



SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

August 23, 2016

Dr. William D. Law, Jr.
President
St. Petersburg College
P. O. Box 13489
St. Petersburg, FL 33733-3489

Dear Dr. Law:

This letter is in response to an undated substantive change prospectus and cover page received from Giovanna Taylor on June 20, 2016, for the Associate in Science (A.S.) in Biomedical Engineering Technology degree program scheduled to begin, effective summer 2016, on the Clearwater campus. The program was developed using input from an Advisory Committee of institution's faculty, staff, and local industry leaders. Program need was supported by local industry growth, and the program has been approved by the Board of Trustees.

The program requires 62 credit hours and prepares students to sit for the national Certified Biomedical Equipment Technician credential. Instruction will be face-to-face with field experiences at industry locations. A schedule of course offerings and expected student program outcomes were included; course descriptions were provided by Lara Sharp via e-mail on August 5, 2016. Major learning outcomes specified by the Florida Department of Education were mapped to program courses.

A Faculty Roster Form for full-time and part-time faculty included academic degrees, teaching assignments, and other qualifications/portfolio credentials. Faculty qualifications appear appropriate. Program oversight is the responsibility of the Dean of Natural Sciences and the Program Director for Engineering Technology.

Lists of resource tools, discipline-specific databases, and streamed content were included. Access to online resources—subject/course guides, online tutoring, and Ask a Librarian research assistance is provided through the library's website. Research handouts and online tutorials are developed for subject-specific areas, and workshops are provided on information literacy and tutoring.

The College Experience is an orientation, advising, and student support system. Biotechnology faculty will host an Advising Day for each admission term to develop an individualized program plan for students. The Learning Support Commons area provides space for computer use, tutoring, and study rooms. Other support services include a workforce assessment and readiness program, internship program, and early alert system for student referral.

The program will have access to existing classroom and lab space used for the Engineering Technology program as well as electronics laboratory located in the Collaborative Center for Emerging Technologies. A list was provided of specialized equipment necessary for program initiation which has been purchased through U.S. Department of Labor grant funds or donated by industry partners. Projected program costs included full-time/part-time faculty salaries and equipment. A separate fund was established to purchase



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equipment for workforce-related programs to allow for any additional equipment needed. Revenue comes from tuition and a laboratory fee budget.

Achievement of program goals is measured by student progress through the curriculum, completion of a capstone course, and completion of an internship. Examples of the skills sheet/rubric for the capstone course and for the internship were included and delineated required tasks and minimum score to document proficiency.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Associate in Science in Biomedical Engineering Technology degree program. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.

Because the program constitutes a substantive change requiring approval and the prospectus was received after classes began summer 2016, the College appears to be out of compliance with Comprehensive Standard 3.12.1. **Please submit to my office by September 15, 2016 four copies of the policy and procedure document the institution has developed to ensure timely reporting of substantive change in the future. Please submit the four copies under a separate cover letter. Do not include them with other substantive change transmissions.** The document will be forwarded to the SACSCOC Board of Trustees for review at its December 2016 meeting. In developing the documents, please consult *Best Practices for Developing Policy and Procedures Documents*, published on our website under the Policies and Publications button.

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

Best regards,

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

Belle S. Wheelan, Ph.D.
President

BSW/MAC:iy

Enclosure

cc: Ms. Sabrina Crawford, Executive Director of Institutional Research & Effectiveness
Dr. Michael S. Johnson

Southern Association of Colleges and Schools
 Commission on Colleges, Inc.
 1866 Southern Lane
 Decatur, GA 30033-4097

INVOICE

Date	Invoice #
8/23/2016	3472

Bill To
St. Petersburg College P. O. Box 13489 13805 58th Street North Largo 33760 St. Petersburg, FL 33733-3489

Due Date	Account #
Due upon receipt	60773

Description	Amount
REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE Substantive Change Fee for transmitting a prospectus for the Associate in Science (A.S.) in Biomedical Engineering Technology degree program scheduled to begin, effective summer 2016, on the Clearwater campus.	500.00

Please make checks payable to SACSCOC. Attn:Business Office and/or Sharon Wilks

Total \$500.00

Questions, please contact Sharon Wilks @ 404-679-4501 ext 4507 or 404-994-6540

Payments/Credits \$0.00

Balance Due \$500.00

Phone #	Fax #	E-mail
404-679-4501 ext 4507	404-994-6590	swilks@sacscoc.org

Web Site
www.sacscoc.org