R. Wes Hayes, Jr.
Chairman

Rusty L. Monhollon, Ph.D.
President & Executive Director

South Carolina
Commission on Higher Education
Access | Affordability | Excellence

Agenda Item 6.02.B.
CHE Meeting

MEMORANDUM

TO: Chair Wes Hayes and Members, SC Commission on Higher Education

FROM: Chair Charles Munns and Members, Committee on Academic Affairs and Licensing

Consideration of Request for Amendment to Existing License to Add Programs
Southeastern College, North Charleston and Columbia
A.A.S. Surgical Technology

Summary

Southeastern College (http://www.sec.edu) requests approval for an amendment to its license to offer programs at its existing locations in North Charleston and Columbia leading to the A.A.S. degree in Surgical Technology. The College proposes to implement program delivery in traditional and hybrid formats beginning September 2021 (Attachment 1, Program Proposal).

Southeastern College is a private, proprietary institution owned by Bar Education, Inc., which is incorporated in Florida, and is owned by Arthur and Belinda Keiser. The Keiser system includes the two campuses in South Carolina, one in North Carolina, and two locations in Florida.

The Commission licensed Southeastern College's locations in North Charleston and Columbia in 1997 under prior owners to offer a certificate program in massage therapy. The name of the school was Southeastern School of Neuromuscular and Massage Therapy. The school was sold to Bar Education, Inc., in 2007. Bar Education changed the name of the school and added certificate programs in medical billing and coding, medical assisting, and pharmacy technology. In 2019, the Commission approved the institutions request to change its name from Southeastern Institute to Southeastern College. This change was requested by the institution to align the school name with its other campuses in Florida and North Carolina.

In 2019, the Commission licensed Southeastern College to offer at its North Charleston and Columbia locations programs leading to the A.A.S. degree in (1) Business Administration; (2) Information Technology and Network Systems; (3) Diagnostic Medical Sonography; and (4) Radiologic Technology. The Commission provided the following conditions for the programs' licensure: That the institution informs the Commission of its progress for programmatic accreditation for each of the programs. If accreditation efforts are not successful within the projected timeline, the institution may submit a revised timeline that shows significant progress in attaining accreditation. If a programmatic accrediting agency denies accreditation or if it becomes apparent that the program will not meet accreditation standards, the institution must inform students of the status, provide a plan to allow currently enrolled students to complete their programs, and discontinue advertising and enrolling new students into the program. The

Accrediting Commission of Career Schools and Colleges (ACCSC), has accredited the North Charleston branch since February 2001 and the Columbia branch since August 2002 (Attachment 2, Addendum to Program Proposal).

Tuition and Student Borrowing

Tuition and fees for Southeastern College are charged per semester. Southeastern College's current tuition rate is $9,296 and the current fee rate is $800. The total of tuition and fees for students in an associate degree program is $47,490 - $59,472.

According to College Scorecard (https://collegescorecard.ed.gov), the estimated student loan debt for borrowers who complete postsecondary programs at Southeastern College is $9,500.

The following information from the U.S. Department of Education (USDE) shows the most recently reported student loan default rates for the North Charleston and Columbia campuses. The 2018 default rate is not published officially, but the draft 2018 default rate is available and is 14.8% for the North Charleston and 10.5% Columbia campus (Attachment 3, Cohort Default Rates).

Southeastern College Cohort Default Rates (N. Charleston)			
	FY2017	FY2016	FY2015
Default Rate	19.2%	12.5%	2.1%
No. in Default	22	16	3
No. in Repay	114	128	138

Southeastern College Cohort Default Rates (Columbia)			
	FY2017	FY2016	FY2015
Default Rate	14.8%	16.2%	9.8%
No. in Default	16	24	16
No. in Repay	108	148	162

To provide context for the Cohort Default Rate (CDR), USDE includes enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and a particular enrollment year, these data are for the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY2015 CDR Year uses 2013-2014 enrollment).

The USDE sanctions a school when the school's three most recent cohort default rates are 25 percent or higher, or if a school's current default rate is greater than 40 percent. Except in the event of a successful adjustment or appeal, such a school will lose Federal Family Education Loan, Direct Loan, and Federal Pell Grant program eligibility for the remainder of the fiscal year in which the school is notified of its sanction and for the following two fiscal years.

Learning Resources

Through its library website (http://www.southeasternlibrary.com), Southeastern College makes available sufficient learning resources to support the courses and degrees offered. The library website provides students access to over 70 searchable scholarly databases, which include thousands of journals, videos, anatomy resources, library training videos, and an e-book database of over 150,000 titles. The resource materials provided by the library support the level of education provided by the College and meet the

required needs of students and faculty.

Southeastern College's online learning resources contain sources from tutorials in writing, math, and life coping skills. Students are provided information on how to use the online library during New Student Orientation. Library orientation and training is provided in three levels of multiple online video lessons. The online video lessons are created and presented by professional librarians holding MLS degrees, and take students through basic log-in and searching (in level one) to more advanced research techniques (in level two) and onwards through copyright and fair use (in level three.)

Administration and Faculty

Each program offered at Southeastern College's North Charleston and Columbia locations has an on-site program coordinator who is responsible for planning, evaluating, budgeting, selecting faculty and staff, and maintenance of accreditation to support the management and administration of the program. Program Coordinators must possess a minimum of an associate degree, coursework in instructional methodologies, evaluation, assessment, and proficiency in curriculum development. Program Coordinators for the A.A.S. Surgical Technology program must possess a credential in the field of surgical technology through a national certification program accredited by the National Commission on Certifying Agencies (NCCA).

Clinical Coordinators at Southeastern College are responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences. Clinical Coordinators must possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).

Program faculty at Southeastern College are responsible for preparing and maintaining course outlines and objectives, instructing and evaluating students, reporting progress, and assisting the overall program operations. Program faculty must possess a minimum of an associate degree in the related field, have proficiency in curriculum development, instruction, evaluation, academic advising, and have a minimum of four years of field or clinical experience in the professional discipline. In addition, program faculty with instructional responsibilities in core surgical technology must possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).

General education instructors at the Southeastern College who teach general education courses must possess a master's degree with at least 18 graduate hours in the teaching discipline. Each degree must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.

Admissions

Applicants for admission to Southeastern College's North Charleston and Columbia locations must have a high school diploma or equivalent; make arrangements to take and successfully pass the Southeastern College's entrance examination or provide results of one of the following: (1) a combined score of 910 on the Scholastic Aptitude Test (SAT); (2) a composite score of 17 on the American College Testing Examination (ACT); or (3) a score of 50 on the Armed Services Vocational Aptitude Battery examination (ASVAB).

Program Description

A.A.S., Surgical Technology (CIP code 51.0909)

The Surgical Technology degree provides students with the technical ability, knowledge, and skills required for entry-level employment as a healthcare team member in a hospital or surgical center operating rooms. Students receive training in healthcare, surgical instrumentation, anatomy, physiology, medical language, and pharmacology.

The program includes a clinical rotation to provide students an opportunity to apply theoretical learning in a practical hands-on environment. The clinical rotations are designed to build the appropriate clinically-based judgement and decision-making skills of each student. Student who successfully complete the Surgical Technology program are eligible to have their names submitted to the National Board on Surgical Technology and Surgical Assisting (NBSTSA) to be considered as a candidate for the Certified Surgical Technologist (CST) examination (Attachment 4, Clinical Sites).

Assessment of Need and Justification

Southeastern College provided in its application to the Commission an analysis of the current employment market in South Carolina in the field of surgical technology. According to the College's analysis, CareerOne Stop estimates that employment for surgical technologist in South Carolina will grow 16% from 2016 - 2026. The projected annual job openings for surgical technologist in the state is 180. However, according to the Economic Development and Employer Planning System (EDEPS) there were total of 39 Surgical Technology program completers in the state during 2017 and 2018. Currently, only one institution in the state offers an associate degree level program in Surgical Technology. Therefore, Southeastern College believes there is a gap in the state to provide this educational training to meet the expected employment growth (Attachment 5, Assessment of Need/Justification).

Staff Summary

In accordance with state regulations, proposed program implementation requires satisfaction of certain conditions:

Programmatic Accreditation

To establish and submit to the Commission an agreed upon timeline under which it will gain "candidate" status by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) within four years of the license issue date and full programmatic accreditation within eight years of the license issue date for the A.A.S. Surgical Technology program.

If accreditation efforts are not successful within the projected timeline, Southeastern College may submit a revised timeline that indicates significant progress in attaining accreditation. If the programmatic accreditation agency denies accreditation or if it becomes apparent that the program will not meet accreditation standards, the institution must inform students of the status, provide a plan to allow for currently enrolled students to complete their programs, and discontinue advertising and enrolling new students into the program (Attachment 6, Commission on Accreditation of Allied Health Education Programs).

Recommendation

The Committee on Academic Affairs recommends favorably to the Commission **a**pproval of Southeastern College to offer the Associate of Applied Science Degree in Surgical Technology at the N. Charleston and Columbia campuses beginning in September 2021 provided that 1) no "unique cost" or other special state funding be required or requested; 2) the College submits to the Commission verification that all additional equipment required to deliver the proposed programs has been purchased and is ready for use prior to the issuance of the license; 3) a team visit the North Charleston and Columbia facilities to confirm compliance prior to the issuance of the license; and 4) establishment and submission of an agreed upon timeline under which it will gain "candidate" status by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

South Carolina Commission on Higher Education
Academic Affairs, Postsecondary Institution Licensing
Program Proposal Form for Degree-Granting Institution

Name of Institution: Southeastern College

Name of Program: Associate in Applied Science Degree in Surgical Technology

CIP Code: 51.0909

Program Designation:

☒ Associate's Degree ☐ Master's Degree

☐ Bachelor's Degree: 4 Year ☐ Specialist

☐ Bachelor's Degree: 5 Year ☐ Doctoral Degree: Research/Scholarship (e.g., Ph.D. and DMA)

☐ Doctoral Degree: Professional Practice (e.g., Ed.D., D.N.P., J.D., Pharm.D., and M.D.)

Letter of Intent Date	September 24, 2020
Date of Submission of Application	December 1, 2020
Proposed Date of Implementation	September 27, 2021

Delivery Site(s): Southeastern College, N. Charleston, SC
Southeastern College, Columbia, SC

Delivery Mode (check all that apply):

☒ Traditional/face-to-face ☐ Distance Education ☒ Blended

Program Contact Information: **N. Charleston Campus**

Name	Timothy Van Horn
Title	Campus President
Telephone Number	843-790-6450
Email Address	tvanhorn@sec.edu

Program Contact Information: **Columbia Campus**

Name	Janet Clark
Title	Campus President
Telephone Number	803-798-8800
Email Address	jaclark@sec.edu

Institutional Approvals and Dates of Approval:

<u>**N. Charleston Campus:**</u>

Approval Date	Approving Body
5/1/2020	**Executive Board of Southeastern College**
7/22/2020	**Advisory Board Meeting**
8/21/2020	**Executive Board of Southeastern College approves Advisory Board recommendations**
9/24/2020	**LOI Submitted into State of South Carolina**

<u>**Columbia Campus:**</u>

Approval Date	Approving Body
5/1/2020	**Executive Board of Southeastern College**
7/22/2020	**Advisory Board Meeting**
8/21/2020	**Executive Board of Southeastern College approves Advisory Board recommendations**
9/24/2020	**LOI Submitted into State of South Carolina**

Typed Name of Institutional Signatory Officer:

Mr. Robert Keiser
(President, CEO, or Chief Academic Officer)

Signature: _____

Title of Signatory Officer: __Executive Director_____

Background Information

Southeastern College N. Charleston and Columbia campuses seek approval to recruit South Carolina residents into an Associate in Applied Science Degree program in Surgical Technology. The Surgical Technology program will prepare students for entry-level positions in the field of Surgical Technology.

The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a healthcare team member in a hospital or surgical center operating rooms. Students receive training in healthcare, surgical instrumentation, anatomy, physiology, medical language, and pharmacology. Graduates will be prepared for employment as a Surgical Technologist. A degree will be awarded upon the successful completion of this program. Outside work is required.

Students who have successfully met all educational and institutional requirements for an Associate of Science in Surgical Technology from Southeastern College are eligible to have their names submitted to the National Board on Surgical Technology and Surgical Assisting (NBSTSA) to be considered as candidate for the Certified Surgical Technologist (CST) examination.

Upon graduation of the program, students will have gained the necessary knowledge and skills to sit and pass certification exams needed to obtain employment in the field of Surgical Technology.

Assessment of Need/Justification

Market Analysis
Southeastern College Campuses are seeking approval for Surgical Technology in Applied Science Degree Program. According to the U.S. Bureau of Labor Statistics Occupational Outlook Handbook, employment in the field of surgical technology on a national level is expected to grow 7% from 2019-2029.

Labor Market Projections – National Demand for Surgical Technologist

Surgical Technologist	
Entry-Level Education	Associate degree
Number of Jobs, 2019	111,300
Job Outlook, 2016-2026	7%, faster than average
Employment Change, 2019-2029	7,600
2018 Median Pay	$48,300 per year $23.22 per hour

Source: BLS Occupational Outlook Handbook, https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-1

In the state of South Carolina, according to CareerOne Stop, the employment of surgical technologists is expected to grow 16% from 2016-2026.

Labor Market Projections – South Carolina

Surgical Technologist	
Employment 2016	1780
Job Outlook, 2016-2026	16%
Employment 2026	2,050
Projected Annual Job Openings	180

Source: https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx?keyword=29-2055.00&onetcode=29205500&location=29406

Likewise, in South Carolina, according to the Economic Development and Employer Planning System (EDEPS), it is expected that the employment of surgical technologists to increase approximately 15.5% from 2016-2026, faster than average for all occupations.

Occupational Characteristics		South Carolina/United States					
		South Carolina		**United States**			
SOC Code	Occupation	Growth Rate 2016-26	Median Annual Wage	Typical Education	Work Experience	Typical Training	Pct Self Empl
29-2055	Surgical Technologists	Faster than the average	$40,050	Postsecondary nondegree award	None	None	0.2%

Occupational Projections		South Carolina				
		Employment		**Change 2016-26**		**Average**
SOC Code	Occupation	Base 2016	Proj 2026	Number	Percent	Annual Openings
29-2055	Surgical Technologists	1,780	2,050	270	15.5%	180

Source: https://www.edeps.org/DemandIndicators.aspx?UA=5143A&pn=1&st=SC

According to the Economic Development and Employer Planning System website (http://www.edeps.org), there were a total of 39 Surgical Technology/Technologist program completers during the 2017-2018 reporting cycle. However, three out of the four institutions that provided the program are no longer in operation, leaving one institution with an active program remaining.

EDEPS ECONOMIC DEVELOPMENT and EMPLOYER PLANNING SYSTEM

51.0909 Surgical Technology/Technologist (South Carolina)																
Market Share			Program Completers													
			2013-14			2014-15			2015-16			2016-17			2017-18		
	Institution		M	W	Total	M	W	Total	M	W	Total	M	W	Total	M	W	Total
Associate's degree																	
1	Platt College-Miller-Motte Technical-Charleston		3	18	21	3	15	18	0	19	19	1	25	26	2	13	15
2	Virginia College-Charleston		1	11	12	3	10	13	3	12	15	3	10	13	0	8	8
3	Virginia College-Columbia		1	14	15	1	7	8	1	11	12	0	10	10	0	8	8
4	Virginia College-Greenville		2	20	22	1	16	17	2	13	15	1	10	11	1	7	8
	Subtotal		7	63	70	8	48	56	6	55	61	5	55	60	3	36	39

Source: https://www.edeps.org/MarketShare.aspx?cip=51.0909&UA=5143A&pn=1&st=SC

A compilation of job openings in the field of Surgical Technology that have been posted within the last several months demonstrates a need for Surgical Technologists in the Columbia and N. Charleston areas and statewide.

Employment Site Listing	Statewide	Columbia Area	N. Charleston Area
Career Builder https://www.careerbuilder.com/jobs?utf8=%E2%9C%93&keywords=Surgical+Technologist&location=South+Carolina	*16*	*15*	*1*
Indeed *https://www.indeed.com/jobs?q=surgical+technologist&l=SC#*	*190*	*31*	*42*
Economic Development and Employment Planning System https://www.edeps.org/DemandIndicators.aspx?UA=5143A&pn=1&st=SC	*180 Average Annual Openings (2016-2026)*	*Not Available*	*Not Available*

Based on the demand for Surgical Technologists and the current supply of program completers, it is apparent that the demand exceeds the supply of individuals to fill open positions in this growing field. Southeastern College is confident that preparing competent, qualified graduates in the area of Surgical Technology will help alleviate the shortfall of Surgical Technologist within the state of South Carolina. Most importantly, Southeastern College graduates will help fill a much-anticipated need within the state. An aging population of South Carolina residents will not need to look elsewhere for Surgical Technologist.

