

6-So. Assn. SACSC



ALAMO COLLEGES

Office of the President

ST. PHILIP'S COLLEGE

April 4, 2011

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

Dear Dr. Wheelan:

Per your request in your letter dated October 19, 2010 regarding the College's non-compliance with Comprehensive Standard 3.12.1, St. Philip's College is submitting the internal process that is currently in place to assure timely notification of substantive changes to the Commission.

Enclosed for your review are documents demonstrating the College is in compliance with Comprehensive Standard 3.12.1. The documents include the following:

- 1. a substantive change procedural document outlining the SACSCOC policy requirements and the college's internal procedures for determining and complying with substantive change issues
2. a document version of the webpage developed to inform the internal college community of SACSCOC Substantive Change Policy
3. a document version of the webpage developed to inform the internal college community of the SPC Substantive Change Policy and Procedure
4. a document version of the webpage developed to outline the internal procedures for each type of substantive change as outlined in the SACSCOC Substantive Change Policy Statement document
5. policy and procedural documents for each identified SACSCOC Substantive Change
a. Programmatic Changes
b. Closing an Institution or Program
c. Distance Education
d. Expanding at current degree level
e. Initiating a certificate program
f. Least occurring changes

As demonstrated in the attached documents, St. Philip's College has put in place procedures to assure the continual compliance with Comprehensive Standard 3.12.1. We look forward to your review and response regarding this matter.

Please let me know if you have any additional questions or concerns regarding the submitted information.

Sincerely,

Adena Williams Loston, Ph.D.
President

Mike Johnson telephoned
SPC approved for
non-compliance 6/24/2011



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Substantive Change Procedure

Overview

The following substantive change procedure is intended to assure the College remains in compliance with Comprehensive Standard 3.12.1 as set forth by the Southern Association of Colleges and Schools' *Principles of Accreditation: Foundations for Quality Enhancement*. This procedure relates to any substantive changes implemented at the College.

The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) defines a substantive change as a "significant modification or expansion of the nature and scope of an accredited institution, to include," but not limited to:

1. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
2. The addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation
3. A substantial increase in the number of clock or credit hours awarded for successful completion of a program

A complete listing and description of the Policy Statement can be located on the SACS-COC website, [Substantive Change for Accredited Institutions of the Commission on Colleges](http://www.sacscoc.org/SubstantiveChange.asp) found at www.sacscoc.org/SubstantiveChange.asp

Procedure

There will be a review of any changes submitted to the Curriculum Committee to determine if they meet the substantive change criteria. It will be the responsibility of the Department Chair to work in conjunction with the Accreditation Liaison to determine if the change is substantive, and if so, at what level. The Dean, along with the Accreditation Liaison will review other possible substantive changes not requiring Curriculum Committee input. Please access the College's [Substantive Change webpage](#) for timelines and procedures for each type of change. This will assure the College submits the appropriate requirement to SACS-COC.

If the change requires the submission of a prospectus, the department will be responsible for providing the information and documentation needed to complete the prospectus in a timely manner to meet the deadlines of the Commission. Please access the College's [Substantive Change webpage](#) for timelines and procedures for submitting a prospectus.

The Academic Affairs Council will conduct an annual review of these procedures to assure adherence and to remain in compliance with Comprehensive Standard 3.12.1.

Submit all questions and concerns to the Accreditation Liaison, Mecca M. Salahuddin at 210-486-4897 or msalahuddin1@alamo.edu

Reviewed: March 25, 2011

Approved: April 1, 2011

Next Review: March 2012

SACSCOC Substantive Change Procedures St. Philip's College

Course and Programmatic Changes					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
Altering significantly* the length of a program	1	Yes	6 months	Yes	Prospectus
Initiating programs/courses offered through contractual agreement or consortium	2	Yes	Prior to implementation	No	Letter of notification and copy of signed agreement
Initiating degree completion programs	1	Yes	6 months	Yes	Prospectus

***Significant changes in program length are those with noticeable impact on the program's completion time (e.g. increasing a baccalaureate degree from 124 hours to 150 hours).**



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SACSCOC Substantive Change Procedures
St. Philip's College
SPC Procedure for Course and Programmatic Changes

