



SOUTH TEXAS
COLLEGE

August 2015 Division Activity Reports

Board of Trustees
Board Meeting
September 22, 2015



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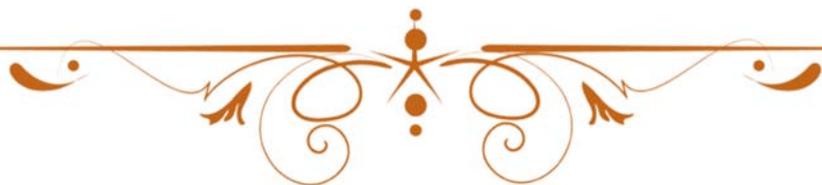


**SOUTH TEXAS
COLLEGE**

Turning Hope Into Reality



Student Affairs and Enrollment Management



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MEMORANDUM

DATE: September 22, 2015

TO: Dr. Shirley A. Reed, President

FROM: Wanda Garza, Division of Student Affairs & Enrollment Management (SAEM)

SUBJECT: August 2015 Activity Report

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM)

- Participated in weekly President's Cabinet meetings, Administrative Staff meetings, Planning & Development Council Meetings, Coordinated Operations Council meeting, STC Board of Trustees Public Hearing & Special meeting, STC Board meeting and STC strategic Planning committee meetings
- Community meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee.
- My office conducted weekly Dean's meetings and Bi-weekly Division Leaders meetings to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My office conducted Dual2Degree Superintendent's meeting in the Rainbow room
- My office conducted multiple meetings to review Drops for Non-Payment
- My Office participated in the following meetings:
 - Tom Logan, Director of Valley Metro
 - Dr. Anahid Petrosian, Interim for Academic Affairs
 - Matt Hebbard, Dean of Enrollment Services
 - Jaime Navarro, Human Resource Specialist
 - Roy Nieto, SureScore CEO

Attended:

- LRGVDC Board meeting
- Review Schematics before going to Board Approval meeting
- JagExpress meeting
- Retirement ceremony for Dean Melba Trevino for Nursing & Allied Health Campus
- Principal Summit at the Cooper Center
- UTRGV South Texas College MOU Signing Ceremony
- 2015 WIOA Implementation/Vocational Rehabilitation Transfer Public Stakeholder meeting
- Budget Hearing meeting for the City of McAllen at the McAllen Convention Center
- First Year Connection

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

Participated:

- Qualitative Student Interview questions
- ALA 2015-2016 Steering Committee
- Dr. Panwar of M.S. Panwar Community & Technical College of Solan, Shimla Hills, India visit
- South Texas College/Blackboard debriefing
- PSJA's College for all conference
- Edinburg's CISD Strategic Plan for Progress Committee

Matt Hebbard, Dean of Enrollment Services & Registrar

- Continued to assist students with schedule changes after the Fall 2015 semester began on August 24, 2015; currently, **33,573** students are registered, pending the final drop for non-payment on census date, September 9, 2015.
- Continued processing incoming documents and clearing students to register for mini-mesters.
- Worked on various projects, such as Achieving the Dream data (new criteria), Beacon Mentoring Program training, DegreeWorks audit & TSI block, drop for non-payment, dual enrollment data, House Bill 5/Banner, JagMail (e-mail) for students, Title IX training (Clery Act & VAWA), enrollment appeals and webinars.
- Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders and Board of Trustees meetings.
- Director and Coordinator of Records worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Director conducted a staff meeting on August 5, 2015.
- Search Committee submitted a recommendation to Human Resources for the Admission Technician position, which was requested on March 20 and has been vacant since April 1.
- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Assisted instructors with online grade submission for Summer II and Summer III sessions, which were due on August 10, 2015.
- Processed *Reinstatement After Census Date Forms* for **5** students during August 2015.
- Processed *Change of Grades* for **465** students during August 2015.
- Downloaded, reviewed and verified **5,683** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during August 2015.
- Processed **3,196** high school and **806** college/university transcripts during August 2015.
- Evaluated **441** transcripts from other colleges and universities during August 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **5,007** STC transcripts during August 2015.
- Scanned and indexed **6,032** documents submitted by students during August 2015.
- Processed **27** online *Course Substitution Forms* during August 2015.
- Graduation Analyst began certifying August 2015 graduates after grades for Summer II and Summer III sessions posted on August 10, 2015.

Assessment Center

Student Assessment Center August Activity Report August 01 through August 31, 2015				
Campus	Student Walk-Ins to Get Information	Market Place Total Reservations Placed	Examinees That Tested	Type of Exam
Pecan Campus	676	817	784(96% show)	TSI EXAM
Mid- Valley Campus	357	481	449(93% show)	TSI EXAM
Starr Campus	251	270	264(98% show)	TSI EXAM
Pecan Plaza	291	75	64(85% show)	GED/PEARSON EXAM
Pecan Plaza		203	186(92% show)	TSI EXAM
TOTAL:	1575	1846	1747(95%show)	TSI/GED

TSI Compliance ENROLLMENT REPORTS August 1-31, 2015			
Campus	Number of students on TSI reports	Number of students tagged as college ready	Number of Compliance letters mailed out
Pecan	496	160	152
Nursing	82	25	16
Technology	271	85	53
Starr	185	91	77
Mid-Valley	98	50	35
Total	1,132	411	333

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Administrative Assistant attended the end of the FY15 AA Round Up held at the Copper Center
- Veteran Affairs Department continued to assist current and future VA students with Fall enrollment
- Coordinator of Veteran Enrollment Services Mr. Luna attended the Student Veteran Association Leadership Summit held in Dallas, Texas on August 27th through 29th
- SFS Outreach Specialist assisted with 10 Financial Aid events throughout the month of August
- SFS staff continue assisting students at all Financial Aid labs in submitting and completing the upcoming 2015-2016 Free Application for Federal Student Aid and referring them to advising for registration

Dual2Degree

- Fall Dual Enrollment Processing and Registration:
 - All High School Sites
- Fall Staff/Administrative Planning Meetings:
 - Edinburg CISD
 - La Joya ISD
 - McAllen ISD
 - PSJA ISD
 - Weslaco ISD
- Dual Enrollment Student Orientation:
 - Weslaco CTE
- Dual Enrollment Parent Orientation:
 - Sharyland HS
 - Weslaco HS
- Principals' Summit General Session & Breakout Presentations
- SAEM Superintendents' Meeting
- Dual2Degree/Professional Development Faculty Modules Planning Meeting
- Dual Enrollment Unpaid List Planning Meeting: Dual2Degree/Cashiers/ECHS
- Counselors' Update Planning Meeting: Dual2Degree/College Connections
- PSJA ISD "College For All" Conference Planning Meeting
- Dual Enrollment Faculty Development Day Presentations– *South Texas College*
- Adjunct/Dual Enrollment Faculty Development Day Presentations– *Region One*
- Distinguished Leadership Academy
- Ambassadors Leadership Academy

The Dual2Degree Upcoming Events for the Fall Semester Include:

- Dual Enrollment Roster Verification and Reconciliation
- Student Success Workshops – Satisfactory Academic Progress (SAP)
- Dual Enrollment Application Drives
- Dual Enrollment Orientations
- Spring 2016 Dual Enrollment Processing & Registration

Collection Connections

- Call Center
 - Inbound Calls – 22,135 calls
 - JagChats – 993 chats
 - Web Leads – 135 emails
- Campus Tours
 - Pecan Campus – No Tours
 - Mid-Valley Campus – No Tours
 - Technology Campus – 60 students
 - Nursing Campus – No Tours
 - Starr Campus – No Tours
- Dual2Degree Superintendent's Meeting
- Review of Blackboard Inbound Call Center Services
- 2016 Career Discover Expo Planning Meeting
- Deep South Texas Financial Literacy Alliance Kickoff Meeting
- 2016 Outreach Material Planning Meeting
- RGV Lead Education and Career EXPO Planning Meeting
- New Faculty Campus Tours – All Campuses

Collection Connections cont.

- Ambassador Leadership Academy
- NAH Division Meeting
- NAH Orientation Presentation
 - Patient Care Assistant Program Orientation
 - EMT Program Orientation
- Recruitment Events
 - South Texas Area Recruiter Network Planning Meeting
 - Rio Grande City ISD 2015-2016 Counselor Planning
 - Roma ISD 2015-2016 Counselor Planning
- Back to School Rallies
 - Mercedes Housing Authority Back to School Bash
 - Roma Back to School Bash

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
428	Student Contacts & Outreach
53	Student & Alumni Registered on CCN
67	Student & Alumni Resumes Revised/Uploaded on CCN
56	Employer Contact and New Employer Registered on CCN
33	Jobs posted to CCN
6,013	Total Students Registered to date
3,206	Total Alumni Registered to date
2,681	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 1 Resume Writing & Interview workshop; Interpreter program, Giovanni Delgado
- Presented at HVAC Orientation; approximately 40 students
- Presented at 2 Diesel Technology Orientations; approximately 30 students, Manuel Nino
- Presented at Automotive Technology Orientation; approximately 80 students
- Presented at Human Resources Orientation; approximately 8 students; Frank Gomez
- Presented at 13 First Year Connection events on overview of Career & Employer Services
- Presented at Medical and Health Services Management Orientation
- Attended Beacon Mentor Training/Orientation
- Researched Perfect Interview and requested demonstrations for staff members
- Development of Distance Education Symposium Workshop
- Webinar Training-Dining Etiquette with Employers
- Serving on one hiring committee
- Coordinating Fall BAT Career Readiness Seminar
- Coordinating and planning for “Public Safety & First Responders Expo;” meeting with Instruction Technologies; sending exhibitor invitations and confirmation; collecting registrations, securing guest speakers
- Coordinating and planning for “2016 Spring Career Expos”

Current/Upcoming Activities & Events: cont.

- Continue coordinating and assisting with “Business Leadership Conference” with Mr. David Laurel and CMA Club President.
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Associate Dean Financial Aid & Veteran Affairs.
- Coordination of SureScore-Campus2Career Implementation.
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2.
- Serving on the Incumbent Worker Campaign committee.
- Serving on RGV FOCUS Dropout Prevention and Recovery action committee.
- Job Development (City of South Padre Island, CSM Companies Inc., Dexter Systems Inc., Forward Air Inc., Hillsborough County Public Schools, IDEA Public Schools, Law Office of Roel Esquivel, PTT Financial LLC, Univision, San Juan Parks and Recreation Department, Course Hero Inc., Regional Finance, Southeastern Freight Lines Inc., State Farm, VSolvit, Centerplate, Certitech Staffing Solutions LLC, IDEA Donna Academy & College Prep, Lower Rio Grande Valley Development Council, Luis C. Orozco CPA, Rio Grande Valley Mobile X-Rays, Soleil Rehabilitation Services, Vector Marketing, Genesis Endocrinology).
- Manage Social Networking pages.

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Karey Barnes conducted a BIT Meeting
 - August 6th, 2015
- Mr. Paul Hernandez, Mr. Josue De La Cruz & Mrs. Maria Alonso attended the BIT Meeting
 - August 6th, 2015

Department	Cases Reviewed
Office of Human Resources	0
Police Department	0
Office of Student Conduct	9

- Mr. Paul Hernandez and Mr. Karey Barnes attended the Title IX Meeting
 - August 7th, 2015
- Mr. Karey Barnes attended the Complaint Procedures – Flowchart meeting
 - August 11th, 2015
- Mr. Karey Barnes, Mr. Josue De La Cruz and Mrs. Maria Alonso finalized the Student Code of Conduct 2015-2016
 - August 12th, 2015
- Mr. Karey Barnes and Mr. Josue De La Cruz presented on Student Conduct process for the Fall 2015 Convocation at the South Texas College Cooper Center
 - August 17th, 2015
- Mr. Karey Barnes attended the President's Administrative Staff Meeting
 - August 21st, 2015

Office of Judicial Affairs and Conflict Resolution Center cont.

Behavioral Intervention Team Status for the month of August		CRC Total Cases for the month of August	
Reviewed	35	Complaint	5
Not Reviewed	7	Grievance	0
Weekly Total	42	Grade Appeal	26
<u>Year to Date</u>	<u>449</u>	Consultation	51
Judicial Affairs Total Cases per Campus for the month of August		Mediation	0
		Facilitated Dialog	0
Pecan	29	Title IX	51
Nursing & Allied Health	1	Weekly Total	133
Technology	1	<u>Year to Date</u>	<u>1821</u>
Mid-Valley	11	CRC Total Cases per Campus for the month of August	
Internet	0		
Starr	0	Pecan	86
Weekly Total	42	Nursing & Allied Health	38
<u>Year to Date</u>	<u>449</u>	Technology	3
Judicial Affairs Total Case Status for the month of August		Mid-Valley	3
		Internet	2
Open	26	Starr	1
Closed	16	Weekly Total	133
Weekly Total	42	<u>Year to Date</u>	<u>1821</u>
<u>Year to Date</u>	<u>449</u>	CRC Total Case Status for the month of August	
		Open	82
		Closed	51
		Weekly Total	133
		<u>Year to Date</u>	<u>1821</u>

Student Activities & Wellness

- First Year Connection Student Registration(District Wide)
- First Year Connection Sessions
 - Pecan – 1 Sessions
 - Mid-Valley -3 Sessions
 - Starr – 1 Session
 2677 Students attended First Year Connection (total includes 2 sessions in May)
- Welcome Tents/Tables (District Wide)
- Intramural Spots Promotion Tables (Pecan/Mid Valley/Tech/Starr)



Student Activities & Wellness cont.



Counseling and Advising

Advisor Student Contacts	
Campus	# of Students
Pecan	4605
Weslaco	1970
Rio Grande	866
Total	7441

Student Success Specialist Contacts	
Division	# Student Contacts
Bachelors of Applied Technology (Tech Mgmt.)	377
Bachelors of Applied Technology (CIT)	860
Business, Math, Science & Technology	341
Distance Learning	1682
Liberal Arts & Social Science	327
Total	3587

Counselor Student Contacts								
Campus	Advisement Telephone Contacts	Personal Counseling Referrals/ Consult.	Stu. Dis. Svcs.	Career/ Transfer Services	Workshops/ Presentations	Probation/ Suspension	Other Special Programs	Total
Pecan	965	142	356	65	1	809	0	2338
Weslaco	0	3	31	20	320	510	0	884
Rio Grande	83	1	28	29	16	70	3	230
Tech Ctr.	57	45	112	4	1	14	0	233
NAH	248	9	49	5	0	13	10	334
Total	1353	200	576	123	338	1416	13	4019

Meetings/Consultations

- Degree Works 4.0 testing – Pecan
- Meeting with Diana Lucio - Public Admin. Program Chair – Pecan
- Division Enrollment Plan – Student Support Services – Pecan
- Scholastic Appeals Committee Meeting – Pecan
- Distance Education Symposium Meeting – Pecan
- PSJA College Advising Meeting – Pecan
- Staffing Cases Teleconference with Pecan – NAH/Pecan
- NAH Division Meeting/Counselor Presentation – NAH
- Meeting with ADA Coordinator and Instructor Ana Rojas on ADA student – Pecan
- BIT Meeting – Pecan
- Meeting at Edinburg Towers Housing Project – Pecan
- Individual Supervision with UTPA Social Work Intern – Pecan
- 2015 Texas Behavioral Health Institute in Austin, TX – Pecan
- National Association of Social Workers Phone Conference Meeting – Pecan
- UNIDAD Coalition Meeting – Pecan

Workshops/Presentations

- Degree Works Presentation at Cooper Center – Pecan
- General Advising Information to PSYC 2301 Class (Dr. Sanchez) – Pecan
- Distance Education Symposium Event – Pecan
- Argos Training for Student Success Specialists – Pecan
- Beacon Mentor Training – Pecan
- Early Alert System Presentation for Education department – Pecan
- Beacon Mentor Presentation for Math department – Pecan
- Beacon Mentor Training Workshop – Pecan
- Bachelor Program New Student Orientation – Pecan
- Pharmacy Technology Orientation – NAH
- CLE Staff Training/Counseling Presentation-Services – NAH
- RADT Orientation/Counseling Presentation-Services – NAH
- PTCA Orientation/Counseling Presentation-Services – NAH
- LVN Orientation/Counseling Presentation-Services – NAH
- Distinguished Leadership Academy Kickoff Event – Starr
- Reap the Benefits of a Positive Attitude Training for CLE Tutors – Starr
- Counseling Presentation for LVN Program – MVC
- Workshop: Problem Solving & Decision Making– Tech
- Workshop: True Colors and Stress Management – Tech
- Workshop: How Important is your GPA? – Pecan
- Presentation on Laughter Yoga with Project HIRE Educational Coaches – Pecan
- UTPA Social Work Intern volunteered to represent STC Counseling Center at Sacred Heart Church – Pecan

Professional Development

- Training on Protective Orders – Pecan

PASS

Student Contacts:

- Provided services to the following # of students:

<i>Campus</i>	<i># of Students</i>
PCN PASS Program	1973
Total	1973

A. Meetings/Consultations:

- PASS Program Staff Meeting

B. Participated in the Following:

- Orientation for NAH at Pecan Campus
- Orientation for Automotive Department Tech Campus
- Presentation NAH CLE Staff

C. Coordinated the Following:

- Update students files degree plans/case notes
- Distribution of books for Fall 2015
- Participants returning books for all Summer 2015 sessions
- Lend out book(s) to students as walk-in basis for Fall 2015

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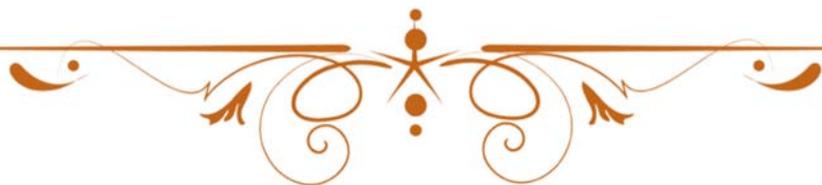


**SOUTH TEXAS
COLLEGE**

Turning Hope Into Reality



**Finance and
Administrative
Services**



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Office of the Vice President for Finance & Administrative Services

P. O. Box 9701 ♦ McAllen, Texas 78502

(956) 872-3558

Fax (956) 872-8304

TO: Dr. Shirley A. Reed
President

FROM: Mary G. Elizondo *MGE*
Vice President for Finance & Administrative Services

DATE: September 15, 2015

SUBJECT: Activity Report for Finance & Administrative Services
August 1, 2015 through August 31, 2015

The following is a summary of activities from August 1, 2015 through August 31, 2015 for the Division of Finance & Administrative Services.

Finance & Administrative Service
Mary Elizondo, Vice President for Finance and Administrative Service

- The Vice President prepared for and attended the following meetings:
 - President's Cabinet Meetings, Regular Board of Trustees Meeting, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Coordinated Operations Council Meeting, Finance, Finance and Administrative Services Director's Meeting and Planning and Development Council Meeting.
- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting and Facilities Committee Meeting packets. Also, all requests for proposals and bids were reviewed and compared to tabulations.
- **Attended or held meetings as follows:**
 - Human Resources:
 - With Director and Staff regarding Staffing and Salary Pay Plan
 - With Human Resources, Business Office, and IT Staff on Salary Planner Implementation.
 - With Director on Human Resources Processes.

- Facilities Planning and Construction staff:
 - With Broaddus & Associates and FPC staff on bond construction projects, budgets, and activities
 - With Vice Presidents, several Deans, Broaddus and Associates staff, and FPC staff, and Architects to review schematics that will be presented for Board Approval.
- Business Office:
 - With Controller and Staff regarding Homestead Exemptions.
 - With Controller and Staff regarding GASB 68.
 - With Controller and Staff regarding Budget Presentation.
 - With Staff and Gina Lobato on Depository Contract
- Accountability Department:
 - With Director to discuss outstanding reviews
- Risk Manager:
 - With Ken Lyons regarding BIT and Risk Assessment.
- Safety and Security
 - With Chief of Police and Controller regarding Security Budget.
- Other Meetings:
 - With Director of Operation and Maintenance regarding the Key Results.
 - With Legal Counsel and Investment Advisor to discuss Bank Contract.
 - With Project Manager to discuss the ARMS project.
 - With Title IX Committee to discuss procedures and cases.
 - With Assoc. Dean Continuing Professional and Workforce Education on Department issues.
 - With Title IX Committee on webinar on Title IX Coordinator Mandates and Obligations.
- **Worked on the following items:**
 - Board Policies:
 - Reviewed Policy 4115 Personnel Appointments
 - Reviewed Policy 4921 Termination of Annual Employees During the Term of Their Letter of Appointment
 - Reviewed Policy 4206 Notification of Misdemeanor and Felony Offenses.
 - Reviewed Policy 4920 Discipline and Dismissal
 - Reviewed Policy 4911 Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees
 - Budget and Financial:
 - Worked on the Agreement Extension for BBVA Compass – Visa Commercial Card Services
 - Established a Bank Account for Renewals and Replacements.
 - Proposed Budget for FY 2015-2016
 - Proposed Staffing Plan for FY 2015-2016
 - Proposed Employee Salary Pay Plans for FY 2015-2016
 - Worked on the Vacancy Report for FY 2014-2015
 - Worked on the South Texas College Proposed 2015 Tax Rate.
 - Proposed a List of Frozen Position by Vice President.
 - Worked on the Hidalgo County Tax Resolution Authorizing Tax Resale.
 - Bond:
 - Reviewed Schematic Designs for Nursing Allied Health, Starr County Student Activities, and Pecan North Academic Campus
 - Insurance:
 - Reviewed the Property, Casualty, Flood and Workers Compensation Insurance
 - Facilities:
 - Discussed the Bond 2013 Overall Program Management Scheduled with Broaddus

- Reviewed the Report on Campus Activities.
- Other:
 - Reviewed the Enrollment Graph
 - Worked on the start of the Semester Checklist for the FAS Division,
 - Reviewed Power Point Presentation on the Texas Higher Ed Coordinating Board Report on the Financial Condition Analysis of Texas Public Community College Districts.
 - Conducted Performance Appraisals
 - Reviewed Registration Report and Unpaid/Comparison Report
 - Reviewed Fraud Survey
 - Reviewed Letter of Exempt and Non Exempt Report.

