

## **Standard 1: Sponsorship**

### **Description:**

St. Petersburg College was founded in 1927 as St. Petersburg Junior College, Florida's first two-year institution of higher education. Initially a private facility, the College became fully accredited in 1931. In 1939 the Florida Legislature adopted a law authorizing counties with a population of 50,000 or more to establish a public junior college, with permission of the State Board of Education. On May 11, 1948, SPC converted from private to public status, the second junior college (after Palm Beach Junior College) in the state to make the change.

In June 2001, legislation was signed by Gov. Jeb Bush enabling SPJC to become the first among Florida's 28 public community colleges to transition to a four-year institution. The College dropped the "Junior" from its name, and, since August 2002, the College began offering bachelor's degrees in Education, Nursing and Technology Management.

Formal authority for the award of degrees, certificates of completion, and advanced technology diplomas in Florida Statute 1004.73 was revised in 2001 by the Florida State Legislature to include a special provision addressing the status of St. Petersburg College as a four-year college:

St Petersburg College is accredited by the Southern Association of Colleges and Schools and is governed by its local Board of Trustees, has four traditional campuses, in addition to Health Education Center, All State Center, ICOT Center and Down Town Center.

The College is approved to offer the baccalaureate, associated of arts, associate of

science, associate of applied science, applied technology diploma and certificates. The Funeral Services program offers the Associate of Science or the Associate of Applied Science degree and was first accredited by the ABFSE in 1994.

**Analysis:**

St Petersburg College fulfills its role as a sponsor of the Funeral Services program to award associate of science degree in funeral services. It has the appropriate state and regional accreditation to support the program.

Florida State Board of Education Rules provide more detailed guidance supporting the Florida Statutes, excerpted here to show only the authority to grant degrees:

*Excerpt from State Board of Education Rule 6A-14.030 Instruction and Awards in Community Colleges*

*Community colleges are authorized to provide instruction and to confer degrees, certificates, and diplomas only as prescribed herein. Any degree program, certificate, or diploma program offered at a community college shall be offered at the established standard credit hour length. Revisions to the standard credit hour lengths and the lengths of new programs added to the Statewide Program Inventory list must be approved by the Division of Community Colleges.*

- (1) Associate in Arts degree. ...*
- (2) Associate in Science degree. ...*
- (3) Associate in Applied Science Degree. ...*
- (4) A Technical Certificate ...*
- (5) An Applied Technology Diploma ...*
- (6) An Advanced Technical Certificate ...*
- (7) Career and Technical Certificate. ...*
- (8) Continuing Workforce Education. ...*
- (10) Preparatory instruction. ...*
- (11) Lifelong learning instruction. ...*

St. Petersburg College Board of Trustees reaffirms the responsibility of the College to grant Bachelors of Science degrees, Bachelors of Applied Science degrees, Bachelors of Arts

degrees, Associate in Arts degrees, Associate in Science degrees, and Technical Certificates in Board of Trustees Rule 6Hx23-1.021, *Adoption of Chapter 6A-14 Florida Administrative Code*, and in the mission and goals of the College, published in the College Catalog and the St. Petersburg College Web site.

**Projection:**

No problems were identified.

**Distance Learning Sponsorship:**

St Petersburg College is accredited by the Southern Association of Colleges and Schools.

*Distance Education.* SPC is a leader in accomplishing another goal of the College to “serve target populations beyond the borders of Pinellas County through distance learning programs and other means that emanate from the institution's history of services and specialized expertise.”

[ECampus](#) is SPC’s distance learning program, offering fully accredited SPC courses via TV and the Internet. More than 18,000 students throughout the US and other countries enroll in eCampus courses each year, making SPC’s distance program the largest in Florida. SPC's eCampus offers classes via Internet, television, teleweb, and blended (classroom and online) courses in more than 100 programs of study, with complete online degree and certificate programs in many fields.

*Associate of Arts program.* Students can complete all A.A. degree requirements online as well as in a classroom setting, although the majority of students enroll in a combination of online and face-to-face courses.

*Associate of Science programs.* Online A.S. degrees include:

- Crime Scene Technology
- Emergency Administration and Management
- Fire Science
- Funeral Services
- Health Information Management
- Medical Laboratory Technology (8 hours of chemistry support courses must be taken at local colleges)
- Veterinary Technology (Clinical component must be completed on-site in the student’s geographic area)

*Baccalaureate programs.* Online Bachelor’s degrees include:

- B.A.S. Dental Hygiene
- B.A.S. International Business
- B.S.N., Nursing
- B.A.S. Technology Management
- B.A.S. Veterinary Technology

St Petersburg College is fully supportive of internet based courses.

## **Standard 2: ORGANIZATION AND ADMINISTRATION**

### **Description**

St. Petersburg College is governed by the Board of Trustees, which consists of five board members. Duties and responsibilities of the Board are delineated in Florida Statute and State Board of Education rule 6A-14.024.

Each community college Board of Trustees in the State of Florida is constituted a body corporate by the name of "The Board of Trustees of (name of community college), Florida". The name of this organization is the Board of Trustees of St. Petersburg College.

