



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 implemented spring 2019. The change relates to Substantive Change Procedure Three for closing a site.

In fall 2018, Byron P. Steele II High School, located on 1300 FM1103, Cibolo, TX 78108, entered into discussions to offer dual credit courses with Northeast Lakeview. The Texas Higher Education Coordinating Board (THECB) allows high schools to partner with the institution of their choice (Texas Education Code (TEC) §28.009). Therefore, St. Philip's did not have the option to provide dual credit courses at Steele High School. The high school phased out students from St. Philip's College and moved them to Northeast Lakeview College starting spring 2018. Fall 2018 was the last term during which Steele High School dual credit students were enrolled in college courses with St. Philips College. St. Philip's College had discussions with Byron P. Steele II High School about continuing the partnership by offering Career and Technical Education (CTE) courses, but these discussions did not result in CTE offerings.

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 that reads "Adena Williams Loston".

Adena Williams Loston, Ph.D.
President

CC: Dr. Melissa Guerrero, Institutional Accreditation Liaison

Teach-out Plan

Byron P. Steele II High School – Associate of Arts Dual Credit

A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides fifty percent or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution's accrediting agency, a teach-out agreement between institutions. Teach-out plans must be approved by SACSCOC in advance of implementation.

To be approved, a teach-out plan must include the following information:

1. Date of closure (date when new students will no longer be admitted)

In Fall 2018, Byron P. Steele II High School, located on 1300 FM1103, Cibolo, TX 78108, entered into discussions with Northeast Lakeview College to begin offering Dual Credit with them. The Texas Higher Education Coordinating Board (THECB) allows high schools to partner with the institution of their choice (Texas Education Code (TEC) §28.009). Therefore, St. Philip's did not have the option of offering dual credit at Steele High School. They phased out students from St. Philip's College and moved them to Northeast Lakeview College starting Spring 2018. Fall 2018 was the last term Steele High School dual credit students were enrolled in college courses with St. Philips College. St. Philip's College had discussions with Byron P. Steele II High School over time about possibly continuing the partnership by offering Career and Technical Education (CTE) courses, but these discussions did not result in these course offerings.

2. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure.

Students and parents were informed by the Schertz-Cibolo-Universal City ISD administration and Byron P. Steele II High School counselors through internal communication in both face-to-face and written documentation. St. Philip's College (SPC) was informed of the change by the Alamo Colleges District Office.

3. An explanation of how all affected students will be helped to complete their programs of study with minimal disruption.

Dual Credit students were not in a designated program of study. Students were able to continue their courses with Northeast Lakeview College with no interruption of course work.

4. An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified.

Dual Credit students did not pay for courses, so there was no cost to Dual Credit students. Schertz-Cibolo-Universal City ISD received an invoice for students who participated in online classes (Alamo Colleges Cost Sharing Model – effective fall 2017). There was no additional cost to students after moving to Northeast Lakeview since they follow the same cost sharing model.

5. Copies of signed teach-out agreements with other institutions, if any.

There is not a signed teach-out agreement for the courses with Byron P. Steele II High School or any other entity. Dual Credit students were taking face to face and online core courses with St. Philip's College. St. Philip's College Dual Credit staff did not establish any signed teach-out agreements. The courses continued with Northeast Lakeview College, and there was no gap in service to the students.

6. How faculty and staff will be redeployed or helped to find new employment.

St. Philip's College online instructors are still employed by St. Philip's College. The instructors had the opportunity to be hired on as instructors with Northeast Lakeview College as well. The instructors also continued to teach at the high school if they chose to do so.

7. If closing an institution, arrangement for the storing of student records, disposition of final financial resources and other assets.

Byron P. Steele II High School did not close their institution. Beginning Spring 2019, Byron P. Steele II High School offered dual credit courses through Northeast Lakeview College only. St. Philip's College and Byron P. Steele II High School are operational institutions as of December 16, 2020.