



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
Southwest Legacy High School
4495 SW Verano Parkway
Building 100
Von Ormy, TX 78073**

Submission date:

7/1/2025

Intended Implementation date:

1/19/2026

Case ID:

SC032574

St. Philip's College proposes offering more than 50% of the existing Level 1 Certificate in Structural/Pipe Layout at the Southwest Legacy High School off-campus instructional site (OCIS). The prospectus was deferred for the following additional information on September 15, 2025.

1. For an off-campus instructional site: list the faculty members on the Faculty Roster Form for all courses to be taught at the site for the first 12 months of operation.
2. Provide the instructor's full- or part-time status: (F) or (P) on the Faculty Roster Form.
3. Provide a narrative with supporting evidence to demonstrate that the number of full-time faculty members will be adequate to support the proposed site.
4. Describe how students are made aware of the library and learning/information resources available to them.
5. Describe the equipment that will be available for a new program or available at the new site.
6. Describe the impact that the proposed change will have on physical facilities and equipment for existing programs and services.
7. 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.

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St. Philip's College anticipates enrolling 24 students in the Level 1 Certificate in Structural/Pipe Layout in its first cohort at Southwest Legacy High School. Instructional methods include face-to-face and distance education formats. Face-to-face sessions will be located at the high school. The target audience will be eligible Southwest Legacy High School students interested in welding. The program at the site will be ongoing.

The Level 1 Certificate in Structural/Pipe Layout is an existing program that prepares students for career opportunities in manufacturing shops, maintenance shops, steel construction sites, shipbuilding, oil field operations, and ranch-related welding. Students gain extensive skills through shop activities on industrial welding 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 College has a long history of offering educational programs in the workforce or trades. The College hires faculty with industry experience who bring experience to the classroom and connect students with industry for future employment opportunities. The Level 1 Certificate in Structural/Pipe Layout program represents a forward-thinking educational solution to build a workforce capable of supporting the operations of the welding industry.

The need to expand program offerings to the dual-credit program was identified through the student course selection process at the high school level. These courses were approved during a collaborative meeting involving Edgewood Independent School District (ISD) district administrators, Southwest Legacy 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 Edgewood ISD have a Memorandum of Understanding (MOU) to offer dual credit courses at schools within the district. Southwest Legacy High School is in Edgewood 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 Structural/Pipe Layout provides students with an affordable pathway to earn an associate's degree and/or enter the workforce.

The Division of Applied Science and Technology oversees the curriculum, faculty, and assessment. The Administrative oversight for Southwest Legacy 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 Southwest Legacy High School. The High School Programs (HSP) office facilitates and ensures that the off-site location has enrollment, advising, and student support systems available for 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 the required 26 semester credit hours. Dual-credit faculty are often employed as full-time teachers at their respective high school districts. Two to four classes will be held each day at the high school, with a capacity for 22 students. One instructor is sufficient to teach courses at the high school.

The College confirms 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 books, periodicals, and electronic databases within the library. The library includes resources in multiple formats, including print and electronic platforms. 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 library resources and services, including distance learning, information literacy instruction, virtual reference service (email, chat, and texting), and general assistance.

The College provided a list of current database subscriptions for Structural/Pipe Layout. Discipline-specific refereed journals are included, such as *Advances in Materials Science*, *Archives of Metallurgy and Materials*, *Welding Design and Fabrication*, and *Welding International*. All electronic materials pertinent to Structural/Pipe Layout 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.

The website also features information on the library's resources, 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. Students are introduced to these resources during program orientation, through course syllabi, and within their Canvas learning modules.

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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 Southwest Legacy High School. The high school facilities appear adequate for supporting Structural/Pipe Layout instruction. The course offerings at the high school include a combination of lecture and lab.

Southwest Legacy High School-approved courses that meet classroom requirements will be taught through face-to-face instruction at Southwest Legacy High School. The high school was established in 2017 and is accredited through the Texas Education Agency (TEA). The school serves students in grades nine through twelve. Classroom spaces allow flexibility and course-specific equipment. Welding stations include 24 stations for Oxy-Fuel Welding and Cutting. Other stations include 22 stations each for Shielded Metal Arc Welding (SMAW), Layout and Fabrication, Advanced Shielded Metal Arc Welding, and Advanced Pipe Welding. Blueprint Reading for Welding is offered in a general education space.

The College provided a list of equipment to be used in the Structural/Pipe Layout program. The site is equipped with multiple welding machines and welding gases, wire, and welding rods, as specified in the course requirements. The School District has committed to maintaining and upgrading equipment as needed to sustain instructional quality and compliance.

The welding program will utilize existing welding labs without displacing other programs or reducing access to shared resources. The College confirms that there is no impact on existing programs and services.

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

Financial support for the Southwest Legacy High School Structural/Pipe Layout Program, including coursework and related instructional needs, is provided through Edgewood ISD's General Fund and the Instructional Materials Allotment. This funding covers teacher salaries, instructional materials, industry-standard equipment, and consumable supplies necessary for

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hands-on learning. In accordance with district policy, Edgewood ISD does not collect student fees for dual credit courses.

The MOU between the College and Southwest ISD specifies budget allocations and contractual obligations for the site. All financial practices are governed by budgetary controls set forth by the Texas Education Agency (TEA) and Edgewood 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, Southwest Legacy High School must provide comprehensive documentation demonstrating that adequate revenue and budgetary resources have been secured to support the Structural/Pipe Layout program effectively.

Additionally, a detailed budget sustainability plan will be required to ensure the ongoing continuation and success of the Level 1 Certificate in Structural/Pipe Layout program at Southwest Legacy High School.

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. Assessment 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 Southwest Legacy High School 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.

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Should you need assistance, please contact Dr. J. Matthew Melton at (404) 994-6553 or via email at 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	10257

Bill To
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.

Case ID	Due Date	Account #
SC032574	1/12/2026	60800

Description	Amount
REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE	
Substantive Change Fee for transmitting the prospectus for stphilipstx-2025-SC032574-OCIS APROV LIMITED-Southwest Legacy High School, effective 1/19/2026. The location of the site is as follows: Southwest Legacy High School 4495 SW Verano Parkway, Building 100 Von Ormy, TX 78073 United States	500.00

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

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

Web Site
www.sacscoc.org