SPC Program Accreditation Document Review

- **Purpose:** SPC's Mission, vision, values
- **Governance:** Board of Trustees, other institutional structure/organization
- **Programs:** Programs offered by SPC
- **Degrees:** Degrees awarded by SPC
- **Certificates:** Certificates awarded by SPC
- **Personnel:** Requirements SPC has regarding qualified faculty/personnel
- **Finances:** How the institution financially supports the program
- **Constituents:** Discussion regarding student population, other invested stakeholders

2022 Funeral Services (AS)	
Alignment to SPC Element	**Self-Study Report**
Purpose	ABFSE: Standard 1 – Structure, Organization, and Administration The mission of St. Petersburg College is to *empower our students and community to achieve success and economic mobility through academic excellence and engagement*
Governance	ABFSE: Standard 1 – Structure, Organization, and Administration Curriculum for the college funeral services program is guided by Florida Administrative Code Rule 6A-10.024 The Program Director regularly reviews the quality of the program and its courses, not only for internal assurance, but also for compliance with regulatory bodies. Working collaboratively with the deans, the Program Director utilizes the College's written Curriculum and Instruction Process and a New Course Approval Form when initiating changes.

	The Senior Vice President of Instruction and Academic Affairs reviews curriculum revisions. The process includes reviews of reports detailing class sizes and actual enrollment for each course within degree requirements. St. Petersburg College's authority to grant the Associate Degree in Funeral Services is found in the Florida Administrative Code; Rule 6A-14.030. Programs for which SPC awards academic credit are developed and revised by faculty in accordance with the Board of Trustees Procedure P6Hx23-3.04 and St. Petersburg College's curriculum process.

Programs
Degrees
	ABFSE: Standard 1 – Structure, Organization, and Administration
	The College website indicate the Associate of Science program consists of seventy-two (72) semester hours. The program follows a logical and organized plan that allows the students to complete the program in eighteen (18) months. It is noted that most of the student body complete the program while attending part-time.
	
	The degree program's curriculum distribution is as follows:
	     • Public Health 19 Semester hours
	     • Business Management and Professional 19 semester hours
	     • Social Science/Humanities 6 Semester hours
	     • Legal, Ethical, Regulatory 6 Semester hours
	     • General Education 22 Semester hours

Certificates	ABFSE: Standard 3 – Administrative Practices & Ethical Standards SPC offers a Funeral Arts Certificate not accredited by the ABFSE. This certificate is designed to meet state requirements for the Funeral Director license without the embalming component.
Personnel	ABFSE: Standard 1 – Structure, Organization, and Administration

	The Program Director is responsible for hiring and terminating faculty within the Funeral Services Department, with input from the Hiring Committee and approval from the Dean of Health Sciences and Vice President of Academic Affairs. The College assesses instructors annually using Faculty180 software. Faculty evaluations consist of several steps: First, faculty self-assess their goal results from the previous academic year. Next, the program director considers faculty responses, student survey of instruction scores, and classroom observations in appraising the instructor. Finally, the faculty member and program director review and submit their combined evaluation to the Dean of Health Science. ABFSE: Standard 6 – Faculty The St. Petersburg faculty consists of two (2) full-time faculty and three (3) part-time faculty all of which are licensed funeral directors and embalmers. One member of the full-time faculty also serves in an administrative role at the College. Each faculty member is appropriately credentialed in their area. All faculty have earned at least the master's degree and two have earned the doctorate level degree. A review of the transcripts for full and part-time faculty provided evidence of attained academic degrees.
Finances	ABFSE: Standard 4 - Finance The program director serves as budget supervisor responsible for administering the approved funds allocated to the program. All budget requests and expenditures must be requested prior to authorization and be submitted on the correct form with the budget supervisor's signature and the appropriate office approval before being processed. Each budget manager is responsible for his/her program budget. All transactions requesting funds or services are checked by the appropriate budget number before being processed.

	Annually in the spring the College starts the process to establish a budget for the next year. This process begins with an on-line training session to educate the budget supervisors (program director) on how to complete the zero base budgeting process. Using the previous year's expenditures, the program director proposes a new budget that includes resources to meet the Program's outcomes for the next academic year. Once completed, the Dean of Health Sciences approves and forwards the budget to the VP of Academics for final approval. This process gives the program director input on the process of having an adequate budget for the program.
Constituents	ABFSE: Standard 1 – Structure, Organization, and Administration St. Petersburg College has an open door admissions policy for students who hold a high school diploma or equivalent. Once admitted to the College, students may apply to the Funeral Services Program by completing a drug and background screening, and the limited enrollment application for the program found in the Funeral Services Associate in Science Program Admission Requirements check list.

