



June 28, 2024

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 Approval Limited Review
Tom C. Clark High School
5150 De Zavala Road
San Antonio, TX 78249
Submission date:
3/15/2024
Intended Implementation date:
8/26/2024
Case ID:
SC026057

SACSCOC requested additional information via email on March 29, 2024. The institution's response on June 3, 2024, was added to the record and is reflected in the narrative below.

The institution requested approval to offer greater than 50% of the Level 1 Certificate in Welding Entry program at the Tom C. Clark High School off-campus instructional site (OCIS) located at 5150 De Zavala Road, San Antonio, TX 78249 with an implementation date of August 26, 2024. The site is not a branch campus and is not located outside of the state of Texas.

The program listed above is currently approved to be offered by the institution. The program will be offered at the site on an ongoing basis. The target audience includes high school students who have an interest in acquiring a welding certificate. The program will be offered in a face-to-face method of delivery and will initially enroll a cohort of 24 students.

Strengths cited by the institution to offer the new program include a long history of program offerings in workforce training, experienced faculty, and a strong student support system in place. The need for the program was determined by the student course section process at the high school.

The institution's mission states in part that the institution *empower(s) our diverse student population through educational achievement and career readiness*. The program will provide students an affordable pathway to continue with achieving an Associate in Applied Science degree and/or enter the workforce with skills to earn a living.



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The program was originally proposed at a collaborative meeting with the Independent School District personnel, Clark High School administrations, and the institution's dual credit administrative personnel. Faculty participated in the planning meetings. The proposal was reviewed and approved by the institution's Substantive Change Committee. The institution and the Independent School District have a memorandum of understanding to offer dual credit courses at schools within the district (that includes Tom C. Clark High School). Approval for a new site is not required by the governing board or the state.

The curriculum, schedule of classes for the first year, and course descriptions were provided. The Level 1 Certificate in Welding Entry is an 18-credit hour program that will be offered over 2 semesters. Dual enrollment students should complete the program in 2½ years by taking one course per semester. The course descriptions appear to be adequate for the level of the program. End of course outcomes were provided.

The College provided a faculty roster comprised of one part-time faculty member. He appears to be qualified to teach the courses to which he is assigned. All coursework offered at the site will be taught by the faculty member. The number of faculty appears to be appropriate for the enrollment and number of courses taught at the site. The Applied Science and Technology department chair has administrative oversight of the program.

Keep in mind that the ultimate determination of faculty qualifications is the responsibility of the peer review team who will assess the program as part of the institution's next SACSCOC reaffirmation.

The library and learning resources supporting the new program were provided and appear to be adequate. The institution's library supports the program students with access to more than 20,000 full text electronic journal articles on welding through four databases and six discipline-specific refereed journals and primary source materials. Electronic resources such as databases, ebooks, electronic full-text journals, and streaming media are accessible via the library's website at all hours. The library also has partnerships with other Alamo Colleges District Libraries, Amigos Resource Sharing, TexShare, and the OCLC Partnership Service. Inter-library loan services are available. The library's website serves as a portal or access point from which students may become aware of and use the library's general and discipline-specific resources. The library liaisons have developed subject-specific on-demand research guides tailored to support the researching needs of students. Librarians provide instruction in the use of the library and learning resources. All students can schedule in-depth research consultations face-to-face, by email, text, telephone, chat, or e-meetings. The research assistance can be held in-person or via Zoom or Microsoft Teams. LibAnswers and *Ask a Librarian* services are also available. A detailed description of the Tom C. Clark High School physical library as well as services and resources was provided.

The academic and student support services provided appear to be adequate. Services include enrollment and one-on-one student onboarding, advising, financial aid, online and in-person tutoring (math and writing), counseling, career services, disability services, financial literacy, student advocacy services, and health services. All students who take online courses participate in a required session, OLRN (Online Learning), in order to familiarize themselves with the Canvas LMS. The Center for Distance Learning provides the sessions as well as support for Canvas and Microsoft



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programs for students enrolled in online courses. The institution's High School Programs office facilitates and ensures that the site location has the same enrollment, advising, and student support services access on-campus students. The institution provided a list of academic and student support services available at the site by the high school.

The program will be located in the welding lab at the Tom C. Clark High School OCIS. The welding facility is 2,670 square feet and includes a classroom and specific equipment for the three hands-on welding courses. Administrative oversight for the site falls under the supervision of the Vice President for Academic Success, who ensures appropriate facilities and instruction to provide quality programming.

Financial resources appear to be adequate to support the program to be offered at the Tom C. Clark High School off-campus instructional site (OCIS). Funding for program and associated costs of providing instructors, textbooks, and supplies is the responsibility of the Independent School District's General Fund and the Instructional Materials Allotment. The school district will be providing the welding equipment as well. The institution does not provide financial support for the operation of the high school. Student tuition and fees are set by the Alamo Colleges District and the institution received funding from the state based upon students' completion of 15 hours of dual credit. Institutional support personnel expenditures were prorated based upon time and students enrolled at the site. A budget was provided.

As a contingency should enrollment numbers not reach the target, the institution will withdraw and not award college credit to the high school as an OCIS. In order to reinstate the Dual Credit agreement, the high school will be required to produce documentation that revenue and budgets have been secured to properly support the welding program.

The institutional planning and assessment process was described and appears to be adequate. Instructional Unit Reviews (IUR) are collected on academic programs on a three-year rotating basis. The IUR process consists of two sections: program responsibility for curriculum and student learning outcomes. Measures such as SLO attainment, retention/persistence/completion rates, licensure pass rates, job placement, community outreach, and workforce readiness are utilized. Student performance and program performance are reviewed to ensure continued alignment, relevance, performance excellence, and improvement. A detailed description of the long-range planning process for the institution was provided. An on-site meeting with institutional faculty/staff and the ISD school site personnel is held each term to complete an assessment/review of the adequacy of the OCIS.

The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the Tom C. Clark High School off-campus instructional site (OCIS). It was the decision of the Board to approve the site and include it in the scope of accreditation.

An invoice for \$500 to help defray the cost of reviewing the prospectus is enclosed with the liaison's copy of this letter.



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Should you need assistance, please contact Dr. J. Matthew Melton at (404) 994-6553 or via email at mmelton@sacscoc.org.

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

Sincerely,

A handwritten signature in black ink that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW/TBB:lp

Enclosure (invoice with liaison's copy only)

cc: Dr. Liliana Gutierrez, Dean of Performance Excellence, St. Philip's College
Dr. J. Matthew Melton, Vice President, SACSCOC