responsibility Baseline (Fall 2014) = 73%	15/16	16/17	17/18	17/18
				Assessed Biannually	CCSSE ACL 48.1 SE 52.1 AC 48.8 SFI 48.3 SFL 56.0	Assessed Biannually	CCSSE ACL 50.0 SE 52.6 AC 50.0 SFI 50.0 SFL 56.5
				Summary Score NL 5.90	Next Assessment Spring 18	Summary Score NL 5.64	Summary Score 6.1
Performance Excellence		<ul style="list-style-type: none"> College Climate Survey (PACE) Employee Professional development 	PACE every year (Fall) target 3.76	3.76	3.86	3.81	3.86
	SACSCOC Compliance and Sustainability	<ul style="list-style-type: none"> Alumni Constituent Survey (ACS) Action Plans Sustainability Plans for Submission of the 5th year Report in 2021 Most Cited Standards Substantive Change Notifications and Prospectuses 	Alumni (EDM) SPC Constituent Survey Spring 2016 Average = 80.1% Best in the region (SACSCOC); 0 Recommendations; 2.5 (Average); SPC below average on cited recommendations SACSCOC due dates and dates of implementation SACSCOC Acceptance and Approval, respectively	80.1%	84.3%	85.1%	85.6%



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