The main goal of Southeastern College is to provide South Carolina students an option when choosing to attend a school to further their education. The educational choice should be the right of each prospective student and essential to their growth and success. The programs at Southeastern College provide students with the knowledge and skills necessary to meet vacant positions within the state.

Southeastern College is committed to ensuring its programs are high quality, student-focused, and assist in meeting the community's employment needs. Southeastern College has a long history of putting students first and assisting them in achieving their goals.

Employment Opportunities

The Economic Development and Employer Planning System documents that on a national level, the projected employment of surgical technologists is expected to increase 11.7% between 2016-2026. Within South Carolina,

the predicted number of employment positions is forecasted to increase by 15.5%, creating an average annual 180 job openings within that period.

EDEPS ECONOMIC DEVELOPMENT and EMPLOYER PLANNING SYSTEM						
Home > Select Unit of Analysis by Occupation > Unit of Analysis > Demand Indicators						Supply Indicators
OCCUPATIONAL SUPPLY DEMAND Unit of Analysis: 5143A Surgical Technology						
Occupational Projections		**United States**				
		Employment		Change 2016-26		Average
SOC Code	Occupation	Base 2016	Proj 2026	Number	Percent	Annual Openings
29-2055	Surgical Technologists	107,700	120,300	12,600	11.7%	10,000
Occupational Projections		**South Carolina**				
		Employment		Change 2016-26		Average
SOC Code	Occupation	Base 2016	Proj 2026	Number	Percent	Annual Openings
29-2055	Surgical Technologists	1,780	2,050	270	15.5%	180

Source: https://www.edeps.org/DemandIndicators.aspx?UA=5143A&pn=1&st=ZZ
Source: https://www.edeps.org/DemandIndicators.aspx?UA=5143A&pn=1&st=SC&wtmc=16700

Southeastern College used information collected by the Charleston Regional Alliance. The information provided demonstrates a projected increase of 122 new jobs between 2017-2024 in the Medical Technologists and Technicians field (Austin-based Avalanche Consulting analysis of data from EMSI, http://charlestonregionaldata.com/headlight/crda-occclust). Job openings in this field include Surgical Technologists and Sterile processing Technologists. After extensive research and triangulation of data sources, i.e., the Bureau of Labor Statistics, data provided by the Charleston Chamber of Commerce and the Austin-based Avalanche Consulting analysis of data from EMSI, and Central SC via JobsEQ, it is evident that the occupational field of Surgical Technology and its related occupations has grown dramatically in 2017 and will continue to grow in the foreseeable future in the South Carolina and the greater Charleston and Columbia metropolitan areas.

Table 1 Establishes from 2008 to 2019 employment growth of Surgical Technologist spiked due to increased demand for the occupation. Although this spike occurred, Table 2 demonstrates the May 2019 data provided by the BLS, which manifests that employment in the Surgical Technology field still failed to meet the workforce's demands and the potential job openings at a 1.303 employment rate per 1,000 jobs in the Charleston Metro Area. This, coupled with the fact that there were only two higher education institutions offering Surgical Technology within the Charleston and Columbia Markets, graduated approximately only 24 students (edeps.org). The workforce demands will continue to be unmet at this rate, and the employment gap will continue to grow. Further worsening the shortage of employment is that jobs for Surgical Technologist are projected to grow by 15% between 2016 and 2026 in South Carolina (see Table 3).
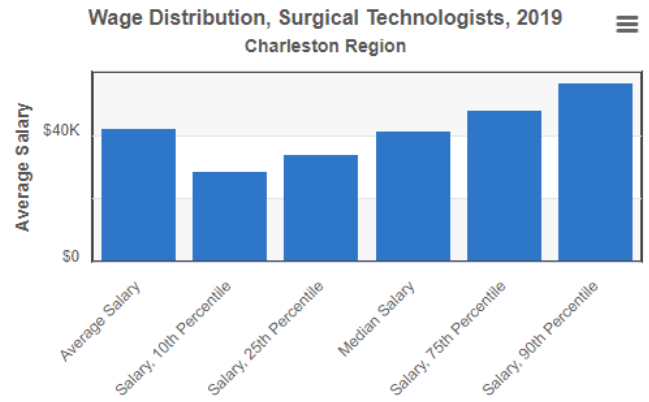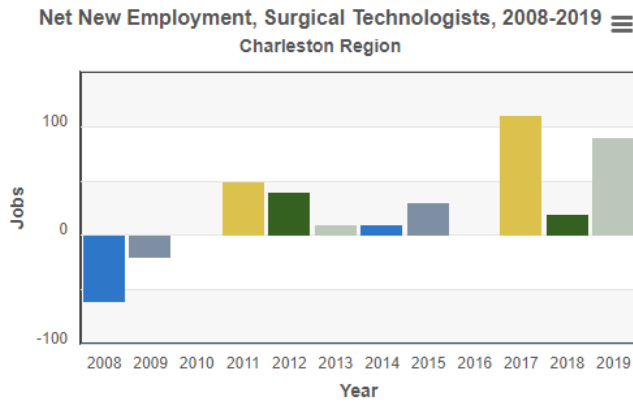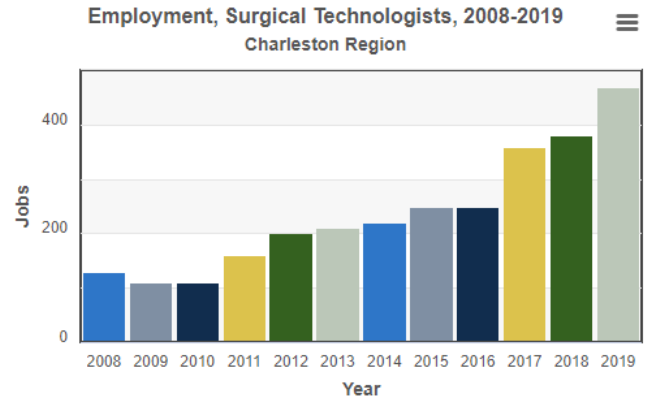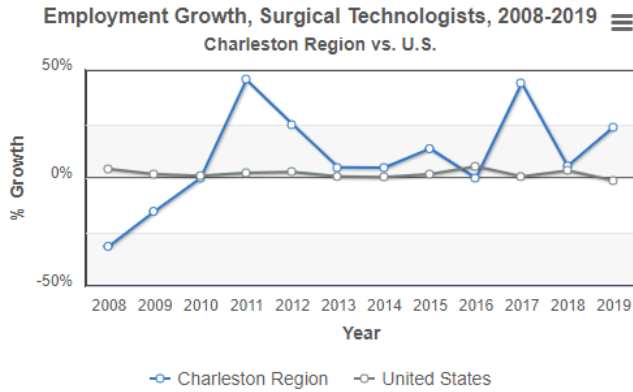*Source:* Economic Development and Employer Planning System. (n.d.). Retrieved November 25, 2020, from https://www.edeps.org/MarketShare.aspx?cip=51.0909&UA=5143A&pn=0&st=SC

Table 1

Employment by Occupation

Employment Growth, Surgical Technologists, 2008-2019
Charleston Region vs. U.S.

Employment, Surgical Technologists, 2008-2019
Charleston Region

Net New Employment, Surgical Technologists, 2008-2019
Charleston Region

Wage Distribution, Surgical Technologists, 2019
Charleston Region

Source: https://www.charlestonregionaldata.com/headlight/occall?geography=MT16700&occupation=29-2055&startyr=2006&endyr=2019

Table 2

				National Data							
Occupational Code	Occupation Title	Level	Employment	Employment RSE	Employment per 1,000 jobs		Median Hourly Wage	Mean Hourly Wage	Annual Mean Wage	Mean Wage RSE	
29.2055	Surgical Technologist	detailed	109,000	1.10%	0.742		$23.22	$24.09	$50,100	0.30%	
				Charleston N. Charleston Metro							
Occupational Code	Occupation Title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location Quotient	Median Hourly Wage	Mean Hourly Wage	Annual Mean Wage	Mean Wage RSE	
29.2055	Surgical Technologist	detailed	470	4.60%	1.303	1.76	$19.90	$20.00	42,280	1.80%	
				Columbia Metro							
Occupational Code	Occupation Title	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location Quotient	Median Hourly Wage	Mean Hourly Wage	Annual Mean Wage	Mean Wage RSE	
29.2055	Surgical Technologist	detailed	280	5.70%	0.732	0.99	$19.75	$20.03	41,660	1.70%	

Source: https://www.bls.gov/oes/current/oes_16700.htm#29-0000
Source: https://www.bls.gov/oes/current/oes_17900.htm
Source: https://www.bls.gov/oes/current/oes_nat.htm#29-0000

Table 3

Occupational Projections	South Carolina				
		Employment		Change 2016-26		Average
SOC Code	Occupation	Base 2016	Proj 2026	Number	Percent	Annual Openings
29-2055	Surgical Technologists	1,780	2,050	270	15.5%	180

Source: https://www.edeps.org/DemandIndicators.aspx?UA=5143A&pn=1&st=SC

Table 4

In South Carolina, the need for Surgical Technologists continues to grow. According to Projections Central Surgical Technologist jobs in South Carolina are expected to increase on both a short- and long-term basis. As demonstrated in the following tables, an additional 30 new jobs are expected to be added within the short term. Additionally, one hundred and ten new jobs are expected to be added within the long-term period in the state's surgical technology field.

Short Term Occupational Projections (2019-2021)

Area	Title	Base	Projected	Change	% Change	Avg. Annual Openings
South Carolina	Surgical Technologist	1980	2010	30	1.5%	170

Source: *https://projectionscentral.com/Projections/ShortTerm*

Long Term Occupational Projections (2018-2028)

Area	Title	Base	Projected	Change	% Change	Avg. Annual Openings
South Carolina	Surgical Technologist	1960	2070	110	5.6%	170

Source: *http://www.projectionscentral.com/Projections/LongTerm*

At present, it is evident that statewide there will not be enough personnel available to fulfill the growing number of future open employment positions in surgical technology. Southeastern College intends to recruit South Carolina residents into the proposed degree program to help boost the economy, fulfill the unmet need, and help replace workers who may leave or retire from the occupation. By adding these additional educational programs within the state, Southeastern College will support the growth of the surgical technology occupation.

Similar Programs Offered in South Carolina

According to the Economic Development and Employer Planning System (http://www.edeps.org), Miller-Motte Technical College is the only Surgical Technology Associate Degree level program still operating within the state of South Carolina. This associate degree program had an estimated total of fifteen (15) program completers between 2017-2018. Other programs that are no longer in operation had 24 total completers during this period.

Based on similarities in regulation and accrediting standards and differences in funding and state financial support, Southeastern will utilize inclusion/exclusion criteria to provide the most pertinent comparative analysis. The inclusion criteria selected for this comparative analysis are institutions that have similar state and federal regulatory restrictions and similar accreditation standards.

Institution	Total Credit Hours	Similarities	Differences
Miller-Motte Technical College	92	• Similar course content • Able to sit for National exams upon successful completion of the program	• Program length • Maximum 30 students admitted per year
Midlands Technical College	49	• Able to sit for National exams upon successful completion of the program	• Students must maintain an above C average to be admitted into the core course. • Student required to be CPR certified before program acceptance • Certificate program requiring completion of an associate degree prior to acceptance in the program.

Enrollment and Admissions:

North Charleston Campus

Projected Enrollment			
Year	Spring Headcount	Summer Headcount	Fall Headcount
2020	----	----	----
2021			12
2022	10	6	14
2023	10	5	16
2024	12	8	16
2025	12	8	18

Columbia Campus

		Projected Enrollment	
Year	Spring Headcount	Summer Headcount	Fall Headcount
2020	----	----	----
2021			12
2022	6	4	12
2023	7	5	14
2024	12	6	16
2025	12	8	16

The projected total enrollment estimates were made by comparing the growth of existing programs within the BAR Education, Inc. system of schools. These enrollment projections were made using new student estimates and retention rates per Campus. The population of the communities served, and market demands were also taken into consideration. Additionally, Southeastern College's system of enrollment management and seasonality is considered. For instance, Southeastern College has a rolling, modular enrollment cycle in which students can enroll 12 times a year. Southeastern College has also identified historical trends of enrollment, which manifest more students in the fall and wintertime periods (specifically August and September and December and January). Finally, facilities are taken into consideration. Class sizes will generally not exceed 25 students in either the classroom or a laboratory setting. The current facilities at each campus are sufficient to support additional students and program growth. Program enrollment may need to be limited if clinical sites may not be able to accommodate a certain number of students at that time.

General Admissions Requirements

The admission policies of Southeastern College were developed to assure that all students have a reasonable expectation of completing the program. Students wishing to attend Southeastern College should complete the enrollment process well in advance of the date they have chosen to enter School. This permits proper scheduling and assures the availability of classroom space.

All applicants will be required to do a pre-enrollment interview with an Admissions Coordinator to determine the requirements for entrance into the program. It is the applicant's responsibility to arrange for the school or issuing agency to send the required credentials directly to the admissions office if a copy is not available.

To be considered for enrollment at Southeastern College, all applicants must supply:
- *Verification of Standard High School Graduation (transcript, diploma) showing/verifying date of graduation. In rare instances when the High School transcript/record is unavailable, a letter which contains the student's name, social security number, month and year of graduation, and a statement attesting that the transcript/record is unavailable from the High School's Registrar will meet the entrance requirements to the School for proof of High School.*

Or
- *Verification of GED completion (GED scores or GED diploma)*

Or

- *Proof of graduation from a foreign institution comparable to a United States secondary school. High school documents must be submitted to the admissions office for evaluation. Official records must be evaluated by a school approved educational evaluator service attesting that completion is equivalent to secondary School completed in the United States. It is the responsibility of the applicant to arrange and pay for the educational evaluation agency to evaluate the documents and provide the translation to the School.*
- *Students who have completed a home-schooled program will also be considered for admission upon receipt of the proper state credential.*

Applicants will not be required to provide proof of high school graduation when they provide the following:
- *Verification (official transcript) of an earned degree from an accredited institution recognized by United States Department of Education*
- *An evaluation of an official transcript by a school approved educational evaluator service attesting that the degree is equivalent to a degree earned at an accredited institution of higher education in the United States*

An applicant must decide to take Southeastern College's entrance examination or provide results of his/her Scholastic Aptitude Test (SAT), American College Testing examination (ACT), or Armed Services Vocational Aptitude Battery examination (ASVAB). Institution requirements for admission are a combined score of 910 on the SAT (or the previous versions SAT examination score equivalent – see Entrance Test Concordance Table below), a composite score of 17 on the ACT, a score of 50 on the ASVAB, or successful passing score on the School entrance examination. An applicant must also sign a student Enrollment Agreement.

SAT Composite Score *Current Version March 2016-Present (Math, New Reading+ Writing)*	SAT Composite Score *Previous Version 2006-February 2016 (Critical Reading+ Math + Writing)*	SAT Composite Score *Previous Version 2005-Earlier (Critical Reading+ Math)*	ACT Composite Score	ASVAB Score	Wonderlic Score
1150	1590	1070	23	65	25
1110	1530	1030	22	65	24
1070	1470	990	21	65	23
1070	1470	990	21	65	22
1030	1410	950	20	65	21
1030	1410	950	20	65	20
990	1350	910	19	65	19
990	1350	910	19	65	18

950	1290	870	18	50	17
910	1230	830	17	50	16
910	1230	830	17	50	15
870	1170	790	16	31	14
870	1170	790	16	31	13

Southeastern College reserves the right to accept up to 10% of applicants who do not meet appropriate entrance test scores but who request admission based on other criteria. Other criteria would be a current resume and appeal letter from the student (which must be typed and include a minimum of 150 words explaining why the applicant feels they will be a good fit for the program) are reviewed by the Dean of Academic Affairs and the Campus President. The applicant must also interview with the Campus President or Dean of Academic Affairs. If the appeal is approved, an acceptance rubric is placed in the applicant's academic file.

Besides the general institutional admission requirements, are there any different or additional admission requirements for the proposed program? If yes, explain.

