



February 20, 2026

Dr. Adena Williams Loston  
President  
St. Philip's College  
1801 Martin Luther King  
San Antonio, TX 78203

Dear Dr. Loston:

Thank you for submitting the following substantive change:

Substantive change:

**OCIS Approval Limited Review  
John Marshall High School (Northside Independent School District)  
8000 Lobo Lane  
San Antonio, TX 78240**

Submission date:

**7/1/2025**

Intended Implementation date:

**1/19/2026**

Case ID:

**SC032588**

St. Philip's College proposes offering more than 50% of the existing Level 1 Certificate in Culinary Studies at the John Marshall High School off-campus instructional site (OCIS). The prospectus was deferred for the following additional information on September 14, 2025.

1. Provide a complete Faculty Roster Form to demonstrate the qualifications, including the academic level and discipline, of the faculty member to teach the courses assigned.
2. Describe how students are made aware of the library and learning/information resources available to them.
3. Include in the budget resources to be directed to institutions or organizations for contractual or support services for the proposed site.

The response to the deferral was received on January 8, 2026.

St. Philip's College anticipates enrolling 41 students in its first cohort in the Level 1 Certificate in Culinary Studies at John Marshall High School, with future growth. Instructional methods include face-to-face and distance education formats. Face-to-face sessions will be located at the high school. The College was approved for distance education on October 22, 2002. The target audience will be high school students at John Marshall High School, eligible for dual credit, and interested in Culinary Studies. The program at the site will be ongoing.

The Level 1 Certificate in Culinary Studies is an existing program that prepares students for careers in the food service and hospitality industry. Career opportunities include positions in restaurants, catering services, bakeries, hotels, resorts, and institutional foodservice operations. Through a hands-on, skills-based approach, students will gain culinary techniques using commercial-grade kitchen equipment.

The College is prepared to offer the program at the proposed site. Its strengths include established infrastructure, industry-aligned faculty, and mission-driven values that prioritize students first, community engagement, and data-informed decision-making. The Level 1 Certificate in Culinary Studies program represents a forward-thinking educational solution to build a workforce capable of supporting the operations of the culinary industry.

The need to offer additional dual credit courses was identified through the student course selection process at the high school level. These courses were approved during a collaborative meeting involving Northside Independent School District (ISD) district administrators, John Marshall High School staff, and the College's dual credit administrative personnel, with faculty also participating in the planning discussions. Following this determination, the High School Programs team presented the program's expansion to the Substantive Change Committee.

St. Philip's College and Northside ISD have a Memorandum of Understanding (MOU) to offer dual credit courses at schools within the district. John Marshall High School is in the Northside ISD. Approval is not required from the Texas Higher Education Coordinating Board (governing board) or the state. The proposed site is in the same state as the main campus. The MOU is included in the proposal.

The College is a Historically Black College and Hispanic-Serving Institution whose mission is to empower the diverse student population through educational achievement and career readiness. The program to be delivered at the proposed site aligns with the College's mission to prepare graduates to meet the community's workforce needs. The dual credit program offers college courses while students complete their high school graduation requirements. The Level 1 Certificate in Culinary Studies provides students with an affordable pathway to achieve an Associate of Applied Science (AAS) and/or enter the workforce with skills to earn a living.

The Division of Applied Science and Technology oversees the curriculum, faculty, and assessment. Administrative oversight for John Marshall High School is the responsibility of the College's Chief Academic Officer and Vice President for Academic Success. Further oversight encompasses other college units to ensure and maintain quality and integrity over John Marshall High School. The High School Programs (HSP) office facilitates and ensures that the off-site location offers enrollment and advising services to students. The HSP office conducts an annual outcomes assessment process to assess the extent to which it achieves those objectives.

The College provided the curriculum program of study, course descriptions, and a projected schedule of course offerings. It also provided the qualifications for one part-time faculty member. Academic qualifications, certifications, and work experience appear adequate for

teaching courses in the program at the new site. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team, which will assess the program as part of the institution's next SACSCOC reaffirmation review.

The College demonstrates it has sufficient faculty to implement the program at this site. The program consists of 15 semester credit hours. Dual-credit faculty are often employed as full-time teachers at their respective high school districts. Consequently, there will be minimal impact on faculty workload at St. Philip's College beyond the department chair's oversight of adjuncts teaching at the high school.

The library and learning information resources appear adequate to support the new program. Students will have access to catalogs, books, periodicals, journal locators, tutoring, and electronic databases within the library. The library's website provides links to the online catalog, electronic databases, e-book collections, and other resources, all of which are accessible to current students, faculty, staff, and administrators. The website also features information on resources and services, including distance learning, information literacy instruction, virtual reference service (email, chat, and texting), and general assistance. Students also have access to the College's student portal, which serves as the central hub for registration, schedules, and academic tools.

The College provided a list of current database subscriptions for Culinary Studies. Discipline-specific refereed journals are included, such as *Art Culinaire*, *Bon Appétit*, and *Food and Wine*. All electronic materials pertinent to Culinary Studies are accessible to current students, including dual-credit students, faculty, staff, and administrators both on and off campus, 24 hours a day, seven days a week.

Advisors provide awareness of the library's resources during advising sessions by introducing students to academic resources, demonstrating how to access library services and online tutoring, and sharing program-specific resources, such as the Culinary Arts LibGuide, books, databases, and online materials. Orientation programs further inform students of the library and support services.

The College librarian collaborates directly with the high school classroom teachers to enhance instruction, particularly in research-based assignments, and to guide students in developing critical information evaluation and research skills. Students have access to a range of digital resources, which offer comprehensive collections of reference materials, current events, and academic content aligned with the curriculum.

