# Community College *of* Philadelphia

**AGENDA**
**Institution-Wide Committee**
**Monday, February 27, 2017**
**2:30 p.m.**
**I.A.S. Boardroom, M2-1**

I.  **Call to Order**

II.  **Attendance**

III.  **Review & Approval of Minutes**

    a.  January 23, 2017

IV.  **Old Business**

V.  **New Business**

    a.  Chosen Name Policy-Approved by the Academic Support Committee
    b.  College Policies and Procedures Memorandum No. 6 – Approved by the Academic Support Committee
    c.  College Policies and Procedures Memorandum No. 8 – Approved by the Academic Support Committee
    d.  Respiratory Care Technology – Approved by the Curriculum Committee

VI.  **Adjournment**

Community College *of* Philadelphia

# Chosen Name Policy-Approved by the Academic Support Committee

# Chosen Name Policy

Date of Issue:     April 4, 2016

## Purpose

The purpose of the Chosen Name Policy is to allow a chosen name to be displayed in various College systems.  The Chosen Name Policy will allow members of the College community to go by a chosen first name that differs from their legal name.

## Accountability

Under the direction of the President, the Director of the Office of Diversity and Equity shall ensure compliance with this policy.

## Policy

The Community College of Philadelphia recognizes that many transgender and international individuals prefer to go by first names that are different from their legal names.  As long as the use of this chosen name does not impact the College's compliance with state and federal laws, the College will display an individual's chosen name in College systems.

Therefore, it is the policy of the College that any individual may indicate a chosen first name in addition to their legal name, which will be displayed in College systems, except where the use of the legal name is required.

The College reserves the right to remove a chosen name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation.  An individual's chosen name will be linked with their legal name, which will continue to be shown on various records where use of the legal name is required by law or College policy.

## Procedure

Individuals will have access to a form that allows them to indicate a chosen name.  The chosen name form will include an introduction to the appropriate use of a chosen name. Individuals will be allowed to indicate a chosen name one time without prior approval from the designated college official, and to remove a chosen name one time without prior approval.

# College Policies and Procedures Memorandum No. 6 – Approved by the Academic Support Committee

# COLLEGE POLICIES AND PROCEDURES
# MEMORANDUM NO. 6

# DETERMINING ELIGIBILITY FOR GRADUATION
# AND ISSUANCE OF DIPLOMAS

Original Number: 96
Original Date of Issue: February 24, 1975

 Reissued: 96A - March 29, 1976
        96B - June 10, 1985

Student and College Responsibility in Determining Eligibility for Graduation

As early as possible during the student's final term (regular semester or summer session), the Office of Student Records and Registration will notify each applicant for graduation of the possibility of completing his/her degree requirements. Each applicant will be notified by email to check the student portal (*My*CCP) for their graduation status.  Notice of the graduation application deadline will be made available through various means, such as *My*CCP and campus postings.

The Office of Student Records and Registration, using criteria established by the academic department, will determine if all graduation requirements have been met.

A "prospective" graduate is one who has completed all the requirements for graduation from his/her program of study, or is registered for courses needed to complete all requirements to receive the degree for his/her program of study.

The College will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence (at Community College of Philadelphia) for a degree and 15 credit hours for an academic certificate. Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.  Approved Prior Learning Assessment will be counted towards the residency requirement.

> **Commented [BH1]:** Revisions made according to recommendations in the 2/22/16 IWC Meeting.

Graduation Ceremonies and Program Listings

Students who have submitted graduation applications by the published deadline and have completed their degree requirements at the end of the fall semester will be invited to the graduation ceremonies, as well as students who will complete their requirements at the end of the spring semester and summer terms. Students' names will be listed in the commencement program of that year. Students who apply for graduation but miss the published deadline may be

able to attend commencement however their names may not appear in the commencement program.

Students enrolled in fall courses for the next academic year, must submit a written request to the Dean of Enrollment Management for special permission to attend the commencement ceremonies at the conclusion of the preceding spring semester.

Issuance of Diplomas

Diplomas will be issued after the completion of the student's final term; the diploma will carry the date of the end of the term. For students who complete their requirements in the spring, the diploma will carry the date of commencement exercises.

Status of Students Who Have Graduated

Students enrolled after graduation are required to change their program of study. Students may not re-enroll in a program of study from which they have already graduated.

# College Policies and Procedures Memorandum No. 8 – Approved by the Academic Support Committee

Community College *of* Philadelphia

# COLLEGE POLICIES AND PROCEDURES MEMORANDUM NO. 8

## Policy on Grading Systems, Academic Standards, and Progress

Effective Date: September, 2015

Original Number: 104
Original Date of Issue: February 14, 1978

| Reissued: | 104A - June 8, 1979 | 104 E - September 1, 1997 |
|---|---|---|
| | 104 B - December 12, 1983 | 104 F - September 1, 1998 |
| | 104 C - February 26, 1985 | 8 - September 1, 2005 |
| | 104 D - June 1, 1995 | 8 - March 24, 2011 |

## I. Grading Systems, Academic Standards, and Progress Policy

(Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

A. **Grading System of Community College of Philadelphia**

The grading system at Community College of Philadelphia is a letter system with associated quality points, which are used to compute cumulative grade point averages.

| Grade | Q.P.* | |
|---|---|---|
| A | 4 | Outstanding |
| B | 3 | Good |
| C | 2 | Satisfactory |
| D | 1 | Pass |
| F | 0 | Fail |
| FS | 0 | Fail – stopped attending |