☒ Yes

☐ No

All Surgical Technologist Program applicants must complete an initial criminal background check and drug screen to be considered for program acceptance. Southeastern College reserve the right to deny an applicant based on the following negative results in a background check:

- *An applicant who has pled guilty or has pled no lo contendere (no contest) to an offense classified as a misdemeanor or felony that is directly or indirectly related to patient care or public health.*
- *Crimes which may directly or indirectly relate to patient care or public health include, but are not limited to: murder, attempted murder, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, controlled substance abuse, fraudulently altering medical documentation, insurance claims, and medical prescriptions.*

Students will also be subject to random 10-panel drug test screens, which may be done before or during their clinical education experience, as requested by the program's clinical affiliates. If a student receives a positive drug screen result, the following actions may occur:

- *If it is determined the student has breached the Southeastern College Drug Policy, the student will be immediately dismissed from the program and subsequently from the School.*
- *The student may request testing at another facility within 24 hours of notification of a positive drug screen result. A second positive drug screen report will result in the student being dismissed from the program and the School. Medication prescribed to the student by a licensed physician is an exception, in which supportive case documentation must be presented to the Program Coordinator or School for review. (Any additional costs incurred in this process are the sole responsibility of the student)*
- *Refusal to submit to a second drug screen test after an initial positive drug screen result may lead to immediate dismissal from the Program and the School.*
- *The student may petition for a grievance hearing by completing the "Request for Grievance Committee" form obtained from the Director of Student Services during regular business hours. The student must initiate the grievance process within two (2) business days of the alleged occurrence. (refer to School catalog grievance policy)*

Tuition and Student Borrowing

Description	Southeastern College N. Charleston	Southeastern College Columbia
Tuition per Semester:	$9,296	$9,296
Education Fee:	$800	$800
Program Cost:	$50,480	$50,480

North Charleston Campus:
Most recent cohort default rate: 19.2%
Current Average Loan Balance for 2 Semester Programs: $9,312.55
Projected Average Loan Balance for 5 Semester Programs: $23,281.38

Columbia Campus:
Most recent cohort default rate: 14.8%
Current Average Loan Balance for 2 Semester Programs: $9,420.54
Projected Average Loan Balance for 5 Semester Programs: $23,551.35

Tuition costs and charges are published in the School catalog. Tuition is charged on a semester basis for credit hour programs. Admissions Coordinators present each prospective student with a Tuition Addendum copy while completing the Enrollment Agreement, which shows specific program costs and charges and must be signed by a prospective student to enroll in the institution officially. Southeastern College does offer payment plans, and students can make four or more payments. Interest is not charged on payment plans. Students on payment plans sign a retail installment contract explaining their obligations (TILA).

Before graduation or separation from the School, the student completes a financial aid exit interview. The exit interview details the student's responsibilities to their lender(s). The financial aid officer will answer any questions and provide information on their lender, loan balances, and other materials regarding repayment of his/her student loan.

Southeastern College will notify the I3 Group, IONTUITION, a default prevention company the school contracts with to assist in monitoring student loans and helping students with any issues regarding their loans. The I3 Group contacts the student in writing, reminding them of their repayment dates. They are also available to assist with deferments, forbearances, or any other loan issues.

The lenders are notified of a student's separation date by the Southeastern College central processing office. When the lender cannot locate a student who is no longer active in School, the lender sends the Campus a "Request for Collection Assistance Form," at which point, the financial aid officer will attempt to contact the student, and if he/she cannot be reached, the references that were provided by the student will be contacted. The lender will then be updated with any new contact information.

Southeastern College's ("SEC") tuition rate is $9,296 per semester. SEC's tuition rate is justified by the quality of the education offered and by the services provided without the benefit of governmental subsidies. First, the quality of the education provided by SEC is best demonstrated by its' graduation rates at both the Charleston and Columbia campuses. According to College Navigator, a data source compiled by the National Center for Education Statistics for the Department of Education, Charleston's overall graduation rate for 2016-2017 was

65%. (https://nces.ed.gov/collegenavigator/?q=southeastern+College&s=all&id=443261#retgrad). Likewise, Columbia's overall graduation rate for the 2016-17 academic year was 76% (https://nces.ed.gov/collegenavigator/?q=southeastern+College&s=all&id=444866#retgrad).

Second, SEC's mission is to provide skill development by providing career services beyond traditional postsecondary methods to bolster student success, which includes:

- *10-1 student to faculty ratios at the Columbia campus and 9-1 student to faculty ratios at the Charleston campus as reported by College Navigator;*
- *free tutoring;*
- *programmatic accreditation;*
- *career placement services;*
- *resume writing;*
- *mock interviews;*
- *professional development;*
- *lab environments;*
- *externships for all qualifying programs; and*
- *other related services that support the employability of SI's students.*

Third, SEC prioritizes student safety and mental health by voluntarily providing:

- *armed security guards at all locations;*
- *a full-time Crisis Response Team; and*
- *a full-time Ombudsman.*

Finally, as a complement to quality education and a myriad of student services, SEC is dedicated to educating students about fiscal responsibility by providing:

- *full-time financial-aid officers;*
- *loan counseling services offered by the I3 group (https://www.i-3group.com/about-us);*
- *full-time bursars; and*
- *financial literacy coaching.*

As a private entity, SEC is not afforded the same federal, state, and local subsidization that SEC's public counterparts receive. According to an analysis by the Pew Charitable Foundation, "state and the federal government have long provided substantial funding for higher education but historically "states have provided a far greater amount of assistance to postsecondary institutions and students; 65% more than the federal government on average" (Pew, 2015). In fact, according to Pew's analysis of data, from the U.S. Office of Management and Budget and the U.S. Department National Center for Education Statistics' Integrated Postsecondary Education Data System, "higher education is a small but important part of federal spending and is the third-largest category in state budgets."
[https://www.pewtrusts.org/-/media/post-launch-images/2015/06/chartbook-final-graphics/fig1.jpg?la=en&hash=4F84185323392AE8836AEFC3700DEF06DDF5381]

According to Pew research, federal and state revenue make up a whopping 37% of the total share of public college and university budgets [https://www.pewtrusts.org/-/media/post-launch-images/2015/06/chartbook-final-graphics/fig8.jpg?la=en&hash=3F6CE20A1B610C61DC2A8835820550792AB07922]. 21% of the 37% comes directly from state-based assistance which Southeastern College does not receive. Specifically, in an analysis of Trident Technical College's 2018 audited financial statements when considering both operating and non-operating revenue, tuition only comprises 36% of Trident's total revenue

(https://www.tridenttech.edu/about/departments/finance/TTC_comp_annual_fin_report_FY18_DIGITAL_ADA.pdf)

In sum, SEC's tuition rate is more than justified due to the quality of the education offered, the additional services and resources provided, and the institution's lack of governmental funding. Although all institutional types are essential for the purposes of educational choice and the establishment of a diverse canvas of postsecondary education, for an appropriate tuition comparison SEC should be compared only to other private institutions.

Additional References:
https://www.i-3group.com/about-us
https://nces.ed.gov/collegenavigator/?q=southeastern+College&s=all&id=443261
https://nces.ed.gov/collegenavigator/?q=southeastern+College&s=all&id=444866

Curriculum

Course Number	Course Title	Semester Credit Hours
STS1177C	Surgical Techniques and Procedures I	4.0
STS1178C	Surgical Techniques and Procedures II	4.0
STS1179C	Surgical Techniques and Procedures III	4.0
STS1131C	Surgical Specialties I with Anatomy & Physiology	4.0
STS1132C	Surgical Specialties II with Anatomy & Physiology	4.0
STS1133C	Surgical Specialties III with Anatomy & Physiology	4.0
STS1134C	Surgical Specialties IV with Anatomy & Physiology	4.0
STS1135C	Surgical Specialties V with Anatomy & Physiology	4.0
STS1940C	Externship I	4.0
STS1941C	Externship II	4.0
STS1942C	Externship III	4.0
STS1943C	Externship IV	4.0
MAT1033	Intermediate Algebra	3.0
SPC1017	Speech	3.0
CGS1060	Introduction to Computers	3.0
ENC101	English Composition	3.0
BSC205	Human Anatomy & Physiology	3.0
BSC206	Advanced Anatomy & Physiology	3.0

PHY201	General Physics	3.0
IDS110 Or	Strategies for Success	3.0
PSY101	Introduction to Psychology	3.0
Total Semester Credits		*72.0*

Faculty and Staff

A. The minimum educational and teaching qualifications for instructors.

It is the policy of Southeastern College that all faculty members hold appropriate credentials, work experience, training and/or coursework necessary to meet the requirements for institutional and programmatic accreditation standards. Southeastern College selects faculty based on specific academic criteria, industrial and experiential backgrounds that enable the School to meet its objectives, and who demonstrate proficiency in teaching. Faculty members must possess current and accurate knowledge of their discipline. Faculty is required to be engaged in the development and implementation of the academic process. They are charged with the educational process's responsibility in the classroom, the progress of the students, and ensuring that quality education is the primary outcome. Faculty plays an integral role in maintaining the mission and objectives of the institution. They are responsible for program review, curricula revisions and updates, student advising; selection of textbooks; test evaluation; collaboration and input concerning training tools, resources, library holdings; information into the development of admissions standards; and input into the development of academic policies and procedures. It is a requirement of the faculty to be attentive and responsive to students and provide the necessary instruction and supervised training, so they may obtain the knowledge and competence needed for entry-level employment in their chosen field.

Program Coordinators: the program coordinator must be responsible for the management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development. The program coordinator must:
- *Possess a credential in the field of surgical technology through a national certification program that is accredited by the national commission on certifying agencies (NCCA).*
- *Have a minimum total of five years of experience, either in operating room scrub role, or as an instructor in surgical technology, or combination of both, within the past ten years.*
- *Possess a minimum of an associate degree or greater.*
- *Possess proficiency in instructional methodology, curriculum design, and program planning.*

Clinical Coordinator: The Clinical Coordinator must be responsible for organization, administration, continuous review, planning, development, and general effectiveness of clinical experiences for students enrolled in the surgical technology program. The clinical coordinator must:
- *Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).*
- *Have a minimum total of three years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.*

Program Faculty: The instructional staff must be responsible for directing, evaluating and reporting student progress toward course objectives and for the periodic review and updating of course material. The program faculty must:

- *Faculty must be qualified by education and experience and must be effective in teaching the subjects assigned.*
- *Faculty with instructional responsibilities in core surgical technology courses must:*
  - *Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).*
  - *Have a minimum total of two years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.*

General Education Instructors: must hold a master's degree and have completed at least eighteen graduate semester credit hours in the teaching discipline they are teaching.

B. Confirmation that at least one full-time faculty member will be employed for the program.

A program coordinator will be hired prior to the start of the program. If the student to faculty ratio exceeds 25:1 the School will hire additional faculty members to support the program.

C. A description of the oversight for the program; provide the organizational structure of program and of the program's relation to the institution's organizational structure.

The Program Coordinator will be responsible for managing and administering the Surgical Technology program. The Program Coordinator will report directly to the Dean of Academic Affairs; the Dean of Academic Affairs reports to the Campus President. Any additional faculty members hired into the program will report directly to the Program Coordinator. All general education faculty report directly to the Dean of Academic Affairs.

Total FTE needed to support the proposed program at the site location:

Faculty	Responsibilities	# Needed
Program Coordinator	*Responsible for the management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development*	*Columbia Campus = 1* *N. Charleston Campus = 1*
Clinical Coordinator	*Responsible for coordinating clinical education with didactic education as assigned by the program coordinator*	*Columbia Campus = 1* *N. Charleston Campus = 1*
Program Faculty	*The instructional staff must be responsible for directing, evaluating and reporting student progress toward course objectives and for the periodic review and updating of course material.*	*As Needed*
General Education Instructors	*Responsible for instruction in discipline taught*	*As Needed – 1 per general education course*

Resources

Library and Learning Resources

Southeastern College provides enough learning resources to support the proposed Surgical Technology degree program. The library website provides access to more than 70 scholarly databases, that include thousands of journals, videos, an e-book database of more than 150,000 titles, anatomy resources, library training videos and handouts, self-help guides, and more. The resource materials within the library are commensurate with the level of education provided at Southeastern College and materials held within the collection address each course of study. Well-rounded selections of resource materials are provided to meet the required needs of the students and faculty. The learning resource materials enhance the educational process and facilitate positive learning outcomes since materials have been selected to target specific areas within each program's curriculum. Resources include videos, periodicals, media, books, CD's, complete Microsoft Office Suite, and an online catalog of holdings available to students 24 hours a day, 7 days a week, 365 days a year at www.southeasternlibrary.com *The use of these materials is promoted by the curriculum which is designed with mandatory library assignments in each course throughout the program. The learning resource materials provide a broad knowledge base for students to use beyond their required course textbooks.*

The library webpage is designed to provide fast and easy access to a variety of resources in a convenient, one-stop location where students, faculty, clinical site staff, and administrators can register for privileges, make suggestions for addition to the collections, obtain library orientation, get help (in various languages), chat with an online librarian, search the library's catalog and online databases, utilize a variety of suggested links, and more. The library website (www.southeasternlibrary.com *) and the library's electronic resources are accessible from any internet connection, including mobile devices, and can thus be utilized from within the classroom, or from anywhere students wish to study. Southeastern College's online learning resources contain many sources from tutorials in writing, math, and life coping skills. Students are provided information on how to use the online library during New Student Orientation. Library orientation and training is provided in three levels of multiple online video lessons. The online video lessons are created and presented by professional librarians holding MLS degrees, and take students through basic log-in and searching (in level one) to more advanced research techniques (in level two) and onwards through copyright and fair use (in level three.)*

Students are automatically registered for library accounts upon registration for class. Student accounts become active on the first day of class and remain active while a student is enrolled and in good standing with no overdue library materials. Student library accounts remain active for one year after graduation to provide students with necessary library privileges while they are conducting post-graduation employment research.

Faculty members review how to access the online library resources during each class and provide support for students in utilizing these materials. Faculty are also available to assist students with the library outside of class times. In addition, each Campus Dean is available to assist students in the use of technologies and resources provided. The Dean oversees the training of on-campus staff.

As a supplementary source of learning resources, Southeastern College participates in the KES OPAC which enables it to engage in resource sharing, which equates to a 150,000+ print volume collection of library materials.

Several of the electronic library databases include:

<u>Online Library Resources</u>

<u>Academic OneFile</u>
Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full text with no restrictions, researchers can find accurate information quickly. Includes full-text coverage of the New York Times back to 1995. Updated daily.

<u>Biology Database</u>
Provides comprehensive coverage of biological science fields including animal behavior, aquatic life and fisheries, chemoreception, biochemistry, ecology, plant science, toxicology, virology, microbiology, immunology genetics, health and safety science, oncogenes, entomology, and endocrinology neuroscience. The resource also includes access to MEDLINE, bringing ProQuest's award-winning search functionality and the ability to cross-search with over 30 subject-specialized abstract and citation databases.

<u>CINAHL Complete</u>
CINAHL Complete (Cumulative Index to Nursing & Allied Health Literature) is the world's most comprehensive source of full-text nursing & allied health journals, providing full text for more than 1,300 of the journals indexed in CINAHL. This authoritative file contains full text for the most used journals in the CINAHL index, with no embargo. CINAHL Complete is the definitive research tool for all areas of nursing & allied health literature and supports nursing and allied health professionals, students, educators and researchers. CINAHL Complete provides authoritative coverage of the literature related to nursing and allied health.

<u>Directory of Open Access Journals</u>
DOAJ is an online directory that indexes and provides access to high quality, open access, peer-reviewed journals. The Directory of Open Access Journals was launched in 2003 at Lund University, Sweden, with 300 open access journals and today contains more than 10000 open access journals covering all areas of science, technology, medicine, social science and humanities.

<u>Ebook Central – Academic Complete</u>
Ebook Central Academic Complete is an online digital library of full texts of over 150,000 scholarly e-books. It is available at many academic libraries and provides a set of online database collections that combine scholarly books from over 435 academic, trade, and professional publishers.

<u>Family health database</u>
ProQuest Family Health covers an enormous range of subjects of value in the public library context – from sports injuries to women's health, from food and nutrition to midwifery, from eye care to dentistry. It includes important general medical journals such as The Lancet and The New England Journal of Medicine as well as a strong selection of consumer and news magazines.

<u>Gale Virtual Reference Library</u>
The Gale Virtual Reference Library gives you 24/7 access to thousands of full-text eBook titles. In this tutorial video, you will learn the basics of using the Gale Virtual Reference Library.

General OneFile

A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social sciences, sports, technology, and many general interest topics. Millions of full-text articles. Updated daily.

Health & Medical Collection

ProQuest Health and Medical Complete™ combines the clinical research titles available in ProQuest Medical Library™ with hundreds of additional consumer and health administration titles. ProQuest Health and Medical Complete provides in-depth coverage from over 1,900 publications with over 1,575 available in full text and of these, over 910 include MEDLINE® indexing. In addition, the database includes all charts, diagrams, graphs, tables, photos, and other graphical elements essential to medical research. The journals cover all major clinical and healthcare disciplines, including medical sciences, immunology, pharmacy and pharmacology, nursing, physical fitness and hygiene, surgery, and others.

Health and Wellness Resource Center with Alternative Health Module

Provides instant access to carefully compiled and trusted medical reference materials. Includes nearly 400 health/medical journals, hundreds of pamphlets, over 700 health related videos from partner Healthology, Inc., and articles from 2,200 general interest publications in addition to a broad collection of Cengage Gale reference titles. Material contained in this Resource Center is intended for informational purposes only.