The current board members are:

**Evelyn Bilirakis** was appointed to the St. Petersburg College Board of Trustees by Gov. Jeb Bush in May 1999. A Palm Harbor resident, she is a Realtor and a medical technologist. She has raised funds for SPC's Women-on-the-Way program and was instrumental in the community development and planning of the Leepa-Rattner Museum of Art on the project's Capital Campaign Steering Committee. Her Associate in Arts degree is from the University of Florida and her Medical Technology Certificate is from Atlanta's Grady Memorial Hospital. Her many memberships include the Daughters of Penelope, and the Congressional Club. Mrs. Bilirakis was elected Chairman of the current Board of Trustees on July 18,

**W. Richard Johnston** was appointed to the St. Petersburg College Board of Trustees by Gov. Jeb Bush in February 1999. He was reappointed by Governor Bush effective May 31, 2006 and further reappointed by Governor Crist in January 2007. A CPA, he runs his own accounting firm in St. Petersburg. A graduate of the University of Akron, he served earlier on SPC's Board of Trustees (1969-80) and was its chairman 1975-79. His community service includes being president of the St. Petersburg Area Chamber of Commerce, and holding memberships on the Florida Postsecondary Education Planning Commission, State Community College Coordinating Board, University of South Florida Campus Advisory Board, and the USF Presidential Selection Committee.

**Kenneth P. Burke** was appointed to the St. Petersburg College Board of Trustees by Gov. Jeb Bush in May 1999. A Seminole resident, he is a Certified Public Accountant and in 2004 was elected Clerk of the Court for Pinellas County. He is an SPJC graduate and served twice as president of the SPJC Alumni Association. He holds a Bachelor of Science degree from the University of South Florida. His other public service includes the Seminole Economic Task Force (Chairman), the All Children's Hospital Development Council, Leadership St. Petersburg, the Suncoast Tiger Bay Club (Past President) and the Suncoast Legal Administrators Association. In September 2005, he became Chair of the Association of Community College Trustees (ACCT) for a one-year term and he continues to serve on the Executive Committee.

**Cecil B. Keene** was appointed to the St. Petersburg College Board of Trustees by Gov. Jeb Bush in April 2001. A St. Petersburg resident, he is retired from SPC, where he was a Counselor and College Articulation Officer. Before joining the College, he was Dean of Students and Admissions at Gibbs Junior College. Earlier, he was Principal of Gibbs High School and Clearwater's former Pinellas High School. He was a commissioned officer in the U.S. Army in Italy during World War II. He holds a Bachelor's degree from Tuskegee Institute (now University) and a Master of Arts from Atlanta University.

**Deveron Gibbons** was appointed to the St. Petersburg College Board of Trustees by Gov. Jeb Bush effective May 31, 2006. He was reappointed by Governor Crist in January 2007. Gibbons, 33, is vice president of Public Affairs with Amscot Financial Corp. He was born in St. Petersburg and remains a resident. He is a graduate of Northeast High School and the University of Florida. Gibbons is a 1995 graduate of UF with a Bachelor of Arts in Political Science. He is enrolled at the University of South Florida working toward a master's degree in Public Administration. He has extensive experience in public and governmental affairs as a consultant, political advisor and registered lobbyist for a wide spectrum of clients.

Each community college Board of Trustees is vested with the responsibility to operate its respective community college and with the authority needed for the proper operation and improvement of the college. Each community college Board of Trustees is specifically authorized to adopt rules, procedures, and policies, consistent with State law and rules of the State Board of Education, to guide college governance, personnel, budget and finance, administration, programs, curriculum and instruction, buildings and grounds, travel and purchasing, technology, students, contracts and grants, or college property. The Board of Trustees Rules and Procedures are maintained on the St. Petersburg College Web site and referenced as appropriate in the College Catalog, Faculty Manual, and Student Handbook.

All meetings of the board at which official acts will be taken must be open to the public at all times. The board provides reasonable notice of all such meetings and records the minutes of each meeting promptly, and these minutes are open to public inspection.

The Board acts upon personnel and operational matters of the College recommended by the president at public board meetings. Reporting to the president are vice presidents, provosts and campus executive officers. The president's cabinet, consisting of student representative, faculty governance organizational president, campus executive officers,

provosts and vice presidents can also make recommendations to be presented to the board.

The Funeral Services program is located at the Health Education Center which is administered by our Provost Dr. Sandra Wise. The provost position is responsible for all activities at the campus or center. Kevin Davis has been the program director since the inception of the program in 1992. The program director plans, implements and evaluates the activities of the program. All faculties within the program report to the program director. Organization chart of the College can be reviewed in [Exhibit 1](#).

### **Analysis**

The organization at SPC is an effective and conservative form of administration. Strengths of this organization are the open communication between the different levels of administration. The Provost has an open door policy for all program directors. The relationship of each college site to the District Office is the same as relationships on a single site college. There is cooperation among the different sites of the college. SPC operates according to board-rule which, can be reviewed in [DBT Rules and Regulations manual](#). SPC students' rights and right to know are clearly identified in Faculty, Staff and Student Handbook. Within the program, Funeral Service Handbook outlines student rights and responsibilities. At the Heath Education Center, students can join the [Student Government Association](#) which allows input to educational and student issues.

### **Projections:**

The Funeral Services program will continue to operate under the College's *DBT Rules and Regulations Manual*. As adoptions and deletions occur, the program will implement them accordingly.

### **Distance Education**

SPC has taken a strong position for distance education. Ecampus is designed for distance learning. The [Web and Instructional Technology Services](#) provide support for faculty to develop quality courses. The College has developed [specific standards for online and blended courses](#). The College has implemented a policy on copyright laws and it is clearly outlined in [Board Rule P6Hx23-1.35](#) .