Action	Responsibility	Timeline
Researched & documented current job market	Chair to Dean	9 months prior to implementation
Recent evidence of both short-and long-term student demand for program	Chair to Dean	9 months prior to implementation
Enrollment projections that reflect financial self-sufficiency	Chair to Dean	9 months prior to implementation
Basic & career skills integrated in curriculum	Chair to Dean	9 months prior to implementation
Enrollment management plan	Chair to Dean	9 months prior to implementation
Process to establish articulation agreements with secondary and/or senior institutions	Chair to Dean	9 months prior to implementation
Consult with SACS liaison to determine substantive change level and consistency according to rules	Chair to Accreditation Liaison	8 months prior to implementation
Letter of Notification to SACSCOC	Accreditation Liaison	6 months prior to implementation
College curriculum approval	Chair to CC	
DCC approval	CC chair to DCC committee	
If required, submit prospectus to SACSCOC	Chair & Accreditation Liaison	3 months prior to implementation
Place on Board agenda	Dean	
Board of Trustee approval		
Higher Ed Regional Council Notice		
30-day comment period at THECB		
Approved		
Added to eCat/student database	Enrollment Management	Prior to implementation

SACSCOC Substantive Change Procedures St. Philip's College

Closing an institution or program...					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
...Closing a program with internal teach-out protocol	2	Yes	Prior to Implementation*	No	Description of Plan
...Closing a program with a teach-out agreement with another institution	1	Yes	Prior to Implementation*	Yes	Copy of Teach Out Agreement
...Closing an institution	2	Yes	Prior to Implementation*	No	Description of Plan

*Notification should include the **intended date of closure**, a **description of how students and faculty were notified** of the decision, **how students will be able to finish out their programs of study**, and **how affected faculty will be redeployed**.



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SACSCOC Substantive Change Procedures St. Philip's College

SPC Procedure for Closing an Institution or Program

Action	Responsibility	Timeline
Identification of low-producing programs or required closing of a program	Dean	90 days prior to implementation
Determine alternatives or if program should be terminated	Dean	60 days prior to implementation
Continue program, develop a productivity plan	Dean	60 days prior to implementation
Terminate program, develop a teach-out plan ensuring students have opportunities for completion or transfer to comparable programs, include termination date	Dean, Chair, and Program Coordinator	40 days prior to implementation
Approval of teach-out plan and termination of program	Dean, VPAA, and President	30 days prior to implementation
Notify and inform each constituency affected (students, faculty, staff)	Department Chair and/or Dean	30 days prior to implementation
Letter of Notification to SACSCOC with a description of the teach-out plan prior to implementation	SACS Accreditation Liaison	Two weeks prior to implementation
Notify receipt SACSCOC Response letter	SACS Accreditation Liaison	Upon receipt of letter
Implement program termination	Department	Proposed semester

SACSCOC Substantive Change Procedures St. Philip's College

Initiating distance learning...					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
...Offering 50 percent or more of a program*	1	Yes	6 months	Yes	Prospectus (3 months)
...Offering 25-49 percent	2	Yes	Prior to Implementation	Yes	Letter of Notification
...Offering 24 percent or less	N/A	N/A	N/A	No	N/A

Expanding distance learning that are significant departure from approved programs...					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
...Offering 50 percent or more of a program*	1	Yes	Prior to Implementation	No	Letter of Notification
...Offering 25-49 percent	2	Yes	Prior to Implementation	No	Letter of notification
...Offering 24 percent or less					

* Once approved, institutions may add programs that are significant departures from the originally approved programs by submitting notification in advance. **Note: St. Philip's College has been approved to offer 50% or more of a program via distance learning**

¹ A significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum. To determine if a new program is a "significant departure," it is helpful to ask if the new program requires: • Numbers of new faculty • Many new courses? • New library or other learning resources? • New equipment or facilities? • A new resource base?



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SACSCOC Substantive Change Procedures St. Philip's College

SPC Procedure for Initiating Distance Learning

Action	Responsibility	Timeline
Declare Intent to expand current program offerings into distance learning	Chair to Dean	90 days prior to implementation
Determine if program constitutes a substantive change notification - Online offerings constitutes more than 24% of the total program offerings	Chair and Distance Learning Coordinator	60 days prior to implementation
Consult with SACS liaison to determine substantive change level and consistency according to rules	Department Chair	30 days prior to implementation
Program is approved	Chair, Dean, VPAA	21 days prior to implementation
Letter of Notification to SACSCOC prior to implementation for programs 24% or more	SACS Accreditation Liaison	Two weeks prior to implementation
SACSCOC Response letter receipt	SACS Accreditation Liaison	
Implement program upon approval from SACSCOC	Department	Proposed semester

SACSCOC Substantive Change Procedures St. Philip's College

Expanding at current degree level					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
Significant departure from current programs	1	Yes	6 months	Yes	Prospectus
NOT a significant departure from current programs	N/A	N/A	N/A	N/A	None

¹ A significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum.