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
 - With VP of FAS and Legal Counsel - Fraud Hotline Complaint and Internal Reviews
 - With VP of FAS and HR - Internal Reviews
 - With Director of Facilities Operations and Maintenance
 - With Associate Dean for Continuing, Professional, & Workforce Education, Director of Human Resource, and Program Developer and Manager of Continuing Education.
 - With HR Staffing Specialist and received training regarding People Admin software.
 - With Clemson University, Director of Lean Management
 - With VP of FAS to discuss new internal review assessment.
 - With Hiring Search Committee to review applicants
 - With Employee Relations Officer to discuss Internal Review 2, 4, 5.
 - With Maintenance Department employee (individually)
 - With VP for FAS and Director of Facilities Operations and Maintenance
 - With Assistant Director of Facilities and Operations and Maintenance
 - With VP for FAS per employee appraisal and discussed new assignment
 - President Administrative Staff
 - Oz Principle presentation for Library Commons and Open Labs department
 - Department meeting to discuss Regional Center for Public Safety Excellence and Dual Enrollment cost-analysis and Internal Review Assessment Process.
- **Worked on the following:**
 - Dual Enrollment:
 - Revision to Financial Highlights: Expenditures and Revenue
 - Reviewed Faculty Cost Verification
 - Internal Review Assessments
 - Created a Matrix
 - Performed Test Work
 - Performed Interviews
 - Compiling Analysis and constructing Finalized Draft
 - Reviewed Questions
 - Prepared Letter to Employees
 - Sent to designated Department for Management Response

- Other:
 - Reviewed and revised Regional Center for Public Safety Excellence Economic Impact Proposal.
 - Reviewed Fraud Survey for 2013 and 2014

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
 - With VP – FAS on All Hazards Emergency Plan Presentation
 - With VP-FAS, Comptroller and Accounting Group Manager on Budget and Tax Rate PowerPoint Presentations
 - With Employee Relations Officer and Chief of Police Complaint Procedures Flowchart
 - With TASB Legal Counsel on Arrest Policy
 - With Director of Purchasing and Associate Director of Purchasing on Evaluation of Records Management Bids
 - With Associate Director of Facilities Operations & Maintenance on EHS Webinar Training – “Bloodborne Pathogens”
 - With Research Analytical Services regarding FAS Institutional Effectiveness Plan
 - With Associated Director of Purchasing regarding Shredding Services
 - With Risk Management Secretary on Business Impact Analysis Phase II
 - With VP-FAS and Risk Management Consultant on 2015-2016 Insurance
 - With Risk Management Secretary and Business Office personnel on Record Retention
 - With Legal Counsel, Director of HR & VP-FAS on Legal Matters
 - With Title IX Committee Members regarding new processes & procedures
 - With Chief of Police on Security Camera Risk Assessment
 - With Chief of Police regarding Incident Command Team & Crisis Management Team flowcharts
 - With Chief of Police on All Hazards Emergency Plan PowerPoint presentation
 - With VP-FAS on Insurance Proposal Notes
 - With VP-FAS, Legal Counsel and Raul Cabaza on Board Motion for Insurance
 - With VP-Fas on Cyber Liability Coverage Insurance
 - Attended the Finance Committee Meeting
 - TASB Webinar Training – “Auto Coverage and Claims”
- **Worked on the following matters:**
 - Business Impact Analysis:
 - Worked on the Business Impact Analysis Phase II
 - All Hazards Emergency Plan
 - Prepared All Hazards Emergency Plan Power point Presentation
 - Research All Hazards Emergency Plans from Other Colleges
 - Insurance:
 - Prepared FY2015-2016 Board Motion
 - Prepared Proposal Notes
 - Worked on Payments for FY 2015-2016, CCs, send out new ID Cards
 - Worked on Other Insurance Claims – TASB
 - Mailed out affiliation letters – Professional Medical Liability
 - Submitted the Work Force List to Student Insurance Company for Student Enrolled in the Continuing Education Program
 - Other:

- Updated the Complaint Procedures Flowchart
- Created the Budget and Tax Rate Power Point Presentations
- Inspected the Record Retention area walkthrough
- Updated Title IX website
- Researched E-Bidding for VP-FAS
- Updated the Enrollment Graph – Fall 2015
- Compiled & Researched information related to legal matter
- Approved Insurance & Record Management invoices
- Maintained spreadsheet to keep each balance for each individual case. Ensure deductible has been met
- Developed Title IX Transmittal Form and enter corresponding information
- Worked on the TASB claim regarding bus accident
- Updated property schedule as renovations are completed
- Researched potential speakers or trainers for the Fall 2015 Supervisor Training; compile associated report for VP-FAS
- Shredded and disposed of records
- Miscellaneous tasks & requests from VP-FAS

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
 - STC 2013 Bond:
 - With Daniel Montez to finalize relocation of Mid Valley Cafeteria during Building F expansion
 - Attended Schematic Design Review for Pecan Campus Student Activities Building and Cafeteria, Technology Campus Southwest Building Renovation, Starr County Workforce Training Center Expansion and Mid Valley Workforce Training Center Expansion
 - Attended Schematic Plan Kitchen Review with Kitchen Consultant for Mid Valley, Nursing Allied Health and Pecan Campus
 - Other:
 - With Elizabeth Salinas from Financial Aid to discuss work study needs for the food services department.
 - With Amanda Babineaux, William Collins and Sam Pena to discuss way to improve and expand on our Digital Menu boards.
 - With IT Department to discuss purchase of new point of sales cashiering systems for new cafeterias
- **Worked on the following matters:**
 - Conducted Interviews for potential new hires for all campuses
 - Catered and attended Mrs. Melba Trevino's retirement gathering

*Security & Police Department
Paul Varville, Chief of Police*

- **Worked on the following matters:**
 - Interviews and Hiring Process
 - Interviewed College Bus Drivers
 - Interviewed Police Dispatchers
 - Other
 - Assisted in the Traffic control for first day of class
 - Prepared Presentation of new Campus Carry Law to College Faculty

*Purchasing and General Services
Becky Cavazos, Director of Purchasing*

- **Attended or held meetings as follows:**
 - The Purchasing/Distributional Services Department collaboration meetings:
 - With Staff to discuss updating the procedures manual
 - Attended a pre-qualifications meeting on RFQ 15-16-1015 Statement of Qualifications for Mechanical, Electrical, and Plumbing Engineering Services
 - Reviewed and negotiated changes to seventeen (17) agreements
 - Conducted a staff meeting to discuss the FY2015 encumbrances and beginning the FY2016 purchases on August 26th
 - Participated in the State of Texas Fuel Card Webinar and the Public Purchase Online webinar
 - Attended the Business Office Year End processes meeting
 - Presented at the Annual Grant Manager Training and the Business Office AA Roundup
- **The following is a list of the request for proposal worked on and public bid openings:**
 - Prepared RFP:
 - 15-16-1017 Printing of Graduation Programs
 - 15-16-1019 Business Skills Training Services
 - Public Bid Openings:
 - 15-16-1013 Projector Lamps
 - 15-16-1014 Records Management Services
 - 15-16-1016 Lumber and Building Materials
 - 15-16-1015 Statement of Qualifications for Mechanical, Electrical, and Plumbing Engineering Services
 - The Purchasing Department processed in excess of four hundred fifty six (456) purchase orders, approved two hundred thirty one (231) requisitions, disapproved fifty six (56) requisitions, processed change orders for goods and services and completed fifteen (15) travel authorizations. A total of one hundred ninety six one (161) new vendor W-9 forms were verified and entered into Banner Finance and sixteen (16) existing vendors were updated.
 - The Fixed Assets Department is currently reviewing all assets purchased since July 2015. The asset review process was completed as follows:
 - Fixed Assets approved seventy six (76) assets through August 15, 2015
 - Conducted the monthly inventory spot check for Library Books

- The Receiving Department completed six hundred eight (608) deliveries (purchase orders and complimentary books) and a total of three thousand thirty nine (3,039) packages/boxes. A total of three hundred sixteen (316) purchase orders were posted received in Banner. A total of eleven thousand two hundred twenty five (11,225) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy request:
 - Financial Aid - \$1,974.80, President's Office - \$20.26, Business Office/Cashiers - \$657.05, Valley Scholars - \$68.67, and Library - \$60.21
 - A total of four hundred sixty seven thousand one hundred thirty three (467,133) copies were completed at the copy center for the month of August.
 - A total of sixteen thousand seven hundred sixty seven (16,767) letters were emailed out and seven hundred fifty one (751) letters were returned to South Texas College due to bad addresses.

Human Resources
Brenda Balderaz, Director of Human Resources

- **Human Resources Director worked on the following:**
 - Policies:
 - Completed draft of proposed policy for employee notification of arrests.
 - Worked on the Military leave policy propose draft.
 - Other:
 - Completed notification of FLSA status reviews.
 - Sent out a reminder to all Financial Managers regarding overdue FY2014-2015 Performance Appraisals.
- **Attended or held meeting as follows:**
 - With VP-FAS on Title IX
 - With Business Office Staff on Timekeeping System wants and needs
 - With Project Manager Complaint Procedures – Flowchart
 - With Faculty Compensation Setting – FY16
 - With VP-FAS on FLSA Final Review
 - With VP-FAS on various personnel matters
 - With Legal Counsel regarding various personnel matters.
 - With VP-FAS on Human Resources Processes
 - With VP- FAS on Webinar: Title IX Coordinator Mandates and Obligations
 - With applicant regarding hiring process.
 - With Employee Relations Officer regarding various personnel issues
 - With the Dean of Library Services & Instructional Technologies, Library Services regarding the Librarian III search.
 - With insurance attorney regarding litigation claims
 - With the Vice President of Finance and Administrative Services for Performance Appraisal
 - Attended the August 2015 Board Meeting
 - Attended the President's Administrative Staff Meeting
 - Attended the Successful Supervisor training
- **Departmental Items:**
 - Staff members presented at the Annual Grant Management Training.

- Completed and submitted the FY2015-2016 Salary Plan and FY2015-2016 Pay Plan to the Vice President of Finance and Administrative Services.
- Issued FY2015-2016 Faculty and Staff Notices of Assignment/Salary
- Issued FY2015-2016 Electronic Letters of Appointment for Administrative/Executive staff
- Webinar: *“Pregnancy Becomes a Disability: How Recent EEOC Guidance and a Supreme Court Decision Have Changed the Employer Requirement to Accommodate”*
- Human Resource Specialist attended the Training: Mediation Certification Training
- HR Specialist worked on the Title IX and Clery Act Compliance
- HR Specialist Hosted two (2) mediations.
- Reviewed Complaint Procedures
- HR Specialist Completed forty-four (44) background checks
- HR Specialist Completed ten (10) cases
- Training: Mediation Certification Training
- Finalized draft of Employee Handbook
- Worked on a second draft of the Title IX Investigation Checklist.
- Worked on a non-Title IX Investigation Checklist
- Created Guidelines/Best Practices for Employee Improvement Plan Implementation/Presentation
- Gathered information regarding arrest/conviction policies
- Department of Public Safety
 - One hundred thirty (130) Driver’s Eligibility Checks: forty-two (42) completed; eighty-eight (88) pending
 - DPS Background Checks: one hundred twelve (112) processed
- Fingerprints:
 - Thirty-eight (38) fully processed, eighty-seven (87) pending, two (2) pending from April, 1 unsolicited
- Texas Workforce Commission:
 - Five (5) claims completed; one (1) not eligible for Unemployment Benefits, four (4) eligible for Unemployment Benefits, five (5) pending
- Candidate for membership in the Texas Association of Mediators (pending completion of 100 hours of mediation experience).
- Successful Supervisor training was attended by the Benefits and Payroll Manager.
- Webinar: Pregnancy Becomes a Disability, attended by the Benefits and Payroll Manager
- Webinar: Affordable Care Act Information Returns, attended by a Benefits Specialist.
- Demonstration of time-keeping system, hosted by Business Office and Information Technologies.
- Affordable Care Act: End of Year Review, with the Business Office and Information Technologies
- Affordable Care Act Requirements, presented to Deans and Department Chairs
- Hosted the 2015 Annuity Fair
- New Hire Orientation presentations for over seventy (70) new Faculty and Staff members.
- Worked on Policy 4300 – Eligibility for Employee Benefits
- Worked on Policy 4308 – Sick Leave Policy
- House Bill 2974 for Texas Retirement System requirements.
- Affordable Care Act/Employee Retirement System requirements for 2015 Fall Semester.
- **Processed the Following:**

16	New Hires added to the State Employee Retirement System
23	Employee Exits
53	Employee Institutional Tuition Grant Employee Applications
19	Employee Institutional Tuition Grant Dependent Applications
4	Employee Workers Compensation Claims
8	Retiree Insurance Claim Forms
494	Online Staff Applications
93	Hard Copy Applications (Staff, Adjunct & Temporary)
48	Online Faculty Applications
25	Employment Verification Forms
91	Cleared New Hire (includes Returning and Transferred Employees) Packets

- A Webinar on International Student Employment (F1) regulations compliance
- SECC Meeting at United Way headquarters.
 - One Human Resources Assistant will assist HR Staffing Specialist with the SECC campaign.
- Provided training to new HR Staffing Specialist on the Direct Wage hiring procedures.
- Re-organized all the Exempt/Faculty audits.
- Worked with Benefits to organize file room.
- Created divisional status reports for Performance Appraisal submissions.
- Assisted in registering New Hires in the Workplace Answers training system.
- Assisted departments with temporary agency employee assignment extensions into the new fiscal year.

Facilities Planning & Construction
Ricardo De La Garza, Senior Facilities Planning and Construction Project
Manager

- **Departmental report items**
 - Performed the following:
 - 2013 Bond
 - Reviewed contracts for Architects and Civil engineer services and noted pending documents to Broaddus & Associates
 - Reviewed and commented on preliminary schematic plans and elevations; Worked with architects to modify presentation drawings for Facilities Committee and Board meetings; Worked on schematic design presentation for COC; Requested list of office space utilization from Instructional staff; Worked with legal counsel to review requirements for interlocal agreement with La Joya ISD and STC
 - Nursing and Allied Health Campus Thermal Plant Addition - Received and reviewed draft of RFQ for NAHC Thermal Plant; Received RFQ's for MEP engineering services
 - Pharr Regional Center for Public Safety Excellence – worked on budget breakdowns for additional scope for the vehicle driving range and outdoor shooting range
 - Starr County Campus Student Activities Gym - Received revised preliminary project design to include weight room, office and storage from the architect
- **Departmental Items:**
 - Worked on budgeting for the FY1516 Capital Improvement Projects and Renewal and Replacement Projects; August Facilities Committee motions and FPC department's IE plan;
 - Completed Title IX required training

- District Wide Parking Lot Lighting Upgrade - Installation of the parking lot lights was completed.
- Pecan Campus AECHS Additional Portable – MISD delivered a new portable building on north side; STC Police assisted with traffic control; Electrical connection completed
- Pecan Campus AECHS Service Drive – The City of McAllen relocated the existing water meter. Sidewalk is complete and the contractor has substantially completed the project.
- Pecan Campus Building B Ceramic & Art Lab Renovations – performed the substantial completion punchlist walkthrough with the architect and STC staff.
- Pecan Campus Building B Covered Area for Ceramic Art Kilns – received and reviewed the contractor’s final offer
- Pecan Campus Carpet Replacement for Building A – Coordinated the re-carpeting of the remaining offices for the week of August 17th. The installation of the carpeting is in progress.
- Pecan Campus Health & Wellness /Kinesiology Sports Field Lighting – construction contracts were received.
- Pecan Campus Infrastructure for the Relocation of Portable Buildings – The contractor continues working. A change proposal has been requested to relocate a new pull box in conflict with the proposed 2013 Bond South Academic Building. Zuniga’s Movers relocated the first portable building. A change order is in progress for additional infrastructure and for the relocation of two additional portable buildings.
- Pecan Campus Relocation of Electrical Power Lines – received two proposals, evaluated proposals and recommended a contractor to the August Board.
- Pecan Plaza Asphalt Resurfacing – visited with City of McAllen Utility Personnel and consultant to develop plan for contractor proposal.
- Mid-Valley Campus Simulation Room – Metal stud walls are in progress. Worked on modification of plan and coordinated A/V needs with furniture requirements.
- Nursing & Allied Health Campus Irrigation System Upgrade – began construction, identified all the sprinkler zones and necessary repairs. Contractor has completed all sprinkler line repairs. The installation of the irrigation system is in progress.
- Nursing and Allied Health Campus North Parking Lot Expansion – Work has been completed and we are waiting on approval of the final change order and all close-out documents.
- Technology Campus Cooling Tower Replacement – Worked with contractor and engineer on reviewing pending items to close out project.
- Technology Campus Flooring Replacement Phase II – material arrived on Friday. Temporary flooring installed and completed on time.
- Technology Campus West Academic Building Re-roofing – received and reviewed proposed credit; reviewed proposed secondary skylight with Maintenance.
- **Attended or held meetings as follows:**
 - 2013 Bond:
 - With project architects, civil engineers, mechanical, electrical and plumbing engineers and Broaddus & Associates on Design meetings
 - With FAS VP to review budgets, payment reports, and board items
 - With Student Services staff to review revised program on Starr Activities Building Expansion.
 - With Wanda Garza to review Student Services project.
 - With James Rodriguez (PSJA) and reviewed existing utilities of adjacent property in Pharr for the Pharr Center of Safety Excellence.
 - With Mario Reyna to discuss the additional scope.
 - With design team and Broaddus & Associates to review revised design for Pecan STEM building, review revised program for Starr Student Activities Building Expansion.

- Attended Mid Valley Bond Schematics meeting at the Mid Valley Campus
- Attended meeting to review schematic presentations by Architects to the VP's and President.
- Attended kitchen tours of the Pecan and Mid Valley campuses with project team and kitchen consultant.
- Attended weekly update meeting with Broaddus & Associates
- Attended MVC staff meeting to discuss kitchen / serving options during Bond Construction.
- Attended schematic design review presentation meeting for President, VP's, and deans with Broaddus & Associates, and architects for Starr and Pecan campuses
- Attended a BIM meeting with project team for all Bond projects
- Attended Pecan Campus Thermal Plant GMP Meeting
- Attended the Preconstruction Services Kick Off meeting for the Mid-Valley Campus with Construction Manager at Risk, Design Teams and STC staff
- Attended design meetings with Kitchen Consultant
- Attended Nursing and Allied Health Campus Expansion with library consultant.
- Attended Starr County Campus Student Services Expansion - with project team.
- **General Meetings:**
 - With staff to review budgets for FY15-16 Capital Improvement Projects and FY16-17 Renewal and Replacement Projects; Met with FAS VP to review current and future project budgets and comprehensive plan; Wanda Garza to review Pecan Student Enrollment Center Improvements; Attended Coordinated Operations Council meetings; Facilities Committee Meetings; Departmental weekly staff meeting; meeting with FPC project managers to review status of current and new projects; meeting with Business Office to review budgets. Met with Shaw Contract Group – reviewed new flooring products
 - With Engineer to review design issues on ADA
 - With Innerface to review various signage projects.
 - Attended a construction meeting to review status of work to be completed by August 14 - Pecan Campus Building B Ceramic & Art Lab Renovations.
 - With contractor and engineer to review requirements to relocate two additional portables -Pecan Campus Infrastructure for the Relocation of Portable Buildings
 - With staff to review the existing conditions that require to be updated by December 31, 2015 - Mid Valley Campus CDC
 - With staff to review temporary relocation of cafeteria during construction- Mid-Valley Campus Cafeteria Relocation
 - With project team to conduct the reconciliation of project costs- NAHC North Parking Lot Expansion
 - Attended meeting with TAMUK to discuss EPA grant opportunity
 - Attended the visits for potential lease warehouse space for furniture storage
 - Attended a meeting with Maintenance (HVAC) staff and Engineer to review and discuss the HVAC concerns pertaining to the PCN West Academic Building
 - Attended schematic designs of the 2013 Bond Construction Program at the Fall 2015 Convocation
 - Attended the Pre-Proposal Conference for MEP Design Services for the NAHC Thermal Plant Nursing and Allied Health Campus Thermal Plant Addition-received RFQ's for MEP engineering services
 - Attended the Pharr Regional Center for Public Safety Excellence meeting regarding the budget breakdowns for additional scope for the vehicle driving range and outdoor shooting range
 - Attended a construction meeting with Architect and Contractor on the Technology Campus West Academic Building Reroofing.