*Number of quality points earned

**Other Grades**

As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."

| P | Pass |
|----|------|
| MP | Making Progress |
| F | Fail |
| FS | Fail – stopped attending |

**Other Designations**

| W | Withdrawal |
|----|------|
| M | Military Leave of Absence |
| AU | Audit |
| NR | No report from instructor at the time grades were processed |
| I | Incomplete |

B. **GPA Policy:** Students must maintain a cumulative grade point average for all college-credited courses according to the following College schedule. GPA will be assessed after a student has attempted 12 college credited hours. (Note: Developmental courses will not count toward GPA calculation.)

| Minimum Required | GPA Credit Hours |
|------------------|------------------|
| Cumulative GPA | Cumulative Attempted |
| 1.40 | 12 |
| 1.50 | 18 |
| 1.60 | 25 |
| 1.75 | 37 |
| 1.85 | 49 |
| 2.00 | Graduation |

C. **Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count toward the calculation of progress. A grade of "A," "B," "C," "D,"

"P" or "MP" will be considered a successful completion. However, a grade of "MP" cannot be given in the same course more than two times. On the third attempt, a grade of "MP" will be converted to a grade "F".

D. Students who do not maintain satisfactory course completion and/or GPA will:
1. Be put on full-time (13 credits maximum) academic probation. Students on academic probation of any kind must meet with a counselor before registering for any term.
2. At the end of any full-time academic probation term, a student will be evaluated as follows:
   a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
   b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for that term, he/she will continue on full-time academic probation. When the student achieves the cumulative 67% completion rate and GPA requirements, he/she will be removed from academic probation. Students may not register until they have met with a counselor.
   c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for the term, he/she will be placed on part-time (7 credits maximum) academic probation. Students on part-time academic probation during any summer term will be limited to 3 credits or 6 credits for offerings spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Center.
3. At the end of the first part-time academic probation term, a student will be evaluated as follows:
   a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.
   b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements, and is removed from academic probation. Students may not register until they have met with a counselor.
   c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in all credits attempted for the term, he/she will be dropped from the College for poor scholarship and/or insufficient progress.
4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Center.

5. After a student has sat out the minimum of one term, he/she may return to the college on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after being dropped will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

6. Students who are dropped for either **insufficient progress** or **poor scholarship** two or more times must complete an Application for Reinstatement. Students are not officially reinstated until they are notified in writing of their status. . All students who are reinstated based on appeals must see a counselor to register for courses and will be placed on part-time (7 credits) academic probation. Academic performance will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

The chart below shows sample calculations of necessary course completion rates based on the 67% completion rate and minimum GPA requirements.

| Attempted Credits | Minimum GPA | Calculation Applied | Required Completion Rate |
|---|---|---|---|
| 12 | 1.40 | 12 x 67% = | 8 credits completed |
| 18 | 1.50 | 18 x 67% = | 12 credits completed |
| 25 | 1.60 | 25 x 67% = | 17 credits completed |
| 37 | 1.75 | 37 x 67% = | 25 credits completed |
| 49 | 1.85 | 49 x 67% = | 33 credits completed |
| 60 | 2.00 | 60 x 67% = | 40 credits completed |
| 72 | 2.00 | 72 x 67% = | 48 credits completed |
| 84 | 2.00 | 84 x 67% = | 56 credits completed |
| 90 | 2.00 | 90 x 67% = | 60 credits completed |

## II. Policy on Repeated Courses

A. Students may repeat courses to improve an initial grade of "B," "C," "D," "F," or "FS." The following conditions apply:

1. When a course is repeated, only the most recent grade will be included in the GPA calculations, although all prior grades will appear on the academic transcript.

B. A grade of "MP" will not be given for a third time in the same course. The "MP" grade may be awarded no more than twice. Any "MP" for a third subsequent attempt will be converted to an "F."

C. Credit for a course is given only once. Each attempted grade will appear on a transcript. Note: Some colleges to which students may wish to transfer do not accept this method of calculating grade point averages.

## III. Incomplete Work

A. The letter "I" on a student's grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
B. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
C. An incomplete grade becomes a failing grade ("F") if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned.
D. An "I" will not be counted in the student's grade point average and academic progress in determining academic standing.
E. Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

## IV. Withdrawals from Courses

A. Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of "W" on their transcript. Note that excessive withdrawals will affect academic progress.
B. Students may drop a class via *My*CCP or by completing the necessary form, available from the Office of Student Records and Registration, and submitting the form to this same office. Students are strongly encouraged to consult a counselor, if on academic probation, or an academic advisor prior to dropping courses.
C. Students completely withdrawing from a term must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students must consult a counselor prior to withdrawing from an entire roster of classes for any term.
D. The date when the Office of Student Records and Registration is in receipt of the appropriate drop or withdrawal form is the official date of withdrawal. A student who cannot appear in person to fill out a withdrawal form must send a letter or e-mail stating the date and reason for the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. An instructor may initiate a withdrawal (according to Policies and Procedures No. 5). (Note: Students should not assume that an instructor will initiate such withdrawals.)
E. Students who are unable to complete a course(s) because of serious illness or other emergency may apply for an excused withdrawal within two years of the occurrence to the Office of Student Records and Registration. Excused withdrawals are not counted in determining academic progress; however, excused withdrawals are counted as an attempt

when awarding financial aid. Satisfactory documentation of the illness or emergency will be required.

