



July 19, 2019

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

Dear Dr. Loston:

Thank you for submitting the following substantive change:

Substantive change:

**OCIS 50% or More of Program
Cyber P-TECH USA Sam Houston High School
4635 East Houston Street
San Antonio, TX 78220**

**Cyber P-TECH USA Sam Houston High School
545 W.W. White Road
San Antonio, TX 78220**

Submission date:

4/29/2019

Implementation date:

1/1/2020

Case ID:

SC005845

By offering more than 50% of credit toward the Associate of Applied Science (A.A.S.) degree program in Information Technology Cybersecurity Specialist, the initiative creates a Pathway in Technology Early College High School (P-TECH) at Sam Houston High School with two locations: Cyber P-TECH USA at Sam Houston High School (East Houston Street location) and Cyber P-TECH USA at Sam Houston High School satellite campus (W.W. White Road location). P-TECHs are innovative schools in which students have the opportunity to earn a high school diploma and complete degrees and programs from St. Philip's College. Expanding opportunities to high school students aligns with the institution's mission, goals, and strategic objectives.



Dr. Adena Williams Loston
July 19, 2019
Page 2

Students participating in the program meet the same requirements for admissions, curriculum, and graduation as the general student population. Students must meet the requirements to be enrolled according to the Memorandum of Understanding (enclosed) between St. Philip's College- Alamo Colleges District and San Antonio Independent School District. Expansion to the site comes under the supervision of the Dean for Academic Success-Creative and Communication Arts, Science, and Technology. The Dean, Director of High School Programs, and High School Program staff serve as liaisons to provide support for student advising, class registration, textbook acquisition, posting grades, oversight of faculty, and other responsibilities. Student satisfaction of support programs and services is assessed through the Ruffalo Noel-Levitz Student Satisfaction Inventory administered every even year.

Course delivery will be through face-to-face, hybrid, and fully online instruction, and a chart of proposed courses offerings for the first two semesters of the initiative was included. The majority of faculty will be employed as full-time teachers in the school district and, once reviewed and confirmed by St. Philip's College, are considered adjunct faculty. All adjunct faculty participate in college training and information sessions, and students are assessed using the same student learning outcomes criteria as all other students. Faculty qualifications appear appropriate based on the Faculty Roster Form provided.

Students may access library services on the St. Philip's College campus or through the internet using the college's portal system or website. The library website provides online access to books, articles, and other media. Other resources on the website include library guides, general library information, and holdings catalog, and faculty may request bibliographic/library instruction. A 24/7 online 'Ask a Librarian' service and a chat service are available. Students also have access to the library located at the high school and its satellite campus with transportation from the satellite campus to the main campus library provided by the school district. The satellite campus library will be equipped with Chromebooks for students to access online library resources.

The Dean for Academic Success-Creative and Communication Arts, Science, and Technology and the Director of High School Programs work with college personnel to help arrange student support services. Students have access to support services while they are on campus and through the college website. For off-campus students, services can be accessed online or by phone and include SMARThinking for tutoring assistance. Sam Houston High School provides campus counselors, Communities in Schools, mentoring programs, and a school social worker. As noted in the Memorandum of Understanding, students receive a degree plan for their pathway, and the College and the P-TECH will track and measure students' progress and develop individual instructional support plans as needed.



Dr. Adena Williams Loston
July 19, 2019
Page 3

The high school facility provides space for classrooms and equipment including personal computers, printer, and Chrome Book carts. The satellite location provides classrooms, reading resources centers, and small subject-specific libraries. Classrooms are equipped with whiteboards, one-to-one Chrome Books, personal computers, and printers. The college receives funding from the state based on contact hour generation through enrollment in college courses. Expenses by functional category were provided, and associated costs beyond personnel are absorbed by the various departments as part of normal budgeting.

Institutional assessment protocols include strategic planning and operational unit and assessment planning which apply to all off-campus sites and locations. Institution-wide assessments specific to educational programs include Student Learning Outcomes Assessment and Instructional Unit Review. The process to monitor and evaluate programs offered at the off-campus sites is the same as that used as part of the institutional evaluation cycle. The institution also subscribes to and incorporates core objectives and competencies identified by the Texas Higher Education Coordinating Board.

In December 2018, the SACSCOC Board of Trustees revised the dual enrollment policy approved in June 2018. The revised policy is available on the SACSCOC website. The following – previously held in abeyance until fall 2019 – has been *removed* from the policy: Institutions may not offer courses which combine students enrolled in the college course with students who are only receiving high school credit.

At its meeting in June 2018, the SACSCOC Board of Trustees approved modification of the *Substantive Change Policy for SACSCOC Accredited Institutions* for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Cyber P-TECH USA at Sam Houston High School (East Houston Street location) and the Cyber P-TECH USA at Sam Houston High School satellite campus (W.W. White Road location) off-campus instructional sites (OCIS). It was the decision of the Board to approve the sites and include them in the scope of the current accreditation. The sites will be reviewed, and may include a site visit, as part of the institution's next fifth-year and/or decennial review.



Dr. Adena Williams Loston
July 19, 2019
Page 4

Enclosed is an invoice for \$500 to help defray the cost of reviewing the prospectus.

Should you need assistance, please contact Dr. Patricia L. Donat at 404-679-4501, ext. 4532 or via email at pdonat@sacscoc.org.

Please include the Case ID number above in all submissions or correspondence about this substantive change.

Sincerely,

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

Belle S. Wheelan, Ph.D.
President

BSW/MAC:lp

Enclosure

cc: Dr. Maria Hinojosa, Director, Institutional Planning, Research & Effectiveness ✓
Dr. Patricia L. Donat