Health Management database

ProQuest Health Management™ is designed to meet the needs of researchers studying the field of health administration. This high-demand healthcare management content provides the most reliable and relevant information on a wide range of topics.

Insurance and Liability Collection

Protection of assets--physical or intellectual--is a concern for those ranging from the individual property owner to multinational corporations. The Insurance & Liability Collection connects researchers to hundreds of thousands of updated articles from leading journals, including Business Insurance, Claims, Employee Benefit News, National Underwriter Life & Health, Pensions & Investments, Risk Management, and more.

Interactive Science: Human Anatomy

With Gale Interactive, users can manipulate and explore 3D models, allowing students to better visualize and understand human anatomy.

Medline Plus

The online medical database of the U.S. National Library of Medicine (NLM) whose parent is the National Colleges of Health, Bethesda, MD. MEDLINE contains millions of articles from thousands of medical journals and publications and offers drug information, interactive patient tutorials, clinical trial links and an illustrated medical encyclopedia.

Merck Manual – Professional edition

First published in 1899 as a small reference book for physicians and pharmacists, The Manual grew in size and scope to become one of the most widely used comprehensive medical resources for professionals and consumers. As the Manual evolved, it continually expanded the reach and depth of its offerings to reflect the mission of

providing the best medical information of the day to a wide cross-section of users, including medical professionals and students, veterinarians and veterinary students, and consumers.

Nursing & Allied Health Collection
All aspects of the Nursing profession -- from direct patient care to health care administration -- are covered in this collection. Including nearly 400 titles, this collection's current and authoritative content will be of use to both professionals already working in the field as well as students pursuing a nursing-focused curriculum.

Nursing & Allied Health Database
ProQuest Nursing & Allied Health Database™ provide users with reliable healthcare information covering nursing, allied health, alternative and complementary medicine, and much more. This versatile database is designed to meet the needs of researchers at healthcare facilities as well as nursing and allied health programs at academic institutions. ProQuest Nursing & Allied Health Source provides abstracting and indexing for more than 1,050 titles, with over 875 titles in full-text, and more than 12,300 full text dissertations representing the most rigorous scholarship in nursing and related fields, 450 training videos and 2,300 evidence-based resources. ProQuest Nursing & Allied Health Source covers over 70 wide-ranging topics including: Cytology, Nursing, Nutrition, Oncology, Pediatric Care, Pharmacology, Public Health, Radiology.

Physical Therapy and Sports Medicine Collection
Physical Therapy & Sports Medicine Collection provides access to academic journals and magazines covering the fields of physical therapy, physical fitness, and sports medicine. The database offers a wide spectrum of information, including proven treatment techniques, experimental research, and more.

ProQuest Central
This database serves as the central resource for researchers at all levels. Covering more than 160 subject areas, ProQuest Central is the largest aggregated database of periodical content. This award-winning online reference resource features a highly respected, diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports and videos.

Public Health Database
ProQuest Public Health is a new and unique database; designed to be the ideal starting point for public health information and research. It delivers core public health literature with centralized access to over 800 publications with over 500 in full-text.

PubMed
PubMed comprises more than 25 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher web sites.

Research Library: Health & Medicine
From business and political science to literature and psychology, ProQuest Research Library™ provides one-stop access to a wide range of popular academic subjects. The database includes more than 4,730 titles — over 3,315 in full text — from 1971 forward. It features a highly respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of general reference volume and scope makes it one of the broadest, most inclusive general reference databases ProQuest has to offer. Subject areas covered include Arts, Business, Education, General interest, Health & medical, Humanities, Law, Military, Multicultural, Psychology, Sciences, Social science, Women's interest.

Student Support Services

Student Support Services activities begin in Admissions where admissions coordinators work with potential students to determine whether they are prepared for higher level education. This occurs in the admissions interview where the admissions coordinators help the student determine if Southeastern College is a good fit and help in determining which program of study will best help them achieve their goals. Financial Aid then assists the students in planning the financial aspects of their education. Orientation is the next opportunity for students to meet the rest of the support staff that is available throughout their education. It also provides students with an opportunity to meet each other. In addition, the Director of Student Services assists students with resume writing and career skills.

On the Academic side, student attendance and academic progress is tracked to determine who might be "at risk" so an intervention can occur prior to serious consequences. Any department in the School may be called upon to offer support at this point, depending upon the circumstance and whichever department or person is best equipped to help. During their training, students learn through the use of didactic and practical skills methods for their career path. In addition, students also work with their instructors to develop/enhance coping skills that will strengthen their career paths. They learn how to write resumes and cover letters, participate in interviews in the classroom or special sessions conducted outside the classroom. In addition, instruction is supplemented through field trips and guest speakers. The faculty is available before and after class and by appointment to assist with tutoring students who are having difficulty or just seeking to improve their understanding of the material or develop better skills.

Retention, supervision, and monitoring of student records are done by the Dean of Academic Affairs and the faculty. As a tool for retention, reports are compiled containing information relevant to student attendance, schedules, academic progress, student issues, and other academic areas. On a regular basis, the "Dean's Corner" which is a synopsis of academic reports is reviewed by the Retention Committee, Management Committee, and at Faculty Meetings. Instructors continue to play a strong role in student retention, evaluation and tutoring. All instructors are available to provide extra help to students whether occurring before or after classes or during additional instructor office hours. Academic advising is handled by instructors with the assistance of the Program Coordinators and Dean of Academic Affairs.

Student attendance is taken in every class using the Attendance Roster and is given to the academic team to process. This information is updated daily in Campus Nexus, the School's database. Students are contacted by faculty and outreach efforts are documented on the back of the attendance rosters. This is done to determine if students are "at risk" and to inform students what they need to do to be prepared for the next class. These calls also prevent students from falling behind. Regularly conducted Retention Committee meetings are held with staff reviewing all student drops, probations and related situations to ensure that each student is progressing in his/her respective program. As a component of Academic Advising, the Dean of Academic Affairs monitors SAP – Satisfactory Academic Progress. There are numerous related reports in Campus Nexus to assist staff with these functions.

Many opportunities present themselves during the student's time in School to recognize their achievements, special skills, or abilities. Every attempt is made to publicly recognize these achievements – academic, attendance, leadership through letters of recommendation, participation in events, such as at rites of passage through the programs, including pinning ceremonies and graduation.

An orientation program, held prior to the first day of each term, is designed to facilitate the transition to School and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and traditions of the School, rules and regulations, student techniques, and academic standards. It is explained that we have resources and contacts available to our students as needed.

Student Services conducts student workshops on such topics as cover letters and resume writing, interviewing skills, stress management, etc. Furthermore, students are strongly encouraged to take advantage of varied related resource materials in the student break area and the Library/Media Center. Time Management, Good Study Habits, Stress Management, Goal Setting, Budgeting and Financial Planning, and Professionalism workshops are conducted throughout the students' experience at Southeastern College.

Tutoring

Southeastern College instructors are available to tutor students who need additional assistance or seek to go beyond the classroom instruction outside of normal classroom hours. Instructors are available by appointment to answer questions and provide additional attention to students. Computers and other equipment are also available for the students to use outside of class hours. Students who desire this assistance are urged to take advantage of this help which is offered at no additional charge to the student.

Graduate Employment Assistance

It is the policy of Southeastern College's Student Services Department to assist students in securing employment upon graduation. Prior to and after graduation, the Student Services Department advises students in career development in their chosen career field. Students and graduates are also able to effectively participate in their job search via Southeastern College's web-based career center at www.collegecentral.com/sec. In order to obtain placement privileges, students are required to provide the Student Services Department with a current resume and to maintain satisfactory attendance. Although Southeastern College provides employment assistance, it cannot promise or guarantee employment. All students must meet with student services four months prior to their last day of class in order to complete an exit interview which begins their job searching process.

Residence Halls and Housing

The School assists all students interested in student housing to find local apartments and private rooms near the Campus. Students may request information regarding local apartment and housing information from the Student Services Department. Each Campus is located along major traffic arteries in such a way as to provide easy commuting for students.

Transportation

In case a student is unable to arrange transportation to School, he/she may contact the Department of Student Services. Student Services will provide schedules for public transportation. If a student desires to volunteer to carpool, she/he informs Student Services.

Day Care

The Department of Student Services assists students who have childcare needs by maintaining information regarding licensed establishments in the area Students may contact the Department of Student Services for this information.

Health Insurance

Students in allied health programs who are required to complete externships/clinicals for academic coursework are required to provide health insurance coverage prior to participating in these courses. Student health insurance is available through independent providers. The Department of Student Services maintains information on these providers for students to review.

A suggestion box is also located on each Campus and reviewed regularly.

Student services activities are evaluated and reviewed on a regular basis by the Director of Student Services, Associate Vice President of Student Services, and Campus President in order to make any necessary adjustments and/or additions.

Physical Resources/Facilities

Each Campus has adequate space for the proposed surgical technology associate degree level program. Both the N. Charleston and Columbia campuses recently moved into larger facilities in order to accommodate additional programs and students.

N. Charleston Campus:
The Southeastern College N. Charleston Campus is located at 2431 Aviation Avenue, Suite 703, N. Charleston, SC 29406. The School is conveniently located in the Aviation Business Park in the heart of N. Charleston near Charleston International Airport, I-526 and I-26. The School encompasses approximately 19,809 square feet of air conditioned/heated and well-lit classrooms/laboratories/media center/student lounge and offices providing students with a modern and comfortable learning environment. In addition, the School provides ample free parking. All equipment used at the School is compatible with industry standards and effectively meets the objectives of the programs

Columbia Campus:
The Southeastern College Columbia Campus is located at 1628 Browning Road, Suite 180, Columbia, SC 29210. The School is conveniently located in the Browning Business Center near the intersections of I-26 and I-20. The School encompasses approximately 29,960 square feet of air conditioned/heated and well-lit classrooms, laboratories, media center, student lounge and offices providing students with a modern and comfortable learning environment. In addition, the School provides ample free parking. All equipment used at the School is compatible with industry standards and effectively meets the objectives of the programs.

Equipment Listing

Prior to implementing a program, considerable research is conducted into what equipment is currently being used in the field and other instructional materials that would be needed for the proposed program. The acquisition of equipment and instructional materials is then part of an implementation plan. Program Advisory Committees (PAC) are instrumental in the design of program development and improvement. The Committee members review equipment and supplies and make recommendations to ensure currency within the field. Enrollment is also used as a gauge for quantity of equipment and materials to ensure supplies are sufficient and adequate. Southeastern College will purchase the necessary equipment and supplies prior to the start of core courses.

***Equipment Items**
Prep Stand
Bair Hugger Model 200
Back Tables
Mayo Stands
Double Ring Stands
Single Ring Stands
Utility Carts*

Boot Stirrups
Candy Cane Stirrups
6ft transfer roller board
3ft transfer roller board
M7 Speed-clave Sterilizer
Roller sitting stools
Kick buckets
Standing stools
Arthrex arthroscopy pump
IV poles
Series 2000 Stretcher
Aaron & ValleyLab generators
Amsco Operating Room Tables
Anesthesia Machine
Surgical Lights
Monitor Cart
Stryker Digital Camera Machine
Stryker Flow Insufflator
Stryker Light Source
Stryker Flat Screen Monitor
Linen Hamper
Trash Hamper
Amsco Scrub Sink
Hudson Drill and 7 Bits
Neuro Instrument Tray
Neuro and Ortho Surgical Retractors
Neuro and Ortho Assorted Ronguers
Major Abdominal Instrument Tray
Minor Instrument tray
Long Instrument Tray
Major Vascular Instrument Tray
Rectal Tray
Plastic Tray
Sigmoid scope Tray
Cystoscopy Tray
Ear Instrument Tray
Eye Instrument Tray
Nasal Instrument Tray
Tracheotomy Instrument Tray
Dermatome Tray
Drills Set

Arthroscopy Instruments
Stryker Camera and Light Cords
30 and 0 degree Laparoscopy
Orthopedic Tray
Hysterectomy Instrument Tray
D & C Instrument Tray
Laparoscopy Extras
Laparoscopy Instruments

To ensure adequacy of materials and equipment, the following steps are taken:
1. *Materials and equipment are reviewed semi-annually as part of the PAC meeting*
2. *Visits to externship/clinical sites provides opportunities to view what is currently in use in the field and to evaluate and compare what is in use in the program*
3. *Faculty continue to work in the field in order to provide information on equipment and materials in use at their job sites and share information on new equipment and materials that are being introduced and developed in the field*
4. *Suppliers provide updates on new items as they become available*
5. *Information regarding equipment and supplies is brought back to the School from attendance at conventions and trade shows*
6. *Conference calls with other campuses allow for sharing of information concerning equipment, supplies, and the program implementation process*
7. *Vendors make on-campus visits and provide information on potential updates of equipment, supplies, and materials*
8. *Active participation in industry associations and the materials distributed through those associations keep faculty aware of any changes in industry requirements and expectations*
9. *Subscriptions to industry publications which include articles of innovation*
10. *Input and evaluation by guest speakers who provide presentations to the Campus*
11. *Utilization of equipment lists recommended by accrediting agencies and Boards as available*

Evaluation and Program Assessment

A. A list of program objectives for the proposed program.

The Surgical Technology program will prepare students for an entry-level position as a surgical technologist. Students will develop the skills necessary to meet the needs of the healthcare community. Graduates will:

1. *Function safely, effectively and efficiently and exhibit ethical behavior in a surgical technologist role*
2. *Apply basic scientific principles related to anatomy, physiology and pathophysiology for safe transfer, positioning, prepping and draping of surgical patients*
3. *Describe actions and uses of anesthetic and pharmacological agents in the care of surgical patients*
4. *Apply knowledge of interpersonal skills and communications relative to procedures and protocols from a surgical technologist's perspective when working with patients, patients' significant others, colleagues and other members of a healthcare team, as well as other members of the community*
5. *Apply principles of asepsis in an operating room setting*

6. *Demonstrate appropriate use and care of basic and specialty instruments, equipment and supplies*

Upon completion of the program, students will have obtained the necessary knowledge and skills to demonstrate the proper techniques required for employment in the field of Surgical Technology.

B. A brief description of the assessment tools (formative and summative) used to measure student learning outcomes for the proposed program (e.g. pre- and post-testing, portfolios, etc.).

Successful student attainment of program objectives is assessed in a variety of ways.
During the lecture portion of the program students are evaluated as follows:
- *Monthly Pre-Post Tests*
- *Daily written quizzes related to previous days lecture*
- *Weekly exams*
- *Action/Assessment Plans*

During the lab portion of the program students are evaluated as follows:
- *Skills Check Off*
- *Weekly lab practical*
- *Written quizzes*
- *Exams*
- *Monthly Practical exams*
- *Action/Assessment plans*

Effective assessment of student learning outcomes is integral to ongoing instructional improvement and to the overall success of achieving student learning outcomes. While instructors consistently utilize traditional methods of assessment of student learning outcomes, there are many strategies to ensure that students master content. Instructors at Southeastern College utilize a combination of formative, diagnostic and summative assessments to determine the levels of student learning.

While faculty most commonly utilize selected response and supply response assessment methods to determine student mastery of learning objectives (traditional grading and testing), most courses at Southeastern College also employ restricted performance and extended performance assessment methods. In the Surgical Technology program students are required to perform hands on tasks, requiring critical thinking and application of concepts in a real-world environment. In addition to typical testing and grading assessment methods, students will be required to demonstrate a minimal level of performance skills to verify student learning.

Further, students are required to complete short research projects, make presentations, and participate in group exercises. Finally, outside work, including homework and written exercises, leads to mastery of the content and achievement of learning objectives. Pre and Post tests are utilized in every course to measure student learning as well.

C. A brief description of the assessment tools used to measure program effectiveness (e.g., pass rates on national or state certification or licensure exams; enrollment and completion data; or employment data for graduates).

Outcomes assessment is a critical component for measuring the success of the program in delivering the expected content and achieving the program learning objectives. A variety of assessment strategies to collect and analyze

multiple data sets are utilized. The program routinely secures and documents quantitative and qualitative information to enable meaningful analysis about the extent to which goals and objectives are met. Several indicators are monitored, including faculty performance in course instruction, student satisfaction surveys, graduate satisfaction surveys, student retention, graduate performance on credentialing exams and graduate job placement, along with employer satisfaction. Additionally, feedback from program advisory committees is an integral component for assessment program outcomes.

At the completion of every course, students submit a course/instructor evaluation, assessing all aspects of that course, including the resources available, instructional strategies, and comprehensiveness of content. These surveys are electronic and based on a 5-point Likert scale.

Compilations of the results are reviewed by the Dean of Academic Affairs and shared with the appropriate faculty member thus providing an opportunity for self-reflection and performance enhancement. Faculty members scoring below a minimum score of 4.0 will develop an improvement plan, in collaboration with the Dean, to ensure continued performance improvement.

