



June 23, 2016

Dr. William D. Law, Jr.
President
St. Petersburg College
6021 142nd Avenue N.
Clearwater, FL 33760-3768

Dear Dr. Law:

Thank you for your letter of April 5, 2016, regarding ten separate substantive changes: four new programs, four program closures, and two changes in program length. The changes are effective fall 2016 (unless noted below). The changes are:

1. new certificate program in audio technology,
2. new certificate program in community health worker,
3. new certificate program in supply chain management,
4. new Associate of Science (A.S.) degree program in social and human services,
5. closure of the A.S. degree program in aviation maintenance technology (effective summer 2016),
6. closure of the A.S. degree program in human services—alcohol/substance abuse,
7. closure of the A.S. degree program in human services—social services,
8. closure of the certificate program in maternal and health worker (effective fall 2017),
9. change in program length of the A.S. degree program in orthotics and prosthetics technology, and
10. change in program length of the certificate program in addiction studies.

Each change will be addressed separately.

1. New certificate program in audio technology

The certificate program is embedded within the existing A.S. degree program in music and arts technology. No new courses or other resources are required. The program is a repackaging of existing courses and does not appear to be a significant departure from current programs.

We accept notification and request no further information.

2. New certificate program in community health worker

The new certificate program will replace an existing diploma program (see item 8 below). The certificate program is embedded within the existing A.S. degree program in social and human services. One additional course was created and will be offered for both the A.S. program and the certificate program. With the exception of one new course, the program is a repackaging of existing courses; therefore, it does not appear to be a significant departure from current programs.

We accept notification and request no further information.



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3. New certificate program in supply chain management

The certificate program is embedded within the existing A.S. degree program in business. No new courses or other resources are required. The program is a repackaging of 18 semester credit hours of existing courses and does not appear to be a significant departure from current programs.

We accept notification and request no further information.

4. New A.S. degree program in social and human services

The new A.S. degree program was created by combining into a single program the existing specialized A.S. degree programs in human services—alcohol/substance abuse and in human services—social services. No new courses, faculty, or other resources are necessary. The program is a repackaging of existing courses and does not appear to be a significant departure from current programs.

We accept notification and request no further information.

5. Closure of the A.S. degree program in aviation maintenance technology

The program will be closed due to low enrollment. No students will be admitted as of summer 2016, the program closure date. The institution notes all courses will continue to be offered, but did not explain why or how the courses continue even though the program will close. The institution noted students would be informed of the closure and advised how they may complete the program within three years. No explanation was provided for the three year timeline. **Please provide the following:**

- **An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.**
- **An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.**
- **An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.**
- **Signed copies of teach-out agreements with other institutions, if any.**
- **How faculty and staff will be redeployed or helped to find new employment.**

We defer action concerning the A.S. degree program in aviation maintenance technology pending review of the above requested information.

Please refer to the *Substantive Change for SACSCOC Accredited Institutions – Policy Statement* for additional guidance. Specifically, for future reference, “*Procedure Three: Closing a Program, Instructional Site, Branch Campus, or an Institution: Teach-out Plans and Teach-out*”



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Agreements” contains the information the institution is required to submit to the Commission when it seeks to close a site or program. For future instances, please ensure this information is provided when the decision is made to close.

6. Closure of the A.S. degree program in human services—alcohol/substance abuse

The A.S. degree programs in human services—alcohol/substance abuse and in human services—social services will be combined into a generalized A.S. degree program in human services (see item 4 above). Students will no longer be admitted to the program as of fall 2016, the program’s closure date. Students were informed of the closure in a written letter and through academic advisors. Faculty and staff were informed of the closure by virtue of the creation of the generalized A.S. degree program. Students will be advised how to complete their program of study as planned as of their initial matriculation. All courses and other resources required to complete the program will be available to the current students; no disruptions to completion are expected as a result of the closure. No indication was given as to additional charges or expenses to students related to the closure. Faculty and staff are not impacted by the closure. There are no other resource implications.

The Commission approves the closure of the A.S. in human services—alcohol/substance abuse and requests no additional information.

7. Closure of the A.S. degree program in human services—social services

The A.S. degree programs in human services—social services and in human services—alcohol/substance abuse will be combined into a generalized A.S. degree program in human services (see item 4 above). Students will no longer be admitted to the program as of fall 2016, the program’s closure date. Students were informed of the closure in a written letter and through academic advisors. Faculty and staff were informed of the closure by virtue of the creation of the generalized A.S. degree program. Students will be advised how to complete their program of study as planned as of their initial matriculation. All courses and other resources required to complete the program will be available to the current students; no disruptions to completion are expected as a result of the closure. No indication was given as to additional charges or expenses to students related to the closure. Faculty and staff are not impacted by the closure. There are no other resource implications.

The Commission approves the closure of the A.S. degree programs in human services—social services and requests no additional information.

8. Closure of the certificate program in maternal and health worker

The program will be replaced by the new certificate program in community health worker (see item 2 above). No students will be admitted as of fall 2017, the program’s closure date. The



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institution notes all courses will continue to be offered and that students will be notified of the closure and advised on the timely completion of the program.

Insufficient information was provided to approve the closure of the program. **Please submit the required information provided in “Procedure Three” of the *Substantive Change for SACSCOC Accredited Institutions – Policy Statement*.**

The program was alternately referred to as a certificate program and a diploma program. **In your response, please clarify if the program is a certificate or diploma.**

We defer action concerning the certificate program in maternal and health worker pending review of the above requested information.

9. Change in program length of the A.S. degree program in orthotics and prosthetics technology

The program currently requires the successful completion of 77 semester credit hours. The proposed revised program will require 60 semester hours, a decrease of 17 hours or 22%. Six courses were removed from the curriculum. A portion of the content of the removed courses was added to the content of the remaining courses. It is unclear, however, how much of the existing content was retained. It is consequently unclear if the student learning outcomes are comparable between the two curricula. **Please provide an assessment on the impact of the proposed change to address (a) impact on student learning outcomes, and (b) if there are no changes to student learning outcomes, how the revised curriculum will accomplish the same outcomes with fewer courses and credit hours.**

We defer action concerning the A.S. degree program in orthotics and prosthetics technology pending review of the above requested information.

10. Change in program length of the certificate program in addiction studies

The program currently requires the successful completion of 39 semester credit hours of prescribed coursework. The proposed revision will decrease the length of the program to 24 hours, a decrease of 15 hours or 38%. This is a significant change in program length. No rationale for the change or assessment of the impact of the change was proffered. The only information provided was the eliminated courses will continue to be offered in a related A.S. degree program. **Please provide an assessment of the impact of the proposed change, particularly the impact on the program’s student learning outcomes.**

We defer action concerning the certificate program in addiction studies pending review of the above requested information.



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For both proposed changes in program length – items (9) and (10) above – please respond to the Commission in a separate letter. Do not include reference to the other items in this letter. Changes in program length are covered under “Procedure One” in the substantive change policy and require approval by the SACSCOC Board of Trustees. We will forward these two changes to the Board for decisions when warranted and no other substantive change matters from the institution should be included.

For future reference, limit the substantive changes that you submit in one letter to a single change or a small number of related changes. As noted above with the changes in program length, different changes require different types of review and approval. Parsing multiple changes into a single response is not always possible and we reserve the right to return submissions with a request to separately submit each proposed substantive change.

Best regards,

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

Belle S. Wheelan, Ph.D.
President

BSW/KWS:efk

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