



February 4, 2022

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:

Program Closure

Level 1 Certificate in Microsoft Office Specialist

at the Bandera High School Off-Campus Instructional Site

Submission date:

6/1/2021

Intended Implementation date:

8/1/2019

Case ID:

SC016174

The institution is closing the Level 1 Certificate program in Microsoft Office Specialist (MOS) at the off-campus instructional site. The instructor teaching courses for the MOS program resigned in spring 2019, and while the high school actively sought a replacement instructor, it was unable to find a qualified individual to teach the program, precipitating the program's closure. Dual-credit welding courses will continue to be offered at the site.

Students were enrolled in the program in spring 2019, and no new students enrolled in the program in fall 2019. The institution is reminded when it closes a program or instructional site, it has an affirmative obligation to seek closure approval from SACSCOC at the time the closure decision is made. The closure date is the date students are no longer admitted.

Parents/students were informed the program was no longer an option for college credit courses when the program was removed from high school course selection sheets. Students have other opportunities for dual-credit courses with another college and in the active welding program offered in partnership with St. Philip's College. There is no cost to dual-credit students.



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All instructors acting as St. Philip's College adjunct instructors had the opportunity to continue as adjuncts with the college if they wished to do so. The school staff at Bandera High School are still employed at the school.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges approves the late closure of the Level 1 Certificate program in Microsoft Office Specialist at the Bandera High School off-campus instructional site (OCIS).

Should you need assistance, please contact Dr. Patricia L. Donat at 404-994-6558 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

cc: Mr. George H. Johnson III, Interim Vice President of College Services, St. Philip's College
Dr. Patricia L. Donat, Vice President, SACSCOC