At least once per year, all students do have the opportunity to complete a satisfaction survey, assessing all departments of the institution. The results of these surveys are compiled by the Office of the Executive Director and distributed to the President at each Campus for review and analysis. These surveys are also electronic and utilize a scale of one to five to measure success in each area. The results are shared, by department, to identify areas of opportunity for improvement.

Graduate satisfaction is another strong indicator of programmatic success. Upon completion of training, graduates have the opportunity to complete a satisfaction survey analyzing how well prepared they are for employment; identifying strengths and challenges throughout the program; and offering feedback on overall program success. These surveys are often completed by hand, either upon graduation or within six months of graduation, depending on the program. The results are compiled by the program coordinator, in collaboration with the student services department, and shared with communities of interest, including faculty and the program advisory committee.

Student retention is an important data set when considering the success of the program. Students leave school when faced with challenges or barriers. By tracking student retention, the program will have important data regarding how faculty and students are interacting; whether or not the admissions criteria are appropriate; the impact of the academic rigor regarding program content; and student preparedness for employment. Retention and/or attrition is monitored on a weekly, monthly, semester and annual basis by the program coordinator, Dean of Academic Affairs, Campus President and Office of the Executive Director. The results are shared with communities of interest and analyzed to determine if program modifications are indicated.

Similar to graduate satisfaction, employer satisfaction is also assessed, providing yet another analysis of the success of the program in achieving learning outcomes. Surveys are distributed to employers from three to six months after employment and seek feedback regarding the performance of the student, the preparedness of the student for the real-world environment, and how well the program content related to the work environment. Results of these surveys are compiled by student services and provided to each program area for analysis.

Two additional program outcomes assessment strategies are the results of graduates who have taken certification exams and the percentages of graduates who secure employment. Both sets of data are critical to an analysis of the success of the program in achieving outcomes. The program coordinators, along with the student services

personnel on the Campus, continually monitor student performance on credentialing exams and provide that data to communities of interest, including the faculty and program advisory committee. Strong performance on these exams verifies that the program is meeting the learning objectives and students are mastering content. Additionally, higher percentages of placement, year over year, indicate that graduates are being well prepared for the job market. These percentages are trended, and the results are presented to communities of interest such as the faculty and the program advisory committee.

D. An explanation of how assessment data will be used to initiate changes to the program, if needed.

Data collected through these program outcomes assessment strategies are used to initiate changes to the programs, if appropriate. All the data collected is reviewed and analyzed by the program faculty, program coordinator, the Dean of Academic Affairs, and the Campus President to ensure that the programs meet objectives and learning goals continuously. These data are also shared with the program advisory committee for discussion and analysis. All these communities of interest are provided with the opportunity to make suggestions regarding program improvement, if needed.

Faculty meetings are held regularly; program advisory committee meetings are held twice per year; and the Deans meet with program coordinators consistently to discuss all aspects of the programs. Further, the Office of the Executive Director lends additional support to the campuses by analyzing data sets monthly, quarterly and annually, and providing resources for the institution to make changes if necessary. These methods provide ample opportunity for sharing program outcomes assessments and initiating program changes when necessary.

E. If the program is offered at other campuses, provide graduation and placement rates for each site for the last three academic years.

Within the BAR Education, Inc. system of schools, the Surgical Technology program is currently offered at the Southeastern College Miami Lakes and West Palm Beach Florida campuses.

The following annual report rates have been reported to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA):

Miami Lakes – Southeastern College

	2016	*2017*	*2018*	*2019*
Graduation Rate	*79%*	*62%*	*87%*	*79%*
Placement Rate	*81%*	*87%*	*87%*	*82%*

West Palm Beach – Southeastern College

	2016	*2017*	*2018*	*2019*
Graduation Rate	*78%*	*60%*	*27%*	*28%*
Placement Rate	*86%*	*71%*	*90%*	*71%*

An explanation and plan for improvement were submitted to ARC/STSA for any rates that did not meet the established benchmark rates. The ARC/STSA has reviewed these submissions and accepted this information over the past several years.

Accreditation and Licensure/Certification

Will institution seek program-specific accreditation (e.g., CAEP, ABET, NASM, etc.)? If yes, describe the institution's plans to seek accreditation, including the expected timeline, as well as explain how the curriculum meets the accreditation standards. If no, provide an explanation.

☒ Yes   ☐ No

Southeastern College will be seeking accreditation for the Surgical Technology degree program by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology (ARC/STSA). Programmatic accreditation candidacy status may be applied for after core courses within the program have begun.

Southeastern College expects to adhere to the following timeline for seeking programmatic accreditation:

Anticipated Submission Date	Anticipated Approval Date	Approving Agency
December 2020	May 2021	South Carolina Commission on Higher Education
June 2021	July 2021	ACCSC
July 2021	September 2021	US Department of Education
June 2022	October 2022	CAAHEP

The Southeastern College Surgical Technology degree program curriculum will follow the Standards and Guidelines established for CAAHEP by the Accreditation Review Council on Education in Surgical Technology (ARC/STSA). The graduate candidates will be eligible to sit for the Certified Surgical Technologist (CST) examination.

Is approval of the program required by any other state agency or board? If yes, describe plan for approval and timeline.

☒ Yes   ☐ No

Southeastern College will submit an application to the institutional accrediting agency ACCSC (Accrediting Commission of Career Schools and Colleges) once the program receives approval by the commission. After receiving approval by ACCSC, notification will be submitted to the U.S. Department of Education.

Southeastern College expects to adhere to the following timeline for submission to all agencies:

Anticipated Submission Date	Anticipated Approval Date	Approving Agency
December 2020	May 2021	South Carolina Commission on Higher Education
June 2021	July 2021	ACCSC
July 2021	September 2021	US Department of Education
June 2022	October 2022	CAAHEP

Is licensure or certification required for employment by any public or private agency? If yes, provide a brief description of the licensure or certification eligibility requirements and process and of the ways in which the proposed program will ensure that graduates can reasonably expect to achieve such certification or licensure.

⊠ Yes   ☐ No

Students who have successfully met all educational and institutional requirements for an Associate in Applied Science in Surgical Technology from Southeastern College are eligible to have their names submitted to the National Board on Surgical Technology and Surgical Assisting (NBSTSA) to be considered as candidate for the Certified Surgical Technologist (CST) examination.

The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language and pharmacology. Graduates will be prepared for employment as a Surgical Technologist.

It is a policy of Southeastern College that students in programs that require a National or State licensure and/or registry examination(s) must <u>sit</u> for such prescribed examination(s) as a <u>condition of graduation</u> from Southeastern College. Students are assessed a fee for required examination(s); such fees are eligible for Title IV funding. However, costs of examination retakes are a student responsibility. The School will submit required paperwork in advance for each graduating class. Students are required to register for the examination(s) within 30 days of completing their program and sit for the examination within 90 days. If a program has multiple examinations, the first examination must be completed in 90 days and the second within 120 days.

During the admissions process, if a student discloses that s/he has committed a misdemeanor or felony, a criminal background check may be performed prior to School admission. If a student's criminal background reflects a conviction, the student may not be eligible to apply for or receive a state license, sit for a certification examination if it is applicable to the program they are intending to apply for, or participate in clinical experiences.

Is the program an Educator Preparation Program that leads to certification or add on endorsement? If yes, provide evidence of compliance with the South Carolina Department of Education regulations.

☐ Yes   ⊠ No

If the program is an Educator Preparation Program, does the proposed certification area require national recognition from a Specialized Professional Association (SPA)? If yes, describe the institution's plans to seek national recognition, including the expected timeline.

☐ Yes   ⊠ No

Reciprocity

Is your institution participating in a reciprocity agreement (e.g., NC-SARA)? If yes, through which state?

☐ Yes   ⊠ No

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

APPLICATION FOR AMENDMENT TO ADD DEGREE PROGRAMS

Addendum to Program Proposal for Degree-Granting Institutions Associate in Applied Science Degree in Surgical Technology

Submitted by:
Southeastern College
N. Charleston Campus
Columbia Campus

SOUTHEASTERN COLLEGE

Introduction

Southeastern College is committed to providing high quality, student-focused programs that assist in meeting the community's employment needs. Southeastern College continues to provide South Carolina students an option when choosing to attend a school to further their education. Based on the needs of the local communities in both the N. Charleston and Columbia areas, Southeastern College intends to add an Associate in Applied Science Degree program in Surgical Technology.

Southeastern College wishes to address any potential areas of concern from the CAAL. The following information validates Southeastern College's strong commitment to serving its local communities and demonstrates the need for the proposed degree program.

Similar Programs Offered in South Carolina

As of March 2021, there are six (6) programs within South Carolina approved to offer a Surgical Technology program at the associate degree level. However, none of these programs are in the N. Charleston or Columbia metro areas.

Institution	Estimated Total Credit Hours	Approximate Mileage from Southeastern College
York Technical College	68	N. Charleston Campus = 175 Columbia Campus = 72
TriCounty Technical College	71	N. Charleston Campus = 231 Columbia Campus = 131
Greenville Technical College	62	N. Charleston Campus = 203 Columbia Campus = 99
Spartanburg Community College	69	N. Charleston Campus = 195 Columbia Campus = 91
Florence-Darlington Technical College	Diploma program = 52 Transitioning to an Associate Degree level program	N. Charleston Campus = 123 Columbia Campus = 84
Central Carolina Technical College	Diploma program = 51 Transitioning to an Associate Degree level program	N. Charleston Campus = 97 Columbia Campus = 52

In the initial application submission, Southeastern College included two additional institutions: Miller-Motte Technical College and Midlands Technical College.

Miller-Motte Technical College was placed on probationary accreditation by CAAHEP in November 2018. It is the understanding of Southeastern College that as of January 2020 Miller-Motte Technical College has engaged in a teach-out of its Surgical Technology Associate Degree level program.

Midlands Technical College offers a Surgical Technology Diploma program. This program offering is not at the same credential level proposed by Southeastern College.

In April 2021, Southeastern College provided the Commission documentation from the CAAHEP and ABHES accrediting agencies *Standards for Accreditation* stating that institutions should award a minimum of an Associate Degree at the completion of a Surgical Technology program. Based on these *Standards for Accreditation*, Southeastern College submitted its program proposal at the associate degree level.

SOUTHEASTERN COLLEGE

Tuition and Student Borrowing

At the time of initial application submission, Southeastern College included the 2017 Cohort Default rates for the N. Charleston campus at 19.2% and the Columbia campus at 14.8%. Since that submission, Southeastern College has obtained the 2018 Draft Cohort Default Rates. The draft rates are as follows:

North Charleston Campus: 14.8%

Columbia Campus: 10.5%

At the N. Charleston campus, the total current outstanding loans in repayment is approximately 85.5%.

Please see **Exhibit A** for a copy of the 2018 Draft Cohort Default rates for Southeastern College.

In comparison to the six (6) Surgical Technology associate degree level programs approved since March 2021, the 2017 Cohort Default Rates for these institutions are:

Institution	2017 Cohort Default Rate
York Technical College	18.9%
TriCounty Technical College	10.8%
Greenville Technical College	17.6%
Spartanburg Community College	16.5%
Florence-Darlington Technical College	22.7%
Central Carolina Technical College	17.9%

In addition, the 2017 Cohort Default Rates of the two institutions included in the initial application submission are:

Institution	2017 Cohort Default Rate
Miller-Motte Technical College	25.5%
Midlands Technical College	15%

Financial Soundness and Support for New Program

Southeastern College's financial structure is sound with resources sufficient for the proper operations of the college and discharge of obligations to students. Program needs are reviewed annually starting in October and any additional items needed to support the programs are allocated in the budget. This includes, but is not limited to faculty, equipment, learning resources, professional development, etc.

The Institution's financial structure is sound with resources sufficient to provide adequate funding in the areas of instruction, educational materials and supplies, learning resource materials, equipment, and enrollment.

The financial auditors have committed to a 5/31/2021 completion date for the 2020 audit at which time the finalized 2020 composite score will be available. Currently the Institution's 2020 composite score appears to be above the required 1.5 passing score with no indications from management or our independent auditors that this will change prior to the 5/31/2021 issue date.

Clinical Sites and Letters of Support

On April 12, 2021 Southeastern College submitted listings of medical facilities that already have affiliation agreements with the campuses as well as new surgical centers willing to accept students in the Surgical Technology program. Since that date, Southeastern College has secured four letters of support for the program.

Please see **Exhibit B** for the additional clinical site letters of support.

As evidenced in these letters, the medical community has rallied behind Southeastern College in support of offering a Surgical Technology program in order to meet the needs of the healthcare community.

Exhibit A

2018 Draft Cohort Default Rates

COHORT YEAR 2018 3YR DRAFT   LOAN RECORD DETAIL REPORT (SCHOOL)

ATTENTION: SYSTEM CREATED   ORGANIZATION ID NUMBER: O3555400

NAME: SOUTHEASTERN INSTITUTE

ADDRESS: 2431 AVIATION AVE, SUITE 703

CITY: NORTH CHARLESTON   STATE: SC

TOTAL DOLLARS IN DEFAULT   :   168,300 (BASED ON OUTSTANDING PRINCIPLE
BALANCE)

TOTAL DOLLARS IN REPAYMENT   :   1,160,666 (BASED ON OUTSTANDING PRINCIPLE
BALANCE)

************** = NOT AVAILABLE

ACTUAL NUMERATOR COUNT :   19   REPORT COUNT :   19(B USAGE 1 CODES
ONLY)

ACTUAL DENOMINATOR COUNT: 128 ACTUAL DEFAULT RATE: 14.8 REPORT COUNT :   128(D
& B USAGE 1 CODES)

APPEALED RATE FLAG: N (D=DIRECT, I=INDIRECT, N=NO APPEAL, U=UNKNOWN)

END OF LOAN RECORD DETAIL REPORT   REPORT GENERATION DATE:
02/20/21

DEFAULT RATE USAGE 1: D = DENOMINATOR, B = NUMERATOR/DENOMINATOR, N = NOT USED, E =
ELIGIBLE BUT NOT COUNTED

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Report List | Web Report List

FSA ID: PAMELA.BLANCO.FSA logged on as: PAMELA BLANCO from SOUTHEASTERN INSTITUTE / TG86259 / SC450MR

ID: DRC035   **Type:** --Select-- ⌄

Name: SCHOOL COHORT DEFAULT RATE HIST RPT

◀ Return to Report List

▶ Go to Report Log

Report Parameters

School: 035554

EXTRACT TYPE: STANDARD ⌄

Sort By: --Select-- ⌄

Output Medium: SAIG

Cohort Default Rate History List

Select	Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
☐	2017	3YR OFFICIAL	22	114	19.2	08/08/2020
☐	2016	3YR DRAFT	22	114	19.2	01/25/2020
☐	2016	3YR OFFICIAL	16	128	12.5	08/03/2019
☐	2016	3YR DRAFT	16	128	12.5	01/26/2019
☐	2015	3YR OFFICIAL	3	138	2.1	08/18/2018
☐	2016	3YR DRAFT	3	138	2.1	01/27/2018
☐	2014	3YR OFFICIAL	12	215	5.5	08/05/2017
☐	2016	3YR DRAFT	12	215	5.5	01/28/2017
☐	2013	3YR OFFICIAL	18	203	8.8	08/06/2016
☐	2016	3YR DRAFT	19	203	9.3	01/23/2016
☐	2012	3YR OFFICIAL	38	279	13.6	08/08/2015
☐	2016	3YR DRAFT	37	277	13.3	01/24/2015
☐	2011	2YR OFFICIAL	23	230	10	07/27/2013
☐	2016	2YR DRAFT	23	230	10	02/23/2013
☐	2016	3YR OFFICIAL	30	230	13	07/26/2014
☐	2016	3YR DRAFT	30	230	13	01/11/2014
☐	2010	2YR OFFICIAL	39	225	17.3	08/04/2012
☐	2016	2YR DRAFT	39	225	17.3	02/11/2012
☐	2016	3YR OFFICIAL	51	224	22.7	07/28/2013
☐	2016	3YR DRAFT	51	224	22.7	02/24/2013
☐	2009	2YR OFFICIAL	10	82	12.1	07/30/2011
☐	2016	2YR DRAFT	10	81	12.3	01/16/2011
☐	2016	3YR OFFICIAL	16	81	19.7	08/05/2012
☐	2016	3YR DRAFT	18	82	21.9	02/12/2012
☐	2008	2YR OFFICIAL	2	63	3.1	07/31/2010
☐	2016	2YR DRAFT	2	63	3.1	01/02/2010
☐	2016	3YR TRIAL	N/A	N/A	N/A	04/14/2011
☐	2007	2YR OFFICIAL	9	62	14.5	08/01/2009
☐	2016	2YR DRAFT	9	62	14.5	01/03/2009
☐	2016	3YR TRIAL	N/A	N/A	N/A	10/30/2009

