

# Substantive Change Application

## New Program

**Directions:** Complete each section, keeping narratives concise and direct. Should you have any questions, please contact [substantivechange@accjc.org](mailto:substantivechange@accjc.org) and we will be happy to assist you.

This application must be submitted *at least* 30 days prior to the anticipated start date of the change. Once the application has been submitted, ACCJC will invoice your institution for the appropriate fee. Applications must be complete, and the required fees received in order to be scheduled for review.

Email completed application to [substantivechange@accjc.org](mailto:substantivechange@accjc.org).

<b>Title of degree:</b>	Radiologic Technology
<b>Type of degree</b>	A.S.
<b>Anticipated start date:</b>	August 12, 2024

<b>Institution name:</b>	Mt. San Jacinto College				
<b>Address:</b>	1499 N. State St., San Jacinto, CA 92583				
<b>ALO name:</b>	Rebecca Teague	<b>Phone:</b> 951-487-3072		<b>Email:</b>	rteague@msjc.edu

It is the institution's responsibility to demonstrate the effect of a substantive change on the quality, integrity, capacity, and effectiveness of the total institution. The substantive change process requires evidence of institutional planning, resource commitment to the proposed change, and evidence that following the change, the institution continues to meet the Eligibility Requirements, Accreditation Standards and Commission policies. References to the Accreditation Standards are intended to help provide the institution with a framework for its response, and along with the required documentation, align with federal regulations for accreditation standards<sup>1</sup>. Your thorough responses to the questions below and submission of required documentation will assist ACCJC in making its determination.

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<sup>1</sup> 34 CFR § 602.16(a)

**Describe how the degree is consistent with the mission of the institution (Standard 1.1).**

*Include in your response the rationale and internal approval process for the proposed program (e.g., Curriculum Committee, Academic Senate, Board of Trustees, students, advisory boards, community members, etc.).*

MSJC's [Mission Statement](#) states that the college offers degrees and certifications for careers and transfer. Radiologic Technology, a career degree, emerged from community and career education interest in addressing a critical and growing need in the healthcare system. MSJC Nursing and Allied Health faculty along with instructors and administrators on the college's Career Education Committee collectively decided on the importance of a Radiologic Technology program to the Allied Health curriculum. The initial group recommended hiring an experienced faculty member from a Southern California community college to develop the curriculum. Faculty and administrators worked closely with the Inland Empire/Desert Regional Consortium on the proposed program's structure. Over many months, the Curriculum Committee reviewed the courses and program documents according to its standard procedures. The courses and the program secured final Curriculum Committee approval in November of 2023. The Board of Trustees approved the Radiologic Technology A.S. in January of 2024.

**Describe how the degree will be integrated into the institution's regular review of relevant and meaningfully disaggregated data to evaluate its progress and inform plans for improvement and innovation (Standard 1.3).**

Disaggregated data are essential to identifying and addressing disproportionate impact. MSJC has a robust, equity focused program review process that incorporates disaggregated data in an integral manner. The Radiologic Technician program will have access to disaggregated data by race and ethnicity, gender, age, status (first-time student, returning, or persistent) and will be required to participate in program review. The College applies robust and diverse approaches to the disaggregation, analysis, and dissemination of student achievement and success data for student subpopulations to inform strategies to close gaps based on its strategic goals. Academic departments have access to disaggregated achievement data through [PowerBI dashboards](#). Departments can review disproportionate impact for courses, sections, and by instructor. Equity gaps and areas of disproportionate impact are addressed through department meetings and the Program Review process, shared governance committee meetings, and professional development activities. Institutional Effectiveness staff are available to help faculty with data and analysis.

All college programs and services are aligned with the mission. The College uses an in-depth program review cycle, including annual updates and three-year comprehensive updates. Each review begins with the institutional mission linked to department objectives and strategic plan goals. Program Review is a process through which instructional and academic support programs systematically assess themselves to ensure they are current, relevant, and appropriate, and that they achieve stated goals and outcomes in relation to the College's mission. College wide plans, including the budget, are interrelated and developed with the purpose of advancing the efforts of every department on campus in meeting their departmental and institutional goals in support of the College's mission. MSJC is proud of its track record for innovation, planning, and results, and this is due to integrated planning processes that are well designed to support the attainment of its mission and goals.