F. Students who are unable to complete a course because they or their spouse are a member of the Pennsylvania National Guard or other reserve component of the armed forces of the United States and are called or ordered to active duty (other than active duty for training) shall receive an "M" for military leave of absence. Courses earning an M shall not be counted in determining academic progress.

G. Students who stop attending class or, in the case of online courses, stop participating (failure to submit or participate in coursework) will receive a grade of FS, failure – stopped attending. Instructors who issue an FS grade must also report the student's last date of attendance or, in the case of an online course, last date of participation.

## V. Reinstatement

Students applying for reinstatement to the College must submit an "Application for Reinstatement Form" which may be obtained in the Educational Support Services Office or at the Counseling Center. Once completed, forms can be dropped off at the Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Once a decision has been made about reinstatement, students will be notified in writing.

## VI. Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

A student receiving financial aid is required to make progress towards his or her program of study each term. To maintain eligibility for financial aid, the course completion rate is two-thirds successful completion (67%) and maintaining minimum GPA requirements. However, academic progress standards set by Financial Aid Regulations are stricter than the College's Academic Standards and Progress Policy:

A. Neither academic nor time amnesty, which the College approved, can be used when computing financial aid satisfactory academic progress (SAP).

B. All excused withdrawals are counted as attempted credits.

C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted toward this maximum, regardless of whether or not a student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.

D. There is a maximum limit of 30 developmental course credits.

E. Incomplete ("I") or unreported ("NR") grades are counted as attempted credits.

F. All attempted credits are counted whether or not a student received financial aid. The following new provisions became effective July 1, 2011 and are applicable to all students receiving federal student aid:

G. Financial aid can be applied only once to repeat any course where the student received a passing grade of "A," "B," "C," "MP," "P" and "D". Students who failed (grade of "F" or "FS") or withdrew from a course ("W") in any previous attempts are not restricted by this

one repeat limitation. However, once the student does earn a passing grade, then financial aid will only pay once to repeat that course.

The Office of Financial Aid will review academic progress after the Fall and Spring semesters, and Summer. Students deemed not to be making satisfactory academic progress will be placed on a financial aid warning status for the next term. Students may continue receiving financial aid while on financial aid warning status. No appeal is necessary. After the financial aid warning period, a student who fails to meet the Satisfactory Academic Progress Requirements for Students Receiving Financial Aid (as outlined above), will be ineligible for aid. Students may submit to the Financial Aid Academic Progress Appeals Committee a request to have his/her financial aid eligibility reinstated based on:

1. Death of a relative;
2. Injury or illness of the student; or
3. Other special circumstances.
   a. The appeal must be submitted along with written explanation about why the student failed to make satisfactory academic progress and what has changed that will allow the student to be successful for the next term. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts or obituary with their appeals. Students who successfully appeal their aid ineligibility will be placed on financial aid probation. The decision of the Financial Aid Academic Appeals Committee is final
   b. A student on financial aid probation may receive financial aid for one semester or summer. At that point, the student must meet the College's Academic Standards and Progress policy or the requirements of an established individual probation conditions plan to maintain financial aid eligibility. The probation conditions plan is a set of academic performance expectations to ensure that the student is able to meet satisfactory academic progress (SAP) standards by a specified point in time. If a student begins and continues to follow the set plan, she/he may continue receiving financial aid.


H. If appeals have been approved for students who are dropped for poor scholarship and/or insufficient progress after failing to meet the probation conditions plan that was established for them, the students will be ineligible for financial aid until they return to good academic standing.

# Respiratory Care Technology – Approved by the Curriculum Committee

**COMMUNITY COLLEGE OF PHILADELPHIA**

**Proposed Program Revision**

| | |
|---|---|
| Name of Program | Respiratory Care Technology |
| Writer(s) of this Proposal | Deb Rossi |
| Contributor(s) | Frank Alsis, Lisa Fielding |
| Facilitator | Amy Birge |
| Effective Semester | Fall 2017 |
| Date | February 16, 2017 |

**Description of and Rationale for Revision**

The Respiratory Care Technology Program was most recently updated in 1995. Three of the courses were revised and approved through the College's governance structure in 2012. The remaining courses have been written, but before moving forward with those documents, program faculty determined that a program revision is necessary at this time. This revision reflects the need for respiratory care graduates to spend more time in critical care settings, Medicare's requirement that respiratory therapists must have a bachelor's degree in order for the facility to receive reimbursement, and the increased demand for respiratory therapists to provide homecare related services.

The Respiratory Care Technology Program was first approved as a course of study in 1969. Since that time, there have been a few major revisions made to the Program to ensure that it continued to meet the Standards of the Commission on Accreditation for Respiratory Care (COARC).

This latest revision is expected to strengthen the program with a more defined curriculum map and changes to the program and the course-level student learning outcomes (SLOs), to increase the number of credits for clinical courses, to modify the program admissions requirements, and to create more distinct course titles and catalog descriptions.

