



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE

Office of the President

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

May 19, 2010

Dear Dr. Wheelan,

This letter is in response to your recent communication requesting additional information regarding St. Philip's College no longer offering courses at Northeast Lakeview College, effective January 4, 2010.

St. Philip's College students will no longer register to take courses at Northeast Lakeview College. Therefore, faculty teaching courses at Northeast Lakeview College will not be overseen by St. Philip's College. Faculty members at Northeast Lakeview College will only teach Northeast Lakeview College or San Antonio College courses, thus these institutions will oversee their workload.

A transition plan was developed for those individuals (students, staff, and faculty) who were affected by the change. The transition plan provided St. Philip's College students who were taking courses with four options for continuing their education. The four options included:

- 1) Enrolling and attending classes at St. Philip's College main campus (MLK) or its outreach locations
- 2) Cross-enrolling at San Antonio College, courses would be offered on the Northeast Lakeview site
- 3) Transferring to San Antonio College main campus
- 4) Transferring to Northeast Lakeview College, for non-Federal Financial Aid recipients only

In addition, staff from both St. Philip's College and Northeast Lakeview College identified seven student populations, along with a primary contact, for which the transition would have the greatest impact. Each primary contact notified the students of the change and their options.

Other communication consisted of letters from District and College administration. Dr. Bruce Leslie, Alamo Colleges Chancellor sent a memorandum to all employees and students. Dr. Adena Williams Loston, St. Philip's College President and Dr. Eric Reno, Northeast Lakeview College President each sent letters to their respective colleges.

Please see attachments for the transition plans as well as letters sent by District and College administration outlining the plan. If there is additional information needed do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Adena Williams Loston".

Adena Williams Loston, Ph.D.
President

c: Dr. Michael Johnson, Vice-President, Commission on Colleges

SPC Student Transition
Vice President's Meeting
Wednesday, October 14, 2009
Acquisitions Conference Room
1:00- 3:00

Goal: To provide a smooth transition process for students enrolled at NLC through SPC.

Philosophy: The choice to remain at NLC, return to SPC MLK Campus or transfer to SAC is the student's decision. Staff and faculty are available to facilitate the process and provide assistance and guidance as needed. This process will not be used as a recruiting tool for NLC or SAC.

Student Options:

1. transfer to the St. Philip's College main campus (MLK) or its outreach locations, or
2. cross-enroll at San Antonio College (courses offered on the NLC site) or
3. transfer to San Antonio College main campus or
4. transfer to Northeast Lakeview College (non-Federal Financial Aid recipients).

Student Population:

There are approximately 1200 students enrolled via SPC attending classes at NLC this semester.

- 1169 attending 16 week and/or Flex I – Report Attached
- Additional names will be added to this report after Flex II Census Date on October 26, 2009
- Student Categories & Recommendation for Primary Contact
 1. Dual Credit – Judson Early College Academy (58) – P. Hicks (NLC)
 2. Dual Credit – Home School, Trinity Academy or individual approvals – K. Fenton (SPC)
 3. VA – Students receiving any Chapter benefits (100) J. Westerbeck (SPC)
See summary attached
 4. 60+ semester credit hours completed (NLC Advisors- M. Valdez)
 5. Technical Majors (AAS) – Advisors in Residence
 6. Financial Aid Recipients – 500 + (FA Directors at SPC, SAC, NLC) NLC will take lead
See meeting notes from 10-13-09

Communication to Students:

- Letter from Reno in NLC Spring 2010 class schedule
- Letter from Reno sent to all NLC students (SPC, SAC & NLC strands) 5000+
- Announcements made in SPC strand classes
- Financial Aid Communication to FA recipients – see meeting notes
- VA communication piece from John Westerbeck – see summary
- SPC internal communication (TBD by college leadership)
- SAC internal communication (TBD by college leadership)

Communication to Staff/Faculty:

- Reno letter sent to NLC faculty and staff (10-9-09) updated version (TBD)
- Recommendation to have Dr. Leslie send communication to PAC, NVC and SAC

- SPC communication (TBD by college leadership)
- Distribute meeting notes, actions plans, Reno letter as needed to appropriate staff. Distribution list determined by college leadership (VA, FA,)

Process:

- All functional areas will develop a process that addresses the needs of their specific population. To date the Financial Aid and VA components have already started the process.
- JECA Dual Credit liaison has completed the work of moving those students from SPC to SAC.
- Additional plans needed:
 - Other dual credit, non- JECA (K. Fenton)
 - Advisors in Residence contact students with majors in their designated area
 - NLC Advisors work with students who decide to transfer to SAC or NLC (non-FA recipients)
 - NLC Advisors will target students with 60+ hours as they should be close to completing their program or ready to transfer to 4-year institution. Advisors will focus on getting students to graduate or complete program prior to transferring to 4-year institution.

