



ALAMO  
COLLEGES

ST. PHILIP'S COLLEGE  
Office of the President

November 23, 2015

Dr. Belle Wheelan, President  
Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, GA 3033

Dear Dr. Wheelan,

In keeping with the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) Principles of Accreditation: Foundations for Quality Enhancement, St. Philip's College is respectfully submitting the following, in accordance with SACS-COC comprehensive standard, 3.7.1:

- **3.7.1** “The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institutions *Commission guidelines “Faculty Credentials.”*)”  
**(Faculty competence)**”

St. Philip's College is respectfully notifying the Southern Association of Colleges and Schools Commission on Colleges regarding co-instruction led by two qualified and credentialed faculty members of record along with two SACS-COC Off-Site Preliminary Committee cited St. Philip's College faculty members:

- **Mr. Jeffrey Sullivan-** a part-time faculty member, was reassigned to teach CETT 1409-DC/AC Circuits in Fall 2015; however, was also placed in RBTC 1305-Robotic Fundamentals in Fall 2015. For the RBTC 1305-Robotic Fundamentals assignment, the Vice President of Academic Success, on 11/23/2015 appointed a **lead, qualified and credentialed instructor**, Dr. Saint Hubert, Department Chair of Applied Electrical and Mechanical Technology.
- **Ms. Janice Balmos-** a part-time faculty member, was reassigned to teach BMGT 2389-Internship – Business Administration and Management, General in Fall 2015; however was also placed in POFT 1329 Beginning Keyboarding in Fall 2015. For the POFT 1329- Beginning Keyboarding teaching assignment, the Vice President of Academic Success, on 11/23/2015 appointed a **lead, qualified and credentialed instructor**, Ms. Janie Gonzales, Department Chair of Business Information Solutions.

Letter to Dr. Whellan  
November 23, 2015  
Page 2

We apologize for the failure to notify the Southern Association of Colleges and Schools Commission on Colleges in advance, and have now taken both a conservative and proactive approach in determining faculty competence and faculty teaching assignments.

I look forward to continually working to ensure that St. Philip's College complies with all guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges. Please let me know if you have any questions or need any clarification.

Sincerely,

A handwritten signature in cursive script that reads "Adena Williams Loston". The signature is written in black ink and is positioned above the typed name and title.

Adena Williams Loston, Ph.D.  
President

encl: SACS-COC Faculty Roster Form, updated 11/23/2015  
cc: Dr. Maria Hinojosa SACS-COC Accreditation Liaison, St. Philip's College