**Revisions to the Program Learning Outcomes**

The Respiratory Care Technology Program audit was presented in January 2016. One of the recommendations for the program was to strengthen its assessment plan. The current program learning outcomes (PLOs) are difficult to measure as they pertain to outcomes after the students have graduated from the program. The current PLOs are:

- Successfully complete all level board exams offered through the National Board of Respiratory Care
- Obtain a professional license to practice as a Respiratory Therapist in Pennsylvania and/or any other state requiring licensure
- Obtain gainful employment as a Respiratory Therapist

This revision proposes that the current PLOs be deleted. The proposed new PLOs are:

- Explain the structure, function, and pathophysiology of the pulmonary and cardiovascular systems
- Assess and treat patients with acute and chronic respiratory diseases by using critical thinking skills to recommend appropriate diagnostic and therapeutic procedures
- Provide age-specific treatment, management, and care of patients with deficiencies and abnormalities associated with respiration and ventilation
- Recommend and perform procedures to maintain the airway, remove secretions, and assure ventilation and tissue oxygenation
- Perform a full physical assessment and provide safe respiratory care by modifying therapy based on the patient's response to their current therapeutic regimen
- Perform cardiopulmonary therapeutic procedures and modalities appropriate to the level of training
- Initiate, conduct, or modify respiratory care techniques in an emergency
- Promote disease prevention and wellness by educating patients on the proper use and care of respiratory equipment
- Demonstrate the knowledge and skills needed to successfully pass the National Board of Respiratory Care licensing exams for the certified respiratory therapist (CRT) and the registered respiratory therapist (RRT)

The new PLOs can be assessed throughout the program's course sequencing, and they also represent the minimum outcomes expected for all students upon completion of the program. (See proposed curriculum map at the end of the document.)

| Program Learning Outcomes | Assessment Tools |
|---|---|
| Explain the structure, function and pathophysiology of the pulmonary and cardiovascular systems | Quizzes<br>Written Exam<br>Pre-Clinical Performance Evaluation<br>Clinical Performance Evaluation |
| Assess and treat patients with acute and chronic respiratory diseases by using critical | Written Exams<br>Clinical Simulations |

| | |
|---|---|
| thinking skills to recommend appropriate diagnostic and therapeutic procedures. | Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Provide age-specific treatment, management, and care of patients with deficiencies and abnormalities associated with respiration and ventilation. | Quizzes<br>Written Exams<br>Laboratory Exams<br>Clinical Simulations<br>Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Recommend and perform procedures to maintain the airway, remove secretions, and assure ventilation and tissue oxygenation | Quizzes<br>Written Exams<br>Laboratory Exams<br>Clinical Simulations<br>Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Perform a full physical assessment and provide safe respiratory care by modifying therapy based on the patient's response to their current therapeutic regimen | Written Exam<br>Laboratory Exam<br>Clinical Simulations<br>Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Perform cardiopulmonary therapeutic procedures and modalities appropriate to the level of training | Quizzes<br>Written Exams<br>Laboratory Exams<br>Clinical Simulations<br>Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Initiate, conduct or modify respiratory care techniques in an emergency | Quizzes<br>Written Exams<br>Laboratory Exams<br>Clinical Simulations<br>Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Promote disease prevention and wellness by educating patients on the proper use and care of respiratory equipment | Written Exams<br>Laboratory Exams<br>Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
| Demonstrate the knowledge and skills needed to successfully pass the National Board of Respiratory Care licensing exams for the | Quizzes<br>Written Exams<br>Laboratory Exams<br>Clinical Simulations |

| certified respiratory therapist (CRT) and the registered respiratory therapist (RRT) | Pre-Clinical Performance Evaluations<br>Clinical Performance Evaluations<br>Case Studies |
|---|---|

**Changes in Program Entry Requirements**

Currently, the Respiratory Care program requires that applicants must have a high school biology and algebra course. The program recommends that students also complete a high school chemistry and physics course. In this revision, it is proposed to remove the recommendation that students have high school physics (or PHYS 105). Historically the program has not utilized this requirement for admissions to the program because it has only been a recommendation; therefore, removing it from the program entry requirements is appropriate. In addition, the current catalog lists RESP 227 as a prerequisite for RESP 211. RESP 227 does not exist and should be removed from the catalog grid.

Finally, this revision proposes to remove the necessity of having completed a high school biology course and a high school algebra course from the program entry requirements. High school biology courses and algebra courses vary widely in their scope and content and therefore do not provide an adequate background that would justify requiring them for program entry. Rather it is proposed that students desiring to enter the Respiratory Care Technology Program have taken BIOL 109: Anatomy and Physiology I and passed with a grade of C or better within the past 5 years. This requirement is a better indicator of an applicant's ability to process scientific material. In addition, the concepts taught in RESP 100 and RESP 101 rely on an understanding of the material in BIOL 109. Thus students would be better prepared for those courses. Requiring students to place at the FNMT 118: Intermediate Algebra level (or higher placement), rather than requiring a high school algebra course, would better insure that students coming into the program have the necessary mathematical skills.