Facilities Operations & Maintenance
George McCaleb, Director of Facilities Operations and Maintenance

- **Attended or held meetings as follows:**

- STC 2013 Bond Program:

- Attended Pecan, Mid-Valley, Nursing Allied Health and Starr Campus Thermal Plant Schematic Design Review Meeting
- Attended Mid-Valley Campus Civil and Site Utilities Coordination Meeting
- Attended Technology Campus – Site Coordination Meeting
- Attended Starr Campus Student Services – PDRI Coordination Meeting
- Attended Pecan, Mid-Valley, and Nursing Allied Health – Schematic Plan Kitchen Review
- Attended Mid Valley-Campus at Risk Preconstruction Services Kick Off and Cost Discussion Meeting
- Attended Statement of Qualifications for Mechanical, Electrical and Plumbing Engineering Services Necessary for 2013 Bond Construction Program

- Other:

- With VP – Mary Elizondo to Discuss Performance Appraisal Evaluation and State Auditors Issue
- Attended the meeting to discuss requirements for Interlocal Agreement between La Joya ISD and South Texas College
- Attended the Meeting per Internal Review
- Attended South Texas College – AEP TX SCORE Handoff
- Attended the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building B
- Attended the MVC Temporary Relocation of Cafeteria Meeting
- Attended the Pecan Campus Health/Kinesiology Sports Field Lighting-Spotting Utilities Preconstruction Meeting
- Attended a Storage Site Visit
- Attended the Roofing Project Demo on New Installation
- Held 2014-2015 Employee Performance Appraisals
- Held weekly FOM Manager's Meetings

- **Operations Contract Department**

- Mid Valley Campus

- With Mr. Montes and landscaper about dry grass issues. Condition of lawn has improved.
- With contractor about Child Development roof issues, awaiting quote.
- With contractor regarding uneven sidewalks, awaiting quote.
- With Intertech Flooring about 2525 Pecan Plaza.
- Repaired the fire alarm panels in PB2 but IT is investigating dead phone lines.
- Removed brush and repairing sprinkler controller damaged by ants.
- Submitted a ChemSol quote for waste disposal.
- Removed Downed tree at Building K.
- Installed Roof door at building F to have weather stripping, see if that takes care of leaks.
- Investigated cause of building X roof leak.
- Pepsi machines out by portables have been picked up.

- Nursing Allied Health Campus

- With landscaper regarding dead bushes and downed palm trees.

- With Luna Glass about leaks. They believe that the water is coming in from the exterior walls, not the glass.
- Repaired Chiller #2
- Repaired Elevator
- Investigated small roof leaks on the 4th floor
- Tech Campus
 - Working on the McQuay Chiller compressor.
 - Ordering a new sensor for Pro Tech is monitoring vibrations at cooling towers.
 - Watering schedule adjusted to improve grounds before 9/11 ceremony.
 - Garland is sending a representative to personally inspect the roof.
 - Pest control issues have been treated.
 - Replaced Broken glass at Building E
 - Scissor lift repaired.
- Preventative Maintenance Scheduled for Aug (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	94	\$5,602.59
Electrical	133	\$4,047.39
Energy	53	\$397.38
HVAC	114	\$9,907.03
Locksmith	102	\$341,.20
Painting	27	\$12,594.08
Plumbing	60	\$3,653.85
Plant Services	6	\$2,133.11
Total Cost		\$38,676.63
General Preventative Maintenance	479	
Total Work Orders	1,068	

- **Maintenance Department Work Orders and Expenditures**

Work Orders	1,126
Work Orders Completed	1,068

- **Custodial Department**

Set-Ups	292
Moves/Relocations	71

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows:**
 - With VP-FAS to discuss property tax exemptions
 - With BBVA Compass Representatives on AP Commercial Card
 - With Cashiers to discuss Delinquent Account Collection
 - With Mr. Valerio and Grace Aparicio to discuss NAH Agency Funds
 - With Anna Lopez to Discuss FY 2013_2014 FISAP
 - With Staff to Discuss End of Year 2015 timeline
 - With Staff to discuss 2015 Audit items
 - With Security Department to discussed budget items.
 - With Healthcare Student Success program chair to discuss Royalty revenues
 - With the VPFAS, legal counsel, and investment advisor on to discuss the comparative analysis of proposals done by BBVA Compass to other entities and the College's options regarding contract negotiations with BBVA Compass
 - With Staff on Travel & Expense Management System Meeting on workflow upgrades.
 - With Technology Resources on emergency loan online concerns.
 - With Cashiers on Dual Enrollment director on the unpaid list.
 - With staff to discuss the Food Service report preparation
 - With TimeClock Plus and Employee Time and Attendance demos
 - With Grantor on the Texas Adult Completion and Skills Initiative Grant
 - With TR to discuss the Banner Delinquent Student Balance transfer for Summer 2015 and prior term.
 - With McAllen ISD (food) on Gateway Restricted Fund on the Interlocal Agreement
 - With the bank to discuss the bank's response to the letter regarding the terms of the contract.
 - With Comptroller to discuss Security Department budget items.
 - With the Internal Auditor to discuss the Starr tax freeze amount.
 - With BBVA Compass on Depository Contract Proposal
 - With TR to discuss Banner balance transfers (CPWE, Academic, NSF) and Emergency Loan disbursements to CLM
 - With Staff to discuss the review of Banner Finance classes for our staff
 - With Human Resources to review and make changes to the FY 2016 staffing plan.
 - Conference call to discuss the depository contract. A revised version was provided by the bank
 - Discuss a new report for all the Broadus & Associate payments
 - Attended meeting to discuss attendance roster and drops for Fall 2015.
 - Attended appeals committee meeting
 - Attended Dean's enrollment meeting.
 - Attended PAS Meeting.
 - Attended Registerblast Demo
- **Worked on the following:**
 - Interviewed for Starr Cashier II.
 - Prepared the Student Collections presentation
 - Worked on Truth in Taxation process.
 - Finalized the FY 2016 budget.

- Worked on the CLM upgrade timeline
- Discussed CAFR's Statistical Tables reviewing and completion process.
- Discussed the computation of CFI ratios needed for Pension liabilities.
- Prepared for the Blackboard – Collaborate demonstration
- Prepared for the Ellucian Elevate Module
- Worked on the FY16 HR/Payroll Rollover
- Discussed with IT on the TWC and 941 Reports
- Discussed Mid Valley Cashier plans with Planning and Construction
- Participated in the Salary Planner Follow Up teleconference
- Board Agenda Items
 - Management Reports – The Business Office staff worked on the May board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- The Business Office worked on the following reports/projects:
 - Staff prepared August Board Management Reports and Regular Managements Reports.
- Trainings/Webinars:
 - Annual Grant Management Training
 - Checks Processed as of August 31, 2015:

Bank No.	12/14	1/14	02/15	03/15	04/15	05/15	06/14	07/15	08/15
01 E&G	571	472	594	737	637	519	686	760	670
01 Direct Deposit	59	59	99	142	95	116	117	113	84
03 Student	95	18,234	2,285	617	146	1,184	3,516	1,898	10,334
12 I&S Taxes	-	1	-	-	-	-	-	1	-
16 I&S Bond	-	1	-	-	-	-	-	1	-
17 Plant	6	18	15	10	7	11	12	11	19
32 AP Card	274	364	352	411	415	421	425	339	359
38 Unexp-LT Bond Series 2014	-	1	-	2	4	1	5	8	13

- Researched property tax exemptions and discussed the Starr County property tax abatement effects on Levy 2015.
- Worked on the unrestricted revenue and expenditures summary was updated with changes to the FY 2016 budget.
- Prepared the property tax motions and the tax presentation for the Finance Committee was updated with the tax projections based on the certified values from Hidalgo and Starr counties.
- Prepared the Levy 2015 property tax calendar was updated with new dates for the required publications.
- Finalized the Requested Levy 2015 property tax information to Hidalgo County.
- Finalized the Preliminary drafts of the FY 2016 non-public and public budget book were printed for the Finance Committee meeting.
- Worked on the FY 2016 budget presentation and updated Audit deadlines were discussed with staff.
- Prepared a summary of the guaranteed Pepsi revenues and current contract were prepared
- Finalized the Budget Development process steps and were sent to the Risk Manager as part of the Business Impact Analysis-Disaster Recovery Plan.

- Updated versions of the tax planning calendar and the tax rate resolution
- Prepared FY 2016 capital summary detail listing and updated it with the technology allocations for each college function.
- Finalized the FY 2016 Auxiliary and Restricted funds according to budget projections from financial managers and the proposed FY 2016 staffing plan.
- Prepared a clone of the Banner Production database for testing the roll of the FY 2016 budgets from the Budget Development Application.
- Prepared the FY 2016 budgets for Unrestricted Revenues and the Plant Funds to be entered into the Budget Development Application.
- Prepared the FY 2015 Budget Amendment booklet
- Tested the roll of the budgets in the Budget Development Application into Banner in preparation for the new fiscal year
- Called Hidalgo County for a confirmation of the New Year tax rate publication dates
- Worked on the proposed tax rate motion and presentation
- Worked on the FY 2016 budget roll over into Banner.
- In preparation for the FY 2015 audit, training was provided to staff overseeing the statistical tables.
- Prepared the following information was provided to the Vice President of Finance and Administrative Services: FY 2015 fund balance reports, summarized breakdown of the proposed FY 2016 operating budget changes, Pepsi and Barnes and Noble revenue reports, tax rate percent increase calculations.
- Posted the FY 2016 board approved budget on the Business Office website.
- Prepared copies of the board approved FY 2016 budget booklets for distribution to internal staff and external agencies
- Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	13	677
01 Direct Deposit	6	84
02 Payroll	17	1,892
02 Direct Deposit	3	683
03 Student	8	10,334 (US Bank)
12 I&S		
16 I&S		
17 Plant	5	19
38 Bond Series 2014	4	13
Total	56	13,702

- Reviewed the latest draft of the depository contract
- Analyzed the estimated bank interest revenue and charges. The investment advisor analyzed the minimum balance requirement and earnings income credit.
- Discussed the minimum balance and earnings credit rate with the bank. The bank will be providing a cost analysis and earning credit rate.
- Worked on the motion for the new bank account for the Renewals and Replacements Fund.
- Prepared the 2014 fraud survey responses for managements review.
- Prepared information on cash disbursement and receipt process for the Business Impact Analysis.
- Prepared for the August AA/FM Roundup

- Reviewing the changes proposed by the Investment Advisor to the College's Investment Policy
- Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	21
Wire Transfers for Benefits	7

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 85 monthly reports were completed during the month of August.

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	3
Bank Reconciliations	9
Banner Testing-hours	2.5
Cafeteria daily sales report	44
Cancelled checks provided to AP and/or verification and positive pay	23
Checks printed and/or send	148
Copies of booklets/journal entries requested	183
Deposits prepared	14
Disbursement of returned mailed checks	12
Errands to Inter-office deliveries	38
Financial manager changes	17
FOAP created	59
Hours assisting other departments	8
Hours Filing and organizing of Journal Entries and boxing	30.5
Hours used for scanning - estimated	23.5
Hours used to prepare documents for scanning	66
IDT's - telephone calls received	14
Interdepartmental Transactions reviewed	25
Invoices and encumbrances reviewed	63
Journal entries prepared	76
Journal entries processed including FUPLOAD	1,382
Journal entries processed - transactions including FUPLOAP	2,625
Journal entries/documents scanned - including daily's	1,282
Positive Pay submitted	32
Scanned Documents	181
Stale dated letter prepared	2
Stale dated letters mailed	31
Stop payments processed	21
Transactions removed from bank reconciliation	71

- Payroll processes for the month ending August 31, 2015:

Activity	Numbers
Payroll Re-issue Processed	11
Payroll Cycles	6
Payroll Checks & DD	2,817
New Employee Setups for TimeForce	60
TimeForce Access Forms Processed	57
Number of Employees with OT reviewed for OT Memos	307
NOE's Approved	419
Salary Budget Transfer Forms Processed	7 with multiple transactions

- Extended hours of operation to assist students with Fall drop payment deadline of August 12, 2015.
- Worked on generating and calling on the unpaid lists daily.
- Worked on testing the emergency online process.
- Prepared emergency loan online pilot program action plan.
- Worked on the CLM Testing 2.7.1, Uncollectible Presentation
- Worked on the Year-end closing
- Prepared on the Student Collections presentation
- Worked on the CRC testing
- Prepared the Unclaimed Property Tracker setup
- Prepared the Student AR Write-off proposal

Business Office Performance Indicators

Payroll:

Number of Employees		Checks Processed	
Employees on Monthly Payroll	1,763	Salaried	276
Employees on Semi-Monthly Payroll	791	Total Net	541,157.27
		Waged	416
Timecards Processed		Total Net	1116,775.87
(Waged 7/16-7/31 SR15	413		
(Waged 08/01-08/15) SR16	450	Stop Payment Processed	
Regular (Salaried: August) SU02	480	Salaried	5
Regular (Salaried: August) MR	1,866	Waged	6
(Salaried: June) MR06ADJ02	0		
(Salaried: June) SU01ADJ01	0		
Regular (Salaried: July) MR07	1,874		
Worksheets Processed			
(additions, deletions, changes)		Void checks Processed	
Salaried	692	Salaried	5
Waged	109	Waged	6
Liabilities Processed	35	Replacement Checks Processed	
		Salaried	5
Reports Processed		Waged	6

Compass Bank Direct Deposit File	4		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	Direct Deposit Processed	
		Salaried	1,800
Deposits Processed		Total Net	4,343,613.35
Internal Revenue Service	6	Waged	412
Bank Transfers	6	Total Net	119,682.12

General Accounting:

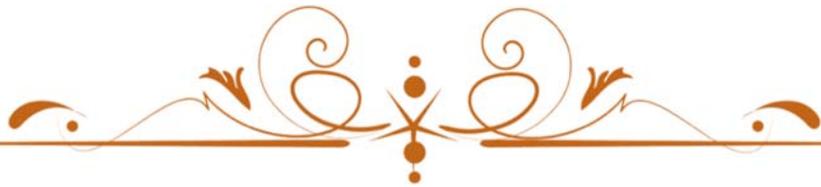
General Journal Entry (Intra-Fund) (JE 15)	63
General Journal Entry (Inter-Fund) (JE 16)	59
Cash Receipts (CR 05)	512
Encumbrance Liquidation (E032)	4
Encumbrance Liquidation (E020)	5
General Ledger Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	2

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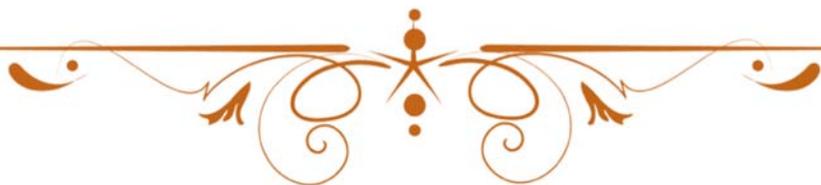


**SOUTH TEXAS
COLLEGE**

Turning Hope Into Reality



Academic Affairs



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Memo

Date: September 16, 2015

To: Dr. Shirley A. Reed, President

From: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs

Subject: **AUGUST 2015 ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Vice President for Academic Affairs to our Board of Trustees for review at the September 22, 2015 Board meeting.

Division: Academic Advancement
Department: High School Programs & Services
Highlight: 4th Annual Dual Enrollment Principals' Summit



On **August 4, 2014**, the High School Programs and Services department in partnership with the Office of Professional & Organizational Development hosted its **4th Annual Dual Enrollment Principals' Summit** at the South Texas College Cooper Center.

The purpose of the summit was to bring to focus activities that support the continuing quality enhancement of all dual enrollment initiatives. Educational leaders from **16 participating independent school districts** were invited to attend this event. The chart below provides the breakdown of participant categories.

SOUTH TEXAS COLLEGE
Dual Enrollment Principals' Summit
Agenda

Tuesday, August 4, 2015
 Cooper Center, Pecan Campus
 8:00 a.m. - 12:45 p.m.

- 8:00 a.m. Registration & Networking Breakfast
- 8:30 a.m. Welcome
 Anahid Petrosian, Interim Vice President, Academic Affairs
 Wanda Garza, Interim Vice President, Student Affairs & Enrollment Management
- 8:40 a.m. State of the Dual Enrollment
 Anahid Petrosian, Interim Vice President, Academic Affairs
- 9:00 a.m. Partnership Towards Continuous Improvement
 Nick Gonzalez, Administrator, High School Programs and Services
- 9:30 a.m. Dual Enrollment Faculty Professional Development Opportunities
 Lee H. Grimes, Associate Dean, Office Professional & Organizational Development
 Christopher Nelson, Associate Dean, Liberal Arts & Social Sciences Division
- 9:40 a.m. Enrollment Redesign & Fall 2015 Enrollment Timeline
 Tony Matamoros, Director, College Connections & Admissions for Dual Enrollment
- 10:00 a.m. Networking Break
- 10:15 a.m. Breakout Session 1
- 11:15 a.m. Transition to Breakout Sessions
- 11:30 a.m. Breakout Session 2
- 12:30 p.m. Adjourn

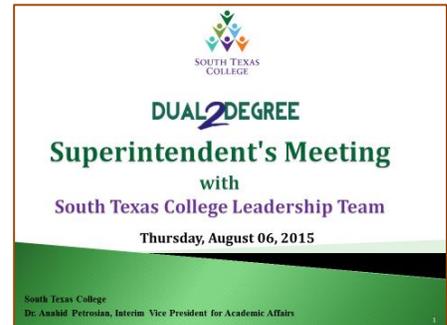
Participating ISD's	
1	Donna ISD
2	Edcouch Elsa ISD
3	Edinburg CISD
4	Hidalgo ISD
5	La Joya ISD
6	La Villa ISD
7	McAllen ISD
8	Mercedes ISD
9	Mission CISD
10	Monte Alto ISD
11	PSJA ISD
12	Rio Grande City CISD
13	South Texas ISD
14	Sharyland ISD
15	Valley View ISD
16	Weslaco ISD
	UTPA
	STC

2015 Summit Participants		
HS	Administrative	4
HS	Principals & Assistant Principals	23
HS	Deans of Instruction	5
HS	Directors/Counselors/Advisors	67
	Directors =13	
	Counselors=46	
	Advisors=8	
	Total of ISD	99
STC	Faculty, Staff, & Administrators	38
	Overall Total	137

Division: Academic Affairs and Student Affairs & Enrollment Management Leadership Team
Department: Retirement Celebration for Doctors Max Abbassi and Luis Guerra
Highlight: Dual2Degree Superintendent’s Coffee with Academic Affairs and Student Affairs & Enrollment Leadership Team

On **August 06, 2015**, **Academic Affairs and Student Affairs & Enrollment Management Leadership Team** welcomed superintendent’s from partnering school districts to showcase the achievements, accomplishments, and continued opportunities of **South Texas College’s Dual Enrollment Program**. Dr. Anahid Petrosian, Interim Vice President for Academic Affairs presented to the attendees an overview of the college and success points of the dual enrollment program.

Participating Districts
Region One Education Service Center (ESC)
Sharyland ISD
Rio Grande City ISD
Hidalgo ISD
Progresso ISD
PSJA ISD
McAllen ISD
Monte Alto ISD
South Texas ISD
Mercedes ISD
La Joya ISD



Division: Academic Affairs
Department: Nursing & Allied Health
Highlight: Retirement Reception Honoring Nursing & Allied Health Dean Melba Treviño

On **August 06, 2015**, the Academic Affairs division along with the college's leadership team, and Nursing and Allied Health colleagues attended a reception held in honor of **Ms. Melba Treviño, Interim Dean and Administrator for Nursing & Allied Health Campus**, upcoming retirement. Ms. Treviño has been with the college since its inception and served as a faculty member and program chair for the Vocational Nursing Program, and as interim dean for the Nursing and Allied Health campus for the past eight years. The college's Culinary Arts, Music, and Public Relations departments supported the event's organization.



