



February 14, 2020

Dr. Adena Williams Loston
President
St. 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
Calvary Chapel Christian Academy
2935 Pat Booker Road #118
Universal City, TX 78148**

Submission date:

12/5/2019

Implementation date:

8/3/2020

Case ID:

SC008360

St. Philip's College will begin offering more than 50% of the existing Associate of Arts (A.A.) degree program to high school students at the Calvary Chapel Christian Academy off-campus instructional site as part of a dual credit arrangement. A copy of the signed Memorandum of Understanding between the College and the Academy was provided. The target audience is students enrolled at the Academy who are interested in acquiring an associate degree while pursuing a high school diploma. Courses will be delivered through a combination of face-to-face and distance learning instruction. The Dean of Arts and Sciences will be responsible for providing administrative oversight. The Director of High School Programs is also available to serve as the liaison between the College and the high school.

A comprehensive list of all programs offered by the College was noted, as well as a list of approved off-campus instructional sites. There will be no differences in admission, curriculum, or graduation requirements for the dual credit students, nor any special arrangements for grading, transcripts, or transfer policies. The A.A. program offered at the high school will be integrated into the ongoing College-wide institutional effectiveness process. This annual process requires all academic units to develop program and student learning outcomes, employ multiple methods of assessment, then use the findings to improve teaching and learning. The College uses a Scorecard to capture results in a consolidated format and provide trend data to inform targets for the next year.

The Faculty Roster describes the qualifications of the three full-time faculty members who will provide instruction for the Associate of Arts program at the off-campus site. The faculty members all have related master's degrees and appear qualified to teach the assigned courses. Keep in mind that the ultimate



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determination of faculty qualifications is the responsibility of the peer review teams who will assess the faculty as part of the institution's next SACSCOC accreditation review.

Library and learning resources appear to be adequate. The College's Center for Learning Resources has a collection of both physical and electronic resources that support the general education curriculum including books/e-books, periodicals, CDs, DVDs, and databases. Students may access these items in person from either campus location, or online through the student portal. Additional external resources are available through interlibrary loans from the TexShare statewide consortium members. Professional library staff are available to provide instruction in person or remotely via videoconferencing, email, and text. Students also have access to online tutorials, LibGuides, and the Ask-a-Librarian chat service.

Student support services appear to be adequate and are available to all students, regardless of location. Along with standard academic support services such as financial aid, student records, and admissions, the College provides additional assistance through counseling, career readiness, and disability services. The Director of High School Programs and Student Support Services staff facilitate academic advising, registration, acquisition of textbooks, posting grades, and ensuring transcript availability. Free tutoring is available through the Tutoring and Technology Center, MathWorld, the Reading Lab, and the Writing Center. Students also have access to learning outside the classroom including leadership and professional development, cultural events, recreational activities, student organizations, health and wellness activities, and social events.

The physical resources appear to be adequate. Face-to-face instruction will be conducted at the Calvary Chapel Christian Academy which is a single building with approximately 7,500 square feet of space. This building houses administrative offices, a private tutoring room, and a small library area. The facility also includes a stage for extra-curricular activities and theatre arts classes, plus 13 classrooms measuring approximately 300 square feet each. Distance learning instruction will occur through the existing Canvas learning management system. Dual credit students have access to laptop computers and wireless internet connections. Students are assigned daily teacher-supervised computer lab sessions which are held in designated classrooms.

Financial support for the site appears to be adequate; a sample budget was provided. Direct costs associated with the delivery of the A.A. program will be the responsibility of the high school. Revenues will come from student tuition and state appropriations through the Texas funding formula. All institutional expenditures for support areas such as student services, information technology, dual credit, and library services are included within the respective departmental operating budgets which will absorb any costs related to the off-campus site.

The site will be evaluated again as part of the institution's fifth-year or decennial review.

Policy Update

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



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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 Calvary Chapel Christian Academy off-campus instructional site (OCIS). It was the decision of the Board to approve the site and include it in the scope of the current accreditation.

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 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/SKO:lp

Enclosure

cc: Dr. Melissa Guerrero, Director of Institutional Planning, Research, and Effectiveness
Dr. Patricia L. Donat