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**Subject:** FW: SACSCOC Executive Council Decision

**From:** "Kevin W. Sightler"

**Subject:** SACSCOC Executive Council Decision

**Date:** April 26, 2021 at 09:27:21 CDT

**\*\*THIS EMAIL IS FROM AN EXTERNAL SENDER OUTSIDE OF THE ALAMO COLLEGES.**

**Be cautious before clicking links or opening attachments from unknown sources. Do not provide personal or confidential information.\*\***

Dear SACSCOC liaison,

In the interest of time during the pandemic, we're temporarily emailing to you the text of decisions by the Executive Council of the SACSCOC Board of Trustees (excluding closure approvals); please see the text below. Mailed letters and invoices may be slightly delayed while staff work staggered days.

*Notes:*

1. Invoice is not attached to this email. It will be included, as needed, with the mailed letter to the liaison.
2. Invoices are now mailed with the letter copy to the liaison rather than with the original letter to the CEO.
3. Keep this email.

*For the benefit of accreditation verifiers:*

**This email is an official communication from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). It should be given the same consideration as a printed and signed letter during the coronavirus pandemic until such letters can be produced.**

**/s/ Kevin W. Sightler, Ph.D.**

Director of Substantive Change

Southern Association of College and Schools

Commission on Colleges

***Do not reply to this email***

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*Subject to edits for form*  
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April 23, 2021

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 50% or More of Program  
Luther Burbank High School  
1002 Edwards  
San Antonio, TX 78204  
Submission date:  
12/16/2020  
Intended Implementation date:  
8/2/2021  
Case ID:  
SC012544

St. Philip's College will begin offering more than 50% of the existing Level I Certificate program in Catering Management to students at the Luther Burbank High School off-campus instructional site as part of a dual credit arrangement. A copy of the signed Memorandum of Understanding between the College and the San Antonio Independent School District was provided. The target audience is students enrolled at the site who are interested in earning college credits while pursuing a high school diploma. Courses will be delivered through a combination of face-to-face and distance education instruction with an expected enrollment of 242 students.

A comprehensive list of all programs offered by the College was noted, as well as a list of approved off-campus instructional sites. There will be no differences in admission, curriculum, or graduation requirements for the dual credit students, nor any special arrangements for

grading, transcripts, or transfer policies. A list of all courses plus the definition of a credit hour were provided. The Dean for Academic Success, Creative and Communication Arts, Science, and Technology will be responsible for providing administrative oversight. The Director of High School Programs is also available to serve as a liaison between the College and the high school.

The Faculty Roster describes the qualifications of the one full-time faculty member who will provide instruction for the Catering Management program at the off-campus site. The faculty member has culinary institute training, plus extensive professional experience, and appears qualified to teach the assigned courses. Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.

Library and learning resources appear to be adequate. The College's Center for Learning Resources has a collection of both physical and electronic resources that support the culinary arts curriculum including books/e-books, periodicals, databases, and audiovisual materials. Students may access these items in person from the Center's two locations, or online through the student portal. Additional external resources are available through the TexShare statewide consortium and interlibrary loans. Professional librarians provide instruction on use of library resources face-to-face or remotely via videoconferencing, email, and text. Additional assistance is available through online tutorials, LibGuides, and the Ask Us chat service. Students also have access to the Burbank High School Library which has more than 11,500 physical books plus digital resources such as e-books, magazines, and databases. Student support services appear to be adequate and are available to all students, both in-person and remotely. Along with standard academic support services such as financial aid, student records, and admissions, the College provides additional assistance through academic advising, personal counseling, and disability services. The Welcome Center serves as a one-stop-shop for accessing most of these services. Supplemental instruction is available through the Tutoring and Technology Center, MathWorld/Math Emporium, Byrd Sanctuary, and the Reading Lab. The Director of High School Programs and Student Support Services staff will serve as liaisons to the high school and provide support by facilitating academic advising, registering students for classes, coordinating acquisition of textbooks, posting grades, and ensuring transcript availability.

The physical resources appear to be adequate. Instruction for the Catering Management courses will take place in the newly constructed 211,939 square foot Career and Technical Education building on the Luther Burbank High School campus. The facility was designed with two classrooms and a fully functional commercial kitchen to allow hands-on cooking experiences. The commercial kitchen offers 628 square feet of space with an additional 254 square foot Culinary Lab prep kitchen. Available equipment includes stoves, ovens, blenders, prep sinks, refrigerators, freezers, steamers, fryers, utensils, and work areas for preparing food. There are 30 Chromebooks for student use, plus access to the College's Canvas learning management system.

Financial support for the site appears to be adequate; a sample budget was provided. Direct costs associated with the delivery of the Certificate program, such as personnel and equipment, will be the responsibility of the high school. Revenues will come from student tuition, local funds, and state appropriations. All institutional expenditures for support areas such as student services, information technology, dual credit, and library services are included within the respective departmental operating budgets which will absorb any costs related to the off-campus site.

The Certificate program offered at the high school will be integrated into the ongoing College-wide institutional effectiveness process. This annual process requires all academic units to develop program and student learning outcomes, employ multiple methods of assessment, then use the findings to improve teaching and learning. The College employs a Scorecard method to capture results in a consolidated format and provide trend data to inform targets for the next year.

The site will be evaluated again as part of the institution's fifth-year or decennial review.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Luther Burbank 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 the current accreditation.

Enclosed is an invoice for \$500 to help defray the cost of reviewing the prospectus.

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501 or via email at [pdonat@sacscoc.org](mailto:pdonat@sacscoc.org).

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

Note: The SACSCOC substantive change policy was revised in 2020. It includes many new requirements and changes to previous requirements. The Substantive Change Policy and Procedures and learning resources are available on the substantive change webpage at [www.sacscoc.org](http://www.sacscoc.org).

Sincerely,

Belle S. Wheelan, Ph.D.  
President

BSW/SKO:lp

Enclosure (invoice with liaison's copy only)

cc: Dr. Melissa Guerrero, Director of Institutional Planning, Research, and Effectiveness  
Dr. Patricia L. Donat

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