## STANDARD 4: ADMINISTRATIVE PRACTICES AND ETHICAL STANDARDS

### **Description**

[The District Board of Trustee's Rules and Regulations](#) are the official and controlling manual of the College and contains all the rules, regulations, and policies of the College. Board rule [\(6Hx23-2.01\) Equal Employment Opportunity](#), specifically addresses the College policy on nondiscrimination in employment practices. The [Faculty Handbook](#), which is available online to all instructors, also further explains the College's policies on equal employment opportunity. The College has in place DBT Rule P6Hx23.2021 [Personnel Grievance Procedure](#), which establish a procedure for employee complaints to be heard and action taken when determined necessary, without prejudice and /or reprisal. This policy can be reviewed in the *District Board of Trustees' Rules and Regulation Manual*.

Students' rights and responsibilities, including conduct, grievances, academic appeals, and discrimination, can be found in the College Catalog 2007-08 on pages 47 - 58. In addition to the College Catalog, this information can also be found in the *DBT Rules and Regulations Manual*, *Faculty Handbook*, and [Students Handbook](#). The *Students Handbook* is given to every student within the College during orientation for new students and is available on the website. Funeral Services board rule [6Hx23-4.71](#) is on the college's website.

Funeral Services students' applications to the College and to the program are kept in the Records Office located at Health Education Center. Once students have graduated, their file is transferred to their home campuses. There they are kept for two years before they are transferred to microfilm. Students' Funeral Services records specific to the program are kept locked in file cabinet in the program director's office.

## **Analysis**

The *District Board of Trustee Rule and Regulations Manual* is strictly adhered to at St. Petersburg College. All policies within the Funeral Services program must first be approved by an appropriate cabinet member or committee. After approval, it is then referred to the board for approval by the college. All rule changes must be published for review and comment prior to the board hearing on the rule change.

Students' records are kept in perpetuity by the College. Past records can also be reviewed by the College's computer system (Peoplesoft).

## **Projection**

No discrepancies were identified.

## **Distance Education**

St. Petersburg College does not outsource its distance education courses or programs.

## STANDARD 5: FINANCE

### **Description**

St. Petersburg College has a sound annual planning and budgeting system that is centered on its Strategic Directions and Institutional Directions, its departmental unit plans, and the national award winning [Strategic Planning On-Line](#) (SPOL) central computing system. These components of the College's annual planning and budgeting system, together with a College wide budget committee, are integrated under the College's overall Institutional Effectiveness processes.

The Budget Committee is appointed by the College President on an annual basis, and is comprised of 2-3 campus provosts, 2-3 senior vice presidents, and representation from College wide planning, budgeting and research, technology, business services, and facilities services and planning. The budget committee communicates annual budget preparation guidance to the College community via instructional documents which are posted on the College's internal Web site, delivered through email, and presented in budget planning and training workshops held on the various campuses. Each of the approximately 150 reporting unit/department managers develops unit plans and corresponding budget requests that are entered into the SPOL system and subsequently review, approved, modified or rejected by their immediate management. The Funeral Services program is one of the 150 reporting unit/department managers. New funds requested to support "Strategic Objectives" are categorized as "cost-to-continue" or "new Initiatives." Those approved are then submitted to the budget committee for further review and approval; consistent with college priorities, needs, and available fiscal resources.

The Budget Committee develops college wide operating budget "Picture Frames" based on projected new funds and/or reallocation of existing funds for its goals and objectives for the following year. Several iterations of the Picture Frames are prepared, reviewed and refined in a sequence of meetings with the President, and the President's Cabinet which includes

representation for Faculty and student governance. The completed budget is then submitted to the Board of Trustees and the Florida State Board of Education for approval. The approved budget is subsequently loaded into the College wide finance system for operating and budget control purposes.

The annual College budget is prepared according to sound fiscal procedures, using an account structure defined by the Florida Community College System Accounting Manual as approved by the State Board of Education. Categories of expenditures are compared to benchmark data from comparable institutions in the state, and enrollment projections are analyzed by the state Division of Community Colleges for reasonableness. Tuition and fees, and exemption criteria for same, are set according to statutory authority. Salaries and benefits are evaluated to comparable institutions to ensure attraction and retention of staff.

The College controls and accounts for state appropriations along with other resources by using budget controls within its accounting system in accordance with the Florida Statutes section 1011.30 Budgets for Community Colleges – each community college president shall recommend to the community college board of trustees a budget of income and expenditures at such time and in such form as the State Board of Education may prescribe. Upon approval of a budget by the community college board of trustees, such budget shall be transmitted to the Department of Education for review and approval. Rules of the State Board of Education shall prescribe procedures for effecting budget amendments subsequent to the final approval of a budget for a given year. Through its Strategic Planning and Budgeting Processes (SPOL), St. Petersburg College has become adept at identifying and prioritizing basic needs, reallocating funds internally, and developing external resources. The budget depicts the sources and uses of the operating budget.

St. Petersburg College conducts an extensive and inclusive budget process in accordance with Florida State Board of Education, Administrative Rule 6A-14.0716 and 6A-14.072. Funds

necessary to support these objectives are estimated and requested by each budgeting unit. These unit budgets are combined into one consolidated operating budget for the College. Revenue estimates are completed as early as possible to provide the College President with data needed to make informed budgetary decisions. The completed budget is then submitted to the Board of Trustees and the Florida State Board of Education for approval.

The program director is responsible for administering the approved budget allocated to the program. A computer budget status report for the program can be run anytime through the Peoplesoft financial software.