2018 Physical Therapist Assistant (AS)	
Alignment to SPC Element	**Self-Study Report**
Programs	Curriculum Design Characteristics Type of Term: Semester Total # Terms of Complete Program: 6 Total # of terms in academic year: 3 Term length (in weeks): 16 Length of professional/technical coursework in weeks (including exam week and count exam week as 1 week): 69.5 Clinical Education Total Hours of Clinical Education: 660 # Weeks Full-Time Clinical Education: 16.5
Degrees Certificates	Degree Awarded: AS
Personnel	Faculty # of PT FULL-TIME core faculty positions: 4 # of PT PART-TIME core faculty positions: 0 # of Non-PT FULL-TIME core faculty positions: 0 # of Non-PT PART-TIME core faculty positions: 0 CAPTE: Standard 2 – The program is engaged in effective, on-going, formal, comprehensive processes for self-assessment and planning for the purpose of program improvement.

	2B For each of the following, the program provides an analysis of relevant data and identifies needed program change(s) with timelines for implementation and reassessment. The assessment process is used to determine the extent to which: 2B3 the collective core, associated and clinical education faculty meet program and curricular needs. Based on the data collected from the various assessment tools, it is evident that the core faculty meet program and curricular needs. The results from 2016 and 2017 indicate that the goals for core faculty have been met. These goals include meeting SACS and CAPTE faculty requirements, maintaining all appropriate licensure, meeting expectations on the Faculty180 Evaluation, achieving a minimum score of 3.5 on the Student Surveys of Instruction, creating engaging learning experiences during classroom observations, receiving positive comments on Peer Review Forms and Faculty Course Assessment Forms, being compliant with participation in a professional development plan that assists them with achieving current skills reflective of best practice of physical therapy, indicating that their completed professional development activities have been effective in assisting with achieving their goals as faculty, and no concerns about core faculty members being shared from the Class President during the PD/Class President meetings. Prior to 2016, the data is limited as these are new assessment tools and procedures that were implemented by the current PD.
Finances Governance	CAPTE: Standard 2 – The program is engaged in effective, on-going, formal, comprehensive processes for self-assessment and planning for the purpose of program improvement. 2B For each of the following, the program provides an analysis of relevant data and identifies needed program change(s) with timelines for implementation and reassessment. The assessment process is used to determine the extent to which: 2B4 program resources are meeting, and will continue to meet, current and projected program needs including, but not limited to, financial resources, staff, space, equipment, technology, materials, library and learning resources, and student services.

	Financial Resources: The data from 2017 and 2016 indicate that the financial resources meet current and projected program needs. The program's goal was met in 2017 as the PTA budget includes the funds necessary to meet the program's goals and objectives 100% of the time. The goal was also met in 2016 as the program budget provided adequate funds to meet the program's goals and objectives 100% of the time. All purchase requests were approved in 2016. There is no data prior to 2016 as this is a new assessment procedure that was implemented in 2016. CAPTE: Standard 8 - The program resources are sufficient to meet the current and projected needs of the program. 8C Financial resources are adequate to achieve the program's stated mission, goals, and expected program outcomes and to support the academic integrity and continuing viability of the program. The majority of the operating fund revenue sources are from state appropriations (45%) as well as student tuition and fees (45%). The remaining 10% comes from miscellaneous/other revenue such as fund transfers in, use of facilities revenue, interest, dividends, reserves, and indirect costs. The College has a "one college one budget" approach, meaning revenue is budgeted to be received into a College-wide cost center. The College does not budget programmatically or allocate specific revenue to specific expenses. Revenue received is allocated to supporting the operations of the College. Annually the College holds a transparent strategic budget request process during the budget planning stages of each fiscal year. At that time short- and long- term budgetary needs are presented, vetted through multi-functional committees and approved by the Board of Trustees for the upcoming fiscal year.
Constituents	CAPTE: Standard 1 – The Program meets graduate achievement measures and program outcomes related to its mission and goals.

1c) The program meets required student achievement measures and its mission and goals as demonstrated by actual program outcomes.