Division: Academic Advancement
Department: Office of Professional & Organizational Development
Highlight: South Texas Leadership Academy (STLA) for Chairs

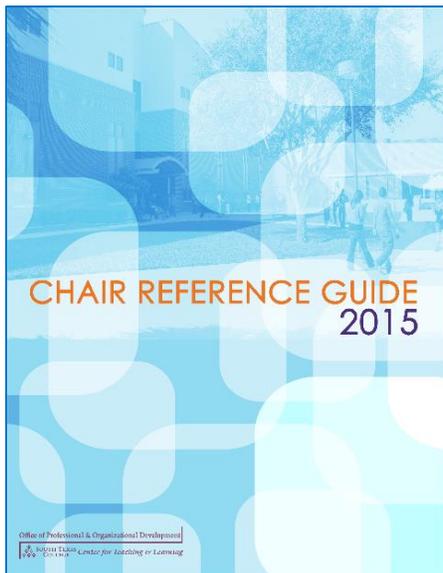
On **August 7, 2015**, the Office of Professional & Organizational Development hosted the **8th Annual South Texas Leadership Academy (STLA) for Chairs**. The event was half-day event, with **45 participating department chairs and assistant department chairs**.

The day featured updates on the following:

- ✓ On the Horizon for the Chairs – 2015 - 2016
- ✓ 5th Year SACS Visit
- ✓ Dual Enrollment Taskforce updates
- ✓ Degree Progress Report Assignment
- ✓ Update on HIS Grant Activities
- ✓ Title IX and Common HR Issues



Each department chair received an updated ‘**Chair Reference Guide**’ which provides guidance, guidelines and resources to help them become successful in their current role.



Division: Academic Affairs
Department: University Relations, Transfer, & Articulation Center
Highlight: South Texas College and the University of Texas- Rio Grande Valley sign first memorandum of understanding

On **August 10, 2015**, South Texas College and The University of Texas – Rio Grande Valley signed a memorandum of understanding which will build a partnership between the two intuitions benefiting students. The purpose of the agreement will provide students a seamless transfer, and a framework for students and their advisors in regards to how courses will transfer between both institutions. Both institutions will continue to work together to ensure student success and completion.



Pictured Left to right: STC Interim VP for Academic Affairs Dr. Anahid Petrosian, STC President Dr. Shirley A. Reed, UTRGV President Dr. Guy Bailey and UTRGV Provost & Executive VP for Academic Affairs Dr. Havidán Rodríguez sign the first memorandum of understanding between their respective institutions at a ceremony held at the STC Pecan Campus.



Division: Academic Excellence
Department: Valley Scholars Program
Highlight: Valley Scholars Program Orientation

On **Friday, August 14, 2015**, the **Valley Scholars Program** held an orientation for the newest class of students. The Program **welcomed forty four students** into the **nineteenth class** of Valley Scholars. The **orientation is designed to familiarize Valley Scholars on program policies and requirements as well as services at the College.**



The Orientation provided new students an opportunity to meet fellow Valley Scholars who they will be working with throughout the year. Valley Scholars students attend monthly meetings and participate in community service activities. The STC Library, College Connections, Student Activities and CLE were also present to provide information to the students.



Division: Academic Advancement
Department: Office of Professional & Organizational Development
Highlight: 2015 Academic Affairs Convocation



On **August 17, 2015**, the Office of Professional & Organizational Development hosted the **2015 Academic Affairs Convocation** at the McAllen Convention Center with **over 500 faculty, staff and administrators** in attendance. The day highlighted **“Celebrating Excellence in Teaching and Learning”** and featured a presentation by Interim Vice President for Academic Affairs, **Dr. Anahid Petrosian**, who discussed the many ways the Academic Affairs team contributes to improving the lives of our students.



South Texas College Alumni, Dual Enrollment Medical Science Academy (DEMSA) graduate and 4th year medical student **Leo Lopez, M.D.** delivered an inspirational testimonial of his pathway to success and the faculty who made a difference in his college career.



In addition, **Dr. Eric Reitinger**, President of Faculty Senate, shared with the attendees the process and significance of the **Essential Qualities of South Texas College Faculty** document which outlines the commitment and expectations of being a faculty member in the college.



Rene Zuniga, program chair of College Success and Education department delivered a moving presentation on his commitment and meaning of **Excellence in Teaching and Learning**. Participants also engaged in an interactive activity describing **‘Best Practices and Techniques in Teaching’**.

30 outstanding faculty and staff members were highlighted and awarded the **Distinguished Teaching and Learning Award (DTLA)** and **Distinguished Staff Award (DSA)**. As well, two outstanding faculty members were highlighted and award the **Faculty of the Year** (Richard Lubben) and **eFaculty of the Year** (Rachael Brown).



2015 Distinguished



2015 Distinguished Staff Award Recipients

Division: Academic Advancement
Department: Office of Professional & Organizational Development
Highlight: Kick-off for FOCUS Academy

On **August 19, 2015**, the **Office of Professional & Organizational Development (OPOD)** hosted a **kick-off for the Fall 2015 cohort of the FOCUS Academy**. This full day session was held in the OPOD's new Active Learning Training Lab on the college's Pecan campus.

This day marked the beginning of a **semester-long academy** which will consist of 8 sessions. Participants will be introduced to the six Common Instructional Framework Strategies, integration of educational technology, and how to utilize active learning spaces effectively. In addition, **participants will be able to learn from each other's teaching tools and techniques through sharing and observations during the "Rounds" process.**



Pictured above is Office of Professional & Organizational Development new Active Learning Training Lab in Pecan campus building C-111.

This semester's academy will be facilitated by Dr. Sandra Ledesma. During the Fall kick-off event, Dr. Ledesma covered the overview and expectations of the FOCUS Academy as well as provided instruction on time management, student-centered lesson planning, pedagogy v. andragogy, setting the stage for the first day of class, and the "Rounds" process.

The Office of Professional and Organizational Development is pleased to announce a total of 30 participants representing all four divisions. A second kick-off event will be held on September 4th to welcome the final 6 participants to the cohort.



Division: Math, Science, and Bachelor Programs
Department: Biology
Highlight: Biology Department First Meeting Activities

On **August 19, 2015**, the **Biology department** met for their first meeting of the fall 2015 semester and engaged in two group activities to bond and get feedback on the issue of concealed guns on our college campuses.

The first activity, **step in/step out**, initially placed the entire biology faculty in one large circle. Questions were asked by the activities' leaders to find commonalities as well as provide departmental information to all involved. Some of the questions posed were:

- ❖ Faculty primary campus location
- ❖ Which topics taught
- ❖ What classes taught through distance education
- ❖ Number of years teaching at STC



This activity also gave a brief history of the older faculty to younger faculty.

The second activity, a **round robin/role play** was on the subject of concealed hand guns on our campuses. Participating faculty formed two circles, one within the other. The outside circle posed as the student and the inside circle posed as faculty. Each person in the outside circle chose from a series of 4 possible questions to ask the opposing person on the inside circle to answer. After two minutes, the people in the outside circle would move one person counter clockwise which would change their conversational partner for the next two minutes.



Each faculty member played the role of faculty and student and replied on their chosen questions from the list or other question thought up. As a result, partner interaction with fellow faculty changed as well as the possible responses to the questions.

At the conclusion of the activities, *Paul B. Varville*, Director of Security answered questions posed by the faculty members.

The **outcomes accomplished** by these activities included:

- ❖ **Communication:** Faculty learn about each other and concealed gun issues through verbal and kinesthetic modalities
- ❖ **Problem Solving:** Faculty learn to work through a possible classroom scenario and act/interact with each other.
- ❖ **Social/Individual Responsibility and Teamwork:** Faculty learn to work alone and together to form networks and a framework for department and college policy.
- ❖ **Empirical & Quantitative Skills:** Faculty learn through basic data the faculty composition and basic issues of concealed guns on campuses.

Division: Academic Affairs
Department: Distance Education
Highlight: 2015 Distance Learning Annual Symposium

On **August 20, 2015**, the **Distance Learning Department** hosted its annual symposium. The event provided networking opportunities for new and veteran online faculties. This year's symposium focused on quality course design to enhance student learning.

The event featured **20 presentations** and sessions on best practices in online teaching and learning, with **over 170 participants** from around the **STC district**.



Distance Education/Virtual Campus Team



eFaculty of the year



Keynote speaker - Eddie Andreo

This year's **symposium keynote address** was delivered by **Eddie Andreo**. Eddie is Director for Online Learning at Cowley College in Arkansas City, Kansas. He's an expert in Instructional Design practices on several LMS platforms including: WebCT, ANGEL, Canvas, Moodle and Blackboard.

He is a nationally recognized Certified Facilitator for the Applying the Quality Matters Rubric (APPQMR) workshop in both Face-to-Face and Online, and has trained nearly 500 instructors in Quality Matters Professional Development workshops in this past year alone.

Participants learned the new tools and additions to Blackboard Learn which can be used to support teaching and learning.

Five and ten years online teaching and services awards were presented to faculty. The Distance Education and Virtual Campus strives to find new and innovative ways to tackle faculty and student support and other big issues faculty and students are facing in online teaching learning.

Division: Academic Advancement
Department: Office of Professional & Organizational Development
Highlight: Adjunct and Dual Enrollment Faculty Conference



On **August 22, 2015**, the **Office of Professional & Organizational Development (OPOD)** hosted **300 faculty** at the first Adjunct and Dual Enrollment Faculty Conference at Region One ESC in Edinburg, TX.



Mario Reyna
Division Dean - Business & Technology

- Participated in the Enrollment Team Meeting held by Matt Hebbard, Dean of Enrollment Services & Registrar to discuss scheduling issues and attended the Development Corporation Meeting held by the City of McAllen on Monday, August 3rd. I am serving on the board that oversees the ½ sales tax for the city.
- Attended the Coordinated Operations Council Meeting held by Dr. Reed and Participated in the judging for Ruby Red Ventures Presentations on Tuesday, August 4th
- Met with three candidates for the Business Administration faculty positions and one Economics Faculty Candidate after the candidates were interviewed by the committee on Wednesday, August 5th
- Attended the Superintendent's Coffee Meeting to review critical information and deadlines, met with Business Administration Faculty Candidate after candidate was interviewed by the committee, and Attended the Retirement: Melba Treviño on Thursday, August 6th
- Attended the President's Administrative Staff Meeting to discuss important information on Friday, August 7th
- Participated in the Enrollment Team Meeting held by Matthew Hebbard, Dean of Enrollment Services & Registrar to discuss scheduling issues and attended the UTRGV- South Texas College MOU Signing Ceremony on Monday, August 10th
- Attended the Binacional IIES-STC Meeting at the IIES Campus Villa Florida in Reynosa, Tamps., Mexico, met with Welding Full-time temporary Faculty Candidates after candidate were interviewed by the committee, and met with Sergio Contreras, Pharr Economic Development and Keith Patridge, McAllen Economic Development to promote the INNO Binational Conference scheduled for September 25th to be held at the Technology Campus on Tuesday, August 11th
- Met with Welding Full-time temporary Faculty Candidate after candidate was interviewed by the committee, participated in the Review of Drops for Non-Payment held by Matthew Hebbard, Dean of Enrollment Services & Registrar to determine students who will be dropped for non-payment per agreement from previous meeting, and Attended the Pharr Economic Development Strategic Plan at the City Hall, Board of Commissioners Room on Wednesday, August 12th
- Visited Edinburg Economic Development to promote the INNO Binational Conference scheduled for September 25th to be held at the Technology Campus on Thursday, August 13th
- Participated in the Pharr Regional Center for Public Safety Excellence meeting held by Ricardo De La Garza, Director of Facilities, Planning and Construction, held a Campus Tour for New Faculty at the Technology Campus, and participated in the Schematic Design Review with Mary Elizondo, Vice President for Finance & Administrative Services on August 14th
- The Division of Business and Technology attended the Academic Affairs Convocation and held the Business and Technology Division Meeting on Tuesday, August 17th
- Attended the Annual Grant Management Training at the Cooper Center held by Samantha Uriegas, Grants Compliance Officer, on Tuesday, August 18th
- Visited Frost Bank to promote the Binational Innovation Conference, and the McAllen Chamber of Commerce visited the Technology Campus and provided a tour for them on Wednesday, August 19th
- Met with High School teachers from Rio Grande City to promote dual enrollment, and Integrity School of Reynosa visited with Dr. Reed and I to establish dual enrollment agreement on Thursday, August 20th
- Participated in the INNO 2015 Conference Meeting held by Ana Valladarez, Business Administration Instructor, to review agenda, status of speakers, and discuss conference logistics, and attended the President's Administrative Staff Meeting on Friday, August 21st

- The Business Administration Program held an event at the McAllen Public Library to promote the program on Saturday, August 22nd
- Attended the Beginning of School Semester Ceremony at the Tecnológico Nacional De Mexico – Instituto Tecnológico de Reynosa on Monday, August 24th
- Met with Program Chairs individually to discuss their performance and updates on their programs on Thursday, August 27th
- Met with Human Resources personnel to discuss faculty issues on Thursday, August 27th
- Met with Program Chairs individually to discuss their performance and updates on their programs on Monday, August 31st
- The Paralegal Program is hosting a Power of Attorney Clinic September 11th at the Pecan Campus, Cooper Center
- INNO 2015 Conference scheduled for September 25, 2015

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- On August 20, 2015, the Distance Learning Department hosted its annual symposium. The event provided networking opportunities for new and veteran online faculties. This year's symposium focused on quality course design to enhance student learning. The event featured 20 presentations and sessions on best practices in online teaching and learning, with over 170 participants from around the STC district.
- Participated in the review of Hobsons Radius and Starfish CRM contract. Radius empowers institutions to improve current student and prospect communications, event planning and registration, inquiry management, application processing, admissions decision support, enrollment management analysis and reporting.
- Participated in the review of requirements for Proof of Concept Classrooms using Displays.
- Met with Application development team to review inspire for advisor and how it will be used in the distance learning department to quickly visualized and assess which students are on track for success or facing challenge on their path to completion of online classes.
- Met with the director of continuous education to discuss conference credentials and certifications. We discussed ways in which the two departments can work in partnership to provide continuing education credits for faculty and dual enrollment faculty.
- Participated in the Proof of Concept Classrooms using Displays meeting to discuss technology integration in both face-to-face distance learning classrooms
- Provided course development training for new Dual enrollment faculty.
- Provided distance learning orientation for new BAT students
- Submitted online programs for listing on Petersons.com. Peterson is an educational publishing company that provides education exploration data, admission, and program information to prospective students.
- Participated in Dean's enrollment meeting.
- Provided course development training for new Medical and Health Services Management faculty.
- Working with the DL team to develop Blackboard module tabs for divisions. Divisions can use the tabs for targeted messaging to students and faculty.
- Participated in the regularly scheduled validation of institutional data for Cevitas Analytics. The current validation focuses on Blackboard data. A new version of building block was installed on Blackboard to facilitate data transfer to Civitas.
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.



Distance Learning Technologies

- eLearning has been stable for the month of August. IS&P continues to do manual updates for Fall term, just to make sure we have the courses and enrollments up to date with banner. New procedures with new hire faculty members through HR department have been an issue with the user not having a Blackboard account. HR is lacking the field of the email record to be added in the banner screen PEAEMPL. Not having an e-mail record causes the user to never get created in Blackboard. IS&P continues to do manual updates for Summer 2, 3 and Fall terms, just to make sure we have the courses and enrollments up to date with banner.

➤ **Blackboard Mobile**

Blackboard Mobile has been stable for the month of July and updates to the building block have been applied. No issues with the Mobile app for the month of July.

➤ **Blackboard Learn**

Blackboard Weekly call with Tiffany Kisker every Thursday at 11am has been on-going. The scheduled call discusses issues we have during the week with Blackboard. On August 15, at 2:30am Blackboard upgraded the servers to the October 2014 Release. It took 12 hours for the upgrade to complete. All building blocks have been checked to make sure they were compatible with the new release.

- With the October 2014 Release, we are happy to announce and provide introduction to the following new developments in Blackboard:
 - Bb Grader App
 - Bb Student App
 - Offline Student Access
 - New Calendar features
 - Content Editor default to always spell check option ON
 - Video Everywhere fixed
 - Portfolios
 - Student View
 - Avatars
 - Assignments with built-in SafeAssign

➤ **Blackboard Downtime**

August 19, 2015 Blackboard went down on production for about 14 minutes.

- 3:13 PM: The Bb Monitoring team received alert and identified that STC's Prod environment was down. The team also identified that the DB server was down and began taking performance reports of all app servers.
- 3:16 PM: The Monitoring team and client alerted the SDM.
- 3:18 PM: The Bb Operations team began to restart the DB server and all app servers.
- 3:20 PM: The client opened Case 02214468 and discussed the situation with SDM.
- 3:27 PM: Services were restored and the client was notified.
- Incident Summary - On August 19th at approximately 3:13pm, STC's Production experienced a system outage. The Bb Monitoring team was alerted and identified that the DB server was down and began to taking performance reports. At 3:16pm, The Bb Monitoring team and client alerted the SDM. At 3:18pm, The Bb Operations team began a restart of all servers. By 3:27pm, services were restored.
- Root Cause of Incident - The root cause of this incident was due to a kernel panic which shut down the DB server.
- Incident Resolution - This issue was resolved by restarting the system.

➤ **Building Blocks** – most of the building blocks have been updated during the month of August due to the upgrade of the October 2014 Release to the system which includes SafeAssign, Bb IM, Basic LTI Tool, assessments, HTML editor, mobile, discussions, rubrics, grade center, retention, mobile and Pearson building blocks.

- Started a data clean-up on the system since we are over our quota. DL will backup courses from the following terms: 201220, 201230, 201240, 201310, 520132 and 520133. This will help reduce the size on the storage
- Started a user clean-up on the system as well. Any user that has not log in to the system for more than a year and a half will get their account purged. 89,534 users will be disabled from the system in the month of August and deleted in September.

➤ **Distance Learning Course Design Approval Form**

- Staff scanned 491 Course Design Approval from previous
- Uploaded 491 to the SharePoint drive that IS&P provided for the department.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- The Dean attended the schematic design meeting organized to make sure all the Bond construction proposals could be explained and presented to the Board.
- The Coordinated Operations Councils went over all the planned capital improvements and upcoming future projects such as better Kinesiology facilities for this very successful program that struggles with faculty acquisition and difficulty offering the right number of sections due to a lack of facilities and faculty.
- The Dean assisted the Public Administration coordinator by giving her a tour of the Building K departments and introducing her to advisors and testing center folks.
- Once again we spent the week primarily working to cover classes (one new class from dual enrollment, one heavy-use adjunct leaving without notice, several students wanting capstones).
- Jessica Schnee, Darci Cather, and myself all attended the STLA for Chairs meeting (Richard Coronado was giving a final exam and couldn't attend – it's odd that they schedule the STLA event on the day of final exams for Summer 2). Repetitive
- The Chairs met and discussed items such as the 5-year plan, secretary personnel matter, overload statements in the handbook, the BASOL program, the portable moves, needs for the new buildings and Ms. Magdaleno gave a presentation on the two Study Abroad events.
- We had to readjust the scheduling of the English Department's dual enrollment professional development session to accommodate the unexpectedly changed schedule from the PD department, but all is well, and the plan to offer CEUs is all set. Pertinent
- We celebrated Ms. Melba Trevino, who will retire soon. Speeches reflected her 20-year service to STC and the many accomplishments of her division.
- The STLA for chairs provided a huge amount of information for chairs on the HIS grant, Advising matters, the upcoming SACS visit, etc. This has become a meeting that no one can miss. The Dean attended several enrollment/drop consequences meetings at the VP of Students Services office.
- A Breakfast celebration was held to say farewell to Ms. Melba Trevino, who is retiring. We look forward to working with Mr. Jason Valerio who will take her place.
- A luncheon was held with the incoming faculty. The VPAA staff and administrators introduced themselves and welcomed the new faculty.
- The visit with Dr. Panwar who is the Director of M.S. Panwar Community & Technical College in India (In the North) was of extreme interest. Not only did we learn about the poverty and challenges Dr. Panwar faces (He started the college in honor of his father) without government support or clear direction from the higher educational institutions in India. This is a man of extreme vision and courage, who manages to already deliver a well-trained student body to the workforce. Interesting was also how programs such as TV and Radio communication and logistics are the most popular in his College.
- Hopefully we can help this impressive man
- A schematic review meeting revealed the Bond construction plans for a variety of Student Services and Technology Campus buildings.
- The VPAA office held its Convocation on Monday morning in the convention center. It was an information filled morning with a Celebrating Excellence in Teaching State of the Academic Affairs" presentation, two very good presentations by Dr. Reittinger on the



qualities of STC teachers and Rene Zuniga on the impact of great teaching (Maya Angelou: “students will forget what you taught them, but they will never forget how you made them feel”, and a even more impressive presentation by Leo Lopez who is an STC alumni who now practices as an MD and who had nothing but praise how he was treated at STC. The celebration ended with Distinguished Staff awards.