All budget requests and expenditures must be requested prior to authorization and be submitted on the correct form with the budget supervisor's signature and the appropriate office approval before being processed. Each budget manager is responsible for his/her program budget. All transactions requesting funds or services are checked by the appropriate budget number before being processed.

### **Analysis**

Any unexpected expenditures required by the Funeral Services program are submitted with support to the Health Education Center Provost. Once approved the expenditures are submitted to the President's Cabinet, and then for a final approval, to the Board. The president has authorization for up to \$5000 to approve expenditures without prior Board approval.

The program director is the budget supervisor for the program. The program director is responsible for administering the budget. Further budget recommendations for capital purchases need to be recommended by the Funeral Services Program Advisory Committee prior to recommendation to the cabinet.

The State of Florida requires a positive fund balance to be a percentage of funds available of 4-10%. In the past three years, the average has been 5%. The college has no debts to outside creditors.

The budget planning is very effective here at SPC. A good example is the program director requested an additional \$7000 to meet re-accreditation requirements as a cost to continue budget item in the spring of 2007. This was approved for 2007-08 budget year after the initial budget was due.

### **Projections**

The college's fiscal policies will continue to provide the monetary demands of the program as it continues to develop.

### **Distance Education**

SPC's mission focuses on providing a learner-centered education and seeks to deliver enriched learning experiences through the use of advanced technologies in the classroom, distance education courses, international study opportunities and comprehensive library for promoting literacy and research. The College specifically states distance education courses in its mission statement and assures students of its commitment to distance education. E-Campus and Web and Technology Services are a part of same family as Funeral Services and the rest of the College. The College has developed policies and procedures for all distance education courses. The Funeral Services program is fully staffed to handle all distance education classes.

## **Standard 6: Curriculum**

The Funeral Services Program of St. Petersburg College offers a comprehensive study of Funeral Services based on the semester system. The program consists of 72 semester hours of study that can be completed in four terms of classroom, laboratory, and clinical work, plus one term of professional practicum culminating in the Associate of Science or Associate in Applied Science degrees.

The courses offered in the Funeral Services Program, the sequence of study each student should complete and the credit value of each course can be located in the [2007 -2008 St. Petersburg College Catalog](#) on pages 145 and 146. Syllabi for each class contain course objectives and are distributed to students each semester. The syllabi are examined each semester they are offered by instructor and will be made available for review. Students may enter the program during two admission periods annually: in January and in August of each year. Funeral Service Program course descriptions and their prerequisites can be located on pages 260 and 261 of the [College Catalog](#). General education courses comprise 25% or more of the 72 semester hours students complete in the program and can be reviewed on page 146 of the [College Catalog](#). The remaining semester hours are in the major field of Funeral Service and support courses.

The Funeral Service Program at St. Petersburg College meets the minimum Public Health and Technical course requirements with the following:

<b>Public Health and Technical</b>			
1	FSE 2100	Embalming I	3
2	FSE 2140	Embalming II	3
3	FSE 2120	Restorative Art	3
4	FSE 2160	Funeral Pathology	3
5	FSE 1105	Thanatochemistry	2
6	FSE 2101L	Embalming I lab	1
7	FSE 2141L	EmbalmingII lab	1
8	FSE 2120L	Restorative Art Lab	1
9	HSC 1524	Infectious Diseases	2
<b>SUBTOTAL in Public Health and Technical</b>			<b>19</b>

Students must complete 10 embalmings on campus during the program of study. The Embalming Clinical courses are held on a weekly basis at the Funeral Services Embalming Room, with up to 4 students embalming under the direct supervision of a Funeral Services Faculty member who is a licensed embalmer. Students are evaluated throughout the semester in embalming clinicals in the areas of raising vessels, mixing fluids, injecting fluids, aspiration, suturing incisions, and posing features. Students complete a [case report](#) detailing the embalming treatments, case analysis, types and quantities of embalming fluids used, and the student's participation in the preparation on a form signed by both the student and instructor. Prior to graduation students must demonstrate substantive evidence of technical competence to a qualified faculty member who certifies their proficiency and is placed in the students' file. Every student in the SPC Funeral Services Program also participates in an on-campus, semester long Restorative Art Lab, where the principles of Restorative Art are applied in a laboratory setting. Students must demonstrate mastery of the subject matter by producing facial features from wax, discussing the physiognomy of the features with a funeral services instructor, and

properly using cosmetics. Completion of the cosmetic work is documented in the laboratory through faculty evaluation using a Cosmetic Competency Form.

The Business Management component of St. Petersburg College’s Funeral Services Program involves a distribution of study in the following courses:

<b>Business Management</b>			
1	ACG 2001	Applied Financial Accounting	3
2	FSE 2202	Funeral Home Management	3
3	FSE 2201	Funeral Home Management Operation	3
4	FSE 2060	Funeral Directing	3
5	FSE 1204	Funeral Service Computer Applications	1
6	CTS 1101	Basic Computer and Information Literacy	1
<b>SUBTOTAL In Business Management</b>			<b>14</b>

The instructors teaching both FSE 2202 Funeral Home Management, FSE 2201 Funeral Home Management Operation and FSE 2060 are licensed funeral directors.