To determine if a new program is a "significant departure," it is helpful to ask if the new program requires:

- Numbers of new faculty?
- Many new courses?
- New library or other learning resources?
- New equipment or facilities?
- A new resource base?

³ In the event the approval letter from SACSCOC has not been received and the department needs to advertise a program and recruit students, state "pending approval by the SACS Commission on Colleges" in print or web information.



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SACSCOC Substantive Change Procedures
St. Philip's College
SPC Procedure for Expanding at Current Degree Level

Action	Responsibility	Timeline
Researched & documented current job market	Chair to Dean	9 months prior to implementation
Recent evidence of both short-and long-term student demand for program	Chair to Dean	9 months prior to implementation
Enrollment projections that reflect financial self-sufficiency	Chair to Dean	9 months prior to implementation
Basic & career skills integrated in curriculum	Chair to Dean	9 months prior to implementation
Enrollment management plan	Chair to Dean	9 months prior to implementation
Process to establish articulation agreements with secondary and/or senior institutions	Chair to Dean	9 months prior to implementation
Consult with SACS liaison to determine substantive change level and consistency according to rules	Chair to Accreditation Liaison	8 months prior to implementation
Letter of Notification to SACSCOC	Accreditation Liaison	6 months prior to implementation
College curriculum approval	Chair to CC	
DCC approval	CC chair to DCC committee	
If required, submit prospectus to SACSCOC	Chair & Accreditation Liaison	3 months prior to implementation
Place on Board agenda	Dean	
Board of Trustee approval		
Higher Ed Regional Council Notice		
30-day comment period at THECB		
Approved		
Added to eCat/student database	Enrollment Management	Prior to implementation

SACSCOC Substantive Change Procedures St. Philip's College

Initiating a certificate program...typically for workforce development					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
...using existing approved courses ²	N/A	N/A	N/A	N/A	None
...at a new off-campus site (previously approved program) ³	1	Yes	Approval required prior to implementation	Yes	Modified prospectus
...that is a significant ¹ departure from previously approved programs	1	Yes	Approval required prior to implementation	Yes	Modified prospectus

¹ **A significant departure in program is one in which the proposed new program has no closely related counterpart among the previously approved programs in the curriculum.**

To determine if a new program is a "significant departure," it is helpful to ask if the new program requires:

- Numbers of new faculty?
- Many new courses?
- New library or other learning resources?
- New equipment or facilities?
- A new resource base?

² A certificate program that consists of courses taken from the approved curriculum does not need to be reported separately

³ In the event the approval letter from SACSCOC has not been received and the department needs to advertise a program and recruit students, state "pending approval by the SACS Commission on Colleges" in print or web information.

**SACSCOC Substantive Change Procedures
St. Philip's College**

SPC Procedure for Initiating a certificate program....typically for workforce development

Action	Responsibility	Timeline
Researched & documented current job market	Chair to Dean	9 months prior to implementation
Recent evidence of both short-and long-term student demand for program	Chair to Dean	9 months prior to implementation
Enrollment projections that reflect financial self-sufficiency	Chair to Dean	9 months prior to implementation
Basic & career skills integrated in curriculum	Chair to Dean	9 months prior to implementation
Enrollment management plan	Chair to Dean	9 months prior to implementation
Process to establish articulation agreements with secondary and/or senior institutions	Chair to Dean	9 months prior to implementation
Consult with SACS liaison to determine substantive change level and consistency according to rules	Chair to Accreditation Liaison	8 months prior to implementation
Letter of Notification to SACSCOC	Accreditation Liaison	6 months prior to implementation
College curriculum approval	Chair to CC	
DCC approval	CC chair to DCC committee	
If required, submit prospectus to SACSCOC	Chair & Accreditation Liaison	3 months prior to implementation
Place on Board agenda	Dean	
Board of Trustee approval		
Higher Ed Regional Council Notice		
30-day comment period at THECB		
Approved		
Added to eCat/student database	Enrollment Management	Prior to implementation

**SACSCOC Substantive Change Procedures
St. Philip's College**

Initiating off-campus sites (including Early College High School programs offered at the high school)...

Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
...Student can obtain 50 percent or more credits toward a program	1	Yes	6 months	Yes	Prospectus (3 months)
... Student can obtain 25-49 percent of credit	2	Yes	Prior to Implementation	Yes	Letter of Notification
... Student can obtain 24 percent or less	N/A	N/A	N/A	N/A	none

SACSCOC Substantive Change Procedures St. Philip's College

SPC Procedure for Initiating Off-Campus sites

Action	Responsibility	Timeline
Declare Intent to initiate an off-campus site	Dean to VP	90 days prior to implementation
Determine if program constitutes a substantive change notification	Dean	60 days prior to implementation
Consult with SACS liaison to determine substantive change level and consistency according to rules	Dean	50 days prior to implementation
Program is approved	Dean, VPAA, President	40 days prior to implementation
Letter of Notification to SACSCOC prior to implementation for programs 24% to 49%	SACS Accreditation Liaison	Two weeks prior to implementation
Letter of Notification to SACSCOC prior to implementation of 50% or more	SACS Accreditation Liaison	6 months prior to implementation
Submit required prospectus to SACCOC prior to implementation of 50% or more	SACS Accreditation Liaison	3 months prior to implementation
SACSCOC Response letter receipt	SACS Accreditation Liaison to Dean, VP, President	
Implement program upon approval from SACSCOC	Department	Proposed semester

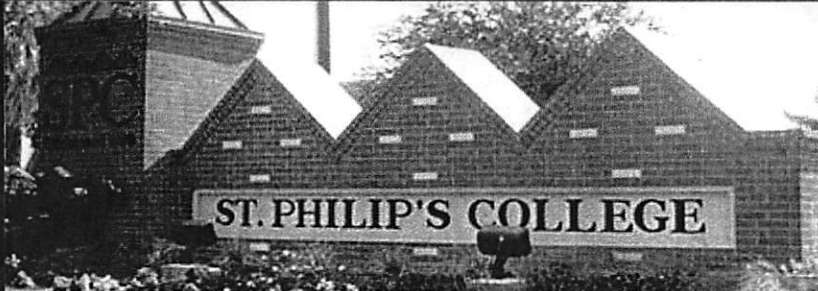
SACSCOC Substantive Change Procedures St. Philip's College

Least Occurring Changes					
Type of Change	SACSCOC Procedure Type	Prior Notification Required	Timeframe for contacting SACSCOC	Prior Approval Required	Documentation Needed
Initiating coursework or programs at a more advanced level than currently approved	1	Yes	12 months	Yes	Application for Level change Due dates: April 15 or October 1
Initiating a branch campus	1	Yes	6 months	Yes	Prospectus
Initiating joint degrees with another institution	1	Yes	6 months	Yes	Prospectus
Altering significantly the educational mission of the institution	1	Yes	6 months	Yes	Prospectus
Initiating a merger/consolidation with another institution	3	Yes	6 months	Yes	Prospectus Due dates: April 15 or October 1
Relocating a main or branch campus	1	Yes	6 months	Yes	Prospectus
Relocating an off-campus instructional site	2	Yes	Prior to Implementation	No	Letter of notification
Changing governance, ownership, control, or legal status of an institution	1	Yes	6 months	Yes	Prospectus

***Significant changes in program length are those with noticeable impact on the program's completion time (e.g. increasing a baccalaureate degree from 124 hours to 150 hours).**



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Planning and Research Links

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Substantive Changes

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- ⇒ SPC Substantive Change Procedural Links

Institutional Data

- ⇒ Alamo Colleges Benchmarks
- ⇒ Data Point Newsletter
- ⇒ Fact Book
- ⇒ Instructional Unit Review
- ⇒ Quick Facts
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- ⇒ Student Trends
- ⇒ Data Request
- ⇒ Site Map

SACSCOC Substantive Change Policy

The Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) Policy Statement defines a substantive change as a "significant modification or expansion of the nature and scope of an accredited institution, to include," but not limited to:

1. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
2. The addition of courses or programs at a degree or credential level above that which is included in the institution's current accreditation or reaffirmation
3. A substantial increase in the number of clock or credit hours awarded for successful completion of a program

