



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
Memorial High School
1227 Memorial Street
San Antonio, TX 78228**

Submission date:

7/1/2025

Intended Implementation date:

1/19/2026

Case ID:

SC032579

St. Philip's College proposes offering more than 50% of the existing Associate of Applied Science (AAS) in Culinary Arts at the Memorial High School off-campus instructional site (OCIS). The prospectus was deferred for the following additional information on September 15, 2025.

1. Provide a narrative with supporting evidence to demonstrate that the number of full-time faculty members will be adequate to support the proposed site.
2. Describe the equipment that will be available for a new program or available at the new site.
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 30 students in the Associate of Applied Science (AAS) in Culinary Arts in its first cohort at Memorial High School. The College anticipates a two to three percent 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. For courses that require access to specialized kitchen labs and equipment, students will be transported to the Tourism, Hospitality, and Culinary Arts Building on the college's main campus. The target audience will be high school students at

Memorial High School who are eligible for dual credit and interested in Culinary Arts. The program at the site will be ongoing.

The AAS in Culinary Arts 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 AAS in Culinary Arts program represents an educational solution to build a workforce capable of supporting the operations of the culinary industry.

The need to expand from the current certificate program offering to an AAS 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, Memorial 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 (HSP) 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. Memorial 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 AAS in Culinary Arts provides students with an affordable pathway to further their education and/or enter the workforce with skills to earn a living.

The Division of Applied Science and Technology oversees the curriculum, faculty, and assessment. The Administrative oversight for Memorial 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 Memorial High School. The High School Programs (HSP) office 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 two part-time faculty members. 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 high school will be supported by 12 full-time College faculty and two credentialed high school teachers serving as adjunct faculty. Based on projected enrollment of 1,100 students and an average class size of 22, approximately 50 course sections are required. Full-time faculty will cover 48 sections within their standard four-course load, ensuring that full-time faculty provide most of the instruction and academic oversight.

The College confirms there will be minimal impact on faculty workload beyond the department chair's oversight of adjuncts teaching at the 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 Culinary Studies. Discipline-specific refereed journals are included, such as *Art Culinaire*, *Bon Appétit*, and *Food and Wine*. All electronic materials pertinent to Culinary Arts 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.

Students are informed about the library and its services through instruction at the start of the school year, in English classes. The librarian and student assistants are also available to guide and instruct students in locating online resources. The librarian will assist students when they need materials that are not available at the school library.

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 Memorial High School. The high school facilities appear adequate for supporting culinary instruction. The course offerings include a combination of lecture and lab. The Culinary Arts program currently has three classrooms. The classrooms are approximately 800 square feet each. Proposed courses are incorporated into the school's Master Schedule.

Memorial High School-approved courses that meet classroom requirements will be taught through face-to-face instruction at Memorial High School. For courses that require access to specialized kitchen labs and equipment, students will be transported to the Tourism, Hospitality, and Culinary Arts building on the college's main campus. Additionally, specific courses will be delivered online by college faculty to high school students.

The College provided a list of equipment to be used in the certificate program. The impact of physical resources should not affect the College because the program will be located at the high school site.

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 operation. 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 Memorial High School Culinary Arts 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 hands-on learning. In accordance with district policy, Edgewood ISD does not collect student fees for dual credit courses.

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. 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, Memorial High School must

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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 Memorial 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 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 Memorial 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.

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	10259

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 #
SC032579	1/12/2026	60800

Description	Amount
REVIEW OF SUBSTANTIVE CHANGE PROSPECTUS FEE	
Substantive Change Fee for transmitting the prospectus for stphilipstx-2025-SC032579-OCIS APROV LIMITED-Memorial High School, effective 1/19/2026. The location of the site is as follows: Memorial High School 1227 Memorial Street San Antonio, TX 78228 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