



ALAMO COLLEGES DISTRICT
St. Philip's College

Office of the President

December 16, 2020

Dr. Belle Wheelan, President
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane, Decatur, GA 30033

Dear Dr. Wheelan,

In keeping with the Southern Association of Colleges and Schools' Principles of Accreditation: Foundations for Quality Enhancement, St. Philip's College would like to notify you of a substantive change implemented fall 2018. The change relates to Substantive Change Procedure Three for closing a site.

Fall Term 2018 – Trinity Christian Academy located on 5401 North Loop 1604 East closed the High School portion of their school. Due to Alamo Colleges cost sharing initiative, Trinity Christian Academy stopped offering Dual Credit. Trinity Christian Academy had budget and curriculum concerns for their High School. Beginning fall 2018, Trinity Christian Academy offered K-8th grades only. Spring 2018 was the last term students were enrolled in college online core courses.

The Dual Credit students were not in a designated program of study. Per semester, Trinity Christian Academy (15-20) students would sign-up for a selection of online courses: ENGL 1301, 1302, 2322, 2332, 2327; MUSI 1306; HIST 1301, 1302; GOVT 2305, 2306; ECON 2301. The students transferred to different area high schools in Northeast ISD, and/or local private/charter schools. Faculty teaching the online courses were St. Philip's College employees. As of 2019-2020, Trinity Christian Academy has re-opened their High School.

The teach-out plan is overdue, as High School Programs staff sought to maintain dual credit offerings, but this partnership has not been reestablished.

Please let me know if you have any additional questions or concerns regarding this matter.

Sincerely,

Adena Williams Loston, Ph.D.
President

CC: Dr. Melissa Guerrero, Institutional Accreditation Liaison

Teach-out Plan

Trinity Christian Academy – Associate of Arts Dual Credit

A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure (date when new students will no longer be admitted)

In Fall 2018, Trinity Christian Academy, located on 5401 North Loop 1604 East, closed the high school portion of their school due to budget and curriculum concerns, offering only K-8th grades. Due to Alamo Colleges cost sharing initiative, Trinity Christian Academy stopped offering dual credit. Trinity Christian Academy discussed the possibility of reopening the high school portion of their school and offering dual credit with St. Philip's College again, but this did not occur. Spring 2018 was the last time students were enrolled in college online core courses.

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.

Students and parents were informed by the Trinity Christian Academy administration and counselors through internal communication, both face-to-face and written documentation. St. Philip's College (SPC) was informed of the closing of their high school by the Trinity Christian Academy high school liaison via e-mail.

3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.

Dual Credit students were not in a designated program of study. Per semester, Trinity Christian Academy (15-20) students would sign up for a selection of online courses: ENGL 1301, 1302, 2322, 2332, 2327; MUSI 1306; HIST 1301, 1302; GOVT 2305, 2306; ECON 2301. The students transferred to different area high schools in Northeast ISD, and/or local private/charter schools. If available, the students received dual credit opportunities at their new high schools.

4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.

Dual Credit students did not pay for courses, so there was no cost to Dual Credit students. Trinity Christian Academy High School received an invoice for students who participated in online classes (Alamo Colleges Cost Sharing Model – effective fall 2017). There was no additional cost to Trinity Christian Academy after high school closure.

5. Copies of signed teach-out agreements with other institutions, if any.

There is not a signed teach-out agreement for the online courses with Trinity Christian Academy or any other entity. Dual Credit students were taking online core courses with St. Philip's College. St. Philip's College Dual Credit staff did not establish any signed teach-out agreements.

6. How faculty and staff will be redeployed or helped to find new employment.

All instructors were St. Philip's College online instructors, thus, are still employed by St. Philip's College. To our knowledge, staff at Trinity Christian Academy are still employed at 5401 North Loop 1604 East. As of 2019-2020, Trinity Christian Academy had re-opened their High School but did not reestablish a dual credit partnership with St. Philip's College.

7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets.

Trinity Christian Academy did not close their institution. Beginning Fall 2018, Trinity Christian Academy offered K-8th grades only. St. Philip's College and Trinity Christian Academy are operational institutions as of December 12, 2020. As of 2019-2020, Trinity Christian Academy had re-opened their High School but did not reestablish a dual credit partnership with St. Philip's College.