COHORT YEAR   2018 3YR DRAFT   LOAN RECORD DETAIL REPORT (SCHOOL)

ATTENTION: SYSTEM CREATED   ORGANIZATION ID NUMBER: 03746400

NAME: SOUTHEASTERN INSTITUTE

ADDRESS: 1628 BROWNING ROAD   SUITE

CITY: COLUMBIA   STATE: SC

COUNTRY: POSTAL CODE: 29210-0000   RATE TYPE: F; SUB TYPE: A   YEARS: 1

ACTUAL NUMERATOR COUNT :   12   REPORT COUNT :   12(B USAGE 1 CODES
ONLY)

ACTUAL DENOMINATOR COUNT: 114 ACTUAL DEFAULT RATE: 10.5 REPORT COUNT :   114(D
& B USAGE 1 CODES)

APPEALED RATE FLAG: N (D=DIRECT, I=INDIRECT, N=NO APPEAL, U=UNKNOWN)

                    END OF LOAN RECORD DETAIL REPORT   REPORT GENERATION DATE:
02/20/21

DEFAULT RATE USAGE 1: D = DENOMINATOR, B = NUMERATOR/DENOMINATOR, N = NOT USED, E =
ELIGIBLE BUT NOT COUNTED

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☎ | ❓ | X

Report List | **Web Report List**

◀ Return to Report List

ID: DRC035 **Type:** --Select-- ▾
Name: SCHOOL COHORT DEFAULT RATE HIST RPT

▶ Go to Report Log

Report Parameters

School: 037464 *COLUMBIA*
EXTRACT TYPE: STANDARD ▾
Sort By: --Select-- ▾
Output Medium: SAIG

Cohort Default Rate History List

Select	Fiscal Year	Rate Type	Numerator	Denominator	Rate	Process Date
☐	2017	3YR OFFICIAL	16	108	14.8	08/08/2020
☐	2016	3YR DRAFT	16	108	14.8	01/25/2020
☐	2016	3YR OFFICIAL	24	148	16.2	08/03/2019
☐	2016	3YR DRAFT	24	148	16.2	01/26/2019
☐	2015	3YR OFFICIAL	16	162	9.8	08/18/2018
☐	2016	3YR DRAFT	18	164	10.9	01/27/2018
☐	2014	3YR OFFICIAL	20	161	12.4	08/05/2017
☐	2016	3YR DRAFT	20	161	12.4	01/28/2017
☐	2013	3YR OFFICIAL	14	124	11.2	08/06/2016
☐	2016	3YR DRAFT	14	124	11.2	01/23/2016
☐	2012	3YR OFFICIAL	18	140	12.8	08/08/2015
☐	2016	3YR DRAFT	18	140	12.8	01/24/2015
☐	2011	2YR OFFICIAL	21	192	10.9	07/27/2013
☐	2016	2YR DRAFT	21	192	10.9	02/23/2013
☐	2016	3YR OFFICIAL	31	192	16.1	07/26/2014
☐	2016	3YR DRAFT	31	192	16.1	01/11/2014
☐	2010	2YR OFFICIAL	27	156	17.3	08/04/2012
☐	2016	2YR DRAFT	28	156	17.9	02/11/2012
☐	2016	3YR OFFICIAL	34	155	21.9	07/28/2013
☐	2016	3YR DRAFT	34	155	21.9	02/24/2013
☐	2009	2YR OFFICIAL	16	114	14	07/30/2011
☐	2016	2YR DRAFT	16	112	14.2	01/16/2011
☐	2016	3YR OFFICIAL	28	114	24.5	08/05/2012
☐	2016	3YR DRAFT	28	114	24.5	02/12/2012
☐	2008	2YR OFFICIAL	5	71	7	07/31/2010
☐	2016	2YR DRAFT	5	71	7	01/02/2010
☐	2016	3YR TRIAL	N/A	N/A	N/A	04/14/2011
☐	2007	2YR OFFICIAL	5	65	7.6	08/01/2009
☐	2016	2YR DRAFT	5	65	7.6	01/03/2009
☐	2016	3YR TRIAL	N/A	N/A	N/A	10/30/2009

	Year	Type				Date
☐	2006	2YR OFFICIAL	5	59	8.4	08/02/2008
☐	2016	2YR DRAFT	5	59	8.4	01/05/2008
☐	2016	3YR TRIAL	N/A	N/A	N/A	10/29/2009
☐	2005	2YR OFFICIAL	1	49	2	07/28/2007
☐	2016	2YR DRAFT	2	48	4.1	01/06/2007
☐	2016	3YR TRIAL	N/A	N/A	N/A	10/29/2009
☐	2004	2YR OFFICIAL	0	9	0	07/29/2006
☐	2016	2YR DRAFT	0	9	0	01/07/2006
☐	2003	2YR OFFICIAL	0	0	0	07/30/2005
☐	2016	2YR DRAFT	0	0	0	01/08/2005
☐	2002	2YR OFFICIAL	0	0	0	07/31/2004
☐	2016	2YR DRAFT	0	0	0	01/10/2004

Submit

The Cohort Default Rates listed above may not reflect changes that have resulted from the Cohort Default rate challenge/adjustment/appeal processes.

PRIVACY ACT OF 1974 (AS AMENDED)

Exhibit B

Additional Clinical Site Letters of Support

McLeod Health

South Carolina Commission on Higher Education
1122 Lady Street Suite 400
Columbia, SC 29201

May 6, 2021

Re: Letter of Support for Southeastern College Proposed Surgical Technology Program
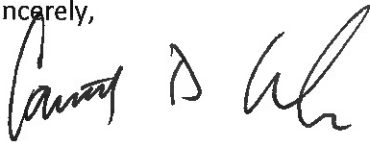
Whom it may concern:

McLeod Health is willing to provide facilities for Clinical practice for a Surgical Technology program at Southeastern College.

Southeastern College faculty retain responsibility for student learning experiences. A school surgical technology faculty member will be assigned to each cohort of students at the facility. Southeastern College will recommend for clinical placement only students who have a satisfactory academic record, demonstrate professionalism, and have met the institution's minimum requirements. All students and faculty will be subject to comply with all rules, regulations, procedures, and policies of Roper St. Francis.

I support the application for Southeastern College to obtain a surgical technologist program in Charleston. Helping to fill long standing need for the South Carolina Healthcare community.

Sincerely,

Courtney Weaver
AVP- Workforce Development
McLeod Health

South Carolina Commission on Higher Education
1122 Lady Street Suite 400
Columbia, SC 29201

May 3 ,2021

Re: Letter of Support for Southeastern College Proposed Surgical Technology Program

Whom it may concern:

Hospital Corporation of America is willing to provide facilities for Clinical practice for a Surgical Technology program at Southeastern College.

Southeastern College faculty retain responsibility for student learning experiences. A school surgical technology faculty member will be assigned to each cohort of students at the facility. Southeastern College will recommend for clinical placement only students who have a satisfactory academic record, demonstrate professionalism, and have met the institution's minimum requirements. All students and faculty will be subject to comply with all rules, regulations, procedures, and policies of Roper St. Francis.

I support the application for Southeastern College to obtain a surgical technologist program in Charleston. Helping to fill long standing need for the Charleston Healthcare community.

Sincerely,

Dr. Nina Evans, DNP, MBA, RN, FACHE
Division Chief Nursing Executive
HCA South Atlantic Division

Brian Evans, MBA, FACHE
Director, Performance Improvement
HCA South Atlantic Division

Attachment A

Walterboro Community Hospital, Inc. d/b/a Colleton Medical Center	501 Robertson Blvd, Walterboro, SC 29488
Coliseum Medical Center, LLC d/b/a Coliseum Medical Centers	350 Hospital Dr, Macon, GA 31217
Macon Northside Hospital, LLC d/b/a Coliseum Northside Hospital	400 Charter Blvd, Macon, GA 31210
Doctors Hospital of Augusta, LLC d/b/a Doctors Hospital	3651 Wheeler Rd, Augusta, GA 30909
Grand Strand Regional Medical Center, LLC d/b/a Grand Strand Regional Medical Center	809 82nd Pkwy, Myrtle Beach, SC 29572
Memorial Healthcare Group, Inc. d/b/a Memorial Hospital Jacksonville	3625 University Blvd S, Jacksonville, FL 32216
Southeast Georgia Health Services, LLC d/b/a Memorial Satilla Health	1900 Tebeau St, Waycross, GA 31501
Orange Park Medical Center, Inc. d/b/a Orange Park Medical Center	2001 Kingsley Ave, Orange Park, FL 32073
Trident Medical Center, LLC d/b/a Trident Medical Center	9330 Medical Plaza Dr, Charleston, SC 29406
Trident Medical Center, LLC, d/b/a Summerville Medical Center	295 Midland Pkwy, Summerville, SC 29485
Fairview Park, L.P. d/b/a Fairview Park Hospital	200 Industrial Blvd, Dublin, GA 31021
Savannah Health Services, LLC d/b/a Memorial University Medical Center	4700 Waters Ave, Savannah, GA 31404

Revised 7-2020 / 1 Use School Affiliation for Non-Medical Students Only

April 23, 2021

South Carolina Commission on Higher Education
1122 Lady Street Suite 400
Columbia, SC 29201

Re: Letter of Support for Southeastern College Proposed Surgical Technology Program

To Whom It May Concern:

Beaufort Memorial Hospital is willing to provide facilities for Clinical practice for a Surgical Technology program at Southeastern College.

Southeastern College faculty retain responsibility for student learning experiences. A school surgical technology faculty member will be assigned to each cohort of students at the facility. Southeastern College will recommend for clinical placement only students who have a satisfactory academic record, demonstrate professionalism, and have met the institution's minimum requirements. All students and faculty will be subject to comply with all rules, regulations, procedures, and policies of Beaufort Memorial Hospital.

I support the application for Southeastern College to obtain a surgical technologist program in Charleston. Helping to fill long standing need for the Charleston Healthcare community.

Best regards,

Russell Baxley, MHA
President and CEO

South Carolina Commission on Higher Education
1122 Lady Street Suite 400
Columbia, SC 29201

April 19, 2021

Re: Letter of Support for Southeastern College Proposed Surgical Technology Program

To Whom It May Concern:

Roper St. Francis Hospital is willing to provide facilities for clinical practice for a Surgical Technology program at Southeastern College.

Southeastern College faculty retains responsibility for student learning experiences. A school surgical technology faculty member will be assigned to each cohort of students at the facility. Southeastern College will recommend, for clinical placement only, students who have a satisfactory academic record, demonstrate professionalism, and have met the institution's minimum requirements. All students and faculty will be subject to comply with all rules, regulations, procedures, and policies of the Roper St. Francis Health System.

I support the application for Southeastern College to obtain a Surgical Technologist program in North Charleston as there is a great need for a local program to fill the long-standing need of the Charleston Healthcare community.

Sincerely,

Kevin Hoak
Chief Administration Officer Roper Hospital &
System AVP Roper St. Francis Healthcare – Surgical Services

Southeastern College – N. Charleston Campus
Clinical Site Information
AAS Surgical Technology Proposed Program

# of Students per Cohort	Name of Site	Staff Confirmation Contact Info
4	McLeod Health Clarendon	Rebekkah Chilton Academic Allied Health Student Coordinator Pee Dee Area Health Education Center McLeod Health 843-777-5593
2	McLeod Health Florence	Rebekkah Chilton Academic Allied Health Student Coordinator Pee Dee Area Health Education Center McLeod Health 843-777-5593
4	Trident Medical Center Hospital Corporation of America	Evans Brian Director, Surgical Services HCA South Atlantic Division 843-375-4431
4	Summerville Medical Center Hospital Corporation of America	Evans Brian Director, Surgical Services HCA South Atlantic Division 843-375-4431
1	Colleton Medical Center Hospital Corporation of America	Evans Brian Director, Surgical Services HCA South Atlantic Division 843-375-4431
2	St. Francis Roper St. Francis Healthcare	Kevin Hoak CAO Roper Hospital & System AVP Roper St. Frances Healthcare – Surgical Services 843-724-2924
2	Roper Roper St. Francis Healthcare	Kevin Hoak CAO Roper Hospital & System AVP Roper St. Frances Healthcare – Surgical Services 843-724-2924
1	Berkley Roper St. Francis Healthcare	Kevin Hoak CAO Roper Hospital & System AVP Roper St. Frances Healthcare – Surgical Services 843-724-2924
1	Mt. Pleasant	Kevin Hoak CAO Roper Hospital &

	Roper St. Francis Healthcare	System AVP Roper St. Frances Healthcare – Surgical Services 843-724-2924
2	East Cooper Medical Center	Jeffrey Oliver Surgical Director 843-881-0100
2**** Pending receipt of confirmation email	Medical University of South Carolina	Jeff Stanton/Tim Brindal Sterile Process/Surgical Directors 843-792-9039
2**** Pending receipt of confirmation email	Tidelands Health, Georgetown Memorial Hospital	Caitlin Krask Educational Liaison, Tidelands Health 843-652-1766

SOUTHEASTERN COLLEGE

McLeod Health

From: Rebekkah Chilton <rebekkah.chilton@mcleodhealth.org>
Sent: Tuesday, June 22, 2021 2:45 PM
To: Timothy Van Horn
Subject: McLeod Health Surgical Tech Student Placement

Good Afternoon Tim,

It was great speaking with you today! Per our conversation, please see the McLeod Health locations below that have available placements for your surgical tech students per campus. Please let me know if you need anything additional.

McLeod Health Clarendon
- 4 student placements for Charleston Campus

McLeod Health Cheraw
- 4 student placements for Columbia Campus

McLeod Health Florence
- 2 student placements for Columbia Campus
- 2 student placements for Charleston Campus

Thank you!

Rebekkah M Chilton
Academic Allied Health Student Coordinator
Office of Academic and Student Affairs
Pee Dee Area Health Education Center
101 S. Ravenel Street, Florence, SC 29506
Phone: 843-777-5593
Fax: 843-777-5354
Rebekkah.chilton@mcleodhealth.org
www.peedeeahec.net

McLeod Health
The Choice for Medical Excellence

Pee Dee
AHEC

SOUTHEASTERN COLLEGE

Hospital Corporation of America

(Trident, Summerville, Colleton Medical Centers)

From:	Evans Brian - Charleston <Brian.Evans3@hcahealthcare.com>
Sent:	Wednesday, June 23, 2021 9:59 AM
To:	Timothy Van Horn
Subject:	Re:Confirmation of Student Support

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

Good morning,

I can confirm the number of students we are able to accommodate at Trident, Summerville and Colleton. We can also reach out to our OR leadership at Doctors Hospital in Augusta to see if they can partner with the Columbia campus.

Thank you,

Brian

Brian Evans, MBA, FACHE
Director, Surgical Services
Performance Improvement

HCA South Atlantic Division
115 Central Island Street, Suite 400
Charleston, SC 29492
P 843.375.4431 | M 854.202.5864

HCAhealthcare.com | Connect With Us

From: Timothy Van Horn <tvanhorn@sec.edu>
Sent: Wednesday, June 23, 2021 9:52 AM
To: Evans Brian - Charleston <Brian.Evans3@hcahealthcare.com>
Subject: {EXTERNAL} Confirmation of Student Support

CAUTION! This email originated from outside of our organization. **DO NOT CLICK** links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Mr. Evans,

I hope this email finds you well. As we discussed this morning, the Higher Education commission asked our college to confirm that the spots we made available are for Southeastern College students. If you, please verify the number of slots available,

Trident Medical Center – 4
Summerville Medical Center – 4
Colleton Medical Center – 1

I would also be interested to know if it would be possible to discuss the possible slots with the Augusta Hospital for the Columbia, SC Campus.

