



ALAMO COLLEGES DISTRICT  
St. Philip's College

Office of the President

October 4, 2019

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 to be implemented fall of 2019. The change relates to Substantive Change Procedure Three for closing a program.

On November 19, 2018, St. Philip's College received a notice of termination regarding the Ford Automotive Student Service Educational Training (ASSET) Program Copyright License Agreement. The degree was identified as a low performing in terms of enrollment and graduates by Ford Motor Company. There are currently no students enrolled in the Ford ASSET degree. St. Philip's College recruited and enrolled one cohort every two years. The last Ford ASSET cohort to enroll in the program was in the fall term of 2017; the cohort completed the program in May of 2019.

Faculty teaching in the specialization are not affected by the deactivation because they will continue to work in the Automotive Technology Associate of Applied Science Degree without Specialization. Faculty was informed about the closure of the program via an email from Ford Motor Company's ASSET liaison, followed by an official letter from Ford. The teach-out plan is attached.

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

Sincerely,

A handwritten signature in cursive script that reads "Adena Williams Loston".

Adena Williams Loston, Ph.D.  
President

cc: Randall Dawson, SACSCOC Accreditation Liaison, St. Philip's College

## **Attachment: Teach-out Plan**

St. Philip's College

Automotive – Ford ASSET Degree

This document contains the teach-out plan for the St. Philip's College Ford ASSET Associate of Applied Science Degree (AAS).

A teach – out plan will be offered until Fall 2019

The degree was identified as a low performing in terms of enrollment and graduates by Ford Motor Company. There are currently no students enrolled in the Ford ASSET degree. St. Philip's College recruited and enrolled one cohort every two years. The last Ford ASSET cohort to enroll in the program was in the Fall term of 2017, the cohort completed the program in May of 2019.

Faculty was initially informed about the closure of the program via an email from Ford Motor Company's ASSET liaison, followed by an official letter from Ford. Faculty teaching in the degree are not impacted by the closure of this degree because they are qualified to teach in the Automotive Technology A.A.S degree.

This teach out plan allows for the ongoing assessment of the student, program evaluation, faculty commitment, and administrative support.

## **Degree Plan**

Total Program Credit Hours: 60

Automotive Technology – Option II Ford ASSET, A.A.S

This program is designed to prepare students for a specialized career in the automotive field with a specialization with Ford. Ford Automotive Student Service Education Training (ASSET) is a partnership between Ford Motor Company, the local Ford and Lincoln dealers. Established to train master-level technicians for Ford and Lincoln Dealerships. The curriculum is designed by Ford and St. Philip's College and the instructor is trained by Ford at their training center.

### **Year 1**

#### **Semester I**

AUMT 1305 - Introduction to Automotive Technology

AUMT 1307 - Electrical Systems \*\*\*

AUMT 2321 - Automotive Electrical Diagnosis and Repair

AUMT 1380 - Cooperative I

MATH 1332 - Contemporary Mathematics (Quantitative Reasoning)

or Select 1 course from the Mathematics (20) Core

#### **Semester II**

AUMT 1310 - Automotive Brakes

AUMT 1316 - Suspension and Steering

AUMT 1345 - Automotive Climate Control Systems

AUMT 1381 - Cooperative II

Select 1 course from the Social and Behavioral Sciences (80) Core

ENGL 1301 - Composition I

or Select 1 course from the Additional Communication (90) Core

### **Year 2**

#### **Semester III**

AUMT 2317 - Engine Performance Analysis I

AUMT 2334 - Engine Performance Analysis II

AUMT 1319 - Automotive Engine Repair

AUMT 2380 - Cooperative III

PHYS 1305 - Introductory Physics I Lecture

or Select 1 course from the Life and Physical Sciences (30) Core

#### **Semester IV**

AUMT 2313 - Manual Drive Train and Axle

AUMT 2325 - Automatic Transmission and Transaxle

AUMT 2381 - Cooperative IV

Select 1 course from the Language, Philosophy & Culture (40) Core or Creative Arts (50) Core

## **Teach-out course offerings**

Courses that overlap with the Automotive Technology Associate of Applied Science Degree without Specialization, will be offered regularly each semester.

These courses are:

AUMT 1305 - Introduction to Automotive Technology  
AUMT 1307 - Electrical Systems \*\*\*  
AUMT 2321 - Automotive Electrical Diagnosis and Repair  
AUMT 1310 - Automotive Brakes  
AUMT 1316 - Suspension and Steering  
AUMT 1345 - Automotive Climate Control Systems  
AUMT 2317 - Engine Performance Analysis I  
AUMT 2334 - Engine Performance Analysis II  
AUMT 1319 - Automotive Engine Repair  
AUMT 2313 - Manual Drive Train and Axle  
AUMT 2325 - Automatic Transmission and Transaxle

There were no specific courses making the degree a specialization. The specialized Ford Student Learning Outcomes were imbedded in Ford Specific modules the students accessed as part of the program.

Other remaining classes are common to other active degrees and will be offered regularly each semester.