The Social Studies/Humanities component of St. Petersburg College’s Funeral Services Program involves a distribution of study in the following courses:

<b>Social Science/Humanities</b>			
1	FSE 2061	Thanatology	3
2	FSE 1000	Introduction to Funeral Services	3
3	SPC 1600	Introduction to Speech Communication	3
<b>SUBTOTAL In Social Science/Humanities</b>			<b>9</b>

The Legal, Ethical, and Regulatory component of St. Petersburg College’s Funeral Services Program involves a distribution of study in the following courses:

<b>Legal, Ethics, Regulatory</b>			
1	FSE 2080	Funeral Law	3
<b>SUBTOTAL in Legal, Ethics, Regulatory</b>			<b>3</b>

The Funeral Services Program at SPC awards associate degrees. Students must earn a minimum of 72 credits, of which 25% or more are in general education, non-technical courses – a sufficient amount of general education credits to meet graduation requirements for the Associate Degree in Florida (see page 146 of [SPC Catalog](#)).

<b>General Education</b>			
1	ENC 1101	Composition 1	3
2	BUL 2241	Business Law	3
3		Humanities/Fine Art elective	3
4		Mathematics college level course	3
5		Social Behavior Science elective	3
6	PHI 1600	Applied Ethics	3
	BSC 1083	Human Anatomy	3
<b>SUBTOTAL in General Education</b>			<b>21</b>

### **CURRICULUM:**

The [St. Petersburg College Catalog](#) lists and describes the courses for the funeral service concentration on pages 260 and 261 and is updated annually. The process of updating the catalog takes 12 months and includes review and modification by the administration, program directors and faculty of the college. Additionally, the Funeral Services courses are reviewed and updated each year for appropriate content and learning objectives. The process of review begins with the program director and faculty noting any changes that need to be made in a course due to changes in the profession, suggestions from the Funeral Services Program Advisory Committee, or curriculum changes approved by the American Board of Funeral Service Education Curriculum Committee. The program director and faculty make appropriate alterations forwarded to the SPC Curriculum and Instruction Committee for approval, provided the changes are in harmony with college's regional accreditation and institutional vision.

Measurement of student competency in each class is accomplished through a variety of methods that include examinations and quizzes, individual projects, papers, and practical experience in laboratory settings. A sampling of examinations and quizzes will be made available for the site visitation team. All Funeral Services courses use the suggested program grading scale that appears in the Funeral Services Student Handbook. Student must earn a grade of “C” or better in each course to successfully complete the program.

**Analysis**

The SPC Funeral Services Program Curriculum currently meets the expectations of the American Board of Funeral Service Education, the Commission on Colleges of the Southern Association of Colleges and Schools, and the Florida State Board of Funeral Directors and Embalmers. The program of study consists of a minimum of 72 semester hours distributed as follows.

**CURRICULUM DISTRIBUTION  
by ABFSE CONTENT AREA**

	<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>	<b>Totals</b>
		<b>Public Health and Technical</b>		
1	FSE 2100	Embalming I	3	
2	FSE 2140	Embalming II	3	
3	FSE 2120	Restorative Art	3	
4	FSE 2160	Funeral Pathology	3	
5	FSE 1105	Thanatochemistry	2	
6	FSE 2101L	Embalming I lab	1	
7	FSE 2141L	EmbalmingII lab	1	
8	FSE 2120L	Restorative Art Lab	1	
9	HSC 1524	Infectious Diseases	2	
		<b>SUBTOTAL in Public Health and Technical</b>		<b>19</b>
		<b>Business Management</b>		
1	ACG 2001	Applied Financial Accounting	3	
2	FSE 2202	Funeral Home Management	3	
3	FSE 2201	Funeral Home Management Operation	3	

4	FSE 2060	Funeral Directing	3
	FSE 1204	Funeral Service Computer Applications	1
	CTS 1101	Basic Computer and Information Literacy	1
<b>SUBTOTAL In Business Management</b>			<b>14</b>
<b>Social Science/Humanities</b>			
1	FSE 2061	Thanatology	3
2	FSE 1000	Introduction to Funeral Services	3
3	SPC 1600	Introduction to Speech Communication	3
<b>SUBTOTAL In Social Science/Humanities</b>			<b>9</b>
<b>Legal, Ethics, Regulatory</b>			
1	FSE 2080	Funeral Law	3
<b>SUBTOTAL in Legal, Ethics, Regulatory</b>			<b>3</b>
<b>General Education</b>			
1	ENC 1101	Composition 1	3
2	BUL 2241	Business Law	3
3		Humanities/Fine Art elective	3
4		Mathematices college level course	3
5		Social Behavior Science elective	3
6	PHI 1600	Applied Ethics	3
	BSC 1083	Human Anatomy	3
<b>SUBTOTAL in General Education</b>			<b>21</b>
	FSE 2930	Professional Review	1
	Fse 2946	Professional Practicum	5
<b>TOTAL CREDITS REQUIRED IN PROGRAM</b>			<b>72</b>

As students complete the program of study, they take the National Board Examination administered by the International Conference of Funeral Services Examining Boards. The pass rate of this examination monitors curriculum and instruction effectiveness within the program. An overall pass rate of 91% since inception demonstrates the quality of the SPC Funeral Services Program.

## **Projection**

Since inception, the SPC Funeral Services Program has demonstrated no area of curricula deficiency. The program director and faculty will continue teaching current material in an appropriate and progressive manner that keeps pace with our profession in the following ways:

1. Updating curriculum within each course as changes are made by the American Board of Funeral Service Education Curriculum Committee;
2. Monitoring SPC National Board Examination averages;
3. Incorporating into the curriculum materials that are more readily available to the student via the internet; and
4. Working with the Funeral Service Program Advisory Committee to remain abreast of changes in the Funeral Service profession.

