



March 1, 2019

Dr. John B. Boone
Dean of Institutional Effectiveness,
Accreditation and Research, and
SACSCOC Liaison
Wake Technical Community College
Southern Wake Campus
9101 Fayetteville Road
Raleigh, NC 27603-5696

Dear Dr. Boone:

Thank you for the letter and prospectus of December 1, 2018, notifying SACSCOC of your intention to offer the Associate in Applied Science in Electroneurodiagnostic Technology degree program, effective fall 2019. Development and approval for the program followed the established faculty and administrative processes and the North Carolina Community College System approved the program on November 16, 2018.

Wake Technical Community College (Wake Tech) currently offers A.A.S. degree programs in Nursing, Radiography, Emergency Medical Science, Medical Assisting, Medical Laboratory Technologies, and Healthcare Simulation Technology. The new degree program aligns with this emphasis on healthcare. Only two of the other 58 North Carolina community colleges offer the program and both are on the opposite side of the state. In addition, the site for the program, the approved Perry Health Sciences Campus, is located in Raleigh, home to a number of healthcare systems and one of the most rapidly growing cities in the nation. In addition, the new program fits well into the College goal of ensuring leadership in workforce development in the greater Wake County area.

As noted, the program will be offered at the Perry Health Sciences Campus with an anticipated enrollment of 20 students. The program will be ongoing and offered in the traditional format, with the required general education courses being offered in the traditional, hybrid, and online formats. The program will be offered using the cohort model, with one new cohort being admitted each fall. Wake Tech has the necessary faculty and other resources to implement the program.

The program requires 64 credit hours and is designed to be completed in two years. The curriculum will provide students with the knowledge and skills to obtain recordings of patient nervous system function through the use of electroencephalographic equipment and other electrophysiological devices. Coursework covers communication skills, taking patient histories,



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electrode application, documentation of patient clinical status, electrical waveform recognition, management of medical emergencies, and preparation of reports to physicians. Graduates should qualify to take board exams in EEG and Sleep technology. Working under the supervision of a qualified physician, students may be employed by hospitals or private offices of neurologists or neurosurgeons.

Course descriptions and a course schedule were provided. The program has 12 student learning outcomes which are based on competencies required by the Committee on Accreditation for Education in Neurodiagnostic Technology's list of Neurodiagnostic Technology Program Graduate Competencies. Assessment will follow the same process as for all Wake Tech programs. Programs are assessed on a two-year cycle, with data collection taking place in year one and action plan implementation in year two. In addition to student learning outcomes, a number of Operational Program Outcomes (i.e. retention rates) are in place. Admission and graduation policies are in place. Wake Tech uses the standard federal definition for the awarding of the credit hour. Program oversight will be provided by a Program Director for Electroneurodiagnostic Technology and the Dean of Health Sciences.

The Faculty Roster Form describes the qualifications of the faculty members teaching in the core curriculum as well as those teaching general education courses. One full-time and one part-time instructor will teach the program core. The Program Director holds the B.S. in Business Administration/Management and the Certificate in Electrophysiology Technology. She has approximately 20 years of work experience and is certified as a Registered Electroencephalographic Technologist (R.EEG.T.) and Registered Evoked Potential Technologist (R.E.P.T.). She is a certified examiner and sits on several national boards and belongs to numerous organizations. The part-time faculty member holds the A.A.S. in Electroneurodiagnostic Technology and has R.EEG.T. certification. She has approximately 10 years of work experience. The instructors for the general education courses also appear to be qualified to teach the coursework assigned. Faculty workloads appear to be appropriate.

Library and learning resources appear to be adequate for the program. Standard library resources include adequate library staff, print and electronic materials, computer equipment, instructional services, and library consortia agreements. The Perry Health Sciences Library serves as the primary library for health sciences students, including the new program. A list of the various discipline-specific texts, journals, and databases available at the campus was provided. LibGuides for the new program in Electroneurodiagnostic Technology have also been developed.



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Student support services also appear to be adequate. Along with standard academic support services, for example, financial aid, advisement, student records, admissions, and so on, other support provided to students at the Perry Health Sciences Campus include career counseling, student advocacy and support, wellness and counseling, and the Individualized Learning Center (ILC), which provides tutoring in writing, study skills, math, computers, and biology. Student support at the Perry Campus is under the supervision of the Perry Health Sciences Campus Dean of Enrollment and Student Services, who is assisted by eight additional student services staff at the Perry Campus.

Physical resources and financial support appear to be adequate for the new program. All of the health sciences programs noted above are offered at the Perry Campus. The campus has five buildings totaling 166,620 square feet of space with a parking deck of 3,500 square feet of space. The campus currently has 41 classrooms, 30 laboratories, nine study rooms, six computer labs, and 124 offices. A list of the resources available in each building was provided, as was a list of the specific equipment available for the new program (including total equipment costs). Based on budgeted FTE enrollment projections and first year costs, the program is expected to generate net revenue of approximately \$85,000.00 in the first year.

Evaluation and assessment follow a systematic process at the institution. Two assessment departments provide oversight of the process, College Initiatives and Assessment and Institutional Effectiveness, Accreditation, and Research. Annual system-wide performance measures, regularly scheduled climate surveys, educational program outcomes, including student learning outcomes, and program reviews are all designed to contribute to institutional improvement. Every five years, department heads conduct academic program reviews of all credit programs and present their reports to the Curriculum Program Review Committee. This committee evaluates programs and presents recommendations regarding program continuation to the Wake Tech Board of Trustees. In addition, many of the College programs, in particular, programs in healthcare, are assessed by professional accrediting agencies.

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

The Commission wishes you success in this endeavor. Thank you for the prepaid \$500 to help defray the cost of reviewing the prospectus.



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Policy Change

At its meeting in June 2018, the Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions Policy Statement*, for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

Sincerely,

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

Belle S. Wheelan, Ph.D.
President

BSW/LCS:lp

cc: Dr. D. Gayle Greene, Acting President
Dr. Larry L. Earvin