These courses are:

**MATH 1332 - Contemporary Mathematics (Quantitative Reasoning)**  
or Select 1 course from the **Mathematics (20) Core**

Select 1 course from the **Social and Behavioral Sciences (80) Core**

**ENGL 1301 - Composition I**  
or Select 1 course from the **Additional Communication (90) Core**

**PHYS 1305 - Introductory Physics I Lecture**  
or Select 1 course from the **Life and Physical Sciences (30) Core**

Select 1 course from the **Language, Philosophy & Culture (40) Core or Creative Arts (50) Core**

November 19, 2018

VIA EMAIL (aloston@alamo.edu)  
and CERTIFIED MAIL

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

RE: FORD AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING (ASSET)  
PROGRAM COPYRIGHT LICENSE AGREEMENT — NOTICE OF TERMINATION  
ST. PHILIP'S COLLEGE  
FORD AGREEMENT #83436597

Dear Dr. Loston:

Pursuant to Article 4.1 of the Ford Automotive Student Service Educational Training (ASSET) Program Copyright License Agreement (the "Agreement") and Chapter 10 of the ASSET Program Policies & Procedures ("ASSET Policies & Procedures"), Ford Motor Company ("Ford") hereby terminates the participation of St. Philip's College ("School") in the Ford ASSET Program effective as of January 21, 2019.

Upon termination:

- Use of the Ford ASSET Program, Licensed Copyright Materials, Derivative Works, Improvements, and Licensed Trademarks shall cease, except for completion of the Ford ASSET Program by students already enrolled at the time of termination. Ford understands that no future classes are scheduled and that classes for the 8 students who are currently enrolled will end on May 10, 2019.
- Any reference to Ford and the Ford ASSET Program shall be removed from any School materials.
- School shall permanently destroy any copies of the Ford ASSET Program, Licensed Copyright Materials, or materials bearing Licensed Trademarks in the School's possession and provide Ford with a written certificate of destruction signed by a School officer or authorized representative.
- Two weeks after the last active class concludes, School shall cease using the reference of Ford in any advertising, marketing, solicitation, or otherwise.
- School shall destroy all personally identifiable information (as defined in Chapter 11 of the ASSET Policies & Procedures) held by School and provide Ford a written certificate of destruction signed by a School officer or authorized representative.
- Two weeks after the last active class concludes, access to all Ford systems shall terminate.
- The final disposition of any vehicles or equipment provided to the School by Ford must be arranged, including any specialized diagnostic and repair equipment and Ford Essential Special Service Tools provided by Ford.

In order to meet these obligations, Ford asks the School to:

- Cease using the reference of Ford Motor Company in any advertising, marketing, solicitation, or otherwise.

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- Return a signed copy of the Certificate of Destruction attached below to Ford as soon as feasible, but by no later than May 23, 2019, two weeks after the end of the final class that is in progress.
- Provide a completed list, included below, of any vehicles or equipment provided by Ford to School or confirmation that School does not presently possess any such property.
- Provide a School Contact (Name / Phone Number / Email Address) who will lead this effort on School's behalf.
- Following the receipt and concurrence of this list, arrange with a Ford Representative(s) to return all Program materials including (but not limited to) specialized diagnostic and repair equipment and Ford Essential Special Service Tools provided by Ford unless otherwise indicated by an equipment donation form. Together, the final disposition of such vehicles or equipment in accordance with the ASSET Policies & Procedures will occur by no later than two weeks after the last active class concludes.

We are sending a copy of this letter and the Certificate of Destruction to you for that purpose.

If you have any questions regarding the vehicles or equipment, please contact the ASSET Coordinator, Brendan Coursey (bcoursey@ford.com).

Regards,

*Elizabeth Tarquinto*

Nov-26-2018

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Elizabeth Tarquinto  
Sales and Marketing – Technical Support Operations  
Ford Customer Service Division  
Email: etarquin@ford.com  
Phone: 313-248-2895

cc: Chairperson  
St. Philip's College  
Transportation Service Technologies  
1801 Martin Luther King Drive  
San Antonio, TX 78203

FORD AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING (ASSET) PROGRAM  
COPYRIGHT LICENSE AGREEMENT / POLICY & PRODURES MANUAL  
ST. PHILIP'S COLLEGE  
FORD AGREEMENT #83436597  
CERTIFICATE OF DESTRUCTION

Pursuant to Article 4.2 of the Ford Automotive Student Service Educational Training (ASSET) Program Copyright License Agreement (the "Agreement") and Chapter 11 of the Ford ASSET Policies & Procedures ("ASSET Policies & Procedures"), the undersigned, on behalf of St. Philip's College ("School"), certifies that all copies of the Ford ASSET Program, Licensed Copyright Materials, and materials bearing Licensed Trademarks in School's possession or under its control have been permanently destroyed and that all personally identifiable information (as defined in Chapter 11 of the ASSET Policies & Procedures) held by School has been permanently destroyed, except for data to evidence services provided, with all such information continuing to be deemed personally identifiable information and subject to the terms of Chapter 11.

Signed: \_\_\_\_\_

Printed  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FORD AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING (ASSET) PROGRAM**  
**ASSET POLICIES AND PROCEDURES MANUAL**  
**ST. PHILIP'S COLLEGE**  
**FORD AGREEMENT #83436597**  
**LIST OF PROGRAM MATERIALS - CONSIGNED VEHICLES AND PROPERTY**

	<b>FORD PROPERTY VIN / Serial # / Tool #</b>	<b>Item Description</b>	<b>Physical Address of Location of Ford Property</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Please complete additional Lists until all Consigned Vehicles and Property are recorded.			

If School does not have any consigned vehicles or property,  
 Please initial here and sign below: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed  
 Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_