There are three procedures for addressing the different types of changes:

Procedure I: Notification and Approval prior to implementation

Procedure II: Notification ONLY prior to implementation

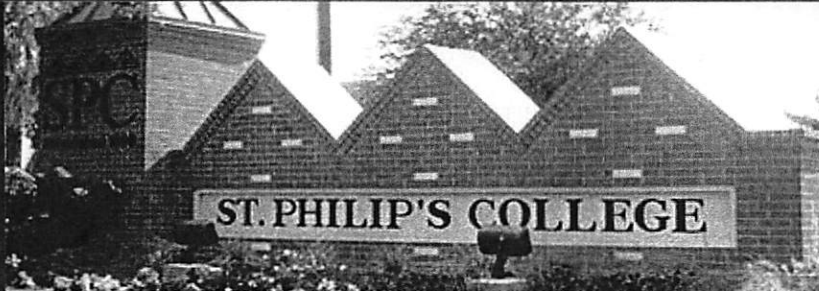
Procedure III: Approval of consolidations and mergers

Additional information on substantive changes can be located on the SACS-COC website. In addition, answers to frequently asked questions can be accessed at Substantive Changes FAQs

Submit all questions and concerns to the Accreditation Liaison, Mecca M. Salahuddin at 210-486-4897 or msalahuddin1@alamo.edu



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St. Philip's College Substantive Change Policy and Procedure

Click to print a copy of this procedural document

The following substantive change procedure is intended to assure the College remains in compliance with Comprehensive Standard 3.12.1 as set forth by the Southern Association of Colleges and Schools' Principles of Accreditation: Foundations for Quality Enhancement. This procedure relates to any substantive changes implemented at the College

There will be a review of any changes submitted to the Curriculum Committee to determine if they meet the substantive change criteria. It will be the responsibility of the Department Chair to work in conjunction with the Accreditation Liaison to determine if the change is substantive, and if so, at what level. The Dean, along with the Accreditation Liaison, will review other possible substantive changes not requiring Curriculum Committee input. Please access the College's **Substantive Change webpage** for timelines and procedures for each type of change. This will assure the College submits the appropriate documentation to SACS-COC.

If the change requires the submission of a prospectus, the department will be responsible for providing the information and documentation needed to complete the prospectus in a timely manner to meet the deadlines of the Commission. Please access the College's **Substantive Change webpage** for timelines and procedures for submitting a prospectus.

The Academic Affairs Council will conduct an annual review of these procedures to assure adherence and to remain in compliance with Comprehensive Standard 3.12.1.

Submit all questions and concerns to the **Accreditation Liaison, Mecca M. Salahuddin at 210-486-4897 or msalahuddin1@alamo.edu**

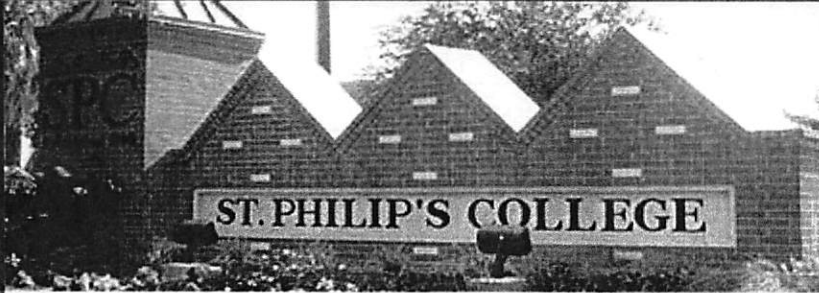
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Procedural Links

Please access the links below for timelines and procedures for each type of change.

Expanding at Current Degree Level Policy & Procedure

Initiating a Certificate Program Policy & Procedure

Programmatic Changes Policy & Procedure

Distance Education Policy & Procedure

Off-campus Sites Policy & Procedure

Closing an Institution or Program Policy & Procedure

Least Occurring Changes Policy & Procedures

If the change requires the submission of a prospectus, please access the prospectus documents below for procedures in submitting a prospectus.

Prospectus Documents

The Content of the Substantive Change Prospectus

Faculty Roster Template

New Degree Template

Example Prospectus:

New Degree Program

Submit all questions and concerns to the **Accreditation Liaison, Mecca M. Salahuddin** at 210-486-4897 or msalahuddin1@alamo.edu