## **Distance Education**

Angel is the sole learning management system platform used college wide. When the College adopts a new learning management system intensive training is required prior to implementation. [Angeldev](#) is the platform for all technology training at the College. Policies and procedure have been developed at the College for all distance education and can be reviewed at the [Project eagle](#) website. Computer costs have declined significantly over the past few years and computer systems can be purchased inexpensively. College devotes a significant portion of its budget to meet the College's mission of providing distance education. To foster communication between faculty and students, Angel software contains email, bulletin boards, chatrooms and announcement pages. In addition students can always phone the instructor. It is part of the attendance policy that students must interact with the instructor on a weekly basis. Student evaluations indicate that distance classes meet and exceed learning experiences in traditional

settings. Students must identify themselves with their student id's and must log into the course with their id number and a password that they have created. All midterms and finals are taken at a proctored site. Student can arrange for proctored sites other than SPC by completing the necessary forms. [Ecampus administers all exams.](#)

## STANDARD 7: FACULTY

### **Description**

The Funeral Services Program consists of one full-time program director, one full-time faculty member and three part-time faculty members (adjunct instructors). All faculty members are licensed funeral directors and embalmers who are exclusively assigned to the Funeral Services program. The program director and faculty members are responsible for the classroom instruction, on-site clinical embalming and funeral home practicum experiences.

Mr. Davis, who started the program in 1992, continues to serve as its Program Director. He is a licensed Funeral Director & Embalmer in Florida and Oklahoma. Mr. Davis holds a Bachelor of Science Degree in Funeral Services from Central Oklahoma University and a Master of Science Degree in Education from Central Oklahoma University. Mr. Gary Brown, a full-time Funeral Services program faculty member is a licensed Funeral Director & Embalmer in Florida. Mr. Brown holds an Associate of Applied Science Degree in Funeral Service from St Petersburg Junior College, a Bachelor of Science Degree from the University of West Florida, and a Masters of Arts Degree from University of South Florida. In addition to the two full-time members of the program, adjunct instructors are used for a limited number of courses per year: Gary Sokoll, J.D. (Chairman of University of Central Oklahoma) teaches our Restorative Art lecture class; Mr. Kevin Patterson (Program Director of Des Moines Area Community College) teaches our Funeral Home Management Operation class; Mr. John McQueen (Vice President of [Anderson McQueen Funeral Homes](#)) teaches our Funeral Home

Management class. All three adjuncts have graduated from funeral service programs accredited by the American Board of Funeral Service Education and are licensed Funeral Directors & Embalmers in their respective states.

In addition to the full-time and adjunct faculty members in the Funeral Services program, the program utilizes numerous off-site preceptors for the completion of additional experiences in embalming and funeral directing. All preceptors are approved by the Program Director prior to allowing students to obtain additional training in the funeral home setting. In order to be approved, each preceptor must be a graduate of an ABFSE accredited Funeral Service Program and must hold a valid Funeral Director and/or Embalmer License. The preceptors' license is checked with the [Division of Funeral Cemetery and Consumers website](#) for confirmation. All preceptors are responsible to the Program Director and the instructor of the course for which the additional training is required, i.e., Clinical Embalming Laboratory and Practicum courses.

When a position becomes open, it is advertised to all Funeral Service schools and colleges accredited by ABFSE and in funeral service periodicals, as well as on the college website. Applicants can apply online with the Human Resources Office located on the College's website. Applicants are then reviewed by a Search and Screen committee consisting of faculty and other program directors which has been approved by the [Equal Access/Equal Opportunity](#) officer. The Search and Screen committee recommendations are then sent to the Program Director, the Provost, the President of the College, and the Director of Human Resources.

The current student to teacher ratio is within the American Board of Funeral Service Education Accreditation Standards of 30:1 for lecture courses, 25:1 for laboratory courses and 5:1 for clinical embalming cases.

### **Analysis**

The St. Petersburg College Faculty Manual is available on the College's website for all faculty members. This manual outlines all policies followed by the faculty. These policies are updated as needed by the college administration in conjunction with the Faculty Governance Organization. These policies effectively meet the needs of faculty and students in the changing face of education.

Faculty members are evaluated annually by the Program Director and the Provost or Campus Executive Officer on the campus. These evaluations include summaries of the student evaluations completed for each instructor during each semester and a survey completed by the faculty and program director. In addition, the Funeral Services Program uses results obtained by the International Conference of Funeral Service Examining Boards to determine the effectiveness of each faculty member within the program.

All Faculty members at St. Petersburg College must be credentialed by the college as a condition of employment. Board Rule 6Hx23-2.022 QUALIFICATION OF INSTRUCTIONAL, ADMINISTRATIVE AND PROFESSIONAL PERSONNEL specifically states the requirements of proper credentials needed to teach at SPC.

The faculty and program director have participated in the development of embalming videos, item writing seminars for the ICFSEB and presentations for local and state associations. Through grants, the faculty has participated in the “Educating the Educator” program for the past three years. This program provides grant money to allow faculty to work in the field to bring back the latest developments in the funeral industry into the classroom. In addition the full time faculty and program director are members of FEMORS (Florida Emergency Mortuary Operations Response System) which provides annual training for emergency mortuary operations in the State of Florida. In addition to student evaluations, which are given each semester and the annual faculty evaluation by the program director, after each National Board Examination administered by the International Conference of Funeral Service Examining Boards, the Program Director and Faculty meet to discuss the results. If any area of instruction is low, the program director and faculty work together to make changes necessary to improve the area.