Recommendations:

SPC Student Transition
VA Component
Update from John Westerbeck
Tuesday, October 13, 2009

Summary:

Dr. Debbie Hamilton met with John Westerbeck to deliver the report of SPC students attending classes at NLC. Mr. Westerbeck and staff reviewed the listing of 1169 students and determined that 100 are receiving some type of VA Benefits. Mr. Westerbeck has consulted with Dr. Burton Crow (SPC), Mr. Jim DeMasi (SAC) and determined the following to be viable options for the 100 SPC students enrolled at NLC.

The options are:

- a. Attend St. Philip's College (SPC) classes held at other locations (MLK campus, SWC campus, RAFB, etc).
- b. Continue with St. Philip's College as primary school but take classes from SAC (secondary school) after obtaining a Parent Institution Letter (PIL) from SPC (not applicable for Chapter 31 students). To be certified for benefits by SAC under this option, the classes being taken must be required by your SPC major.
- c. Transfer to San Antonio College (SAC). Student must provide the SAC VA Office a completed VA Form 22-1995 for veterans, or VA Form 22- 5495 for dependents under Chapter 35. Chapter 31, Vocational Rehabilitation students, must have VA case manager provide a new VA Form 28-1905 to SAC.

Contact points for more information are St. Philip's College VA at 486-2111 or San Antonio College VA at 486-0111.

Mr. Westerbeck's office will make contact with these students regarding their options. This document should be shared with appropriate staff to ensure consistent message and service to students. The VPs on each campus will distribute as appropriate.

Attachments:

Emails from J. Westerbeck and D. Hamilton

Notes from SPC Student Transition Meeting
Financial Aid Component
Tuesday, October 13, 2009
Chancellor's Conference Room
3:00 p.m. – 4:45 p.m.

Attendees:

Dr. Lina Silva (Facilitator)
Ms. Ruth Dalrymple (SPC)
Dr. Sherrie Lang (SPC)
Mr. Tomas Campos (SAC)
Mr. Richard Silva (District FA)
Mr. Richard Hernandez (District FA)
Dr. Debbie C. Hamilton (NLC)
Mr. Steve Delgado (NLC)

Notes:

1. Reviewed letter that NLC will publish in Spring 2010 Class Schedule and distribute to all 5,000+ NLC students. Suggested changes made by attendees will be submitted to Dr. Reno and NLC Public Relations for approval and update to schedule blue line prior to returning to printer.
2. Recommendations:
 - General communication from Dr. Leslie to sister colleges (PAC, SAC, NVC). Message should include some background information (why we are transitioning SPC students)
 - SPC and NLC will handle internal college communication as deemed appropriate
 - Send student communication to all email addresses listed on Passport System Screen 010.
 - NLC faculty teaching SPC sections should read letter or make announcement in classes to ensure students are aware of transition
 - Post letter in NLC classrooms and on appropriate notice boards (this will require approval from NLC leadership)
 - Host a "post transition" meeting at NLC to debrief the process, NLC provide lunch for transition team
3. Action Items:
 - Richard Silva will distribute the list of 500+ students enrolled via SPC, attending NLC and receiving any type of financial aid. **Target date = 10/14/09.** Recipients: FA Directors at SPC, NLC and SAC. Directors will distribute as appropriate.
 - Flags will be placed on the records of these students through all scheduled purges to:
 - 1) Identify the students so front line staff will know this student could potentially be impacted by the transition
 - 2) To avoid potential purge for non-payment as financial aid paperwork is processed for those students electing to transfer from SPC to SAC.
 - 3) To identify students who could potentially cross enroll via SAC and SPC (cross over of funds is a manual process)**Target Date= prior to start of early registration on 11/16/09.**

- Steve Delgado will prepare form that students will utilize to notify FA personnel of their intent to transfer from SPC to SAC. Steve will edit an existing form used by both SAC and SPC already to expedite the process. Note: **A signature must be on file before any changes are made to the student's record. Target Date= (Steve please advise)**
- Steve Delgado and NLC FA personnel will process all changes with direction and assistance from FA directors at both SAC and SPC. **Target date = on-going, completed by Census Date Spring 2010.**
- Steve Delgado will provide a comprehensive list of financial aid programs and the required action needed to transition funds. Checklist will be distributed to FA, advising and other staff as deemed necessary. (Additional staff to receive list will be determined by college FA Directors and VPSS). **Target Date= (Steve please advise)**
- Tom Campos will assist Steve Delgado with the distribution of general notification to students that will instruct them to check "self serve" for specific information pertinent to award type, (loans, Pell, grants, etc).
- Team discussed the possibility of FA personnel sending a post card to the students in addition to the messages being released via PALS. This will ensure that all students are notified. **Pending: Who will develop and mail post card?**

DALRYMPLE, RUTH

From: St. Philip's College Faculty and Staff [SPCALL@ACCDVM.ACCD.EDU] on behalf of LESLIE, BRUCE [bleslie@ALAMO.EDU]
Sent: Thursday, October 22, 2009 10:52 AM
To: SPCALL@ACCDVM.ACCD.EDU
Subject: PALS Letter to NLC/SPC students
Attachments: PALS Message to SPC Students 091009.docx



