



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 to be implemented fall of 2021. The change relates to Substantive Change Procedure Three for closing a program.

The Retail Management Occupational Skills Award (OSA) will no longer be offered following the 2020-2021 catalog year based on advisory board recommendations. The OSA is not recognized as a degree by the Texas Higher Education Coordinating Board and is not displayed on students' transcripts. Originally created to attract students to the Business Management and Technology programs, the OSA allowed a stackable credential toward the Small Business Management Level 1 Certificate and/or Business Management and Technology Associate of Applied Science (AAS) programs, which continue to be offered.

No faculty or staff are impacted by this change, as they continue to be employed by the College and duties continue to support other Business Management and Technology programs. No students will be impacted by this change, as student enrollment is based on the Level I Certificate and AAS programs.

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 black ink, reading "Adena Williams Loston".

Adena Williams Loston, Ph.D.
President

CC: Dr. Melissa Guerrero, SPC SACSCOC Liaison

Teach-out Plan

Retail Management Occupational Skills Award (OSA) will no longer be offered following the 2020-2021 catalog year based on advisory board recommendations. This OSA, which is not a Texas Higher Education Coordinating Board-recognized award and is not displayed on students' transcripts, was originally created to attract students to Business and Management programs. However, students opt to enroll in the Small Business Management Level 1 Certificate and/or Business Management and Technology AAS programs, which continue to be offered.

The current director overseeing the Retail Management OSA will not be affected by the removal of the Retail Management OSA because under Business and Management Technology, other degree options offered, taught, and managed. All current duties remain intact for the director.

Faculty will not be affected. All faculty continue to teach their respective courses for the Business Management and Technology programs.

No staff will be affected. The administrative assistant continues to assist the Business Management and Technology programs and performs the same administrative duties, tasks, and processes for multiple programs.

No students will be affected because students are enrolled in Small Business Management Level 1 Certificate and/or Business Management and Technology AAS programs, which continue to be offered.

Retail Management OSA did not have any teach-out agreements with other institutions.

Faculty and staff will not be redeployed or need assistance in finding new employment. All faculty continue to teach their respective courses for the Business Management and Technology programs. The administrative assistant maintains her position with the Business Management and Technology programs and other programs within the division of Applied Science and Technology-MLK.

St. Philip's College, the sponsoring institution for the Retail Management OSA, is not closing. St. Philip's College remains a functioning SACSCOC accredited institution and continues to serve as a community college in San Antonio, Texas.

Retail Management (OSA)

The purpose of this certificate is to introduce the student to the world of retailing from a managerial viewpoint.

1st Semester

HRPO 1311 - Human Relations

MRKG 1311 - Principles of Marketing

BMGT 1301 - Supervision or BMGT 1327 - Principles of Management

BMGT 2303 - Problem-Solving and Decision-Making or BMGT 1341 - Business Ethics

Total Credit Hours Required: 12

Teach-out course offerings

There are no Teach-out course offerings because no students enrolled in this program.