- In the afternoon the LASS division presentation took place, celebrating all the good work and activities undertaken by the LASS division faculty.
- The annual Grant Management meeting took place with helpful information on what needs to be done when grants are received, processed, and spent.
- The Distance Learning luncheon celebrated the number of years some of our faculty have been teaching on line and the E-teacher of the year award. A presentation on how to streamline your distance education course could have been more advanced for our very experienced and excellent internet faculty. Faculty attended many of the workshops.
- As part of a \$50,000 grant given to us by the THECB for our Puente Project, we had a meeting with Maricela Silva and Samantha Uriegas and Steve Schiefelbein. We presented the items we are going to want to have funded by the grant and all was ok. A final budget proposal will be shared with our folks from Accountability.
- A “Puente Pizza” meeting was held to start off the year and discuss upcoming matters. All Puente staff attended and indicated their preferences for travel, upcoming events, and scheduling issues.
- On Saturday the Dean visited all departments who held their meetings with Adjuncts and Dual enrollment faculty at Region I. She welcomed the faculty, thanked them for all their contributions to STC classes, and she reminded them to tell their students that their classes were all “steps” in one or more STC degree plans and that they should consider attending STC even after high school. One faculty had approached the administration of their high school with this request and had been told that STC needed to do their outreach at outreach events. The Dean explained that it is the dual enrollment faculty who can best explain the opportunities at STC.
- The week started off with full classes and heavy traffic. Everything seemed to go smoothly, though. Tuesday evening there was a Board meeting. Our Puente grant and contract were approved, as well as the staffing plan with a faculty secretary position and a wellness coordinator, a welcome fulfillment of our needs for which we are very grateful.
- Several complaints, grade or otherwise, had to be handled on disappointed Summer Students.
- Paul Varville gave Rebecca de los Santos and the dean a tour of the police department and a productive discussion resulted in that the JagXpress busses would not be parked right in front of the Kinesiology department but a little further towards Human Resources. This will help enormously when cars drive in and out of the Pecan Plaza mall because part of the area will no longer be blocked for the busses, which led to traffic jams.

Liberal Arts and Social Sciences Division
Always one step ahead



Fall 2015



From the Music Department:

- The Music Department received its majors in support of retention and completion.



From the English Department:

- We had an interesting case where a homebound student was enrolled in a dual credit class. There was a bit of juggling to figure it all out, but at Chris N's suggestion I spoke to Matt Hebbard, who was excellent at coordinating the multiple entities (PSJA, English, Dual Enrollment, DisAbility Support Services, the high school home-bound support program) and we were able to enroll her in an online course at no cost to her. It was really quite uplifting to see this all come together to ensure this student had access to a college class, and also a real tribute to the possibilities of online instruction. Ten years ago she would likely never have had access to any education beyond high school.
- Brett Millan shared a fascinating assignment with me: he has students write a paper about their career goal, but asks them to create a concrete path to that goal using career surveys, the Bureau of Labor Statistics-Occupational Outlook Handbook (BLS-OOH) page (www.bls.gov/ooh), and STC and other college degree plans. He's had great luck with this, and I believe it's something we'll share with the department at our regular pedagogy/theory session next meeting.
- Richard Coronado set up a visiting speaker series. The first speaker will be on September 2nd. Info about the series and the first speaker is below.
- Marisa Taylor was recognized for her 10th year of teaching online.
- Once again we spent the week primarily working to cover classes (one new class from dual enrollment, one heavy-use adjunct leaving without notice, several students wanting capstones... The usual).
- Jessica Schnee, Darci Cather, and myself all attended the STLA for Chairs meeting (Richard Coronado was giving a final exam and couldn't attend – it's odd that they schedule the STLA event on the day of final exams for Summer 2). I ended up with a page long to-do list and another couple items for the department meeting, including title IX updates and info, and PRIDE results and overview.
- I discussed the relevant info from the STLA with Elizabeth, our department secretary.
- We had to readjust the scheduling of the English Department's dual enrollment professional development session to accommodate the unexpectedly changed schedule from the PD department, but all is well, and the plan to offer CEUs is all set.
- This was a big week for meetings. Apart from the other college/division/etc meetings, we had two department meetings.
 - At the meeting of the full-timers on Monday...
 - Ross Villagran discussed the Beacon Mentoring program, and Belinda Torres discussed the CLE
 - We reviewed travel funding and discussed priorities for selecting those who travel. The whole department agreed that the two most important factors were those who had not travelled recently, and those who were presenting. There was disagreement about which of these two should have top priority, though. As a means of resolving this it was first suggested that no one get two trips in a year unless they are presenting and there are funds left. It was also suggested that there be a set amount of funds set aside for presenters that would only shift to non-presenters after a certain time. It was also suggested that there be a hard deadline for requests. I will use these ideas to develop a policy proposal that I'll then send to the department for feedback.



- We discussed Title IX, and I shared the fruits of my attendance at several seminars on the topic recently.
- We talked about several teaching ideas, and I gave links for the following:
 - Infographics as a prewriting research organization tool, or for presentations:
 - <http://writingcommons.org/open-text/genres/stem-technical-writing/1194-creating-viral-impressions-composing-infographics-for-the-classroom-and-work-space>
 - Activities to supplement or replace lecture:
 - http://www.teachthought.com/teaching/50-alternatives-to-lecturing/?utm_content=bufferbfb76&utm_medium=social&utm_source=twitter.com&utm_campaign=buffer
 - Written goal-setting as a means of closing achievement gap in first year college students (NPR story & source article):
 - http://www.npr.org/sections/ed/2015/07/10/419202925/the-writing-assignment-that-changes-lives?utm_source=facebook.com&utm_medium=social&utm_campaign=npr&utm_term=nprnews&utm_content=20150710
 - <http://www.palgrave-journals.com/articles/palcomms201514#discussion>
 - At the dual enrollment meeting on Saturday...
 - The first two hours was devoted to professional development ideas specific to English (and we were able to get attendees 2 hours of CEUs). The topics were:
 - Grading Class Participation by Silvia Herrera
 - Critical Literary Theory in the Classroom by Liana and Robin Andreasen
 - Online Peer Review by Robin Bell
 - We also held a meeting, covering Title IX and general updates.
 - Finally, we held a training session for new hires on developing syllabi, PRIDE, Blackboard & Safeassign, and challenges to maintaining college level rigor in a high school setting
 - Tom Fuschetto and WILD participated in the Back To School Bash on Saturday at IMAS, where over 300 backpacks filled with school supplies were distributed to local students.
 - We began work on a collaborative project with Sharon O’Leary in Music to stage a performance/reading of the poetry of Emily Dickinson and a song cycle based on those poems.
 - The Literary Arts Society Page Turners English Club began plans for an oral history project. We contacted RAS to start the IRB process for the project.

Ali Esmaeili
Division Dean – Math, Science, and Bachelor Programs

Math, Science, and Bachelor Programs -Dr. Ali Esmaeili, Dean

- Met with the STEM grant team to respond to the Educate Texas' questions and schedule the interview with Educate Texas and Stakeholders. Meeting will be on Thursday, August 27th.
- Met with the faculty teaching in the BAT & BAS programs and shared my vision and expectation for incoming academic year.
- Participated in phone conference with CCBA Executive Director to discuss the possibility of recruiting students from China. They are interested in 3+1 agreement with the BAT in Medical and Health Services Management program.
- Participated in helping students during Saturday and Sunday registration.
- Attended the undergraduate research presentation of our students participating in the STEP-UP Grand at TAMUK research center in Weslaco. Eleven STC students were assisting scientist from TAMUK Citrus Research Center.
- Conducted orientation for new students in the BAT & BAS programs. More than one hundred students attended the orientation.
- University Relations, Transfer and Articulation office hosted Memorandum of Understanding Signing Ceremony between South Texas College and University of Texas Rio Grande Valley on August 10, 2015. Based on the signed MOU, both institutions are committed to establish seamless transfer of credit and unconditioned admission to UTRGV for students with AA, AS, AAT, Core Complete and students with minimum of 24 credit hours from South Texas College. This agreement emphasis on future articulation and collaboration between both institutions.
- Met with Architect to review Schematics of STEM, North Academic, South Academic, Starr and Mid-Valley building.
- Worked with the grant office to finalize the Regional STEM Accelerator Initiative Grand proposal. This meeting was about responding to nine question and strengthening the Professional Development of our proposal.
- Worked with IT and Facility department and plan the Network Infrastructure Cabling Upgrade in Building G. The work began Monday, August 10th.
- Participated in the South Texas Leadership Academy hosted by office of Professional and Organizational Development.

BAS-OL Academic Coach - Nancy Gonzalez

- Assisted 134 students with registration, advisement, add/drop, degree audits, and general admission requirements information
- Collaborated with Research and Analytical Services (RAS) to obtain an accurate duplicated and unduplicated count of students in the BAS-OL program
- Participated and collaborated in the coordination and development of student and faculty orientation
- Facilitated student orientation at Pecan Campus, Cooper Center Theatre
- Assisted the Program Chair with the development, monitoring and updating of the upcoming terms course schedule and ensured all courses have been assigned an instructor
- Worked in partnership with Transcript/Graduation Analyst, Sara Gomez on graduation reports, including certification and course substitution (workflow) process
- Acted as liaison between student and faculty during the course completion process
- Executed student reports related to:
 - Incomplete courses
 - New term enrollment

- Graduation
- Kept continuous communication with faculty via e-mail and telephone regarding student incompletes for Spring and Summer I and II 2015 semesters
- Corrected inconsistencies in student registration for upcoming term(s)
- Completed and submitted STC Pearson Term 11 Fall 2015 Matrix
- Participated at the Texas Competency Based Education Consortium via conference call
- Researched and collected information regarding incomplete (“I”) policy; will meet to discuss how BAS-OL program will implement this policy
- Attended division staff meeting in G128 to discuss new roles and responsibilities of divisional staff
- Met with Celina Esparza, Student Success Specialist, to discuss division enrollment plan for Fall 2015
- Participated in telephone conference with National Society of Leadership and Success advisor, Dr. Kevin Peek and Chapter Support Manager, Dominique Smith and discussed retreat details, prospective members, etc.
- Attended Math, Science, and Bachelor Programs Convocation at the Pecan Campus, Cooper Center Auditorium
- Sent 850 letters to prospective students for the BAS-OL program (students with more than 90 credit hours)
- Collaborated with BAS-OL faculty secretary on emphasizing the importance of CAAP exam to students
- Joined the Texas Competency-Based Education Consortium conference call with BAS-OL colleagues and colleges and universities across the country interested in establishing an CBE program

University Relations - Dr. Kelli Davis

- The following schools had representatives present on campus during the month of August:
University of Texas – Pan American Deaf Rehabilitation Program, National American University, Texas A&M University – Kingsville Engineering Department, and Texas A&M University – Kingsville Education Department
- Continued to work on preparing the old articulation agreements for publication on the new University Relations website.
- Assisted students with questions about transfer on a daily basis.
- Successfully held the UTRGV Articulation Agreement Signing Ceremony on Monday August 10, 2015 at 10 am in the Rainbow Room
- Rehearsed for and presented at the Education & Workforce Development Committee on Tuesday August 11th at 12 pm in the Board Room about the UTRGV – South Texas College MOU Signing Ceremony
- On Tuesday August 11th, met with Public Relations to do a blurb for South Texas College Radio regarding the MOU between UTRGV and South Texas College.
- Investigated new agreements with Escuela de Enfermería Irapuato, Colegio Mexicano and for The China Project
- Continued assisting with the Texas Regional STEM Accelerator Project by providing support regarding our college partners.



- Coordinated and executed events for Dr. Panwar, visiting from India, including attending lunch at the new faculty orientation, visit with Dean Mario Reyna, a tour of the Technology Campus, a tour of the Nursing campus, and a meeting with college administrators
- On August 13th, participated in a phone conference call with Dr. Ali Esmaeili and Dr. Beth Hagan of the Community College Baccalaureate Association about The China Project, which would involve Chinese students participating in a 3 + 0.5 + 1, which would have students from the Dailan Province completing the final year of their baccalaureate program here at South Texas College
- Assisted with getting accommodations for students participating in the Texas A&M University Kingsville Rio Grande Valley Engineering Initiative, a program where students enrolled at TAUMK can complete one of three engineering degrees at the South Texas College MidValley Campus.
- On Friday August 14th, 2015 met with Mr. Martin Knecht and Dr. Enriqueta Cortez, as well as Dr. Stephen Nix and Dr. Maria Oralia De Los Reyes from Texas A&M University – Kingsville regarding updated articulation agreements and the development of new specialized engineering degree plans.
- Still to do this month: Begin work on the college fairs, set out a timeline for the work on the new articulation agreements with UTRGV, begin planning for study abroad in the United Kingdom, assist with the Texas Regional STEM Accelerator grant proposal and other duties as assigned.



Biology – Dr. Murad Odeh

- On August 19, 2015, the Biology department met for their first meeting of the fall 2015 semester and engaged in two group activities to bond and get feedback on the issue of concealed guns on our college campuses.
- The first activity, step in/step out, initially placed the entire biology faculty in one large circle. Questions were asked by the activities' leaders to find commonalities as well as provide departmental information to all involved. Some of the questions posed were:
 - Faculty primary campus location
 - Which topics taught
 - What classes taught through distance education
 - Number of years teaching at STC
 This activity also gave a brief history of the older faculty to younger faculty.
- The second activity, a round robin/role play was on the subject of concealed hand guns on our campuses. Participating faculty formed two circles, one within the other. The outside circle posed as the student and the inside circle posed as faculty. Each person in the outside circle chose from a series of 4 possible questions to ask the opposing person on the inside circle to answer. After two minutes, the people in the outside circle would move one person counter clockwise which would change their conversational partner for the next two minutes.



- Each faculty member played the role of faculty and student and replied on their chosen questions from the list or other question thought up. As a result, partner interaction with fellow faculty changed as well as the possible responses to the questions. At the conclusion of the activities, Paul B. Varville, Director of Security answered questions posed by the faculty members.
- The outcomes accomplished by these activities included:
 - Communication: Faculty learn about each other and concealed gun issues through verbal and kinesthetic modalities
 - Problem Solving: Faculty learn to work through a possible classroom scenario and act/interact with each other
 - Social/Individual Responsibility: Faculty learn to work alone and together to form networks and a framework for department and college policy
 - Empirical & Quantitative Skills: Faculty learn through basic data the faculty composition and basic issues of concealed guns on campuses

Physical Sciences – Dr. Enriqueta Cortez

- Dr. E. Cortez held Faculty staff meeting on August 18th and a Dual Faculty/Adjunct Meeting on August 22nd.
- Dr. E Cortez worked with lab specialist to prepare the information booklets to share with faculty and staff.
- Dr. Ludivina Avila began working with local school districts and STC Public Relations office to plan for the Science Olympiad which will be held in the Spring 2016.
- Chemistry, Engineering, and Physics faculty participated in the First Connect Orientation held on August 18th.
- The department faculty and staff attend Academic Affairs Convocation held at the McAllen Convention Center and the Division Convocation held at the Cooper Center.
- Dr. Avila, Dr. Studer, and Dr. Lamichhane participated in the Focus Academy Kick-Off held August 19th.
- Dr. Avila, Mr. Knecht, and Dr. E Cortez worked to update Master Syllabus, collect and review faculty syllabus, and submit syllabus to the Curriculum office.

Chemistry/PrePharmacy

- Chemistry faculty continue to be active members of the American Chemical Society.
 - Dr. Subrata Mandal attend the ACS National Meeting in Boston, MA on Aug. 16 -18. Dr. Mandal attended the ACS Scholars Program: Rising Stars in Academe and Rising Stars in Industry and Kavli Foundation Lecture Series.
 - Dr. Joe Studer is serving as Chair of the ACS South Texas Section and Dr. Ludivina Avila is serving a Treasurer and Webmaster for the South Texas Section.
 - Dr. Avila is also serving on the ACS SOCED Advisory Board for Undergraduate Programs and on the task forces for ACS guidelines for chemistry in 2 year colleges.
- Dr. Studer attended the McAllen Chamber of Commerce Inventors and Entrepreneurs Network on August 27th.
- Dr. E. Cortez reviewed the STC-UH Pharmacy application and Flyer. These were sent to Kelli Davis at the University Relations office and the University of Houston for review and comment.
- Dr. Avila negotiated with Cengage to offer STC students a lower price for the General Chemistry textbook via a Cengage microsite. The students are saving over \$150 by ordering directly from the publisher.
- Dr. Avila had a booth at the Maker Faire at the McAllen Incubator on August 1st.

Engineering

- Mr. Martin Knecht partnered with High School Programs to implement the Waterbotics Summer camp on the Star County campus on 8/10 – 8/14. The week preceding the camp (8/3 – 8/7) Mr. Knecht trained a local high school teacher in the curriculum and set up materials for the camp.
- Dr. E. Cortez and Mr. Martin Knecht met with Dr. Nix on August 21st at the Transfer Center to discuss 2+2 articulation. Our goal is to have a 2+2 agreement signed before the end of the fall semester with the associated AS in Chemical Engineering presented to the Division and College Wide Curriculum Committees.
- Mr. Martin Knecht met with TAMUK representatives on August 27th regarding our continued partnership in the LID Parking Lot project.
- Mr. Martin Knecht met with new engineering faculty on August 28th to discuss Engineering Program goal for the academic year.

Physics and Physical Sciences

- Dr. Ravi Nandigam and Mr. Mahmoud Gassem began work on the PHYS1417 Physical Science II BASOL course that will be offered in the Fall second mini-mester. The instructors are developing the Geology, Chemistry, and Physics competencies and lab requirements.
- Dr. Ravindra Nandigam continues to serve as Radiation Safety Officer for the XRF instrument. He worked with Bruker, lab personnel, and state officials to ensure we are in compliance. He scheduled a site visit for August 28th.

Developmental Math – Dr. Aparna Ganguli

- Five year Strategic Plan Presented in Division Convocation
- Discussion on NMP and its future
- Phased out lowest level Developmental Math class Math 0080
- Organized Adjunct faculty get together
- Integrating Technology with new features of MyMathLab in classroom instruction
- Organized Farewell Get together for long time faculty member Michele Shell who retired at the of the last academic year



New Mathways Project, Co-Requisite Math 1414 + Lab, Developmental Math- Celina Esparza

- Meetings Attended
 - Division Enrollment Plan Meeting-August 5
 - Reviewed ways to increase enrollment for Fall 2015
 - Reviewed new roles of SSS
 - Ways to increase retention rates
 - Collaboration among others
 - Division of Math & Science Convocation-August 17
 - Academic Mathematics Dept. Meeting-August 20
 - Discussed Summer II issues, objectives, and set goals for Fall semester.
 - I was re-introduced to department faculty & announced new roles and responsibilities as well as office location to faculty not present for SSI & SSII meetings.
- Upcoming Meetings
 - UTRGV Counselor Update on September 17 from 8am-1pm
 - The meeting will include information regarding admissions, academic programs, and updates on UTRGV. This will be helpful when assisting Math majors planning to transfer to UTRGV after completing their degree at STC.

Update on Enrollment as of 8/25/2015

- NMP Sections for Fall 2015

- 4 - MATH 0442 sections Total = 57 NMP students
 - PL1- 26 students
 - PL2- 15 students
 - PL3- 8 students
 - WL1- 8 students
- 2- MATH 1442 sections made Total = 23 students
 - P05- 14 students
 - W03- 9 students
- Co-Requisite MATH 1414+ LAB for Fall 2015
 - 11 Co-Requisite sections made Total = 291 students
- Next Enrollment update after census day- 9/9/15
- Assisted students (71) in person for NMP, Academic MATH, Co-Requisite Math 1414 + Lab, MATH 1414 + SI & developmental math course enrollment referred via email or phone.
- Collaborated with Michelle Crawford, Developmental English & Reading SSS, on Puente Project/NMP initiatives for recruitment as per Dr. Bischoff's request.
- Contacted students (200+ via phone) who had not yet registered for Fall 2015 as per Dean Hernandez request.
- Contacted students (50+ via phone & email) to remind them about the MATH & Science Orientation as per Elibariki Nguma request.
- Contacted students who had not passed college algebra as per Nancy Garcia request.
- Contacted students referred by faculty for excessive absence issues.
- Continued preparations for Fall in-class presentations regarding study skills, note-taking skills, test-taking skills as well as college policies & deadlines for NMP courses.
- Prepared class materials for NMP students including textbooks copies, pre & post assessment activity booklets, & resource lists.
- Rosters for NMP & MATH 1414 + Lab courses were reviewed to ensure qualification for programs.
- Contacts to potential NMP students for Fall continued at all 3 campuses to inform them of the program and its benefits.
- Continued promoting current math department initiatives via flyers at all 3 campuses.
- Contacted students in low enrolled & cancelled sections to re-enroll them in other math sections for the Fall 2015 semester.
- Continued coordination efforts with Dr. Aparna Ganguli & Mr. Mario Morin as well as involved faculty members for Summer II & Fall 2015 math course schedule.

