



January 12, 2022

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

Dear Dr. Loston:

The following actions regarding your institution were taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on December 2, 2021:

The SACSCOC Board of Trustees approved by extensive review two off-campus instructional sites both located in San Antonio, Texas: (1) at Davenport High School, and (2) at CAST Lead High School. The institution is requested to submit a Monitoring Report related to both off-campus instructional sites due **April 1, 2022**, addressing the following referenced standards of the *Principles of Accreditation*:

**Standard 5.4 (Qualified administrative/academic officers)**

*This standard expects an institution to employ administrative and academic officers with appropriate experience and qualifications to lead the institution. Further, this standard expects an institution to evaluate those administrative and academic officers regularly.*

Specific information regarding the administrators with oversight of the off-campus instructional sites, including position responsibilities and administrator qualifications, was not provided.

**Standard 6.2.b (Program faculty)**

*For each of its educational programs, this standard expects an institution to employ a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review.*

The specific duties of full-time faculty for program oversight to ensure the quality, integrity, and review of educational programs offered at the off-campus instructional sites were not provided. Documentation of the implementation of these oversight mechanisms also was not provided.

**Standard 6.2.c (Program coordination)**

*For each of its educational programs, this standard expects an institution to assign appropriate responsibility for program coordination.*

The specific duties and qualifications of program coordinators for educational programs offered at the off-campus instructional sites were not provided.



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**Standard 8.2.a (Student outcomes: educational programs)**

*This standard expects an institution to identify expected student learning outcomes, assess the extent to which it achieves these outcomes, and provide evidence of seeking improvement based on analysis of the results for each of its educational programs.*

Copies of academic program assessment reports for the educational programs to be offered at the off-campus instructional sites were not provided. Information regarding how the off-campus instructional sites will be integrated into the assessment process was not described.

**Standard 8.2.c (Student outcomes: academic and student services)**

*This standard expects an institution to identify expected outcomes, assess the extent to which it achieves these outcomes, and provide evidence of seeking improvement based on analysis of the results for its academic and student services that support student success.*

Copies of academic and student support services assessment reports were not provided. Although two assessments instruments were described, no analyses of assessment results were provided, or information about how analyses of these results are used for improvement. Information regarding how the off-campus instructional sites will be integrated into the assessment process was not described.

Guidelines for the Monitoring Report are enclosed. Since it is essential that institutions follow these guidelines, **please make certain that those responsible for preparing the report receive the document. If there are any questions about the format, contact the Commission staff member assigned to your institution.** When submitting your report, please send **three (3) copies** to your SACSCOC staff member.

Please note that Federal regulations and SACSCOC's policy stipulate that an institution must demonstrate compliance with all requirements and standards of the *Principles of Accreditation (Principles)* within two years following the SACSCOC Board of Trustees' initial action on the institution. At the end of that two-year period, if the institution does not comply with all standards and requirements of the *Principles*, representatives from the institution may be required to appear before the Board, or one of its standing committees, to answer questions as to why the institution should not be removed from membership. If the Board of Trustees determines Good Cause at that time and the institution has not been on Probation for both years during the two-year monitoring period, the Board may extend the period for coming into compliance for a minimum of six months and a maximum of two years and must place the institution on Probation. An institution may be on Probation for a maximum of two years. If the Board does not determine Good Cause or if the institution does not come into compliance within the specified period of time while on Probation, the institution must be removed from



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membership. (See enclosed SACSCOC policy, *Sanctions, Denial of Reaffirmation, and Removal from Membership*, which includes the provision for a determination of Good Cause.)

We appreciate your continued support of SACSCOC's work and activities. If you have questions, please contact the SACSCOC staff member assigned to your institution.

Sincerely,

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

Belle S. Wheelan, Ph.D.  
President

BSW:ktf

Enclosures

cc: Dr. Patricia L. Donat, Vice President, SACSCOC