The teaching loads are divided among the program director, the full-time and part-time faculty in advance of each semester. The program director is not required by contract to teach but is allow teaching up to 3 credit hours for supplemental pay. The full time faculty must teach 15 credit hours as part of their base for fall and spring semesters with an additional 6 credit hours during the summer for a total of for a total of 36 hours per academic year. They can teach up to 6 additional credit hours per semester for supplemental pay. If there are more courses than these per semester, adjunct instructors teach the courses not taught by the program director and full-time faculty. This system of

determining the number of semester hours taught insures that the faculty has adequate preparation time for each of the courses taught.

St. Petersburg College supports faculty development by providing training for new technologies and modes of instruction that are currently appropriate and by encouraging faculty in scholarly activity and in furthering faculty education by taking graduate level courses. An example of the College commitment towards faculty development is the exuberant amount of professional development which is available on The [SPC Professional Development](#) webpage. All SPC employees were certified in preparation of the Southern Associations of Colleges and Schools visit about the process of re-accreditation and the College's mission.

St. Petersburg College continually ranks in the top of Florida's Community College in pay for full-time and part-time faculty compensation. SPC has a Faculty Governance Organization, FGO, which is a two-part system. The FGO Senate, which consists of representatives elected from the faculty across departments and campuses, provides representation for faculty in SPC's multi-campus system. Each campus or site additionally has a FGO council which addresses issues specific to each of the sites. The faculty leadership has monthly meetings with the campus administrator and with the college president. The Faculty Governance Organization provides for faculty representation when making decisions that affect the faculty and the college in general, the FGO also allows faculty to communicate between and among departments and campuses. These factors cause faculty morale and continuity to remain high.

### **Projection**

There are currently no weaknesses in the faculty of the St. Petersburg College Funeral Services Program. The current faculty should not be affected by enrollment projections. If there is an increase in enrollment, current or additional adjunct faculty members could be added to meet the expanding needs. St. Petersburg College is fiscally strong; budget revisions should have no effect on the faculty of the Funeral Services Program.

### **Distance Education.**

The program director is responsible for all decisions of the program whether distance or face to face classes. The program director determines the standard class size for all electronic classes. College policies are the same whether in the classroom or by distance learning. Through a grant to develop distance learning classes, faculty were paid to develop classes for distance learning. College owns this coursework but the faculty have the first right to teach the class before offering it to another instructor. The College provides faculty with support for distance education classes through the [Web and Instructional Technology Services](#) department. This support includes such training as Pathways to E-Learning which must be completed prior to teaching an online course. There are 3 levels of training for the Angel learning management system which must be completed to develop or instruct a class. Excellence in Adjunct training for our adjunct instructors must be completed prior to teaching. Each campus has an instructional technology person to help content experts develop and manage their classes. Courses must be approved for [flexible access](#) before being allowed to be taught by distance.

## STANDARD 10: STUDENTS

### **Students**

#### **A. Admissions**

##### **Description**

The admissions policies and procedures for the college can be reviewed on pages 12-28 in the College Catalog 2007-08 and on the main college's website list under the "[future student](#)" link.

Students interested in the Funeral Services program can apply to the program throughout the year for the two entry dates of August and January. Students who meet the minimum requirements of a 2.0 GPA, completion of all general education classes, pass the drug and background screening are admitted into the program. The admission requirements for the program are listed on page 145 in the college catalog and on the website. General information about associate degree requirements can be reviewed on pages 107 - 111 in the college catalog.

##### **Analysis**

The admissions requirements of the Funeral Services program and the college are clearly delineated to students thorough the College Catalog, Student Handbook, College's website and Funeral Services website. Although some of the admission requirements are more stringent than other funeral service education programs in the state, they do reflect the high standards of the program. In 2004, the program changed the entry requirements for admission to include that all general education classes must be completed prior to entry. This was implemented to increase students' success in the program.

## **Projection**

The program is constantly evaluating the admissions process and looking at ways of eliminating any unnecessary procedures in the admissions process.

## **B. Attendance, Promotion, Graduation**

### **Description**

Regular class attendance is expected of all students. It is the responsibility of the instructor to inform students of his/her class attendance policy in writing via the course syllabus. In an emergency that causes a student to be absent for less than a week, he/she should notify, or have someone notify the appropriate instructors. In the case of extended absences of a week or more, the student should notify the instructor or program director.

The student can contact the instructor or program director by phone (voicemail) or electronic mail, which provides 24-hour access.

The College has an administration requirement of the faculty to report students actively participating in classes for the first two weeks in the semester and at the 60% mark of the semester for financial aid purposes.

The College's withdrawal procedures can be reviewed on page 33 of the catalog. They are also posted on the College's website and in each course syllabus or on the announcement page within the course.

Students can monitor their progress in classes by using the "reports" link in each of their classes which gives them up to date information on their progress in the course.

Eligibility for graduation is determined through a degree check requested by the student through the [MySPC](#) account. The degree check is performed by the Campus Registration Office. Requirements for graduation can be reviewed on pages 145-146 in the College Catalog. Graduates are awarded the Associate in Science degree in Funeral Services. Students who elect to take a lower math requirement are awarded the Associate in Applied Science in Funeral Services.

### **Analysis**

The attendance, promotion and graduation requirements of the Funeral Services program and the College are clearly delineated to students thorough the College Catalog, Student Handbook, College's website and Funeral Services website. St Petersburg College follows the guidelines set forth by the Florida Statue, State Board of Education Rules, Southern Association of Colleges and Schools and specific discipline accrediting bodies.