Developmental Mathematics – Herlinda Medrano

Academic Student Success

- Assisted students with advising, degree plans and registration. Students are provided with mentoring and advice according to their individual academic needs. Using the registration copies students are selected to receive letters requesting their presence in my office. The purpose for the appointments is to have students sign a “Plan for Success” contract. This will count as the second visit with a specialist/advisor.
- Processed and mailed out letters to students who are enrolled in Math courses without meeting the prerequisites. Students were informed and assisted with registration when classes were cancelled.
- Students were assisted in finding their classrooms, making course changes, drops and also answered questions by phone about their schedules for the Fall semester.

Academic Probation

- Students came by for academic assistance, advice and registration. Students were informed of policies and procedures such as course repeater fees and financial aid suspension. I notified students about their responsibility to come in when they receive their letter to sign a “Plan for Success Contract”. Students will receive comprehensive academic advice.

- Recruited students to fill NMP courses, Math 1414/lab and Math 0100 evening class.

Professional Service

- Attended the Math & Science Convocation at the Cooper Center. There was new information regarding transfers, security and new faculty/staff.
- Attended the Dev. Math Dept. meeting at Pecan Campus. Discussion included overloaded classes, compliance scores, new faculty and retirement. Assignments for committees were chosen.
- Completed and sent sample Clery Act report by dept. mail to the STC police department.

Melba Treviño
Division Dean – Nursing and Allied Health

Division Dean Updates:

- August 18, 2015: Interim Dean Jayson Valerio attended Annual Grant Management Training.
- August 17, 2015 – Nursing & Allied Health Campus welcomed back all faculty and staff through informative updates at the Division meeting. Interim Dean Jayson Valerio gave a warm welcome to all faculty and staff most especially to the new NAH members. Mr. Valerio covered the following agenda namely 1) status of the Nation's Education, 2) NAH building safety plan, 3) facility update, 4) complio (clinical requirements track system) update, 5) NAH support services CLE, Library, Counselling, and Student Support services.
- August 24, 2015 – Interim Dean Valerio was invited by the VN Faculty and Staff to meet their new cohort for the school year. Mr. Valerio congratulated the students for making the right decision in fulfilling their degree at South Texas College and reminded them about the valuable contribution of nursing in the health care delivery system.
- August 24, 2015 - Interim Dean Jayson Valerio also welcomed the twenty two students from the very first dual ADN pilot nursing program in the nation from PSJA.

Nursing & Allied Health Division:

- August 6, 2015 - Dean Melba Trevino's Retirement Reception was hosted to honor her many years of service and contributions to students, faculty, and staff.
- August 14, 2015 – Nursing & Allied Health Campus welcomed new faculty to STC and held a tour of the division. Faculty were shown the equipment of the different departments and were amazed at the advanced technology in healthcare.
- August 14, 2015 – Nursing & Allied Health Division are very excited to share the arrival of our NEW ambulance! With the guidance and assistance of the Grants Department, the EMT program was able to purchase a new ambulance that would assist in serving the students of Hidalgo AND Starr County.
- August 17, 2015 – Nursing and Allied Health faculty and staff were recognized at our Annual Academic Affairs Convocation for their contributions to student success. Nursing & Allied Health was awarded two recognitions to faculty and three for staff! (pictured left: Interim Dean Jayson Valerio, ADN Faculty Edmundo Garcia, VN Program Chair Daphine Mora, Simulation Specialist Ruben Torres)
- August 24, 2015 – We are extremely happy to have all of our Nursing & Allied Health students back in our classrooms! First day of class and students are being taught to properly gear up for clinic and hospital visits.



Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Office of Student Life at the Mid-Valley Campus**

Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.

 - First Year Connection – August 20
 - Welcome Tables – August 24 & 25
 - Mobile Blood Drive Unit – August 25
 - Intra Mural Sports Promotion – August 26 & 27

- **Student Outreach Department**

Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.

 - Weslaco ECHS Dual Enrollment Orientation – August 13th

- **STC Departmental Trainings and Workshops**

Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.

 - IAM Department – Held excel training for continuing education students – Intermediate Excel Training – August 3, 5, 10 & 12
 - Child Development Center Staff Training – August 10 & 11
 - Career and Placement Services – Resume Writing & Interviewing Skills Workshop – August 11th
 - Child Development Parent Orientation – August 13
 - Biology Department – STEPUP Student Practice – August 19
 - Child Development Center Training Session – August 21
 - Vocational Nursing Orientation – August 24 – 27
 - Dual Enrollment Academies Welcome Back – August 28
 - Dual Enrollment Academies – Computer Science Cyber Security Club – August 28
 - Mid Valley Cafeteria Relocation Meeting – August 5

- **The STC Mid-Valley Campus** - Meeting location for many local organizations to host their events:
 - RGV Quilt Guild meets for quilt exhibitions and classes.
 - MET staff Meeting – August 13
 - TAMUK RGV Engineering Initiative-Engineering classes were held throughout the summer I and II sessions.
 - Educate Texas ECHS Meeting – August 3
 - RGV Origami Owl Fall Launch – August 4
 - RGV Focus Leadership Meeting – August 14
 - 2nd Annual Mesa Comunitaria – August 14
 - STAR Network Meeting – August 26

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Coordinating w Economic Development Corporation to increase continuing ed enrollment
- Coordinating w Roma ISD to discuss new bus route
- Contacting Snap Fitness Center to allow discounts for Starr County students
- Working w superintendents to allow STC scholarship for graduating seniors
- Working w transit system to distribute flyers for new Roma route
- Continue working w Valley Metro to circulate fliers advertising new Roma/Starr route
- Meeting w Roma Superintendent inform of new bus route
- Submitting request for board meetings local ISD
- Coordinating w RGCCISD for increase in Dual Enrollment activity
- Coordinating with campus recruiter to visit business & industry for recruiting purposes
- Continue working w Grulla HS to enroll dual students
- Coordinating w TMC Head Start for in-service training facilities
- Continue working w Roma ISD dual enrollment registration
- Contacting non-pay list for financial aid
- Contacting previously enrolled students to register
- Working w faith-based leaders to promote J building for student gathering point

Campus Events

- Water robotics Summer Camp – D116 Dual Enrollment Academies 8-3
- TMC- Head Start Annual training and in-service 8-3
- Security Department Meeting – 8-3
- Water Robotics Summer Camp – D116 Dual Enrollment Academies 8-4
- Starr County Community Coalition Meeting E1.504 8-5
- Water Robotics Summer Camp D116 Dual Enrollment Academies 8-6
- Water Robotics Summer Camp D116 Dual Enrollment Academies 8-7
- New Faculty Campus Tour – D116 7-14
- Texas Department of Health Services – in-service D116 8-15
- TMC Head Start Training – Auditorium 8-17
- TMC Head Start Training - Auditorium 8-18
- First Year Connection – Auditorium 8-19
- Child Care License Training – D116 8-22

Facilities Related

- Ordering new extended ladder for maintenance department
- Continue working on sprinkler system for watering campus grass
- Retouch of painting for Jaguar walking path
- Requested new mulch for campus entry
- Restructure administrative secretarial staff for Fall 2015
- Request submitted for installing draw down shades for auditorium foyer.
- Install new signage for enrollment surge.
- Submit request for new mulch campus entry
- Submit request for paint library building F

- New furniture for administrative offices
- Sprinkler systems serviced
- Cafeteria license submitted for renewal
- Signage for Student Services installed
- Submit request for golf cart service
- Parking lot stripes complete
- Work order to paint building F submitted
- Work order to repair golf cart submitted

Yvette Gonzalez
Project Manager - Academic Advancement

- Assist with development and data compilation of proposed/scheduled reports and presentations for Academic Affairs and Education & Workforce Development Committee August meetings:
 - EWDC: University Relations, Transfer, & Articulation center (UTRGV-STC) and Valley Scholars Program.
 - Dual Enrollment Taskforce, Dual Enrollment Principals Summit – August 04, 2015
 - STLA for Chairs – August 07, 2015
 - New Faculty Orientation – August 13, 2015
 - Dr. Panwar Visit to STC – August 14, 2015
 - Academic Affairs Convocation – August 17, 2015
 - Distance Learning Symposium – August 20, 2015
 - STC Faculty Teaching PD Day – August 20, 2015
 - Adjunct/Dual Enrollment Conference – August 22, 2015
 - McAllen ISD Dual Enrollment Report
 - Daily Enrollment Progress Report for Fall 2015
 - Academic Affairs Comprehensive Plan 2015 – 2016
- Assist with development of Academic Affairs related highlights for current and upcoming month. Highlights recognize academic division/program/campus events and accomplishments which are presented to Cabinet & included in the Academic Affairs website.
- Submit data request to Research and Analytical Services (RAS) in the month of August in preparation for the following reports/presentations: McAllen ISD Dual Enrollment Report, Kinesiology Department Report, Dual Enrollment Taskforce, Dual Enrollment Principal's Summit.

Course Evaluations

- Prepared and submitted to Associate Dean of Curriculum and Student Learning the evaluation session schedule for fall 2015 for review on August 19, 2015.
- Communicate with Reporting Team regarding remaining scheduled uploads for summer 2015, and facilitating with email distribution for scheduled course evaluations for Curriculum and Student Learning Department.
- Scheduled to meet with Curriculum staff on September 08, 2015, to review and finalize evaluation schedule and process before forwarding to Reporting Team.

Meetings/Trainings/Communication with programs

- Attended the following meetings throughout the month of August 2015:
 - Dual Enrollment Principal's Summit – August 04, 2015
 - Dean Melba Trevino's Retirement Ceremony – August 06, 2015
 - STLA for Chairs – August 07, 2015
 - Education & Workforce Development Committee (EWDC) Meeting – August 11, 2015
 - New Faculty Orientation – August 13, 2015
 - Advisor Search Committee Meeting – August 14, 2015
 - Academic Affairs Convocation – August 17, 2015
 - Farewell reception for Kimberly Crawford & Eliza Lara – August 27, 2015

Honors Program

- Public Relations communicated that they were working with IS&P to setup automatic course listings for various programs including the Honors webpages. The new system will replace the need to submit

a pdf report of honors courses offerings per semester to be updated and uploaded on the Honors webpage. Request was completed in August 21, 2015.

- Assist Academic Excellence office with submitting new honor section requests on students' behalf, walk-in students, honors course advisement, honors course registration, and student follow-up.
- Received **9 honors split section request for Fall 2015** on behalf of students.
 - 2 sections were readily available to register students
 - 7 new honor split section requests were submitted on behalf of honors students.
 - 2 were approved/created in system & students were registered prior to first day of class.
 - 1 student no longer interested in request
 - 2 requests were declined by instructor
 - 2 pending requests
- Emailed Bachelor Programs Advisor on first week of August, the current BAT-TMGT & MHSM honors sections list to share with incoming and returning students who are interested in joining the program.
- Communicated with honor students who are registered for Fall 2015 in second week of August to remind them of available honors section for the semester and to submit a new request two weeks before classes are scheduled to begin.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office➤ **Valley Scholars Program**

- **Fundraising** – Finalized Events Brochure for the 10th ANWTS. Finalized decorations and menu selections at The Corinthians for the 10th ANWTS. Sent follow up emails to past sponsors soliciting renewals for the 10th ANWTS. Met with STC Ballet Folkloricio to finalize performance for the 10th ANWTS. Donations received in August: Cash - \$8,999.00; In-Kind - \$9,613.00; Pledged - \$9,500.00. Continued planning details for K-12 Chess Tournament for VS club account fundraiser on Oct. 17, 2015.
- **Recruitment** – Continued contracting eligible students inviting them to apply to the Valley Scholars Program. Made follow up phone calls and emails to all eligible students.
- **Retention** – Held Valley Scholars Orientation for Class 19. Students learned more about the program and STC. Presenters included the library, CLE, College Connections, and Student Activities. Students continued meeting with the Student Success Specialist for advisement, registration, and schedule changes. Awarded Fall 2015 scholarships to all eligible students.
- **Trainings** – Attended the Academic Affairs Convocation on August 17, 2015.
- **Presentations** – Presented information on Valley Scholars Program Cohort Data and Success Rates and provided an update on the 10th ANWTS.
- **Marketing** – Appeared on KRGV's Inside the Valley on August 13, 2015 to promote the Valley Scholars Program and the 10th ANWTS.

➤ **Phi Theta Kappa**

- **Meetings** – Held August General Meeting on August 19, 2015 and Officer meeting on August 17, 2015 to discuss Fall 2015 meeting Schedule and Hallmark Awards.

➤ **Honors Program (Yvette Gonzalez)**

- Public Relations communicated that they were working with IS&P to setup automatic course listings for various programs including the Honors courses in their respective webpages. The new system will replace the need to submit a pdf report of honors courses offerings per semester to be updated and uploaded on the Honors webpage. Request was completed in August 21, 2015.
- Assist Academic Excellence office with submitting new honor section requests on students' behalf, walk-in students, honors course registration, and student follow-up.
- Received 9 honors split section request were submitted on behalf of honors students.
 - 2 sections were readily available to register students
 - 7 new honors split section requests were submitted on behalf of honors students.
 - 2 were approved/created in system & students were registered prior to first day of class.
 - 1 student no longer interested in request
 - 2 requests were declined by instructor
 - 2 pending requests
- Emailed Bachelor Programs Advisor on the first week of August, the current BAT-TMGT & MHSM honors sections list to share with incoming and returning students who are interesting in joining the program

Kristina Wilson
Officer - Academic Grants and Projects

Grant Oversight➤ **HSI Title V Grant (Department of Ed.)**

- Held a meeting on July 29 to discuss the Faculty Advising Training modules. The schedule for Faculty Advising sessions within TLA was finalized. Dr. Kelli Davis was asked to share plans for providing information on articulation and transfer agreements via the STC website.
- Sarah Solis visited each campus to receive the new furniture for the active learning classrooms. Technology installation also began.
- The HSI Project Director, Yolonda Jaramillo, reports for work on August 3.
- Met with the new HSI Project Director, Yolonda Jaramillo, and provided her with an initial orientation activities.
- Held a meeting on August 5 to discuss the Faculty Orientation and the FA Training Curriculum module.
- Visited the ALCs at the Pecan and Tech Campuses to discuss last minute needs for the classrooms.
- Participated in a presentation on the HSI grant at the STLA for Chairs meeting on August 7.
- Participated in a meeting on August 10 with the Grant Compliance Office to review the HSI budget with the new Project Director, Yolonda Jaramillo.
- Visited the Active Learning Classroom at the Mid-Valley Campus.
- Presented information at the Math, Science, & Bachelors Programs Division meeting on August 17.
- Attended a meeting with Laura Sanchez regarding the grant evaluation plan.
- Made final preparations in the Active Learning Classrooms for the first day of the fall semester on August 24.

➤ **Texas Regional STEM Degree Accelerator Grant – Phase 1**

- The grant plan was edited and strengthened based on the feedback received from Dr. Shirley Reed, Dr. Luzelma Canales, and Educate Texas. An executive summary was created and submitted to Dr. Canales for further review.
- A meeting with Dr. Canales took place on July 31. Additional feedback was given to strengthen the grant draft.
- Continued discussions and revisions of the Executive Summary and the Negotiation Notes took place. Final documents were submitted to Educate Texas on August 7.
- Educate Texas has requested a one-hour interview with the South Texas Consortium to take place Aug. 27.
- A planning meeting with our partners took place on August 21 to review the materials that were submitted as part of the Negotiation Notes.
- Prepared Pathways Outline document as requested by Educate Texas.
- Hosted the interview with Educate Texas on Aug. 27. Partners answered many questions posed by representatives from Educate Texas, CCRC, and ATD.

➤ **Carl Perkins**

- Participated in a meeting to review the THECB's recommendations regarding the Perkins Desk Review on August 21.

- Departments within Academic Affairs will submit their sections of the Perkins final report to Kristina by August 31. The completed document is due to the Grant Compliance Office by September 4.
- Sent reminders to the area leaders to submit Perkins final report by August 31.

➤ **Knapp Community Care Grant**

- Participated in a meeting on July 30 with Continuing Education and NAH leadership to brainstorm ideas for funding.
- Participated in meetings on August 3 and 7 with Juan Carlos Aguirre and Maricela Silva to identify potential funding projects.
- Maricela will prepare the Letter of Intent (LOI) based on the information received by Continuing Education & the NAH division.

Grant Development

➤ **Recently Submitted: 1 Grant**

1. *Texas Regional STEM Degree Accelerator (Educate Texas)*

- Additional information was requested by educate Texas regarding the original grant submission.
- STC requested an extension for the submission of the Negotiation Notes. The notes are due to Educate Texas by **August 7** and will include feedback provided by Dr. Luzelma Canales and Dr. Shirley Reed.
- A one-hour interview took place with Educate Texas on Aug. 27.
- Final documentations were submitted to Educate Texas on Aug. 7.

➤ **In Review for Submission: 1 Grant**

1. *Knapp Community Care Foundation*

- Attended a Funding Forum hosted by the Foundation to learn about upcoming funding opportunities.
- Will meet with Juan Carlos Aguirre and Jayson Valerio on July 30 to determine if STC will submit a grant proposal.
- The Letter of Intent process will open on **August 3** and will close on **August 31**. Subsequently, the deadline to submit an application is **September 18**.
- Attended a Funding Forum hosted by the Foundation to learn about upcoming funding opportunities.
- The Letter of Intent process opened on August 3 and will close on August 31. Subsequently, the deadline to submit an application is September 18.

Academic Projects

➤ **Persistence**

- Sent updated Degree Progress Report Assignment materials to departments and individual faculty members.
- Distributed the following data regarding the DPR Assignment:

Fall –to–Spring Persistence

- Off-track students who completed the assignment during the fall 2014 semester persisted at a rate of 78%.
- Off-track students who DID NOT COMPLETE the assignment during the fall 2014 semester persisted at a rate of 74%.
- Conclusion – *Off-track students who completed the assignment were more likely to persist and enroll in coursework the following semester.* There was a 4 percentage point difference.

Off-Track Status

- Of the off-track students who COMPLETE the assignment during the fall 2014 semester, 22% were still off-track during the spring 2015 semester.
- Of the off-track students who DID NOT COMPLETE the assignment during the fall 2014 semester, 27% were still off-track during the spring 2015 semester.
- Conclusion – *Off-track students who completed the assignment were more likely to take action to no longer be off-track (take courses within degree plan, change their major) after the completed the assignment.* There was a 5 percentage point difference.

➤ **TSI Committee**

- TSI Planning & Implementation Committee meeting scheduled for August 3 was postponed until after fall census day.
- A meeting regarding the TSI Block in DegreeWorks took place on August 3. The TSI block will be modified to only display whether or not a student is TSI complete in each of the three areas. The block will not display recommended coursework. Students will have to seek assistance from an advisor if they are not TSI complete in all three areas.
- Prepared information on course repeaters. Student Success Specialist will be calling course repeaters in order to recommend that they register for SI-supported course sections.
- Participated in a presentation on the Degree Progress Report Assignment at the STLA for Chairs meeting on August 7.
- Participated in a call with RAND on August 18 regarding the ABE study. Juan Carlos shared information regarding the successes of the Continuing ED. Program with the Accelerated Texas grant. Lindsay from RAND will conduct a site visit at South Texas College October 1 & 2.

