



August 16, 2019

Dr. Adena Williams Loston
President
Saint 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
Saint Gerard Catholic High School
521 South New Braunfels Avenue
San Antonio, TX 78203**

Submission date:

5/17/2019

Implementation date:

1/1/2020

Case ID:

SC006052

As part of the review of the prospectus, additional information was requested by email. The institution's response has been incorporated into the originally-submitted materials.

The new site will offer 50% or more of the already-approved Associate of Arts (A.A.) degree program as students at the site will be able to complete as many as 50 hours of the A.A. degree program in four academic years. The initiative serves the mandate from Texas state congressional leaders, meets needs of the service area, and supports institutional strategic objectives. The institution has offered dual credit programming since 1995 to provide qualifying students the opportunity to earn college credits tuition-free.

Students participating in the program meet the same requirements for admissions, curriculum, and graduation as the general student population. Likewise, students are assessed with the same student learning outcomes criteria as all other students. Dual credit courses come under the supervision of the Dean for Academic Success-Creative and Communication Arts, Science, and Technology. The Dean, Director of High School Programs, and High School Program staff serve as liaisons to provide support for student advising, class registration, textbook acquisition, posting grades, oversight of faculty, and other responsibilities. Student satisfaction of support programs and services is assessed through the Ruffalo Noel-Levitz Student Satisfaction Inventory administered every even year.

Course delivery will be through face-to-face and online instruction, and a chart of proposed courses offerings for the initiative was included. The majority of faculty will be employed as full-time teachers in



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the school district and are considered adjunct faculty of the college. All adjunct faculty are provided the same oversight and are expected to participate in professional development opportunities and required college and department meetings. Faculty qualifications appear appropriate based on the Faculty Roster Form provided.

Students may access library services on the St. Philip's College campus or through the internet using the college's portal system or website. The library website provides online access to books, articles, and other media. Other resources on the website include library guides, general library information, and holdings catalog, and faculty may request bibliographic/library instruction. A 24/7 online Ask a Librarian service and a chat service are available. Students also have access to the library located at the high school which provides educational databases and print collections. A computer lab in the library is available for student use for research, classwork, and homework assignments.

Students have access to support services while they are on-campus and through the college website with links to the institution's eCatalog and the Student Services webpage. For off-campus students, services can be accessed online or by phone and include SMARThinking for tutoring assistance. The high school also offers tutoring services through scheduled tutoring sessions (before and/or after school) and by scheduled appointments.

The high school campus includes a gymnasium, library, computer labs, art room, and science lab. General classrooms have a computer, and teachers may check out projectors through the library. All classrooms have at least one whiteboard and student station with space for 20-25 student desks.

St. Philip's College receives funding from the state based on contact hour generation. Expenses by functional category were provided, and associated costs beyond personnel are absorbed by the various departments as part of normal budgeting. For future reference, do not submit institutional-level budgets/expenditures; please submit projected expenditures and revenue for the proposed change only.

Institutional assessment protocols include strategic planning and operational unit and assessment planning which apply to all off-campus sites and locations. Institution-wide assessments specific to educational programs include Student Learning Outcomes Assessment and Instructional Unit Review. The process to monitor and evaluate programs offered at the off-campus site is the same as that used as part of the institutional evaluation cycle. The institution also subscribes to and incorporates core objectives and competencies identified by the Texas Higher Education Coordinating Board. An institutional scorecard is used to consolidate goals, measures, benchmarks, supporting documentation, and results.

At its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions* for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.



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The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the St. Gerard Catholic 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.

The site will be reviewed, and may include a site visit, as part of the institution's next fifth-year and/or decennial review.

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.

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

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

Enclosure

cc: Mr. Randall Dawson, Vice President for Academic Success
Dr. Patricia L. Donat