**Increasing the Number of Credits to Graduate**

The credit hours in some of the courses in the Respiratory Care Program do not align with the other allied health programs at the College. The Department of Allied Health adopted and received approval for a standard process to award credit hours for lecture, lab hours, and clinical hours:

- Each hour of lecture = one credit hour
- Every 3-4 hours of lab = one credit hour
- Every 7-8 hours of clinical = one credit hour

When this system to award the total number of course credits is applied, these RESP courses will require an increase in credit hours:

- RESP 104: currently 0-3-17-1 would become 0-3-17-**3**
- RESP 221: currently 3-6-8-5 would become 3-6-8-**6**
- RESP 299: currently 0-3-17-1 would become 0-3-17-**3**

Using this system to award the total number of course credits would increase the number of credits students must complete to graduate from 69 to 74 credits; however, a change in program entry requirements that includes BIOL 109 is being proposed that would remove BIOL 109 (4-credit course) from the program grid, bringing the total number of credits to graduate down to 70. Twenty-two of the total number of credits are General Education requirements. This number of credits is in alignment with other associate degree programs in respiratory care as identified below:

| Associate Degree Program in Respiratory Care | Credits to Graduate |
|---|---|
| Community College of Allegheny County | 68 |
| Delaware County Community College | 77-82 |
| Gwynedd Mercy College | 99(63 for RESP courses and 36 for general education) |
| Harrisburg Area Community College | 86 |
| Mercer County Community College | 69 |
| Luzerne County Community College | 80-81 |
| PA College of Health Sciences | 70 |

**Changes to RESP Care Courses**

Several respiratory care course revisions will be submitted in addition to three course modifications. A brief description for the proposed revisions is provided below:

RESP 100: Introduction to Respiratory Care Technology
Revision to the catalog description and student learning outcomes

RESP 101: Techniques of Respiratory Care I
Revision to the catalog description to distinguish the difference between RESP 101 and RESP 102

RESP 102: Fundamentals of Respiratory Care Techniques II
Revision to the catalog description to distinguish the difference between RESP 101 and RESP 102; change in prerequisites; revision to SLO #3

RESP 103: Fundamentals of Respiratory Care Techniques III
Change in the catalog description to distinguish it from RESP 101 and 102

RESP 104: Clinical Practicum I
Change in credit hours, catalog description, and prerequisites

RESP 210: Cardiopulmonary Pathophysiology I
Need course revision: no document. Change in catalog course description to distinguish it from RESP 211

RESP 211: Cardiopulmonary Pathophysiology II
Change in course description, placement level. Change in catalog course description to distinguish it from RESP 210

RESP 220: Advanced Respiratory Care Procedures I
Change in catalog course description to distinguish it from RESP 221

RESP 221: Advance Respiratory Care Procedures II
No document: change in credit hours. Change in catalog course description to distinguish it from RESP 220

RESP 299: Clinical Practicum II
Change in prerequisites, change in credit hours, separate out some of the SLOS

**Current Catalog Page**

# Respiratory Care Technology

**Description:** This curriculum prepares students as advanced practitioners in respiratory care technology. Students learn diagnostic and therapeutic procedures applicable to pulmonary care. Therapeutic procedures include use and administration of oxygen and other medical gases, aerosolization of drugs for inhalation, set up and maintenance of mechanical ventilators (to assist or control ventilation), performance of chest physical therapy maneuvers and certification in cardiopulmonary resuscitation. Respiratory care personnel perform diagnostic procedures such as pulmonary function studies and arterial blood gas analysis, and are involved in rehabilitation of the patient with cardiopulmonary abnormalities. The Respiratory Care Technology program is a 22-consecutive-month associate's degree program that is fully accredited by the Commission on Accreditation for Respiratory Care. The program's graduates are eligible to sit for all credentialing examinations administered by the National Board for Respiratory Care, including the entry-level examination, the written registry and clinical simulation examinations and specialty exams in pulmonary function technology and neonatal/pediatric respiratory care. In addition, graduates are eligible for Pennsylvania state licensure, a requirement for practicing in the state, and licensure in all states. Students will also become student members of the American Association for Respiratory Care.

In addition to classroom and laboratory program components, clinical experience at selected area hospitals and health care facilities is required. The clinical phase requires the student to be in the hospital approximately eight hours per day, up to five days per week, starting as early as 7 a.m. As a prerequisite to the clinical phase of the program, students must provide evidence of personal medical insurance, certification in all CPR techniques and the results of complete physical examination. Laboratory test results will include a complete blood count, serology and urinalysis. A tuberculosis skin test is also required and, if indicated, a chest X-ray may be necessary. In addition, recent immunization documentation must be provided for measles, mumps, rubella, diphtheria, pertussis, tetanus, polio and Hepatitis B. A second complete physical exam is required prior to beginning the second year of the program. Health problems that might interfere with the ability to meet stated program objectives will be considered on an individual basis.

**Student Learning Outcomes:**

Upon completion of this program graduates will be able to:

- Successfully complete all level Board exams offered through the National Board for Respiratory Care.
- Obtain a professional license to practice as a respiratory therapist in Pennsylvania and/or any state requiring licensure.
- Obtain gainful employment as a respiratory therapist.

**Program Entry Requirements:** Applicants for the program must have successfully completed a high school diploma or GED with a grade of "C" or better, high school biology (or a 4-credit college biology course) and high school algebra (or MATH 118 or placement into a higher level math course). It is recommended that applicants have high school chemistry (or CHEM 110 or equivalent) and high school physics (or PHYS 105). These requirements must have been met within the past 10 years. For applicants holding a high school diploma, the 10-year requirement is calculated from the date of graduation.

Students petitioning for admission must have a minimum of a 3.0 grade point average and must meet other program admission requirements, and will be admitted only upon favorable recommendation of the entire Respiratory Care faculty.
All applicants are required to participate in the pre-entrance standardized testing program. Applicants may be interviewed by the program director, clinical coordinator and/or members of the Respiratory Care faculty. Students petitioning for a second admission to the program must have a 2.75 grade point average and will be readmitted only upon favorable recommendation of the entire faculty.