**Describe how the degree reflects appropriate breadth, depth, and expected learning outcomes (Standard 2.1 and 2.2).**

*Include in your response the student learning outcomes for degree and include program sheet for the college catalog.*

The Radiologic Technology A.S. course of study was designed to reflect the breadth and depth of a well-rounded education and to directly address the learning outcomes. In the first three terms, students will focus on general education courses in math and science, social sciences, and the humanities. The Radiologic Technology courses will train students to provide patient care services using sophisticated imaging equipment. A radiographer operates x-ray equipment to take images of bones and other internal body elements. The technologists will be trained on mobile x-ray equipment that can be used in various circumstances, including emergency rooms. Computer applications are involved in all aspects of radiography and will be an integral aspect of training. Safety of patients, self, and others is a primary concern. Additionally, as part of a team, radiologic technicians will develop skills in communicating effectively with physicians, nurses, other staff members, and with patients and their families.

[Radiologic Technology Student Learning Outcomes](#)

A student who completes the Radiologic Technology program will be able to:

- Apply positioning skills in all required radiographic examinations.
- Select appropriate technical factors for radiographic examinations.
- Practice radiation protection for all radiographic examination.
- Employ proper patient care techniques and effectively provide care for patients from diverse groups/ populations.
- Demonstrate oral communication skills.
- Demonstrate written communication skills.
- Relate to and anticipate the needs of doctors and technologists.
- Adjust to changes, situations, patient conditions, and deviation from the normal routine.
- Demonstrate knowledge of ethical requirements for an entry level radiographer along with ethical practices in a healthcare setting.
- Understand his/her professional obligations upon gaining the ARRT status.

**Describe how courses in the degree will be scheduled to ensure completion in the expected period of time (Standard 2.5).**

A program map for the Radiologic Technology A.S. has been created to guide students and counselors in planning term-by-term course selections. The general education courses are all regularly offered courses and most are offered in different modalities, in-person and online, every term. The Radiologic Technology courses are structured to build knowledge and skills in a systematic way to support student success in the classroom and in the workplace. The first courses are lecture classes. Subsequent courses are in healthcare facilities where students will have hands-on experiences. The Radiologic Technology A.S. is designed to be completed by full-time students in 8 terms (including two summer sessions.) The first three terms of the program map focus on general education courses. In the five semesters that

follow, students will take Radiologic Technology lecture courses at the college and lab courses, internships and externships at local healthcare facilities, such as doctors' offices, hospitals, clinics, and nursing homes.

**Describe how the institution designs and delivers equitable and effective services and programs (e.g., counseling, advising, tutoring, library, etc.) that support students in the degree (Standard 2.7).**

MSJC offers equitable and effective services at all of its campuses and online. The Radiologic Technology program will be based at the Temecula Valley Campus. Students will have access to a wide range of services including, in-person and online general education and career counseling. Tutoring and library resources will be available through the campus Learning Resource Center. Students will have access to online databases that include relevant medical news and research. There will be a range of other services available, including medical, mental, and wellness support through the MSJC Health Center and student extracurricular activities through Student Life and Development.

**Describe how the institution systematically reviews and assesses the degree to ensure quality and implement improvements and innovations in support of equitable student achievement (Standard 2.9).**

The College's instructional courses and programs-transfer and career education- are appropriate to higher education and consistent with the college mission, vision, and values statements. The Curriculum Committee regularly evaluates the appropriateness and relevance of programs and their effectiveness in achieving educational goals. Courses must be revised at least once every six years. Career education courses must undergo a shorter revision process every two years. The curriculum process involves reviewing courses and programs for content, transferability, or employment, and to ensure that courses and programs align with the College's mission.

The Articulation Officer, Distance Education Coordinator, a Librarian, two Counselors, and two students as well as three administrators and an additional three faculty at-large sit on the Curriculum Committee to ensure a broad perspective on quality, ideas for improvements, and innovations in support of equitable instruction and outcomes.

Like other career education departments, Radiologic Technology will have an Advisory Committee comprised of experts currently working in the field.

