

# SACS COC

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES

RECEIVED

JAN 29 2014

FROM: UPS Store via Bobby C

January 22, 2014

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

Dear Adena:

Thank you for your letter and accompanying modified prospectus, dated December 20, 2013, regarding St. Philip's College's intent to implement the A.A.S. in Advanced Manufacturing Technician (AMT) degree program (61 credit hours) at the following off-campus instructional site, at the request of Toyota Corporation, effective spring 2014:

**Workforce Development Center of Excellence: Alamo Academies**  
800 Quintana Road, Building 8  
San Antonio, TX 78211

The letter of notification states that the proposed A.A.S. in Advanced Manufacturing Technician degree program is comprised of existing approved courses. The modified prospectus further states that "The majority of courses in this program will still be held at the St. Philip's College Martin Luther King campus (MLK) at 1801 Martin Luther King Drive, San Antonio, TX 78203."

**Please provide clarification regarding the actual number of program courses and percentage of credit hours that will be delivered at the proposed Workforce Development Center of Excellence: Alamo Academies off-campus instructional site.**

Required elements of the modified prospectus include the following:

- Discipline-specific description of library/learning resources
  - Information contained in the modified prospectus identified general, institution-wide library and learning resources which did not indicate resources specific to the proposed program which are available and accessible to students – either on-site or electronically

**Please provide a description of discipline-specific library and learning resources for the proposed program.**

- Description of physical facilities
  - Information contained in the modified prospectus identified the location of the Workforce Development Center of Excellence and indicated that the 40,000 sq. ft. facility was recently purchased from the City of San Antonio in exchange for workforce credits by the Alamo Community College District to house the Alamo Academies
  - No additional description of the appropriateness of the facility and /or related equipment, etc., was provided as evidence that the facility is capable of supporting program and course instructional delivery

**Please provide a description of physical facilities and equipment which evidence appropriateness of the facility to support this program and instructional delivery.**

- Descriptions of courses to be offered
  - No course descriptions were included with the modified prospectus

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**Please provide requested course descriptions for courses scheduled to be offered at the off-campus instructional location.**

- Student Support Services
  - Student academic and other support services for the proposed program are available onsite or electronically
    - Tutoring is provided by faculty teaching assigned courses
    - Library and learning resources, or other needed materials, are delivered upon request to the off-campus instructional location
- Faculty roster documentation evidences qualified and credentialed faculty assigned to course instruction

Per *Substantive Change Policy*, a modified prospectus may be submitted under the following two (2) conditions:

- Initiating a certificate program at employer's request and on short notice...at a new off-campus site (previously approved program)
- For an institution replicating an approved educational program that is already offered at three or more approved sites, a modified prospectus consisting of a faculty roster, description of the courses to be offered at the site, a description of discipline-specific library resources, a description of student support services, and a description of physical resources will suffice in lieu of responding to the requirements of a full prospectus

The submitted modified prospectus, dated December 20, 2013, appears to not meet either of the above scenarios in that:

- The proposed program is not a certificate program
- The proposed program appears to not be an approved educational program that is currently offered at three or more approved off-campus instructional sites

**The Commission accepts notification but defers action pending receipt and review of the requested information.**

Enclosed is an invoice for \$300 to help defray the cost of prospectus review.

Best regards,



Belle S. Wheelan, Ph.D.  
President

BSW/TG:efk

Enclosure

cc: Dr. Karen Sides, Dean of Interdisciplinary Programs  
Dr. Michael S. Johnson