To remain in the Respiratory Care program students must maintain a grade of "C" or better in all Respiratory Care and required pre- and corequisite courses. During all clinical laboratory experiences, the student must maintain client safety and receive a passing grade for any clinical component of a course. Failure to do so will result in either a failure in the course or administrative or student-initiated withdrawal.

Clinical experience in the program includes contact with children. Acceptance to the program is conditional pending receipt and evaluation of a criminal background check and child abuse clearance check. Completed checks must be received by the program director by August 15, prior to the fall semester of the first year of the program.

The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

**Child Abuse Clearance:**

Any record results in denial of admission into the Respiratory Care program.

**Criminal Background Checks:**

Any felony conviction within the past 10 years results in denial of admission to the Respiratory Care program.

Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.

Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Note: The State has the final decision when granting a license.

**Reconsideration:** An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact**.**

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the vice president for Academic Affairs whose decision is final.

Students whose attitudes and behaviors appear inconsistent with professional standards may not be admitted or may be dropped from the program at any time, pending the results of a departmental hearing.

**Program of Study and Graduation Requirements:** To qualify for the Associate in Applied Science (A.A.S.) degree as a respiratory care practitioner, a student must complete 69 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

**For Reference:** The Pennsylvania State Board of Medicine and the Pennsylvania State Board of Osteopathic Medicine reserves the right to deny certification to any candidate who has been convicted of a felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act; or
2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
   - at least 10 years have elapsed from the date of the conviction;
   - the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and the applicant otherwise satisfies the qualifications contained in this act.

Involvement in any incident which resulted in disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process.

The Respiratory Care Technology program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has

been previously suspended or expelled from the College or any other post-secondary educational institution.

**Respiratory Care Technology Course Sequence**

| Course Number and Name | Prerequisites and Corequisites | Credits | Gen Ed Req. |
|---|---|---|---|
| *First Semester* | | | |
| RESP 100 - Introduction to Respiratory Care Technologies | RESP 101 | 4 | |
| RESP 101 - Fundamentals of Respiratory Care Techniques I | RESP 100 | 4 | |
| ENGL 101 – English Composition I | | 3 | ENGL 101 |
| BIOL 109 – Anatomy and Physiology I | | 4 | Natural Science |
| FNMT 118 - Intermediate Algebra | FNMT 118 | 3 | Mathematics |
| *Second Semester* | | | |
| RESP 102 - Fundamentals of Respiratory Care Techniques II | RESP 100, RESP 101 | 4 | |
| CIS 103 – Applied Computer Technology | | 3 | Tech Comp |
| ENGL 102 – The Research Paper | ENGL 101 with a grade of "C" or better | 3 | ENGL 102, Info Lit |
| BIOL 110 – Anatomy and Physiology | BIOL 109 | 4 | |
| *Summer Session I* | | | |
| RESP 103 - Fundamentals of Respiratory Care Techniques III | RESP 102 | 3 | |
| CHEM 110 - Introductory Chemistry or CHEM 101 - General Chemistry | | 4 | |
| *Summer Session II* | | | |
| RESP 104 - Clinical Practicum I | RESP 103 | 1 | |
| *Fall Semester* | | | |
| RESP 210 - Cardiopulmonary Pathophysiology I | RESP 104 Coreq:RESP 220 | 4 | |
| RESP 220 - Advanced Respiratory Care Procedures I | RESP 104 Coreq: RESP 210 | 5 | |
| BIOL 241 – Principles of Microbiology | BIOL 106, BIOL 107, BIOL 109 or BIOL 123 | 4 | |
| *Spring Semester* | | | |

| Humanities Elective | | 3 | Humanities |
|---|---|---|---|
| RESP 211 - Cardiopulmonary Pathophysiology II | RESP 210 Coreq: RESP 227 | 4 | |
| Social Science Elective | | 3 | Social Sciences |
| RESP 221 - Advanced Respiratory Care Procedures II | RESP 220 Coreq: RESP 211 | 5 | |
| *Summer Session I* | | | |
| RESP 299 - Clinical Practicum II | RESP 211 and RESP 221 | 1 | |
| *Minimum Credits Needed to Graduate: 69* | | | |

**General Education Requirements:** All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement, the **Interpretive Studies** requirement and the **American/Global Diversity** requirement. Therefore, in order to graduate, students in this program must choose one course that is designated **Writing Intensive**, one course that is designated **Interpretive Studies** and one course that is designated **American/Global Diversity**. The same course may be used to fulfill more than one of these requirements. View the courses that fulfill all degree requirements and receive a more detailed explanation of the College's general education requirements to help in your selection**.**

**For More Information Contact:** The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

**Respiratory Care Technology**

**Description:** This curriculum prepares students as advanced practitioners in respiratory care technology. Students learn diagnostic and therapeutic procedures applicable to pulmonary care. Therapeutic procedures include use and administration of oxygen and other medical gases, aerosolization of drugs for inhalation, set up and maintenance of mechanical ventilators (to assist or control ventilation), performance of chest physical therapy maneuvers and certification in cardiopulmonary resuscitation. Respiratory care personnel perform diagnostic procedures, such as pulmonary function studies and arterial blood gas analysis, and are involved in rehabilitation of the patient with cardiopulmonary abnormalities. The Respiratory Care Technology program is a 22-consecutive-month associate's degree program that is fully accredited by the Commission on Accreditation for Respiratory Care. The program's graduates are eligible to sit for all credentialing examinations administered by the National Board for Respiratory Care, including the entry-level examination, the written registry and clinical simulation examinations, and specialty exams in pulmonary function technology and neonatal/pediatric respiratory care. In addition, graduates are eligible for Pennsylvania state licensure, a requirement for practicing in the state, and licensure in all states. Students will also become student members of the American Association for Respiratory Care.