➤ **Miscellaneous**

- Attended the THECB Training Workshop (webinar) on July 28.
- Assisted with the preparation of the Bright Spots in Education Submission for the Early College High Schools.
- Completed the 2015-2017 IE Plan for Academic Affairs. Sent to Dr. Petrosian for final review.
- Participated in a meeting with Laura Sanchez and Christina Cavazos on July 31 regarding the modifications to the minimester scheduled for spring 2016.
- Attended the UTRGV – South Texas College MOU Signing Ceremony on August 10.
- Attended the New Faculty Orientation Luncheon on August 13.
- Participated in a meeting regarding faculty submission of rosters on August 14.
- Assisted with Convocation preparations.
- Participated in training sessions over the Curriculum & Student Learning area with Laura Sanchez on August 19 and 20.
- Attended the Distance Education Symposium on August 20.
- Attended the President's Administrative Staff meeting on August 21.
- Met with the new Project Manager for Academic Affairs, April Castañeda, regarding projects assigned to her.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
 - CLE Staff met with SI Coordinator to discuss SI support opportunities for Fall. Aug 3rd
 - CLE Staff vetted MVC Presentation in preparation for Fall TTD – Aug 4th
 - MVC CLE Staff met to discuss 2015-2016 Fiscal Year Approximations and Budget allocations outlook for the future – Aug 5th
 - MV Campus Relocation Meeting to discuss CLE involvement possibilities with the plans to move the MVC cafeteria to a new location temporarily. – Aug 5th
 - MVC CLE hosted interviews to fill vacant SLA position(s). Aug 10- 12
 - MVC CLE staff conducted a meeting to plan additions to Fall Tutor Training Day for Clerk and Testing Technician Staff
 - CLE Staff held a conference meeting to discuss replacing the revised stamp for humanities tutoring Aug 12
 - CLE scheduled presenters for the upcoming campus connection events Aug 13
 - CLE Staff presented at campus connection Aug 15th
 - CLE Staff attended Division Training Meeting Aug 13th
 - MVC CLE Staff hosted second annual Fall Training Day at MVC (Aug 19th)
 - CLE Staff met with English, Dev. English, History, College Success, Math, and Computer Science Departments via their Department Meetings to inform on CLE updates (Aug 17-21st)
 - CLE Staff began preparing for Welcome Week events Aug 18th
 - MVC Staff finalized picks for tutor position new hires
 - CLE Staff presented at 13 First Year Campus Connections (Aug 15-Aug 22)
 - MVC CLE held a meeting to discuss Fall promotional opportunities for the CLE
 - MVC CLE held a meeting to discuss promotion for CLE services in the Library-Aug. 27th
 - CLE staff attended the Webinar for Innovative Educators Training – Handling Disruptive Behaviors (Aug 27th)
 - MVC CLE held a meeting to discuss Library’s future move to A101 during renovations-Aug. 27th
 - CLE Staff joined in on a meeting to improve CLE policy and procedure best practices Aug 27th
 - CLE Staff as begun training on using Workflows Library Software
- Nursing
 - CLE Staff attended Division Training Meeting Aug 13th
 - NAH CLE Staff will have several in-class workshops for the coming weeks to go over various topics with students.
 - A consultant will visit the NAH CLE to train the CLE staff along with some instructors and program chairs on a test-taking strategy that has proven effective for students in the Nursing and Allied Health majors.
- Pecan Campus
 - PCN staff held meeting to discuss hiring availability for fall and make final decisions on Tutoring Applicants – Aug 4th
 - CLE Staff met to discuss plans to support SI in the Fall – Aug 4th
 - PCN staff interviewed potential Tutoring Applicants for the Fall – Aug 4th
 - Write Lab Meeting – Aug 5th
 - Presentations being prepared for Tutor Training Day were finalized
 - PCN CLE staff conducted a meeting to finalize plans for Fall Tutor Training Day Aug 10

- CLE Staff held a conference meeting to discuss replacing the revised stamp for humanities tutoring Aug 12
- CLE scheduled presenters for the upcoming campus connection events Aug 13
- CLE Staff presented at Valley Scholars Meeting Aug 14th
- CLE Staff presented at campus connection Aug 15th
- CLE Staff attended Division Training Meeting Aug 13th
- CLE Staff hosted second annual Fall Training Day (Aug 20th)
- CLE Staff met with English, Dev. English, History, College Success, Math, and Computer Science Departments via their Department Meetings to inform on CLE updates (Aug 17-21st)
- CLE Staff began preparing for Welcome Week events Aug 18th
- CLE Staff presented at 13 First Year Campus Connections (Aug 15-Aug 22)
- CLE Staff met to discuss promotional opportunities for Fall 2015 (Aug 25th)
- CLE Staff contacted instructors to set up in-class presentations about CLE services and CLE tours (Aug 24-28)
- CLE Staff met with faculty to arrange volunteer faculty tutoring hours (Aug 28th)
- CLE staff attended the Webinar for Innovative Educators Training – Handling Disruptive Behaviors (Aug 27th)
- CLE is in process of finalizing the hiring of the CLE Secretary position
- CLE is beginning the process of hiring the CLE Manager for Pecan and CLE Manager for Mid-Valley
- CLE is beginning the process of hiring for Learning Excellence Specialist for Pecan and Learning Excellence Specialist for Mid-Valley.
- Workshops
 - TSI Workshop: Probability – Aug 3rd
- Starr
 - The Starr County CLE has proctored more than 25 exams for this past week alone. The summer 2015 sessions had a total of 65 exams more than previous summer session semesters.
 - The Starr County Center for Learning Excellence held its fall 2015 Tutor Training Day on August 19, 2015 with two faculty presenters and two staff presenters. In addition, presenting on the Merge of departments from Library, Open Labs and CLE's from the district.
 - On August 19, 2015, the CLE presented to the First Year Connection students from Starr County Campus on the Services offered at the campus.
 - The start of fall 2015 August 24, 2015 was smooth and assisted many students with class needs throughout the department and campus.
 - The integration of Open lab employee's to the CLE at Starr Campus started off on the right foot as it was a smooth transition with well talented employee's that are ready to assist students of Starr with computer or campus related difficulties.
 - The Starr CLE distributed flyers/bookmarks around the departments and academic buildings. Over 200 bookmarks where left to be distributed to students to be aware of the services.
 - Throughout the first week of the semester numerous classroom presentations were presented to face-to face classes. The initiative was to inform the students of Starr County STC of the services offered by the Starr Open Labs and CLE's. A total of 23 classes had to opportunity to hear the presentation that lasted from five to ten minutes in total.
- Technology
 - Hosted two breakout sessions at the Distance Education Symposium on Thursday, August 20th. The primary purpose of the breakout sessions was to education distance education faculty on our Upswing and Smarthinking online tutoring platforms and their respective uses and features.
 - Hosted the fall 2015 Technology CLE Tutor Training Day on Tuesday, August 18th. Tutors were briefed on upcoming college and district-wide changes and initiatives for the fall semester and also completed necessary trainings.

- Worked with multiple department chairs and faculty to establish the In-Class Tutoring assignments for the fall 2015 semester. The Technology CLE will have embedded tutors in the Architectural Drafting, Design and Technical Graphics, HVAC, Electrician, and Manufacturing Technology programs in the following courses:
 - DFTG 1309 – Basic Computer Aided Drafting
 - DFTG 2319 – Intermediate Computer Aided Drafting
 - DFTG 1393 – Special Topics in Civil Drafting / Topographical Drafting
 - ARTC 1302 – Digital Imaging I
 - ELPT 1319 – Fundamentals of Electricity I
 - ELPT 2447 – Electrician Test & Maintenance
 - HART 1407 – Refrigeration Principles
 - HART 1401 – Basic Electricity for HVAC
 - HART 2445 – Air Conditioning Systems Design
 - HART 2438 – Air Conditioning & Installation
 - HART 2441 – Commercial Air Conditioning
 - DFTG 1325 – Blueprint Reading and Sketching
- The Technology CLE was invited to present at the HVAC and Automotive student orientations. Also, the CLE will be hosting multiple tours and in-class presentations about our services for classes in the Information Technology, Architectural Drafting, Design and Technical Graphics, HVAC, Electrician, and Manufacturing Technology departments.

Jagtrax Data (August 2015)						
	All Campuses	Pecan	MVC	Starr	NAH	TC
Total Student Hours Delivered	3503:31:00	1146:08:00	403:53:00	158:03:00	1463:28:00	331:58:00
Independent Study (Duplicated)	767	48	151	3	521	44
Independent Study (Unduplicated)	404	38	96	3	233	38
Lab Visits(D)	9549	5929	739	450	2126	305
Lab Visits (U)	3790	2425	246	172	782	165
Proctoring	104	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	952:33:00	569:56:00	130:56:00	66:05:00	123:20:00	62:16:00
Tutoring Visits/Sessions (D)	1730	930	221	76	385	118
Tutoring Visits/Sessions (U)	920	411	108	64	249	95
Workshop Attendance	715	2	0	470	243	0
Workshops Hosted	38	1	0	23	14	0

- Director's Meetings:
 - 8/3/15: Meeting to review Schematics that will be presented for Board approval.
 - 8/4/15: Coordinated Operations Council; Bond Program Planning Meeting.
 - 8/5/15: Write Lab Demo.

- 8/6/15: Individual Meetings with Directors; Directors' Meeting.
- 8/7/15: Librarian Interviews.
- 8/10 – 8/12/15: “Re-think It: Libraries for a New Age” Conference in Michigan.
- 8/13/15: Meeting with VP-ISP&SI.
- 8/14/15: CLE IE Plan Meeting; Schematic Review Meeting.
- 8/17/15: Starr County & MV Libraries Schematic Design.
- 8/18/15: Bond Program Planning Meeting; NAH Library Meeting.
- 8/19/15: Meeting to Review Applications for CLE Secretary; MV Tutor Training Day.
- 8/20/15: Distance Learning Appreciation Luncheon.
- 8/21/15: President's Administrative Staff Meeting.
- 8/25/15: Bond Program Planning Meeting; Facilities Committee Meeting.
- 8/26/15: Meeting to Discuss Mid-Valley Library Renovation; Meeting to Discuss Librarian III Search.
- 8/27/15: Meeting to Discuss Mid-Valley Library; Employee Farewell Reception.
- 8/28/15: Interviews for CLE Secretary; Meeting to Review Pecan CLE Manager Position.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- Faculty Handbook
The handbook print outs were delivered and will be handed out to new faculty at the Teacher's Learning Academy in September. The Curriculum staff collected acknowledgement agreements from faculty at the Academic Affairs Convocation and Adjunct Professional Development Day.
- THECB Submissions
No curriculum items were submitted during the month of August.
- College-Wide Committee Meetings for Fall 2015
An e-mail notifying the Deans to hold division elections was sent out, and the meeting schedule for the fall was established.
- DegreeWorks
The Curriculum Specialist worked in Admissions to find a solution for issues with the government sequence and split credit issue on student audits. The DegreeWorks user manual was updated and the Curriculum Specialist attended a meeting to discuss the TSI Block in DegreeWorks.
- Online Student Evaluations
The Evaluation period for fall 2015 regular sessions and mini-mesters has been created and will be submitted to the Associate Dean of Curriculum and Student Learning for review. The SmartEvals! Building block for Blackboard was updated and now provides a notification screen when students login to check their courses. They have the option of closing the notification and are able to navigate without completing the evals, but will continue to be notified every time they login.
- Training
Laura B. Sanchez trained the new Associate Dean of Curriculum on program creation, learning outcomes, and day-to-day operations of the department.

Student Learning Outcomes and Assessment

- JagPride Enhancements
Fall 2015 publishing dates, deadlines, and items pending have been established. Reminders were sent to chairs and adjuncts to remind them of the summer reporting deadlines for Jagpride. The Learning Outcomes staff worked with Technology Resources to solve minor technical issues with the reporting database.
- Users Guides
The action plan chair guide was finalized and provided to the Department Chairs at the fall professional development academy for Chairs that took place this month.
- Faculty Support
The Learning Outcomes Specialist and Technician assisted faculty with their assessment in JagPride; review of activities, signatures, missing students, and any other technical issues via telephone and email. They met with chairs for BASAOL, Math, Art, and Business Administration to discuss their curriculum maps and ensure they were up to date for AY 2015.
- Reports
Final reports for spring 2015 were obtained, and showed a 72% submission rate.

Course Scheduling

- Schedule Development
TBA for the fall 2015 schedule were cleared, and the scheduled was reviewed for accuracy on room capacities. A select list of minimester courses were combined into other existing terms for fall 2014 in

order to eliminate duplicate dates. New Faculty were entered into Banner and assigned upcoming fall courses.

➤ **Schedule Maintenance**

The Scheduling Technicians continued to process changes to spring, summer and Fall 2015 schedules, process classroom reservation requests, and update flyers for mini-mesters and Hybrid courses. They also continued to run necessary reports and check data in the schedule to ensure accuracy for CBM reporting, and worked with Public Relations/Marketing to update the fall 2015 mini-mester on the STC homepage. They also continued to produce ad hoc room utilization reports for Planning and Construction and the Maintenance Departments as requested.

➤ **Active Learning Classrooms**

The Scheduling Technicians worked with Dr. Nelson, Assistant Dean of Liberal Arts and Social Sciences, in the Active Learning classrooms to make sure that the correct courses were assigned before August 24th.

➤ **Summer 2016 mini-mester Sessions**

The schedules for the summer 2016 mini-mesters was finalized and sent to Jesse Ramirez in Admissions for session creation in Banner.

➤ **Ad Astra**

Made arrangements for site visit to STC by AD Astra's Vice President, Luke Kearney, on September 21. Ad Astra is a course scheduling and data analytics tool.

TSI Activities

➤ **RAND ABE Study**

Participated in conference calls with Lindsay from RAND in preparation for the STC site visit on October 1 & 2. Lindsay presented an updated Logic Model and related materials for review by STC.

Academic Affairs Activities

➤ **Meetings/Presentations**

The Associate Dean of Curriculum and Student Learning made the following presentations during the month of June:

- Presented the Open Educational Resources Taskforce recommendations for approving OER resources to Academic Council in June.
- Presented the Student Attendance Taskforce recommended attendance guidelines for Faculty to Academic Council in June.

Institutional Activities

➤ **Human Resources**

Kristina Wilson is the new Associate Dean of Curriculum & Student Learning and began her assignment on August 24th. The staff position request form for the Curriculum & Scheduling Coordinator position was submitted to the Office of Human Resources and is awaiting processing and approval before being advertised.

➤ **QEP Lab Setup**

The setup for the QEP lab located in MV – A103 was finalized and is being used by the Developmental Math department. Nine developmental math sections are being offered in the lab.

➤ **Attendance Rosters**

Notifications regarding the First and Second Week of class rosters were distributed to Chairs and faculty members. The submission of the first week attendance rosters was monitored; 97% of required rosters were submitted by the due date.

Professional Development

➤ **Distinguished Leadership Academy**

Staff from the Curriculum and Student Learning Department, graduates of the Ambassadors Leadership Academy, started the Distinguished Leadership Academy. They attended the launch meeting and individual coaching sessions with the facilitator.

Nicolas Gonzalez
High School Programs and Services Administrator

➤ **High School Programs:**

- We have had a large number of time changes and adjustments to be made to the fall dual schedule from the school. However, compared to the size of the schedule, these are small.
- All new DEF who were approved have cleared with HR and entered in the system. We have total of 91 instructors who were approved for the fall.
- The latest fall schedule was sent to Tony Matamoros and enrollment of several high schools has started for the fall.
- Most dual sections at the high schools needing an STC faculty have been staffed, or will be staffed by this week.
- Last minute interviews for new DEF will be finalized this week. Some late resignations of existing DEF, promoted late submissions for approval.

➤ **Academies:**

- Dual Enrollment Academy Program will host their opening workshops at each site for students.
- CyberSecurity Club Presentation will be held to recruit participants from the Dual Enrollment Academy on Friday, August 28th.
- Classroom visits will occur throughout the first week of classes to ensure students have textbooks for courses and transportation to the campus.
- Governor's Summit Merit Program was held on August 3-7th at the STC Starr County Campus with 44 participants. The five day hands-on program was a great success as students participated in furthering their knowledge and skills in STEM along with field trips to the University of Texas Pan-American Engineering Department, STC Technology Campus and Royal Manufacturing Plant.
- Degree Audits will be completed for the Dual Enrollment Academy Program.
- Final Reports for TexPrep Engineering Program and Governor's Summer Merit Program will be completed.

➤ **Early College High Schools:**

- ECHS Director and Coordinator for CTE participated in a training for all secondary counselors at Weslaco ISD. Information was presented on ECHS, Dual Enrollment and Registration. Weslaco ISD has two newly designed ECHS campuses and the counselors had many questions which were answered.
- ECHS Staff continues to register students for the Fall 2015 semester. All classes that are staffed with STC faculty, whether at the high school or on out campus have been registered prior to the first day of class. ECHS staff have worked tirelessly to ensure students are registered on a timely basis.
- Governor's Summer Merit Program was held on August 3-7th at the STC Starr County Campus with 44 participants. The five day hand-on program, which was a great success as students participated in furthering their knowledge and skills in STEM along with Technology Campus and Royal Manufacturing Plant.
- Degree Audits will be completed for the Dual Enrollment Academy Programs.
- Final reports for TexPREP Engineering Program and Governor's Summer Merit Program will be completed.

➤ **Meetings**

- 8/04/2015 – Principal’s Summit
- 8/05/2015 – New Board members for the McAllen ISD
- 8/06/2015 – Dual2Degree Superintendent’s Meeting
- 8/07/2015 – Dual Enrollment Data Team Meeting
- 8/07/2015 – President’s Administrative Staff Meeting
- 8/10/2015 – UTRGV – STC MOU Signing Ceremony
- 8/13/2015 – New Faculty Orientation Lunch
- 8/14/2015 – Academic Affairs Convocation/Division Meeting at McAllen Convention Center
- 8/20/2015 – STC Faculty Teaching SE Courses
- 8/20/2015 – Distance Learning Lunch Apperception
- 8/21/2015 – HB 505 Presentation Region One
- 8/28/2015 – PSJA’s College for All Conference Meeting

Dual Enrollment: Alejandra Cantu

➤ **Workshops/Meetings**

- Attended Best Practice Conference at Austin for Early College High Schools.
- Attended the Convocation at McAllen Convention Center.
- Meet with Dean of Instruction from Edinburg North to discuss the prospectus for spring 2016.
- Meet with Principals from Monte Alto, Weslaco East, Mercedes ECHS to discuss prospectus for spring semester.
- Attend the STC Faculty Teaching Dual Enrollment Professional Development.
- Attend the Principal’s Summit.

➤ **DE Scheduling and Planning**

- Created five sections of History on a mini semesters for Southwest ECHS.
- Checked the Wen Operator list and added some new ones for new sites.
- Worked with La Joya ECHS and Program chair to come up with a schedule for CMPT courses.
- Created new Web Operator for Robert Vela, Edcouch Elsa and Donna North.
- Added all the courses exceptions to the Dual Enrollment Web System.
- Created new courses for Ballew and PSJA Memorial HS.
- Created 10 new DEF in Banner.
- Changed two Sections of Art at Mercedes ECHS to online courses due to DEF not approved.
- Worked with PSJA ISD and Computer Science Program Chair in creating a new course for migrant students.
- Due to time conflicts, changed a psychology section at Thelma Salinas to online.
- Worked with new principal at CCTC to change and create new course for the fall semester.
- Changed and created sections for PSJA North.
- New Math DEF was approved for Valley View. Created five new sections for fall.
- Changed and created sections for PSJA H.S.
- Work with Asst. Principal at PSJA North in getting STC professors to replace HS teachers for Medical term and CPMT.
- Changed courses and times for Science Academy.
- Per Chairs requests, changed several faculty names in the system for dual enrollment sections.
- Changed times for Donna North.
- Worked with Professional Development Department on creating a list of all STC faculty going to the high schools.

Dual Enrollment: Clarissa Torres

➤ **Dual Enrollment Faculty**

Eleven Dual Enrollment faculty were interviewed in the month of August. Of those eleven, nine candidates were recommended for Dual Enrollment faculty.

➤ **Dual Enrollment Professional Development Day**

On August 22nd the Office of Professional Development hosted a professional development day for all dual enrollment and adjunct faculty. I attended as a representative and presenter for the department of High School Programs and Services in order to answer any questions or concerns from our new and returning dual enrollment faculty. I was able to network and reach out to dual enrollment faculty as well as provide a presentation to assist first time dual enrollment faculty.

➤ **Dual Enrollment Principal's Summit**

The 4th Annual Principal's Summit took place in August. Prior to the event I registered our guests and answered inquiries regarding the event. During the event the department answered questions and provided information regarding changes for the upcoming fall semester.

➤ **Dual Enrollment Academies**

During August, I assisted the Dual Enrollment Academies with the planning and developments of workshops and presentations for their students as well as attended department meetings regarding the workshop schedule.

➤ **Governor's Summer Merit Program**

During the first week of August 46 students from Roma and Rio Grande ISD were invited to attend the Governor's Summer Merit Program hosted by the Department of High Schools Programs. The hands-on program lasted five days and specialized in WaterBotics.

Minna Montalvo

➤ **Conference/Workshops/Meetings**

- Participated in Search Committee for CTE ECHS Coordinator
- Had a booth at the McAllen ISD New Teacher Orientation.
- Attended the Principal's Summit Planning Meeting
- Attended the Principal's Summit
- Attended the Staff Meetings
- Attended the Academic Affairs Convocation
- Presented at the Business & Technology Division Meeting
- Presented to La Joya CATE Teachers

➤ **Screening Dual Enrollment Instructors for Fall '15**

- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
- On-going communication with ISD's in regards to CTE courses.