### **Projection**

No weaknesses were identified.

## **C. Guidance**

### **Description**

Students interested in the Funeral Services program can avail themselves to counselors on any one of the college campuses for admissions information. Additionally, there are academic advisors located at the Health Education Center to provide similar assistance to potential students interested in the program. Distance students can contact [counselors](#) at

[Ecampus](#) or at the Health Education Center. The program director is also a source of information for those interested in Funeral Services and if a counselor cannot answer a question they are advised to contact the program director. Counseling and advisement for academic, personal, and vocational is available throughout the week and their student services office availability are posted on the campuses' websites.

Students seeking financial aid for college charges and living expenses can contact [SPC financial aid](#) counselors located on the main campuses that are listed in the College Catalog, Student Handbook.

The Job Center on the main campuses provides a variety of services to assist the student in finding employment. The program director posts both part and full time job openings in funeral homes.

The New Initiative Program (NIP) is an academic support program designed to assist students who are having difficulty with their course work. The program provides assistance with note taking, study skills, test review, or review/study aids for class. SPC is committed to the open door concept and provides equal access to educational opportunities to all qualified individuals with disabilities.

St. Petersburg College recognizes the importance of encouraging and helping students with disabilities to reach their full potential. Programs are accessible to and usable by qualified students with disabilities. The Office of Services for Students with Disabilities is available to students in person and [online](#).

Extracurricular opportunities can be reviewed in the College Catalog on pages 37-40. In addition, the Student Handbook lists all available activities for students ranging from recreational, student publications, clubs and organizations, lounge areas, and

intercollegiate athletics. At the Health Education Center, the activities director has scheduled many events throughout the year to promote overall student wellness.

Student governance, a form of representative governance, exists on all campuses of the college. This formal structure varies, but the purpose of student government is the same: to serve, represent, and respond to the student community and in so doing to develop responsible leadership among those active in the governance process.

Extracurricular activities, which Funeral Services students have participated in:

1. NFDA, FFDA, IFDF and NMFDA Conventions and Meetings
2. Dodge Technical Seminars
3. Batesville Casket Co. Presentations
4. Pinellas County Funeral Home Association Meetings
5. District Six Medical Examiner tour

President's cabinet meetings, Curriculum Instruction meetings, and District Board of Trustees meetings have a student representative attending. On occasion, the Associate Provosts will convene a larger group of students for planning or problem-solving purposes. Surveys of students' interest are conducted on a regular basis to help in decision-making processes at the College.

At least once a session, the College President and the Vice President for Education and Student Services will meet with a representative group of student leaders. This meeting will provide an opportunity for students to become acquainted with individual administrators, express concerns and exchange ideas.

Within the program, the program director has prepared surveys for current students to have input in upcoming semester course offerings.

Students admitted into the program are notified to attend an [online orientation](#) for the HEC. The Program Handbook is available online at the Funeral Services website.

Students are not allowed to enroll until they have satisfied this requirement.

### **Analysis**

Student services are very adequate and provide access to all students within the college.

The student services are well staffed and maintained by qualified and knowledgeable personnel. The College provides a wide range of counseling for the students. New Initiative Program provides excellent individual and group tutoring for the students.

The majority of Funeral Services students live outside of Pinellas County. This commuting limits participation in the college activities. The majority of students work outside of school in excess of 20 hours.

### **Projection**

The program will continue encouraging students to be active in college activities and look for new technology to help increase connectivity within the College.

## **D. Records and Reports**

### **Description**

Once a student applies to the Funeral Services program, his/her permanent record file is requested from the College Registration Office of his/her home campus and is housed at the Health Education Center (HEC). The College uses Peoplesoft for its computer based record system. Hard copy records at the HEC are filed by program and within each program by status.

A student's permanent record includes the following documentation: application to the College, application to the Funeral Services program, official high school and college transcripts, academic information such as grade change forms and course history reports and letters from the student or other references.

Financial aid information is kept at the student's home campus within the financial aid office.

Once the student graduates, a hard copy file is kept for two years. After two years the file is converted to microfilm and kept permanently in the College Archives.

In the Funeral Services program, the program director keeps an academic file on each student.

Each file contains information on the student pertinent to the program. Embalming reports, NBE results and embalming certification are kept on each student.

Student records are confidential and cannot be released without a release waiver by the student, eligible parents or guardians.

### **Analysis**

Through the college's computer system, counselors and program directors have immediate access to student files. This system of record keeping is an efficient and effective manner of maintaining records. Security of student records is based upon and protected by DBT Release of Student Records (6Hx23-4.37).

The policies regarding student records are stringently adhered to. Student records are private and can be viewed by authorized personnel only. Records are kept in fireproof filing cabinets and are locked at night. The records office is locked whenever unattended. Computer records are password protected and require a code for entry.

### **Projection**

There are no immediate plans for improvement.

### **I. Distance Education**

Distance education courses are fully integrated into the SPC curriculum and students are not required to apply separately for admission to take online courses. Prior to registering for distance courses, the eCampus cyber advising site encourages students to complete a self-assessment to evaluate whether they are good candidates for a distance course.

[Ecampus](#) is the one source for all distance education questions by potential students. The Technical Help desk is available Monday through Sunday 7 AM – Midnight EST by email or telephone. All standards, policies and forms are online and can be reviewed prior to enrolling in the College.