In addition to classroom and laboratory program components, clinical experience at selected area hospitals and health care facilities is required. The clinical phase requires the student to be in the hospital approximately eight hours per day, up to five days per week, starting as early as 7 a.m. As a prerequisite to the clinical phase of the program, students must provide evidence of personal medical insurance, certification in all CPR techniques, and the results of complete physical examination. Laboratory test results will include a complete blood count, serology and urinalysis. A tuberculosis skin test is also required and, if indicated, a chest X-ray may be necessary. In addition, recent immunization documentation must be provided for measles, mumps, rubella, diphtheria, pertussis, tetanus, polio and Hepatitis B. A second complete physical exam is required prior to beginning the second year of the program. Health problems that might interfere with the ability to meet stated program objectives will be considered on an individual basis.

**Student Learning Outcomes:**

Upon completion of this program graduates will be able to:
- Explain the structure, function, and pathophysiology of the pulmonary and cardiovascular systems
- Assess and treat patients with acute and chronic respiratory diseases by using critical thinking skills to recommend appropriate diagnostic and therapeutic procedures
- Provide age-specific treatment, management, and care of patients with deficiencies and abnormalities associated with respiration and ventilation
- Recommend and perform procedures to maintain the airway, remove secretions, and assure ventilation and tissue oxygenation

- Perform a full physical assessment and provide safe respiratory care by modifying therapy based on the patient's response to their current therapeutic regimen
- Perform cardiopulmonary therapeutic procedures and modalities appropriate to the level of training
- Initiate, conduct, or modify respiratory care techniques in an emergency
- Promote disease prevention and wellness by educating patients on the proper use and care of respiratory equipment
- Demonstrate the knowledge and skills needed to successfully pass the National Board of Respiratory Care licensing exams for the certified respiratory therapist (CRT) and the registered respiratory therapist (RRT)

**Program Entry Requirements:** To apply to the program, applicants must have a diploma from an accredited high school or a state equivalency diploma.

Applicants must also fulfill the following requirements:

- Required knowledge and competency in anatomy and physiology as demonstrated by having taken and passed a four-credit, college-level Anatomy and Physiology I course (such as BIOL 109) with a grade of C or better. The course must have been taken within the past 5 years.
- Placement in FNMT 118: Intermediate Algebra or higher placement
- Placement in ENGL 101: English Composition I
- GPA of 3.0 or higher
- Attainment of sufficient skills in reading, writing and mathematics as demonstrated by performance on the Kaplan Health Care Test.

Applicants will be admitted only upon favorable recommendation of the Respiratory Care Technology faculty. Admission is considered conditional until all health and background information is received and reviewed.

**Readmission:** Students petitioning for a second admission to the program must have a 2.75 grade point average and will be readmitted only upon favorable recommendation of the entire faculty.

**Clinical Experience Requirements:** Clinical experience in the program includes contact with children. Acceptance to the program is conditional pending receipt and evaluation of a criminal background check and child abuse clearance check. Completed checks must be received by the program director by August 15, prior to the fall semester of the first year of the program.

The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

**Child Abuse Clearance:** Any record results in denial of admission into the Respiratory Care program.

**Criminal Background Checks:**

- Any felony conviction within the past 10 years results in denial of admission to the Respiratory Care program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Note: The State has the final decision when granting a license.

**Reconsideration:** An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

**Progression:** To remain in the Respiratory Care program students must maintain a grade of "C" or better in all Respiratory Care and required pre- and co-requisite courses. During all clinical laboratory experiences, the student must maintain client safety and receive a passing grade for any clinical component of a course. Failure to do so will result in either a failure in the course or administrative or student-initiated withdrawal.

Students whose attitudes and behaviors appear inconsistent with professional standards may not be admitted or may be dropped from the program at any time, pending the results of a departmental hearing.

**Program of Study and Graduation Requirements:** To qualify for the Associate in Applied Science (A.A.S.) degree as a respiratory care practitioner, a student must complete 70 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

**For Reference:** The Pennsylvania State Board of Medicine and the Pennsylvania State Board of Osteopathic Medicine reserves the right to deny certification to any candidate who has been convicted of a felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act; or

2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:
   - at least 10 years have elapsed from the date of the conviction;
   - the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
   - the applicant otherwise satisfies the qualifications contained in this act.

Involvement in any incident which resulted in disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process.