**Describe how the institution employs qualified faculty, staff, administrators, and other personnel to support and sustain the degree (Standard 3.1).**

Mt. San Jacinto College maintains institutional policies, procedures, and practices to guide the recruitment and hiring of highly qualified personnel to assure the integrity and quality of its programs and services. Managers receive guidance and support from beginning to the end of the hiring process from Human Resources (HR). In addition, HR provides ongoing support to managers and staff in several areas, such as, employee relations, EEO, including anti-discrimination and preventing sexual harassment, health and welfare benefits, campus security, trainings on safety, negotiations with bargaining units, and the administration of collective bargaining units.

HR has staff dedicated to supporting the hiring of different categories of employees-administrators, full-time faculty, part-time faculty, and temporary employees. The College maintains hiring procedures specific to faculty, classified, supervisory/confidential, administrator, and temporary recruitments, to ensure a fair, consistent, and inclusive hiring process.

HR supports the quality of college programs and services by a transparent process for hiring faculty, classified professionals, administrators, and temporary employees with the skills required to succeed. HR maintains job descriptions and monitors them to ensure that they meet the mission of the College and that they reflect the needs of departments. Hiring procedures are developed and revised in accordance with board policies and administrative procedures, California Education Code, and Title 5 Regulations. The procedures were developed collaboratively with Academic Senate, the faculty association, and with the classified association. Every hiring committee has an HR analyst on the team. All individuals who participate in a hiring committee are required to receive EEO training prior to serving. Training covers the requirements of the Title 5 regulations on Equal Employment Opportunity (EEO) and best practices for reducing bias and promoting equity.

According to the Minimum Qualifications document from the State Chancellor's Office, a master's degree is not required to teach Radiologic Technology courses, however, potential instructors do need a college degree and experience working in the field. Radiologic Technology will be part of the Nursing and Allied Health division at the college. Initially, the program will be supported by 3 to 4 part-time faculty. In the second year the department will initiate the process of hiring a full-time Radiologic Technology faculty member who will start in the fall semester of the third year of the program. The full-time faculty member will serve as the program director.

The administrator supporting Nursing and Allied Health is the Vice President of Career Education. The Associate Dean for Nursing and Allied Health supports the day-to-day operations of the division. Currently, there are four classified staff supporting Nursing and Allied Health, two administrative assistants, a program assistant, and an instructional aide.

**Describe the institution's fiscal resources to support and sustain the degree (Standard 3.4).**

*Provide a budget showing evidence the institution has the capacity to start and maintain the proposed program.*

The Radiologic Technology program received grants totaling approximately \$90,000 for instructional equipment and supplies from the Strong Workforce Program and the California Workboard's High Road Training Partnership initiative.

The funding was used to purchase the following equipment and supplies:

X-ray Imaging Phantoms

a. Chest/Thorax	\$9,700
b. Pelvis/Abdomen	\$9,000
c. Skull	\$7,000
d. Hand/wrist	\$2,000
e. Elbow AP	\$2,000
f. Elbow Lateral	\$2,000
g. Shoulder	\$4,000

h. Foot/ankle	\$2,000
i. Knee AP	\$2,000
j. Knee Lateral	\$2,000
Full Body Phantom	\$ 45,000
Venipuncture Supplies (Gloves, needles, alcohol wipes, tape, etc.)	\$2,000

The lecture courses for the Radiologic Technology program will be offered at the college. They do not require additional technology or equipment other than that found in general education lecture and lab classrooms. The courses that require specialized equipment will be offered off-site at various healthcare facilities in the community.

The most significant fiscal resources will be funding for faculty wages and benefits. Initially part-time instructors will be utilized. The program will be supported by 3-4 associate faculty in the first two years. In the second year, the program will move forward with hiring a full-time instructor to serve as the program director. The full-time faculty member will serve as a Clinical Coordinator, a liaison for communication with clinical agencies and faculty regarding clinical student learning experiences. The coordinator will secure student placements, track agency participation, monitor requirements, and manage learning opportunities.

Below is a table that provides information for ongoing expenses with comments on sources of funds.