Thank you,
Tim

SOUTHEASTERN
C O L L E G E

Tim Van Horn, MBA
Campus President

2431 W. Aviation Avenue SW, 101
North Charleston, SC 29406
Phone (843) 747-1279 • Fax (843) 566-5021
Cell (843) 822-8168
www.sec.edu
tvanhorn@sec.edu

#WeAreHireEd

SOUTHEASTERN COLLEGE

Roper St. Francis

From:	Hoak Kevin <Kevin.Hoak@rsfh.com>
Sent:	Tuesday, June 22, 2021 3:17 PM
To:	Timothy Van Horn
Subject:	RE: Surgical Technology Program

We can support 6 Southeastern College students. We believe the breakdown would be:

2 at St. Francis
2 at Roper
1 at Berkley
1 at Mt Pleasant

Kevin Hoak
CAO Roper Hospital &
System AVP Roper St. Francis Healthcare – Surgical Services
P: 843-724-2924
Kevin.Hoak@RSFH.com

ROPER ST. FRANCIS
HEALTHCARE

From: Timothy Van Horn <tvanhorn@sec.edu>
Sent: Tuesday, June 22, 2021 3:16 PM
To: Hoak Kevin <Kevin.Hoak@rsfh.com>
Subject: FW: Surgical Technology Program

From: Hoak Kevin <Kevin.Hoak@rsfh.com>
Sent: Thursday, May 27, 2021 5:11 PM
To: Timothy Van Horn <tvanhorn@sec.edu>
Cc: Christopher Pilotti <cpilotti@sec.edu>; Drudy Jen C <Jennifer.Drudy@rsfh.com>
Subject: RE: Surgical Technology Program

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

We can support 6 Southeastern College students. We believe the breakdown would be:

2 at St. Francis
2 at Roper
1 at Berkley
1 at Mt Pleasant

Kevin Hoak
CAO Roper Hospital &
System AVP Roper St. Francis Healthcare – Surgical Services
P: 843-724-2924
Kevin.Hoak@RSFH.com

ROPER ST. FRANCIS
HEALTHCARE

From: Timothy Van Horn <tvanhorn@sec.edu>
Sent: Thursday, May 27, 2021 1:28 PM
To: Hoak Kevin <Kevin.Hoak@rsfh.com>
Cc: Christopher Pilotti <cpilotti@sec.edu>
Subject: Surgical Technology Program

CAUTION: External Email
Do not click links or attachments unless you recognize the sender and know the content is safe
Good Afternoon Mr. Hoak,

I hope this email finds you well. I was hoping to follow up with you to see if we could have a conversation regarding how many students you would be able to take to your surgical locations for clinical rotations in surgical technology. The state has asked the college to show how many clinical spots the medical facilities would be willing to provide.

If you were able to six students, We would be willing to provide a preceptor to oversee the students at each facility.

Thanks,

Tim Van Horn

SOUTHEASTERN COLLEGE

Tim Van Horn, MBA
Campus President

2431 W. Aviation Avenue Ste. 203
North Charleston, SC 29406
Phone (843) 747-1279 • Fax (843) 744-3021
Cell (843) 822-4184
www.sec.edu
tvanhorn@sec.edu

#WeAreHireEd

WINNER

EMERGING LEADER OF THE YEAR 2020

SOUTHEASTERN COLLEGE

East Cooper Medical Center

Timothy Van Horn

From:	Oliver, Jeffrey <Jeffrey.Oliver@tenethealth.com>
Sent:	Friday, June 25, 2021 12:40 PM
To:	Timothy Van Horn
Subject:	Southeastern College Surgical Technology

Greetings Mr. Van Horn,

East Cooper Medical Center Department of Surgical Services would be willing to support two surgical technology students in a clinical rotation.

We are excited as there is a definite need within the community.

Best,

Jeff

Jeffrey Oliver, MSN, RN, CCNS, CNOR
Director, Surgical Services

East Cooper Medical Center
2000 Hospital Drive
Mount Pleasant, SC 29464
843-416-6298 (direct)
703-402-1897 (mobile)
Jeffrey.oliver@tenethealth.com

Southeastern College – Columbia Campus
Clinical Site Information
AAS Surgical Technology Proposed Program

# of Students per Cohort	Name of Site	Staff Confirmation Contact Info
2	Regional Medical Center	Jennifer S. Ahlin Dialysis Access Institute Director 803-395-3876
4	Regional Medical Center	Brian Allen Surgical Services Director, Main O.R. 803-707-8714
4	McLeod Health Cheraw	Rebekkah Chilton Academic Allied Health Student Coordinator Pee Dee Area Health Education Center McLeod Health 843-777-5593
2	McLeod Health Florence	Rebekkah Chilton Academic Allied Health Student Coordinator Pee Dee Area Health Education Center McLeod Health 843-777-5593
3	Beaufort Memorial Hospital	Lillie Sheppard Educational Liaison Beaufort Memorial Hospital 843-522-5861
2	Newberry Hospital	Leslie Cromer-Koon Education/Staff Development Coordinator Medical Staff Coordinator Assistant to Compliance Office (803) 405-7110

SOUTHEASTERN COLLEGE

Regional Medical Center

From:	David B. Allen <dballen@regmed.com>
Sent:	Friday, June 25, 2021 2:39 PM
To:	Timothy Van Horn; Jennifer S. Ahlin; Elizabeth A. Myers
Subject:	RE: Surgical Tech Students @ RMC

Yes

David B. Allen, RN, MSHA, JD, FACHE
Director Of Surgical Services
The Regional Medical Center
3000 St. Matthews Rd.
Orangeburg, SC. 29118
Cell: 803-707-8714

From: Timothy Van Horn [mailto:tvanhorn@sec.edu]
Sent: Friday, June 25, 2021 2:34 PM
To: David B. Allen <dballen@regmed.com>; Jennifer S. Ahlin <jsahlin@regmed.com>; Elizabeth A. Myers <eamyers@regmed.com>
Subject: RE: Surgical Tech Students @ RMC

Thank you Mr. Allen, Just to confirm these spots would be strict dedicated to Southeastern College?

SOUTHEASTERN
COLLEGE

Tim Van Horn, MBA
Campus President

#WeAreHireEd

2020 Roaring Twenties WINNER

EMERGING LEADER
OF THE YEAR
2020

From: David B. Allen <dballen@regmed.com>
Sent: Friday, June 25, 2021 2:28 PM
To: Timothy Van Horn <tvanhorn@sec.edu>; Jennifer S. Ahlin <jsahlin@regmed.com>; Elizabeth A. Myers <eamyers@regmed.com>
Subject: RE: Surgical Tech Students @ RMC

Tim,

As we discussed the Surgical Services department can accommodate 4 students. You mentioned that the first clinical class would probably be in March of 2023. Let's stay in touch as you all prepare.

David B. Allen, RN, MSHA, JD, FACHE
Director Of Surgical Services
The Regional Medical Center
3000 St. Matthews Rd.
Orangeburg, SC. 29118
Cell: 803-707-8714

From: Timothy Van Horn [mailto:tvanhorn@sec.edu]
Sent: Wednesday, June 23, 2021 10:24 AM
To: Jennifer S. Ahlin <jsahlin@regmed.com>; Elizabeth A. Myers <eamyers@regmed.com>; David B. Allen <dballen@regmed.com>
Subject: RE: Surgical Tech Students @ RMC

Good Morning Ms. Ahlin,

Just to confirm, you would be willing to accept 2 Southeastern College, Charleston students at your Dialysis Access Institute in the surgical department?

Thank you,

SOUTHEASTERN
C O L L E G E

Tim Van Horn, MBA
Campus President

2411 W. Aviation Avenue Ste 201
North Charleston, SC 29406
Phone (843) 247-1278 • Fax (843) 566-3021
Cell (843) 822-8768
www.sec.edu
tvanhorn@sec.edu

#WeAreHireEd

Roaring TWENTIES

WINNER

EMERGING LEADER
OF THE YEAR
2020

From: Jennifer S. Ahlin <jsahlin@regmed.com>
Sent: Tuesday, June 22, 2021 3:36 PM
To: Timothy Van Horn <tvanhorn@sec.edu>; Elizabeth A. Myers <eamyers@regmed.com>; David B. Allen <dballen@regmed.com>
Subject: RE: Surgical Tech Students @ RMC

Dialysis Access Institute would be happy to accommodate two students Monday-Thursday. The students would receive a great amount of vascular experience (dialysis access angiograms, angioplasties, thrombectomies, graft placements, fistula creations, aneurysm resections of the dialysis access, catheter placements, and lap PD procedures, among other procedures). We are fast-paced and the students will be able to scrub into several cases a day. Our certified techs work very well with the students and allow them to drape, scrub, etc. The students will be able to get their skills checked off in several areas! Let me know if you have any other specific questions about DAI!

Jennifer S. Ahlin
DAI Director
jsahlin@regmed.com

The Regional Medical Center
3000 St. Matthews Road
Orangeburg, SC 29118
Phone: 803-395-3876 Fax: 803-395-4123
Website: www.trmchealth.org

From: Timothy Van Horn <tvanhorn@sec.edu>
Sent: Tuesday, June 22, 2021 3:21 PM
To: Elizabeth A. Myers <eamyers@regmed.com>; Jennifer S. Ahlin <jsahlin@regmed.com>; David B. Allen <dballen@regmed.com>
Subject: RE: Surgical Tech Students @ RMC

Thank you Libbi, I appreciate your email.

Good Afternoon Ms. Ahlin and Mr. Allen,

I'm happy to know that you would be interested in partnering with our surgical technology program we are looking to start, would you happen to have an idea on how many students you would be able to accommodate for the N. Charleston Campus and Columbia Campus? I would be available for a call if you would like to discuss any questions or concerns you might have about our program.

Best wishes,

Tim

From:	Jennifer S. Ahlin <jsahlin@regmed.com>
Sent:	Tuesday, June 22, 2021 3:36 PM
To:	Timothy Van Horn; Elizabeth A. Myers; David B. Allen
Subject:	RE: Surgical Tech Students @ RMC

Dialysis Access Institute would be happy to accommodate two students Monday-Thursday. The students would receive a great amount of vascular experience (dialysis access angiograms, angioplasties, thrombectomies, graft placements, fistula creations, aneurysm resections of the dialysis access, catheter placements, and lap PD procedures, among other procedures). We are fast-paced and the students will be able to scrub into several cases a day. Our certified techs work very well with the students and allow them to drape, scrub, etc. The students will be able to get their skills checked off in several areas! Let me know if you have any other specific questions about DAI!

Jennifer S. Ahlin
DAI Director
jsahlin@regmed.com

The Regional Medical Center
3000 St. Matthews Road
Orangeburg, SC 29118
Phone: 803-395-3876 Fax: 803-395-4123
Website: www.trmchealth.org

From: Timothy Van Horn <tvanhorn@sec.edu>
Sent: Tuesday, June 22, 2021 3:21 PM
To: Elizabeth A. Myers <eamyers@regmed.com>; Jennifer S. Ahlin <jsahlin@regmed.com>; David B. Allen <dballen@regmed.com>
Subject: RE: Surgical Tech Students @ RMC

Thank you Libbi, I appreciate your email.

Good Afternoon Ms. Ahlin and Mr. Allen,

I'm happy to know that you would be interested in partnering with our surgical technology program we are looking to start, would you happen to have an idea on how many students you would be able to accommodate for the N. Charleston Campus and Columbia Campus? I would be available for a call if you would like to discuss any questions or concerns you might have about our program.

Best wishes,

Tim

1

SOUTHEASTERN
COLLEGE

McLeod Health

From:	Rebekkah Chilton <rebekkah.chilton@mcleodhealth.org>
Sent:	Tuesday, June 22, 2021 2:45 PM
To:	Timothy Van Horn
Subject:	McLeod Health Surgical Tech Student Placement

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

Good Afternoon Tim,

It was great speaking with you today! Per our conversation, please see the McLeod Health locations below that have available placements for your surgical tech students per campus. Please let me know if you need anything additional.

McLeod Health Clarendon
- 4 student placements for Charleston Campus

McLeod Health Cheraw
- 4 student placements for Columbia Campus

McLeod Health Florence
- 2 student placements for Columbia Campus
- 2 student placements for Charleston Campus

Thank you!

Rebekkah M Chilton
Academic Allied Health Student Coordinator
Office of Academic and Student Affairs
Pee Dee Area Health Education Center
101 S. Ravenel Street, Florence, SC 29506
Phone: 843-777-5593
Fax: 843-777-5354
Rebekkah.chilton@mcleodhealth.org
www.peedeeahec.net

McLeod Health
The Choice for Medical Excellence

Pee Dee AHEC

SOUTHEASTERN COLLEGE

Beaufort Memorial Hospital

From:	Lillie Sheppard <LSheppard@bmhsc.org>
Sent:	Thursday, June 24, 2021 10:27 AM
To:	Timothy Van Horn
Subject:	RE: SEC Affiliation Agreement

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

Please allow me to add: since your students are required to have 40 hours per week for a duration of four months, then 3 students would be your max.. I believe that we are both on the same page. Thanks!

From: Timothy Van Horn [mailto:tvanhorn@sec.edu]
Sent: Thursday, June 24, 2021 10:24 AM
To: Lillie Sheppard <LSheppard@bmhsc.org>
Subject: Re: SEC Affiliation Agreement

Thank you, best wishes.

Get Outlook for iOS

From: Lillie Sheppard <LSheppard@bmhsc.org>
Sent: Thursday, June 24, 2021 10:22:22 AM
To: Timothy Van Horn <tvanhorn@sec.edu>
Subject: RE: SEC Affiliation Agreement

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

Hi Tim,

My understanding to her response is that we will allow 3 students max "per day".. You may have six students total (3 per day), rotating twice a week and of course at opposite semester of the other school, subjected to other variables.

You are welcome..

Lillie M. Sheppard, MA
Student Internship Coordinator
Education Department
P)843-522-5861
F)843-522-5880
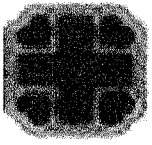
From: Timothy Van Horn [mailto:tvanhorn@sec.edu]
Sent: Thursday, June 24, 2021 9:43 AM
To: Lillie Sheppard <LSheppard@bmhsc.org>
Subject: Re: SEC Affiliation Agreement

Ms. Sheppard,

Ok, thank you. I understand. So you can accommodate 3 students max, allowing for Technical College of the Low Country in the fall, and either the Columbia campus or the Charleston campus on the other rotations?

This could be subject to change or based on case load and other variables?

Please confirm I understood correctly, thanks again for your support.

Best wishes,
Tim

Get Outlook for iOS

From: Lillie Sheppard <LSheppard@bmhsc.org>
Sent: Thursday, June 24, 2021 9:37:29 AM
To: Timothy Van Horn <tvanhorn@sec.edu>
Subject: RE: SEC Affiliation Agreement

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

Hi Tim, thank you for sending.. I will pass the agreement on to the Compliance Department for review..

I have also attached a snippet of the response that I received from our OR director, that should be able to provide you with the answer to your question, just in case something was missed.. Thanks!

Lilly without knowing there schedule this is a difficult questions to answer. I would say we can take 3 students at a day. We would put 2 at main and 1 at ASC.

This means 3 of ANY CST Program per day. We cannot accommodate 3 of both programs on the same day.

From: Timothy Van Horn [mailto:tvanhorn@sec.edu]
Sent: Thursday, June 24, 2021 8:39 AM
To: Lillie Sheppard <LSheppard@bmhsc.org>
Subject: SEC Affiliation Agreement

2

Good Morning Ms. Sheppard,

Please see the renewed agreement including nursing. Also, could you please confirm the number of Southeastern College Surgical Technology students you could accommodate for spring and summer rotations with your organization?

Thanks,
Tim

Get Outlook for iOS

SOUTHEASTERN COLLEGE

Newberry Hospital

From: Leslie C. Koon <Leslie.Koon@NewberryHospital.net>
Sent: Monday, June 28, 2021 9:08 AM
To: Herlene Williams-Ancar <hwilliamsancar@sec.edu>
Cc: Janet Clark <jaclark@sec.edu>
Subject: RE: Southeastern College Columbia- Surgical Technology

Caution External Email
This email is from a source outside of the organization. Please use caution when supplying any information.

Good Morning –

Our Director of Surgical Services, Corey Bishop, returned my email this morning and has agreed to take 2 students. Please note that we do not guarantee placement as at times, there may be unforeseen circumstances that may prevent placement; however we make every effort possible to accommodate the students for each rotation request. As mentioned during our phone conversation, Newberry Hospital will be able to accommodate these students on Mondays and Fridays to prevent overlap with other programs that we have a commitment to for Tuesdays-Thursdays.

Sincerely,

Leslie

Newberry
COUNTY MEMORIAL Hospital
Exceptional People. Exceptional Care.

Leslie Cromer-Koon 🎗
Education/Staff Development Coordinator
Medical Staff Coordinator
Assistant to Compliance Office
Newberry County Memorial Hospital
PO Box 497 / 2669 Kinard Street
Newberry, South Carolina 29108

Direct Line Education: (803) 405-7110
Direct Line Med Staff: (803) 405-7419
Fax: (803) 405-7358
leslie.koon@newberryhospital.net

From: Herlene Williams-Ancar <hwilliamsancar@sec.edu>
Sent: Monday, June 28, 2021 8:37 AM
To: Leslie C. Koon <Leslie.Koon@NewberryHospital.net>
Cc: Janet Clark <jaclark@sec.edu>
Subject: RE: Southeastern College Columbia- Surgical Technology

Good morning Ms. Koon,
We are very excited to partner with your agency! We look forward to sending our future students to your facility for their clinical rotations. Please reiterate to Ms. Chapin that the campus is seeking placement of 2-6 students and that we will provide a preceptor for groups of four(4) or more students as needed.