The Respiratory Care Technology program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

**Respiratory Care Technology Course Sequence**

| Course Number and Name | Prerequisites and Corequisites | Credits | Gen Ed Req. |
|---|---|---|---|
| *First Semester* | | | |
| RESP 100 - Introduction to Respiratory Care Technologies | RESP 101, must be taken concurrently | 4 | |
| RESP 101 - Fundamentals of Respiratory Care Techniques I | RESP 100, must be taken concurrently | 4 | |
| ENGL 101 - English Composition I | | 3 | ENGL 101 |
| BIOL 110 - Anatomy and Physiology II | BIOL 109 | 4 | Natural Science |
| FNMT 118 - Intermediate Algebra | | 3 | Mathematics |
| *Second Semester* | | | |
| RESP 102 - Fundamentals of Respiratory Care Techniques II | RESP 100, RESP 101 | 4 | |
| CIS 103 - Applied Computer Technology | | 3 | Tech Comp |

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| ENGL 102 - The Research Paper | ENGL 101 with a grade of "C" or better | 3 | ENGL 102, Info Lit |
|---|---|---|---|
| **Third Semester** | | | |
| RESP 103 - Fundamentals of Respiratory Care Techniques III | RESP 102 | 3 | |
| CHEM 110 - Introductory Chemistry or CHEM 101 - General Chemistry | | 4 | |
| **Fourth Semester** | | | |
| RESP 104 - Clinical Practicum I | RESP 103 | 3 | |
| **Fifth Semester** | | | |
| RESP 210 - Cardiopulmonary Pathophysiology I | RESP 104 RESP 220, must be taken concurrently | 4 | |
| RESP 220 - Advanced Respiratory Care Procedures I | RESP 104 RESP 210, must be taken concurrently | 5 | |
| BIOL 241 - Principles of Microbiology | BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 with a "C" or better | 4 | |
| **Sixth Semester** | | | |
| ENGL 115 - Public Speaking | ENGL 101, which may be taken concurrently | 3 | Humanities |
| RESP 211 - Cardiopulmonary Pathophysiology II | RESP 210 with a grade of C or better RESP 221, must be taken concurrently | 4 | |
| SOC 101 - Introduction to Sociology | | 3 | Social Sciences American/Global Diversity Interpretive Studies Writing Intensive |
| RESP 221 - Advanced Respiratory Care Procedures II | RESP 220 with a grade of C or better RESP 211, must be taken concurrently | 6 | |

| Seventh Semester | | | |
|---|---|---|---|
| RESP 299 - Clinical Practicum II | RESP 211 and RESP 221 with a grade of C or better | 3 | |

**Minimum Credits Needed to Graduate: 70**

**For More Information Contact:** The Division of Math, Science and Health Careers, Room W2-7, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

# Respiratory Care Technology Program
## Curriculum Map (current)

| Student Learning Outcomes | RESP 100 | RESP 101 | RESP 102 | RESP 104 | RESP 210 | RESP 211 | RESP 220 | RESP 221 | RESP 299 |
|---|---|---|---|---|---|---|---|---|---|
| Successfully complete all level board exams offered through the National Board of Respiratory Care. | x | x | x | x | x | x | x | x | x |
| Obtain a professional license to practice as a respiratory therapist in Pennsylvania and/or any state requiring licensure. | Graduate survey | Graduate survey | Graduate survey | Graduate survey | Graduate survey | Graduate survey | Graduate survey | Graduate survey | Graduate survey |
| Obtain gainful employment as a respiratory therapist. | Employer survey | Employer survey | Employer survey | Employer survey | Employer survey | Employer survey | Employer survey | Employer survey | Employer survey |

## Curriculum Map (proposed)

| Program Learning Outcomes | RESP 100 | RESP 101 | RESP 102 | RESP 103 | RESP 104 | RESP 210 | RESP 211 | RESP 220 | RESP 221 | RESP 299 |
|---|---|---|---|---|---|---|---|---|---|---|
| Explain the structure, function and pathophysiology of the pulmonary and cardiovascular systems | I | I | R, M | R, M | M, A | R, M | R, M | R, M | R, M | M, A |
| Assess and treat patients with acute and chronic respiratory diseases by using critical thinking skills to recommend appropriate diagnostic and therapeutic procedures. | | I | I, R | I, R | M, A | R, M | R, M | R, M | R, M | M, A |
| Provide age-specific treatment, management, control and care of patients with deficiencies and abnormalities associated with respiration | I | I | I, R | I, R | R, M | R, M | R, M | R, M | R, M | M, A |
| Recommend and perform procedures to maintain the airway, remove secretions, and assure ventilation and tissue oxygenation | | I | I, R | I, R | R, M | R, M | R, M | R, M | R, M | M, A |
| Perform a full physical assessment and provide safe respiratory care by modifying | I | I | I, R | I, R | M, A | R, M | R, M | R, M | R, M | M, A |

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| therapy based on the patient's response to their current therapeutic regimen | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Perform cardiopulmonary therapeutic procedures and modalities appropriate to the level of training | I | I | I, R | I, R | R, M | R, M | R, M | R, M | R, M | M, A |
| Initiate, conduct or modify respiratory care techniques in an emergency | I | I | I, R | I, R | R, M | R, M | R, M | R, M | R, M | M, A |
| Promote disease prevention and wellness by educating patients on the proper use and care of respiratory equipment | I | I | I, R | I,R | R, M | R, M | R, M | R, M | R, M | M, A |
| Demonstrate the knowledge and skills needed to successfully pass the National Board of Respiratory Care licensing exams for the certified respiratory therapist (CRT) and the registered respiratory therapist (RRT) | I | I | I, R | I, R | R, M | R, M | R, M | R, M | R, M | M, A |

## **Key for Grid**

**I** = Introduced in the course
**R**= Reinforced (developed and practiced with feedback)
**M** = Demonstrated at the Mastery Level Appropriate for Graduation
**A** = Assessment