Object code	Description	Expenditures (annually)	Comments
1000	Salaries for instructional assoc. faculty	120,000	General fund supported
	Salary for program director	74,884	Supported by categorical funding (H RTP grant)
2000	N/A		
3000	Associated fixed costs for instructional assoc. faculty	26,380	General fund supported
	Fixed costs for program director	29,954	General fund supported in year 2
4000	Supplies and materials (durable supplies for instructional delivery: gloves, gauze, radiation badges, quality control test tools, towelettes, hand wipes, table wipes, disposable pillowcases, etc.)	10,000	Supported by categorical funding (Strong Workforce Program)
5000	Maintenance of x-ray imaging phantoms, etc.	10,000	Supported by categorical funding (Strong Workforce

			Program)
	JRCERT annual accreditation	1,500	General funds
	Professional development (conferences and travel related expenses	5,000	Supported by categorical funding (Strong Workforce Program and /or Perkins)

**\*Categorical Funding:**

The plan for refreshing equipment once the life cycles have been exceeded is to rely on funding for career education programs, such as the Strong Workforce Program and the California Workboard's High Road Training Partnership initiative. Additionally, a number of future expenses will be incorporated in the department's budget, through the college's annual budget development process. A third source of funds is the college's annual Resource Allocation Process (RAP), in which department's submit funding for equipment and supplies that support enhancing outcomes.

**Describe the institution's physical resources including, if applicable, equipment and supplies, to support and sustain the degree (Standard 3.8).**

The college has the physical resources to support the Radiologic Technology program and to support the degree. The Radiologic Technology program will not require additional significant physical resources. The Radiologic Technology classes at MSJC will be primarily in person lecture classes. Currently, approximately 60% of the College's classes are online. As a result, there is no shortage of classroom space that would negatively impact the ability of the Radiologic Technology program to offer classes. Two classrooms on the second floor of the Temecula Valley Campus, 218 & 219 have been identified for the MSJC classes. All Temecula Valley Campus classrooms are "smart" classrooms, with instructor computer stations and projection systems. Staff are available on campus during normal work hours to maintain the equipment and to assist faculty with technical issues.

The Temecula Valley Campus is comprised of two connected five-story buildings. Building A is used for classrooms, labs, and offices. Storage cabinets are in the classrooms for smaller items. The second tower, Building B is not occupied and provides ample storage space for larger items.

The Temecula Valley Campus has a dedicated Facilities Director in charge of maintaining the physical resources of the campus. The safety and accessibility of campus facilities is regularly inspected by members of the facilities team, Campus Police, and staff from the office of Risk Management to ensure that the site and facilities meet code compliance. The College also provides periodic safety training. MSJC continuously analyzes and monitors the Temecula Valley Campus to ensure that physical resources are effectively supporting student learning programs.

**Describe how the institution's technology resources support and sustain the degree (Standard 3.9).**

The Radiologic Technology program will not require technology resources other than what is typically utilized in general education classrooms. All MSJC classrooms have audio-visual projection systems that are regularly maintained and upgraded as needed by the Institutional Technology Department.

MSJC has a strong commitment to providing appropriate and adequate technology resources to support academic programs, teaching and learning, and support services. The Technology Committee, a participatory governance committee, has representation from the College's constituent groups- faculty, administrators, staff, and students. The Technology Master Plan provides guidance on the overall objectives for the deployment of technologies and the scope and processes for implementation. The college also identifies technology needs through participatory governance committees, sub-committees, task forces, and division/department reviews.

The College identifies technology needs through inputs from multiple sources to ensure technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the district's academic and operational functions. Input is provided through the following:

- Technology Committee
- Technology Master Plan 2024-2027
- Program Review and Budget Requests
- IT Help Tickets/Requests

Final decisions on large scale processes regarding technology services, support, facilities, hardware, and software are prioritized by the Executive Cabinet. The Radiologic Technology department will participate in the annual program review plan and budget cycle in which resources are requested to support department strategies and goals.