1C1 Graduation rates are at least 60%, averaged over two years. If the program admits more than one cohort per year, the two year graduation rate for each cohort must be at least 60%. When two years of data are not available, the one-year graduation rate must be sufficient to allow the program to meet the expectation for a two-year graduation rate of at least 60%.

One cohort is admitted each year.

For the class of 2017, the program admitted 34 students and graduated 25 students for a graduation rate of 73.5%. For the class of 2016, the program admitted 40 students (2 students withdrew prior to the add/drop period) and graduated 27 students for a graduation rate of 71%. This equals a two-year average of 72.25%.

The program graduates one cohort of students each year.

1C2 Ultimate licensure pass rates are at least 85%, averaged over two years. If the program admits more than one cohort per year, the ultimate two-year licensure pass rate for each cohort must be at least 85%. When two years of data are not available, the one-year ultimate rate must be sufficient to allow the program to meet the expectation for an ultimate two-year licensure pass rate of at least 85%.

There were 21 graduates from the 2015 cohort and 27 graduates from the 2016 cohort that took the NPTE exam. The first-time pass rate for both cohorts was 100% for a two-year ultimate pass rate of 100%.

2020 Nursing (AS)	
Alignment to SPC Element	**Self-Study Report**
Programs Degrees Certificates	The nursing program has two degree options to completion: traditional ADN and an LPN to RN transition program. The college has *Academic Pathways* designed to ensure students are given clear and concise guidance on course sequencing. Seventy-two credits are required with a minimum of 30 credits in general education and support courses. The remaining 42 credits are nursing courses which are delivered over 4 semesters.
Personnel	ACEN: Standard 2 – Faculty and Staff *2.1: Full-time nursing faculty hold educational qualifications and experience as required by the governing organization, the state, and the governing organization's accrediting agency, and are qualified to teach the assigned nursing courses.* All full-time nursing faculty hold master's degrees in nursing which complies with the SACS-COC, and the FBON requirements for full-time nursing faculty. The CON has 38 full-time faculty (including four-hospital partnership contributed faculty). Thirteen faculty have earned doctorates. Twenty-five have master's degrees in nursing. The majority of faculty members are prepared at the advanced level in adult health (medical-surgical) nursing. Other clinical areas of graduate specialization include maternal-child, pediatric, psychiatric, administration and gerontological nursing. Many of our full- and part-time faculty are Advanced Registered Nurse Practitioners (ARNPs).
Finances	ACEN: Standard 1 – Mission and Administrative Capacity *1.9: The nurse administrator has the authority to prepare and administer the program budget with faculty input.*

	The Dean and the Assistant Dean prepare and administer the general Operating Budget and Laboratory Fees Budget. Faculty have budgetary input regarding resources and requests for items to be added to the CON's "wish list". Faculty can make resource requests at faculty meetings, email requests to the administration office and during course level meetings. The dean also holds a budget meeting with the administrative team to discuss the items for inclusion in the next year's budget. After the budget is prepared the dean submits the budget electronically to the finance department. The president and the finance department approve the budget and it is then sent to the Board of Trustees for final approval.

2018 Radiography (AS)	
Alignment to SPC Element	**Self-Study Report**
Governance	The SPC Radiography Program's relative position in the college's organizational structure provides the ability to secure the learning resources and fiscal support required for the program to meet its mission. SPC is governed by a local board of trustees, which uphold rules set by the State Board of Education. These trustees are appointed by the governor of Florida for a staggered four-year term of service. The board approves initiatives such as campus projects and program budgets. Dr. Tonja Williams is the College President, and her team is responsible for all operational aspects of the college. Dr. Matthew Liao-Troth is the Vice President of Academic Affairs, and he oversees the development of academic programs. Deanna Stentiford is the Dean of the College of Health Sciences, and she is responsible for developing the strategic direction of each program that falls under her auspices. John Fleming is the Radiography Program Director, and he organizes, reviews, develops, and assures that program outcomes are met through ongoing program assessment and evaluation. Todd Van Auken is the Clinical Coordinator. He monitors student progress toward meeting course objectives and works to correlate clinical education with didactic education. The program's adjunct instructors and clinical preceptors work diligently to help students reach their course and clinical objectives.
Finances	The program uses an accounting method called, zero-based budgeting to secure operational funds. This model has proven to be a very effective means for the program to secure the funds necessary to not only maintain but in some instances, grow essential programmatic functions. All fiscal aspects of the program are accounted for by using this system.