Student support resources appear adequate to support the new program. Resources include Enrollment Management, Advising, Instructional Innovation Center/Center for Distance Learning, Tutoring, Counseling, and Career Services.

Physical resources appear adequate to support the program at the new site. The College has evaluated the facilities at John Marshall High School. The high school facilities appear adequate

for supporting culinary instruction. The high school's educational course offerings include a combination of lecture and lab.

John Marshall High School is the oldest high school in the Northside Independent School District (NISD), located in Leon Valley, Texas. The high school has one kitchen classroom. A comprehensive evaluation confirmed that the culinary facilities met the instructional requirements for the dual-credit course Basic Food Preparation. The kitchen is equipped with the necessary tools, appliances, and instructional space to effectively support student learning outcomes and competencies outlined in the course syllabus, including knife skills, food safety and sanitation practices, cooking methods, and preparation techniques consistent with industry standards.

The College provided a list of equipment to be used in the certificate program. There should be no impact on the College's physical resources since the program will be offered at the new site.

Financial resources appear adequate to support the program at the proposed instructional site. The College does not provide financial support for the operation of the high school. The Alamo Colleges District sets student tuition and fees. The College receives funding from the state based upon students' completion of 15 hours of dual credit. All institutional support expenditures for areas such as student services, IT, dual credit, and library services are budgeted within and absorbed by the respective departmental and program operational budgets.

Financial support for the John Marshall High School Culinary Studies Program, including Entry-Level, Certificate I coursework and related instructional needs, is provided through Northside ISD's General Fund and the Instructional Materials Allotment. This funding covers teacher salaries, instructional materials, industry-standard equipment, and consumable supplies necessary for hands-on learning. In accordance with district policy, Northside ISD does not collect student fees for dual credit courses.

All financial practices are governed by budgetary controls set forth by the Texas Education Agency (TEA) and Northside ISD policy. TEA regulations require that fiscal control be maintained at the primary functional expenditure level. Under the Texas Education Code (TEC), districts receive weighted funding based on student enrollment in Career and Technical Education (CTE) programs in grades 7–12.

Should anticipated revenues fall short or the program costs exceed projections, the College reserves the right to discontinue awarding college credit courses to the high school as an off-site instructional location. To reinstate the Dual Credit agreement, John Marshall High School must provide comprehensive documentation demonstrating that adequate revenue and budgetary resources have been secured to support the culinary program effectively.

Additionally, a detailed budget sustainability plan will be required to ensure the ongoing continuation and success of the culinary program at John Marshall High School.

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The College affirms that resources for contractual and support services at the proposed dual credit site are fully documented and incorporated into the College's operating budget in compliance with SACSCOC substantive change requirements. The MOU includes specific budget allocations and contractual obligations for the site.

The College participates in evaluation and assessment activities. The College conducts an annual program review. Programs are reviewed for educational return on investment through evaluating the Institutional Student Learning Outcome Assessment.

The program and site will participate in the evaluation. Measures of assessment include student learning outcomes, retention, persistence, completion rates, licensure pass rates, job placement, community outreach, and workforce readiness.

A committee visit is not required; the policy-defined threshold has been met. The site will be reviewed, and may include a site visit, as part of the institution's next fifth-year interim and/or decennial review.

Note: As part of the recent Substantive Change policy update, this type of substantive change submission is no longer required. This submission has been processed as an approval because it was started and completed prior to the change in policy.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the John Marshall High School (Northside Independent School District) off-campus instructional site (OCIS). It was the decision of the Board to approve the site and include it in the scope of accreditation.**

An invoice for \$500 to help defray the cost of reviewing the prospectus is included with this letter.

Should you need assistance, please contact Dr. J. Matthew Melton at (404) 994-6553 or via email at [mmelton@sacscoc.org](mailto:mmelton@sacscoc.org).

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,



Stephen L. Pruitt, Ph.D.  
President

SLP/DDG:lp

Enclosure (invoice with liaison's copy only)

cc: Ms. Marsha P. Hall, Dean of Performance Excellence, St. Philip's College  
Dr. J. Matthew Melton, Vice President, SACSCOC



Southern Association of Colleges and Schools  
 Commission on Colleges, Inc.  
 1866 Southern Lane  
 Decatur, GA 30033-4097

**INVOICE**

Date	Invoice #
1/12/2026	10254

<b>Bill To</b>
Adena Williams Loston-President Saint Philip's College 1801 Martin Luther King Drive San Antonio, TX 78203

**Please include the Case ID on your check and on all correspondence with the Commission regarding this submission.**

<b>Case ID</b>	<b>Due Date</b>	<b>Account #</b>
SC032588	1/12/2026	60800

Description	Amount
<b>REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE</b>	
Substantive Change Fee for transmitting the prospectus for stphilipstx-2025-SC032588-OCIS APROV LIMITED-John Marshall High School (Northsid, effective 1/19/2026. The location of the site is as follows:  John Marshall High School (Northside Independent School District) 8000 Lobo Lane San Antonio, TX 78240 United States	500.00

<b>Please make checks payable to SACSCOC. Attn:Business Office and/or Sharon Wilks</b>  <b>Questions, please contact Sharon Wilks @ ext. 4507 or via email @ swilks@sacscoc.org</b>	<b>Total</b>	<b>\$500.00</b>
	Payments/Credits	\$0.00
	<b>Balance Due</b>	<b>\$500.00</b>

Phone #	Fax #	Federal I.D #
404-679-4501 ext 4507	404-679-4558	32-0261810

Web Site
www.sacscoc.org