**Describe how the institution's decision-making structures support innovation and equitable student outcomes for the degree (Standard 4.3).**

MSJC's decision-making processes for instructional programs support innovation and equitable student outcomes by ensuring that faculty are central to program development and implementation. In addition, the curriculum process is structured to ensure that a wide range of stakeholders have a voice in the decision-making process. The Curriculum Committee is primarily comprised of full-time faculty, but also includes students, part-time faculty, staff, and administrators. The purpose of the breadth of input is to support high standards, innovation, and equitable outcomes. Curriculum Committee and Academic Senate leadership regularly attends state-wide conferences, including the annual Academic Senate for California Community College's Curriculum Institute.

The institution's decision-making structures support innovation through the use of data-driven analysis with an emphasis on disaggregated data. This process is used at the institution to make decisions about a variety of issues, including student success initiatives, curriculum, and resource allocation. Data-driven decision-making helps to ensure that decisions are made based on evidence and that the institution is using its resources effectively.

The institution also has a number of policies and procedures in place to promote equity and inclusion in the decision-making process. MSJC's policies are designed to foster an inclusive environment for all



students, faculty, and staff. Our practices include a number of steps at different levels to promote diversity and inclusion, such as providing training on unconscious bias, creating more inclusive classroom practices, and ongoing professional development events on topics such as reading in the digital age and more recently on the uses of artificial intelligence.

**Describe any external approval process for the degree** *(state/federal approvals, etc.).*

There are no external approval processes for the initial implementation of the Radiologic Technology program. The Joint Review Committee on Education in Radiologic Technology (JRCERT) is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

The MSJC Radiologic Technology Department will be in contact with the JRCERT as soon as courses start to be offered to begin planning the initial accreditation process which typically happens after the first year of a new program. The maximum length of an initial accreditation award granted by the JRCERT is three years. The maximum length of a continuing accreditation award granted by the JRCERT is eight years, with an Interim Report required after the first four years. The minimum accreditation award granted is 18 months.

## Required Documentation

Provide a hyperlink or include documentation for each item below. Be sure to provide a clear, descriptive name for each document.

**Documentation of the institution's advertising and recruitment policies, demonstrating alignment with the [Policy on Institutional Advertising and Student Recruitment](#).**

General Information

- [Official Name, Address\(es\), Telephone Number\(s\), and Website Address of the Institution](#)
- [Educational Mission](#)
- [Representation of accredited status with ACCJC and with programmatic accreditors, if any](#)
- [Courses, Programs, and Degree Offerings](#)
- Student Learning Outcomes for Programs and Degrees (These are in CourseLeaf & SharePoint and are not publicly accessible.)
- [Academic Calendar](#) and [Program Length](#)
- [Academic Freedom Statement](#)
- [Available Student Financial Aid](#)
- Available Learning Resources
  - [Learning Resource Center](#)
  - [Library](#)
  - [Personalized Academic Learning Skills](#)
- [Names and Degrees of Administrators and Faculty](#)
- [Names of Governing Board Members](#)

- [Requirements for Admissions](#)
- [Student Fees and Other Financial Obligations](#)
- [Degree, Certificates, Graduation and Transfer Major Policies Affecting Students](#)
- [Academic Regulations, including Academic Honesty](#)
- [Nondiscrimination](#)
- [Acceptance and Transfer of Credits](#)
- [Transcripts](#)
- [Grievance and Complaint Procedures](#)
- [Sexual Harassment](#)
- [Refund of Fees](#)

Policies/processes for student complaints, demonstrating how the institution communicates process to students and handles complaints with due process.

- [Student Conduct at MSJC](#)
- [AP 5530](#)

Documentation of institution's implementation of the required components of the Title IV Program (if applicable), including:

- Findings from any audits and program/other review activities by the U.S. Department of Education (ED)
- Evidence of timely corrective action taken in response to any Title IV audits or program reviews
- [MSJC Audit Findings](#)

See [Policy on Institutional Compliance with Title IV](#)

## Supporting Evidence

**Please provide any evidence that supports the narrative above as separate files. Please link evidence where appropriate in the narrative. Do not embed evidence files into the application.**

The drafts of the catalog pages are in a separate file. The first document has information on the A.S. Degree, including the Program Map and the Requirements. The second document has on Overview of the program, lists the Program Learning Outcomes, and has information on careers and salaries.