**A L A M O
C O L L E G E S**

MEMORANDUM

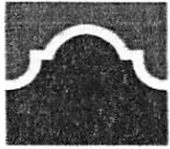
TO: Alamo Colleges Family
FROM: Dr. Bruce Leslie, Chancellor
DATE: October 22, 2009
RE: Attached PALS Letter to NLC/SPC students

Last summer, the presidents of Northeast Lakeview, San Antonio and St. Phillip's Colleges and I met at Dr. Reno's request to discuss the possibility of reducing the number of colleges offering courses at NLC. As you know, SPC and SAC have been offering courses on the NLC campus for both historical reasons and because as accredited colleges they have been able to provide financial aid to NLC students taking classes through them. This became increasingly cumbersome and complex, especially after SACS determined last year that the students couldn't be comingled, that Dr. Reno proposed to eliminate one of the colleges from offering classes. Because St. Philip's serves fewer students than SAC, and after consultation with her team, Dr. Loston agreed that St. Philip's would no longer offer classes at NLC. Of course, once NLC is eligible to offer financial aid, SAC also will no longer offer classes on the NLC campus.

The attached message from Dr. Reno is to inform SPC students taking classes at NLC of this change in order to ensure they take any necessary steps to work with the appropriate persons to make the proper adjustments.

Bruce H. Leslie
Chancellor
Alamo Colleges
201 W. Sheridan, Bldg. B
San Antonio, TX 78204-1429
(210) 485-0020 (Phone)
(210) 485-0024 (Fax)
bleslie@alamo.edu

Attachment: PALS Message to SPC students



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE

**IMPORTANT NOTICE FOR ST. PHILIP'S COLLEGE STUDENTS AT
NORTHEAST LAKEVIEW COLLEGE**

October 21, 2009

Dear St. Philip's College students:

Effective Spring 2010, SPC will no longer offer classes at Northeast Lakeview College.

Current St. Philip's College (SPC) students taking classes at Northeast Lakeview College have various options available to them during this transition. SPC students will have the choice to:

1. enroll in and attend classes at St. Philip's College campuses or its outreach locations;
2. cross-enroll in San Antonio College courses offered at NLC;
3. transfer directly to San Antonio College main campus; or
4. transfer to Northeast Lakeview College on a non-Federal Financial Aid basis.

If you are currently on financial aid, you may contact the Financial Aid Office at NLC, SAC or SPC for information or assistance. Students who have received a loan or scholarship from SPC for the 2009-10 academic year, please contact the SPC Financial Aid Office.

Any student receiving VA benefits should consult with the VA Office at SPC, 486-2111 or SAC, 486-0111.

The St. Philip's College family is here to help you with any questions or concerns you may have. We understand that this situation may cause you some uncertainty, but we hope that the information above will help to smooth this transition.

Sincerely,

Adena Williams Loston

IMPORTANT NOTICE FOR ST. PHILIP'S COLLEGE STUDENTS AT NORTHEAST LAKEVIEW COLLEGE

October 14, 2009

Dear St. Philip's College (SPC) students registered at Northeast Lakeview College:

As Northeast Lakeview College (NLC) begins the process of accreditation by the Southern Association of Colleges and Schools, it has become necessary to reduce the number of Alamo Colleges offering courses at NLC and to increase the number of NLC courses being offered. Effective for the Spring Semester 2010, St. Philip's College will no longer be offering courses at the NLC campus. SPC will continue to offer courses at their outreach locations in New Braunfels (Central Texas Technology Center) and Randolph Air Force Base as well as the MLK Campus.

The five (5) Alamo Colleges (St. Philip's, San Antonio, Palo Alto, Northwest Vista, and Northeast Lakeview) have adopted a common core of courses that ensures the ease of transferability of credits within the Alamo Community College District and throughout the State of Texas. Students enrolled within the District can fulfill many of their degree and certificate requirements at any Alamo College, as long as they fulfill the residency requirements from the college granting their degree or certificate.

Current St. Philip's students taking classes at the Northeast Lakeview College site have options available to them during this transition. Students will have the choice to:

1. enroll and attend classes at the St. Philip's College main campus (MLK) or its outreach locations, or
2. cross-enroll at San Antonio College (courses offered on the NLC site) or
3. transfer to San Antonio College main campus or
4. transfer to Northeast Lakeview College (non-Federal Financial Aid recipients).

In order to ensure students are aware of the option that best serves their individual situation, we strongly encourage that they schedule an appointment with an NLC or SPC academic advisor as soon as possible. Students requiring assistance with financial aid should visit the NLC Student Financial Aid Office in STCM 102 immediately as registration begins November 16, 2009.

Sincerely,

Dr. Eric Reno, President
Northeast Lakeview College