I greatly appreciate you facilitating this process between Southeastern College and Newberry Hospital.

From: Herlene Williams-Ancar
Sent: Friday, June 25, 2021 11:49 AM
To: leslie.koon@newberryhospital.net
Subject: Southeastern College Columbia- Surgical Technology

Good afternoon,
Our Columbia campus location has submitted an application to CHE (Commission on Higher Education) to add an AAS Surgical Technology program. Southeastern College has demonstrated the need for the program as well as market demand. Southeastern College looks forward to the opportunity to partner with your organization. If interested please contact Dean of Academics Herlene Ancar at 803-798-8800 or simply reply to this email with the following:

 Please confirm that your organization will be willing to accept 2-6 students per clinical rotation. Southeastern College will provide a preceptor for groups of four (4) or more students.

_2__ # of students per clinical rotation (Monday/Friday)

We greatly appreciate your commitment to the students of Southeastern College and your assistance in helping them fulfill their career choice of becoming a future surgical technologist.

Sincerely,

Herlene Ancar, MBA, HCM
Dean of Academic Affairs

SOUTHEASTERN

1628 Browning Road, Suite 180
Columbia, SC 29210
Desk- 803-798-8800 ext 3115
Mobile 803-586-5041

Assessment of Need/Justification

Since the submission of the application to add the proposed Surgical Technology program, the Southeastern College Columbia and N. Charleston campuses have identified several additional job opportunities in the surgical technology field.

As of April 12, 2021, the following is a listing of available job openings:

Columbia Area:

Name of Company	Job Title	City	Site Listed
Veterans Health Administration	Health Technician- Surgical	Columbia	Indeed
N/A (not listed)	Surgical Technologist	Columbia	Indeed
Fresenius	Surgical Technologist	Columbia	Indeed
Providence Health	Surgical Tech	Columbia	Indeed
Palmetto Health- OR Baptist	Surgical Tech	Columbia	Indeed
LifePoint Hospitals	Surgical Tech	Columbia	Indeed
Lexington Medical Center	Surgical Tech	Columbia	Indeed
Palmetto Health- OR Parkridge	Surgical Tech	Columbia	Indeed
Palmetto Health- Neurosurgery	Surgical Tech	Columbia	Indeed
Lexington Medical Center- Irmo Surgery Center	Surgical Technologist	Irmo	Indeed
Agiliti Health	Surgical Laser Technician	West Columbia	Indeed
Palmetto Health- CVOR Richland	Surgical Tech	Columbia	Indeed
Lexington Medical Center	Surgical Tech- PRN	West Columbia	Indeed
National Staffing Solutions	CVOR Surgical Technologist	Columbia	Indeed
Lexington Medical Center	Surgical Technologist	West Columbia	Indeed
Host Healthcare	Surgical Technician	Columbia	Indeed
Plastic Surgery Consultants	Certified Surgical Tech	Columbia	Google Search
The Birthplace	Surgical Technologist- Labor and Delivery	Columbia	HireRocket
Freedom Healthcare Staffing	Certified Surgical Tech	Columbia	LinkedIn
Alto Staffing	Surgical Tech	Columbia	Google Search
Chapin Orthopedic Surgery Center	Certified Surgical Technologist	Chapin	ZipRecruiter
Surgical Tech OR Parkridge	Surgical Tech- PRN Days		
The Gypsy Nurse- for Self Regional Hospital	Surg Tech CVOR	Greenwood	LinkedIn
Associates in Oral & Maxillofacial Surgery	Surgical Assistant	West Columbia	Simplyhired.com
Carolinas Center for Oral & Facial Surgery	Surgical Assistant	Columbia, SC	
Regional Medical Center- OR	Certified Surgical Technologist	Orangeburg, SC	Glassdoor
Regional Medical Center- Dialysis Access Institute	Certified Surgical Technologist	Orangeburg, SC	RMC website

N. Charleston Area:

Name of Company	Open Positions	Job Title	City	Site Listed
Roper St. Francis Healthcare	19	Health Technician- Surgical	Charleston	Indeed
MUSC	9	Surgical Technologist	Charleston	Indeed
Trident Medical Center	8	Surgical Technologist	Charleston	Indeed
Surgical Care Affiliates SCA	3	Surgical Tech	Charleston	Indeed
Allied Travel Web	2	Surgical Tech	Charleston	Indeed
Emerald Health Services	2	Surgical Tech	Charleston	Indeed
Surgical Care Affiliates	2	Surgical Tech	Charleston	Indeed
Infojini Consulting Inc	1	Surgical Tech	Charleston	Indeed
Medpro Staffing	1	Surgical Tech	Charleston	Indeed
Palmetto Digestive Health Specialist	1	Surgical Technologist	Charleston	Indeed
Aya Healthcare	1	Surgical Laser Technician	Charleston	Indeed
CareNational	1	Surgical Tech	Charleston	Indeed
Ravilights	1	Surgical Tech- PRN	Charleston	Indeed
Nurse Jobs	1	CVOR Surgical Technologist	Charleston	Indeed
Sharing Hope SC	1	Student Surgical Technologist	Charleston	Indeed
BluePearl Specialty	1	Surgical Technician	Charleston	Indeed
East Cooper Physicians Practice	1	Certified Surgical Tech	Charleston	Indeed
Elms Endoscopy Center	1	Surgical Technologist- Labor and Delivery	Charleston	Indeed
East Cooper Medical Center	1	Certified Surgical Tech	Charleston	Indeed
Stability Healthcare	1	Surgical Tech	Charleston	Indeed
Charleston ENT	1	Surgical Technologist Extern	Charleston	Indeed
Total Jobs Needed	61			

Employment Opportunities

As demonstrated in the tables above, there's a significant need for surgical technologists in both the Columbia and N. Charleston areas. To best assist in fulfilling this need, graduates of the surgical technology program at Southeastern College will complete the program at the associate degree level.

As published by both CAAHEP and ABHES accrediting agencies, it is projected that institutions are expected to award a minimum of an Associate Degree at the completion of a surgical technology program by August 1, 2021.

Please see __Exhibit B__ for documentation from the CAAHEP and ABHES Standards for Surgical Technology programs.

Similar Programs Offered in South Carolina

Since the submission of the application to add the proposed Surgical Technology program, Southeastern College has determined there is only one program, Miller-Motte Technical College, that offered a Surgical Technology Associate Degree level program. However, Miller-Motte Technical College was placed on probationary accreditation by CAAHEP in November 2018. It is the understanding of Southeastern College that as of January 2020, Miller-Motte Technical College has engaged in a teach-out of its Surgical Technology program with the last class of students expected to graduate as of July 2021.

Faculty and Staff

Southeastern College will hire appropriately credentialed faculty for the Surgical Technology program within 30-60 days of students starting Core courses. Documentation of faculty hires will be provided to the Commission as necessary.

Equipment Listing

Southeastern College will purchase the equipment needed for the Surgical Technology program within 30-60 days of students starting Core courses. Purchase requisitions will be supplied to the Commission as necessary.

Evaluation and Program Assessment

E. If the program is offered at other campuses, provide graduation and placement rates for each site for the last three academic years.

In addition to the rates already provided in the application to add the Surgical Technology program, the Southeastern College Miami Lakes and West Palm Beach campuses have included their program outcome rates for 2020. In addition, rates through April 2021 have also been included.

Both campuses are in good standing with ARC/STSA.

Miami Lakes – Southeastern College

	2016	*2017*	*2018*	*2019*	*2020*	*Through 4/2021*
Graduation Rate	*79%*	*62%*	*87%*	*79%*	*70%*	*71%*
Placement Rate	*81%*	*87%*	*87%*	*82%*	*96%*	*76%*

West Palm Beach – Southeastern College

	2016	*2017*	*2018*	*2019*	*2020*	*Through 4/2021*
Graduation Rate	*78%*	*60%*	*27%*	*28%*	*88%*	*75%*
Placement Rate	*86%*	*71%*	*90%*	*71%*	*91%*	*88%*

Reciprocity

Since the submission of the application to add a Surgical Technology program, Southeastern College has gained approval to participate in SC-SARA.

Is your institution participating in a reciprocity agreement (e.g., NC-SARA)? If yes, through which state?

☒ Yes ☐ No

Commission on Accreditation of Allied Health Education Programs

**Standards and Guidelines
for the Accreditation of Educational Programs in Surgical Technology**

**Essentials/Standards initially adopted in 1972; revised in 1991, 2000, 2002, 2004 and 2013
by the:**

**American College of Surgeons
Association of Surgical Technologists
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
Commission on Accreditation of Allied Health Education Programs**

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

These accreditation **Standards and Guidelines** are the minimum standards of quality used in accrediting programs that prepare individuals to enter the Surgical Technology profession. **Standards** are the minimum requirements to which an accredited program is held accountable. Guidelines are descriptions, examples, or recommendations that elaborate on the Standards. Guidelines are not required, but can assist with interpretation of the Standards.

Standards are printed in regular typeface in outline form. *Guidelines* are printed in italic typeface in narrative form.

Preamble

The Commission on Accreditation of Allied Health Education Programs (CAAHEP), Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), the American College of Surgeons (ACS), and the Association of Surgical Technologists (AST) cooperate to establish, maintain and promote appropriate standards of quality for educational programs in surgical technology and to provide recognition for educational programs that meet or exceed the minimum standards outlined in these accreditation **Standards and Guidelines**. Lists of accredited programs are published for the information of students, employers, educational institutions and agencies, and the public.

These **Standards and Guidelines** are to be used for the development, evaluation, and self-analysis of surgical technology programs. On-site review teams assist in the evaluation of a program's relative compliance with the accreditation Standards.

Description of the Profession of Surgical Technology

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

_____

I. Sponsorship

A. Sponsoring Institution
A sponsoring institution must be at least one of the following:

1. A post-secondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education, and authorized under applicable law or other acceptable authority to provide a post-secondary program, which awards a minimum of a certificate/diploma at the completion of the program.
2. A foreign post-secondary academic institution acceptable to CAAHEP, which is authorized under applicable law or other acceptable authority to provide a postsecondary program, which awards a minimum of a certificate/diploma at the completion of the academic program.
3. A hospital or medical center that is institutionally accredited, and authorized under applicable law or other acceptable authority to provide healthcare, which awards a minimum of a certificate/diploma at the completion of the academic program.
4. A branch of the United States Armed Forces, which awards a minimum of a certificate/diploma at the completion of the program.

Projected for August 1, 2021, all sponsoring institutions should award a minimum of an Associate's Degree at the completion of the program.

B. Consortium Sponsor
1. A consortium sponsor is an entity consisting of two or more members that exists for the purpose of operating an educational program. In such instances, at least one of the members of the consortium must meet the requirements of a sponsoring institution as described in I.A.

2. The responsibilities of each member of the consortium must be clearly documented as a formal affiliation agreement or memorandum of understanding, which includes governance and lines of authority.

C. Responsibilities of Sponsor
The Sponsor must ensure that the provisions of these **Standards and Guidelines** are met.

The Sponsor should refer to the ARC/STSA Surgical Technology Standards Interpretive Guide *(SIG) for examples that demonstrate compliance with the provisions of these* **Standards and Guidelines**.

II. Program Goals

A. Program Goals and Outcomes
There must be a written statement of the program's goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program. The communities of interest that are served by the program must include, but are not limited to: students, graduates, faculty, sponsor administration, employers, physicians, and the public.

Program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with both the mission of the sponsoring institution(s) and the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program.

The program should demonstrate that a survey was conducted for the establishment of clinical affiliations. The program should provide a formal statement from a Chair, a Dean, or an appropriate

ACCREDITATION MANUAL

18th Edition

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ACCREDITING BUREAU
OF
HEALTH EDUCATION SCHOOLS
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CHAPTER II – ELIGIBILITY AND CLASSIFICATIONS

SECTION A – Eligibility for Application

Prior to consideration for accreditation, the Commission will determine preliminarily whether an institution or program meets the requirements for accreditation.

Subsection 1 – Basic requirements

a) <u>**Institutional Eligibility**</u>

In order for a postsecondary institution to apply for accreditation and to remain accredited, it must meet the following minimum criteria:

(1) It is either (a) an institution in the private sector whose principal activity is education, (b) a hospital or laboratory-based training school, (c) a vocational training institution, or (d) a federally sponsored training program.

(2) It is an educational institution that offers programs predominantly in the health education field. An institution meets this requirement if either (a) 70 percent or greater of its students are enrolled in active programs in the health field or (b) 70 percent or greater of its active programs are in the health education field and at least 50 percent of its students are enrolled in those programs. A program is active if it has a current student enrollment and is seeking to enroll students.

(3) All of its programs are career focused and designed to lead to employment or advancement in career field.

(4) It is located in the United States or its territories.

(5) It is properly licensed, chartered or approved to provide education beyond the secondary level under the laws and regulations of the state(s) or territories in which it operates, including any regulatory oversight body approval required to operate specific programs.

(6) It must have been legally operating continuously and providing instruction as an institution for at least the two years prior to application.

(7) It has enrollment in the program(s) to be included in the grant of accreditation to allow evaluation of student outcomes. (Does not apply to current-institutionally-accredited members).

(8) It has at least one graduating class from at least one currently offered program to allow evaluation of the overall educational effectiveness of the program of study offered.

b) Programmatic Eligibility

An organization offering a program in medical assisting, medical laboratory technology, or surgical technology education is eligible to apply for programmatic accreditation, and to remain programmatically accredited, if it meets the following criteria:

(1) At the time of the initial application, it has active student enrollment in the program to allow evaluation of student outcomes. (Applicable only to initial applicants for programmatic accreditation except current institutionally accredited schools applying for initial programmatic accreditation).

(2) It is (a) a public or private institution at the postsecondary level institutionally accredited by an agency recognized by the U.S. Department of Education or Council on Higher Education Accreditation (CHEA) whose principal activity is education, (b) a hospital or laboratory-based training school, or (c) a federally-sponsored training program.

(3) Its program is career focused and designed to lead to employment or advancement in the career field.

(4) It is located in the United States or its territories.

(5) At the time of the initial visit, the program will have (or have had within the past twelve months) student participation in clinical experience activities to permit evaluation of program operations and of student progress, satisfaction, and retention. In addition, the program will have enrolled students who have completed at least 50 percent of the program or at least 25 percent of the core coursework. (Note: Does not apply to those institutionally accredited members seeking initial programmatic accreditation; however, an additional on-site evaluation may be required.)

(6) The coursework required for graduation, including didactic instruction and clinical experience, provides the following:

   (a) **Medical Assisting**

   i.   Attainment of entry-level competencies (see MA.A.1. in Chapter VII-MA), and consists of at least a 24-week full-time program of training.

   (b) **Medical Laboratory Technology**

   ii. Attainment of entry-level competencies (see MLT.A.1. in Chapter VII-MLT), and at least 60-semester credit hours, 90 quarter credit hours, or its recognized clock-hour equivalent (normally two academic years) of training.

   (c) **Surgical Technology**

   iii. Consistency with the current Core Curriculum for Surgical Technology, produced by the Association of Surgical Technologists (www.ast.org). Note: Currently accredited institutional members must adhere to the requirements for programmatic eligibility when adding a surgical technology program, which includes submission of the *Application for Programmatic Accreditation*. At a minimum, all graduates must complete the surgical technology program with an associate degree.

KATRINA F. SHEALY
SENATOR, LEXINGTON COUNTY
SENATORIAL DISTRICT 23

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July 1, 2021

South Carolina Commission on Higher Education
Committee on Academic Affair and Licensure
1122 Lady Street, Suite 300
Columbia, SC 29201

Dear Admiral Munns, Dr. Horne, Ms. Brown, Ms. Dolny, Mr. Satcher, Ms. Seckinger and Dr. Sellers:

I am writing in support of consideration and approval for the Southeastern College's efforts to provide a surgical technology associates degree program that aligns with South Carolina's workforce needs. This post-secondary institution has a proven track record of accountability to students, taxpayers and the communities it serves - Charleston and Columbia.

I have visited Southeastern Columbia campus several times and recently spoke at their graduation and have personally observed the longstanding contribution their programs and the students they serve have made to our community.

As our state climbs out of a global pandemic, opportunities for our residents to further their careers at a quality institution like Southeastern College is critical. As you know well, our healthcare workforce skyrocketed to the forefront of South Carolina's priorities at the onset of the COVID-19 pandemic outbreak.

This institution has not only a diverse student body but also a diverse staff and faculty to meet the needs of the students. They have a great working relationship with area employers and play a critical role in fulfilling the talent pipeline in our local communities.

With population growth comes a responsibility to match our state's workforce infrastructure. Southeastern College plays a big role in that mission. I hope you will join me in support of this fine post-secondary institution and its fantastic student body.

Sincerely,

Katrina F. Shealy

cc: Chairman Wes Hayes
President Monhollon
CHE Commissioners