Carol Woods – Dual Enrollment Faculty Liaison

- Reviewed and updated the dual enrollment reference guides for STC faculty and for dual enrollment faculty in preparation for the August professional development events. Made minor revisions to the DEPM.
- Attended the Principals Summit held on August 4, 2015
- Attended and presented at Professional Development for STC Faculty teaching dual enrollment courses on Thursday, August 20.

- Attended and presented at Professional Development for Adjunct and Dual Enrollment Faculty on Saturday, August 22.
- Chaired the Textbook Subcommittee meeting held end of July 2015, to review progress on textbook adoption updates and discussed strategies on new and continuing issues. Distributed recap of meeting to subcommittee members. Recap highlighted follow up action on items discussed.
- Updated Dr. Petrosian's PPT slides on the subcommittees of the Dual Enrollment Taskforce to report their progress on issues. Provided recap of last taskforce meeting.
- Contacted Dual Enrollment Taskforce subcommittee chairs to update action plans.
- Responded to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as scheduled.
- Continued follow up with HSPS on updates needed to webpages:
- Requested that OPOD update door sign and STC "Partnership Sign" with new STC logo and font. Updated sign will then be posted on HSPS webpages.
- <http://academicaffairs.southtexascollege.edu/highschool/guides.html>
- Contact OPOD to obtain PDF of new 2015-2016 version of the Reference Guide for Adjunct & Dual Enrollment Faculty and post at the High School Programs website.
<http://academicaffairs.southtexascollege.edu/highschool/guides.html>
- Contact OPOD to obtain PDF of new 2015-2016 version Reference Guide for STC Faculty Teaching Dual Enrollment courses and post at the HSPS website.
- HSPS has option to post PDFs of ISD calendars on website.
- Arranged with webmaster and Academic Affairs Project Manager to post PDFs of new 2015-2016 Dual2Degree Manual on HSPS website under the "Manuals/Reference Guides Page" at
<http://academicaffairs.southtexascollege.edu/highschool/guides.html>
- Principals' Summit 2015 date of August 4, 2015, is posted at HSPS website. Updated summit information will be posted when available.
http://academicaffairs.southtexascollege.edu/highschool/pdf/summit/Web_Form_Contact%20information%20%20High%20School%20Programs.pdf.
- All programs under HSPS are scheduled to review and update their webpages this summer with new partner schools added, updated activities and information.

Sofia M. Peña
Director - Early College High Schools

- ECHS Fall Registration is underway and has been ongoing since the beginning of August and runs through September 9. This has consumed most of the time.
- ECHS CTE Coordinator Diana Llamas has accepted the position which is no longer grant funded.
- Coordinators are conducting degree audits for rising Juniors to ensure they are on track to complete coursework on their degree plan.
- ECHS Director has been preparing for acceptance of Excelencia in Education Award and panel discussion in Washington D.C. on September 22.
- President's Administrative Staff meetings. Academic Council meetings for Directors.
- ECHS Director read and scored several applications for ECHS from around the State for ECHS Designation.
- Communication with ECHS Partners (ECHS Coordinators & Director)
- Daily communication with ECHS Partners via email, phone, text, and personal visits is continuous and essential to the success of the program.

Lee Grimes Etheridge
Associate Dean - Office of Professional and Organizational Development

Events

- **Dual Enrollment Principals' Summit**
The OPOD coordinated the logistics and Summit materials in support of the Dual Enrollment Principals' Summit on August 4th. More than 150 people attended.
- **Ambassadors Leadership Academy 2015-2016 Cohort Selected**
The ALA Steering Committee for 2015-2016 met to determine the new cohort of participants. 25 were selected, 3 rejected. ALA is a year-long Academy which serves to cultivate leadership skills, team building, conflict resolution, ethics training, change management, data-driven decision-making, understanding the organizational structure, budget development it is the second level in our 3-level Leadership Development Series.
- **New Faculty Orientation I, II, and Service Area Tour**
Forty-Six New Faculty were welcomed to the STC Family with the New Faculty Orientation and Service Area Tour. Faculty were acquainted with an overview of the college history and philosophy, student demographics, degree and certificate offerings and the services provided for our faculty and students. Participants also were given a Resource Guide packed with helpful information, Faculty were also provided with best practices and strategies to use for the first day of class. In addition, they also got a first-hand look at all 5 of our beautiful and impressive campuses.
- **Virtual Campus Symposium**
OPOD assisted the Distance Education Department by coordinating the logistics, creating outstanding artwork for promotion of the symposium and developing the program.
- **STC Faculty Teaching Dual Enrollment Professional Development Day**
This PD opportunity was for all full-time STC faculty teaching dual enrollment courses in the high schools. They received a Reference Guide, and participated in presentations on topics including the DE Taskforce Update, DE Participations Requirements, Admissions Update, and Communicating College expectations for DE students, parents, and faculty and best practices in classroom management.
- **Distinguished Leadership Academy Cohort Selected and Kickoff Event Held**
The inaugural session of the 3rd cohort of the Distinguished Leadership Academy (DLA) was held on August 11th. This academy provides individualized leadership training at the highest level. A select cohort of Ambassadors Leadership Academy (ALA) graduates is invited to take part in the DLA each year. These participants receive personalized, strengths-based, guidance for continued development of coherent leadership styles. The Academy approaches this work in two ways: through regular group meetings and one-to-one coaching sessions. The group meetings incorporate facilitated discussions and engagement opportunities with noted leaders from both the College and the community to help participants gain insight into the real world application of leadership techniques. In addition, the participants will receive individualized coaching that will help them create a professional development plan designed to accelerate their own path to leadership excellence. A total of thirteen participants accepted this year's invitation.
- **Academic Affairs Convocation**
All Faculty and Staff serving in the division of Academic Affairs attended a general session in the morning at the McAllen Convention Center. The Interim VPAA delivered an opening address on the State of Academic Affairs followed by Mr. Leo Lopez and Mr. Rene Zuniga who delivered powerful speeches on the impact of great teaching and excellence in teaching and learning. The Distinguished Teaching Awards and Distinguished Staff Awards were presented to 28 individuals, along with the Faculty of the Year and eFaculty of the Year.

- **Adjunct and Dual Enrollment Faculty Professional Development Conference**
Almost 300 Adjunct and Dual Enrollment Faculty participated in this professional development event held at the Region One ESC on August 22nd. It mirrored the content of Academic Affairs Professional Development Day with additional tools and resources provided for this group. A Resource Guide was distributed that contain valuable information prepared specifically for adjuncts and dual enrollment faculty.
- **FOCUS Academy Kickoff**
FOCUS Academy kickoff presented by Dr. Ledesma welcomes 36 participants on August 19th. A resource binder was created for each participant. An overview was provided and group activities were conducted to identify the characteristics of the students in the classroom and how to set the stage for success. Time management techniques for both students and faculty were reviewed. Creating and implementing at student centered lesson plan was broken down into components and discussed how it would look in a classroom and how to plan it out. Technology tips and strategies were also an integral part of the workshop.
- **STLA for Chairs**
On August 7th OPOD hosted an event for Chairs and Assistant Chairs to provide information on the upcoming semester goals by the IVPAA, HSI grant activities, Title IX and common HR issues, and the upcoming 5th year SACS report.

Programs & Development:

- **Ambassadors Cross-Training Academy**
The OPOD office is in process of marketing for the 17th class of ACTA. Applications are now being developed.
- **Ambassadors Leadership Academy (ALA)**
The OPOD office is in the process of collecting ALA applications and setting a meeting with the ALA steering committee for the selection process of the 4th cohort.
- **Jaguar Academy: Onboard for Success**
The OPOD office continues to collaborate with the Office of Human Resources to obtain monthly new-hire reports in order to identify potential participants. Materials and agenda are in development. The 2nd cohort is scheduled to begin on October 1st.
- **Teaching and Learning Academy**
The OPOD office is currently determining the number of new faculty who will be attending the 2015-2016 cohort of TLA. Presenters are being confirmed.

Design & Publications

The OPOD Designer worked on the following design projects during the month of August:

- Adjunct & DE Agenda
- Artwork & Covers for Agendas
- Academic Affairs Convocation Agenda
- Distance Education Symposium Artwork
- New Faculty Orientation Wrap-up
- Photograph events during August 18-23, 2015
- TLA (part 2) Tool Kit and Wrap-up Booklet
- FOCUS Academy Module Binder
- FOCUS Academy Curriculum Design/Instruction

The OPOD is preparing for the following Upcoming Events:

- College-Wide Professional Development Day on Friday, September 18th
- Implementation of the \$2.5 million HSI Grant: STC in FOCUS

Irma Rosales
Site Coordinator – STC-Pharr College & Career Teaching Center

STC-La Joya Teaching Center

- Continued to monitor dual and traditional class enrollment for the La Joya Teaching Center.
- Visited LJJC Campus to ensure instructional technology was in place.
- Equipment move and setup was completed for on-site fulltime faculty.

STC-Pharr Teaching Center

- Attended PSJA ISD Back-to-School Expo – August 6, 2015
- Roof renovations continued at the Pharr Teaching Center.
- Began to coordinate furniture and equipment requests for rooms to be used by both Dual Enrollment and traditional students – August 10, 2015.
- Reallocated instructional space to accommodate increased number of dual enrollment classes – August 10, 2015.
- Allocated additional classrooms and office space for HVAC&R program – August 13, 2015.
- Met with new PSJA ISD CCTA Principal, Ms. Darcy Cuellar and CCTA Assistant Principal Mr. JJ Saenz – August 14, 2015.
- Met with D&BT Program Chairs – August 19, 2015.
- Met with PMT Faculty to review assigned labs, classrooms, and office space availability – August 19, 2015.
- Continued to monitor traditional and dual enrollment progress.

Other Activities

- Attended Principal's Summit – August 4, 2015
- Attended STLA for Chairs on Friday – August 7, 2015
- Met with students for class advisement – August 7, 2015
- Participated in ALA 2015-2016 Steering Committee – August 11, 2015
- Attended New Faculty Orientation Luncheon – August 13, 2015
- Attended Beacon Mentoring Training – August 14, 2015
- Attended Faculty Convocation – August 17, 2015.
- Attended B & T Division Meeting – August 17, 2015
- Attended D&BT Departmental Meeting – August 18, 2015
- Teaching the CNBT 1302.T70 course for the Construction Supervision Program.

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**SOUTH TEXAS
COLLEGE**

Turning Hope Into Reality



Information Services and Planning



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Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for August 2015

Alicia Gomez, CIO

Technology Resources

Applications Development

HR Process Redesign and Automation

The Technology Resources team completed the second phase of the Electronic appointment letter project which consisted in creating a module to allow Executive and Administrative staff approve annual appointment letters via JagNet. The module was rolled out on time for all Executive and Administrative staff to approve appointments via JagNet before August 31, 2015. No issues were reported with release.

Civitas, Illume and Inspire by Advisor

The Illume and Inspire by Advisor project implementation has been officially completed. The Illume and Inspire by Advisor applications provide predictive analytics to help faculty understand which interventions have made a measurable difference in specific students' success. These applications have been rolled to production and are running live for all stakeholders to access data on-demand.

Safety and Security Parking and Citation system

The Applications team completed the design and coding of two in-house reports that will help the Safety and Security Office comply with Clery Act. The team also worked on automating the Parking citation hold placement from the ARMS system to Banner. The two modifications are part of a short term solution while a new Parking Citation system is chosen for implementation. A third request was identified by the client after the team completed the above items, the team will work on the third and final custom report in September.

Continued Education Enrollment system

Technology Resources continues to research the possibility of implementing an online enrollment system for the Continued Education program. A Business Process Analysis was conducted to capture the Enrollment program processes and identify the gaps within each process. Elevate, a product by Ellucian, has been evaluated and has been found to be a good fit for the enrollment process; however, the product lacks Financial Aid and Installment payment features. The TR and Financial Services teams will continue to research the best technology solution.



Business Impact Analysis and Disaster Preparedness/Recovery Planning

The Technology Resources team continues to work on the Office 365 email migration for faculty and staff as part of the Disaster Recovery plan. Technology Resources preselected staff accounts were migrated as the first phase of this project. The rest of the accounts including faculty and staff will be migrated in several phases throughout the year.

Technology Support and Client Services

Infrastructure Improvements

The Networking team continues to work on improvements/recommendations provided by Insight consultants as a result of the Network assessment performed last year. Different buildings around the STC campuses have been re-wired for network efficiency and performance, access points have been added for extra wireless connectivity, and out of life-out of support network switches have been replaced and re-configured.

Next Generation Firewall

The Information Security and Networking teams completed the deployment of the new generation firewall before the beginning of the fall term. No major issues were reported after the migration.

Computer Replacement

The Desk Top Support team completed deployment of the last batch of 150 computers for the Fiscal Year. A total of 650 computers were deployed as part of the 2015 computer replacement program.



Victor M. Gonzalez, CISO
Information Security

➤ **Information Security Advisories**

The remediation for advisory 15-02 was applied successfully. Email communications are sent encrypted to our cloud appliance and we now allow inbound encrypted communications to succeed.

➤ **In-house vulnerability management program**

Last update: The purchase for the web application vulnerability scanning software was finalized. We should begin working on setting up the environment in the coming days.

Summary: We are developing our in-house vulnerability management program, covering both server and application vulnerabilities.

➤ **Information Security Program Metrics**

Last Update: We received access to the database and permissions as Db owners. Victor and Aaron will begin working on gathering data from other sources to aggregate into the DB.

Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.

➤ **Information Security Program Metrics**

Last Update: We put in a request to have the total number of unique student and employee records to be stored on a monthly basis to our database.

Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls. Database was requested and is now ready.

➤ **Action Plans – PCI, IT Assessment, 2012 Assessments**

Last update: Aaron will make the server request for OSSEC file integrity monitoring for the cashier area. The 2 factor application DUO is still being reviewed as well.

The InfoSec team needs to meet with TR leadership to discuss the possible solutions for the remaining 4 items. Aaron has completed around 99% of the questionnaire. A total of 4 items are not complete. These are new requirements on the SAQ C v3 that were not part of the original scope of work. Aaron will meet with TSS to work on a solution. These 4 areas should be taken care of within the coming weeks.

➤ **Replacement Firewall**

Last update: The firewall was replaced with the new Dell SonicWALL on August 15th, 2015, with minimal issues. The implementation phase is complete and the college is now running on the Dell SonicWALL. A few applications needed access rules applied to correct connectivity and the teams will continue to monitor and modify access rules if necessary.

➤ **Virtual Private Network (VPN) / Secure Remote Access (SRA)**

Last update: The hardware was received. We scheduled professional services for the week of August 3rd, 2015. The SRA VPN appliance was configured and is pending testing and tweaking of rules. The team will continue to work towards an implementation date after census.



➤ **InfoSec Scorecard**

Last update: The scorecard was finalized and printed. An executive summary was created and will be delivered to VP for IS&P and TR leadership.

➤ **Security Awareness Training/Campaign**

Last update: No Change, pending presentation at PAS meeting to communicate plan. The import has taken place; over 2200 employees have been registered in SANS Securing the Human portal. The InfoSec team will be adding training videos to the users and send out emails notifying them on how to use the materials. We submitted a ticket to the Helpdesk to troubleshoot ADFS to allow logins from all browsers and from any network location.

➤ **Incident Response Table Top Exercise**

Last update: We have received the draft report and have made a few corrections. We will be receiving the final draft soon for review with the Incident Response Team.

Summary: We are using our incident response credit hours with Dell to perform an on-site table top exercise. We are scheduling the exercise during one week in July. We are waiting on a response from TR for the best week during that month. The scenario that we are looking into creating is one of our servers being compromised and shortly after that event having a malware outbreak. We are having a follow-up meeting in a few days to discuss the exercise with the on-site team. We are scheduled for July 23-24.

➤ **Incident Response Lessons Learned: Phishing**

Last update: SPF protection is working as expected. TR detected a couple of legitimate partners that were spoofing messages to or from us. We made the corrections so those messages would be delivered.

Summary: We met with other incident response team members to discuss some security measures that we could leverage to better protect ourselves from phishing emails. The feature is called SPF (Sender Policy Framework). We are going to research the SPF settings that we could leverage within Proof point and define a SPF record for the College that can help other organizations protect themselves against spoofed emails from the southtexascollege.edu domain.

➤ **SharePoint site development**

Last update: We made some progress to the SharePoint site. It should be ready soon to begin advertising it.

Summary: We recently got access to our SharePoint site. We are going to use the site to organize the program documentation and to publish our different standards.

➤ **SANS Training**

We attended and completed SANS training in San Antonio, TX. Aaron attended SEC560: Network Penetration Testing and Ethical Hacking. Victor attended MGT512: SANS Security Leadership Essentials for Managers with Knowledge Compression.



Marie Evans, Director
Instructional Technologies Department

Meetings:

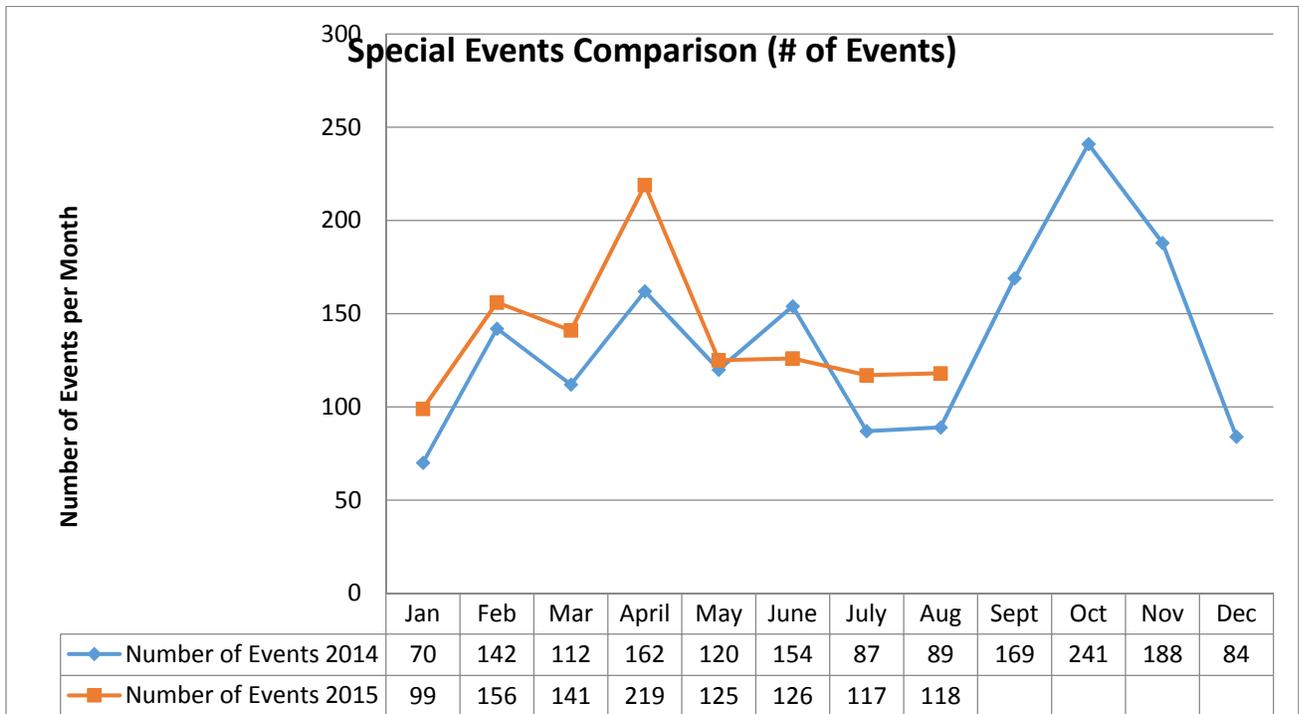
- 8/4/2015: Dual Enrollment Summit; Pecan, Tech, NAH, and Starr Campus Evaluations
- 8/5/2015: Starr Campus IT Staff meeting
- 8/6/2015: Mid Valley IT Staff meeting.
- 8/10/15: Samsung Meeting
- 8/12/2015: Tech Campus IT Staff meeting.
- 8/13/2015: Starr Campus and Mid Valley IT Meeting.
- 8/17/2015: Convocation Meeting, Backstage Productions Meeting.
- 8/20/2015: Library Specialist Interviews, Distance Learning Luncheon
- 8/21/2015: President's Administrative Staff Meeting
- 8/22/2015: Region One Dual Enrollment Presentation
- 8/24/2015-: McAllen Convention Center Visit, Mid Valley Campus Meeting
- 8/25/2015- Proof of Concept Classroom Meeting



Monthly Special Events by Comparison:

2014	
Jan	70
Feb	142
March	112
April	162
May	120
June	154
July	87
Aug	89
Sept	169
Oct	241
Nov	188
Dec	84

2015	
Jan	99
Feb	156
March	141
April	219
May	125
June	126
July	117
Aug	118
Sept	
Oct	
Nov	
Dec.	

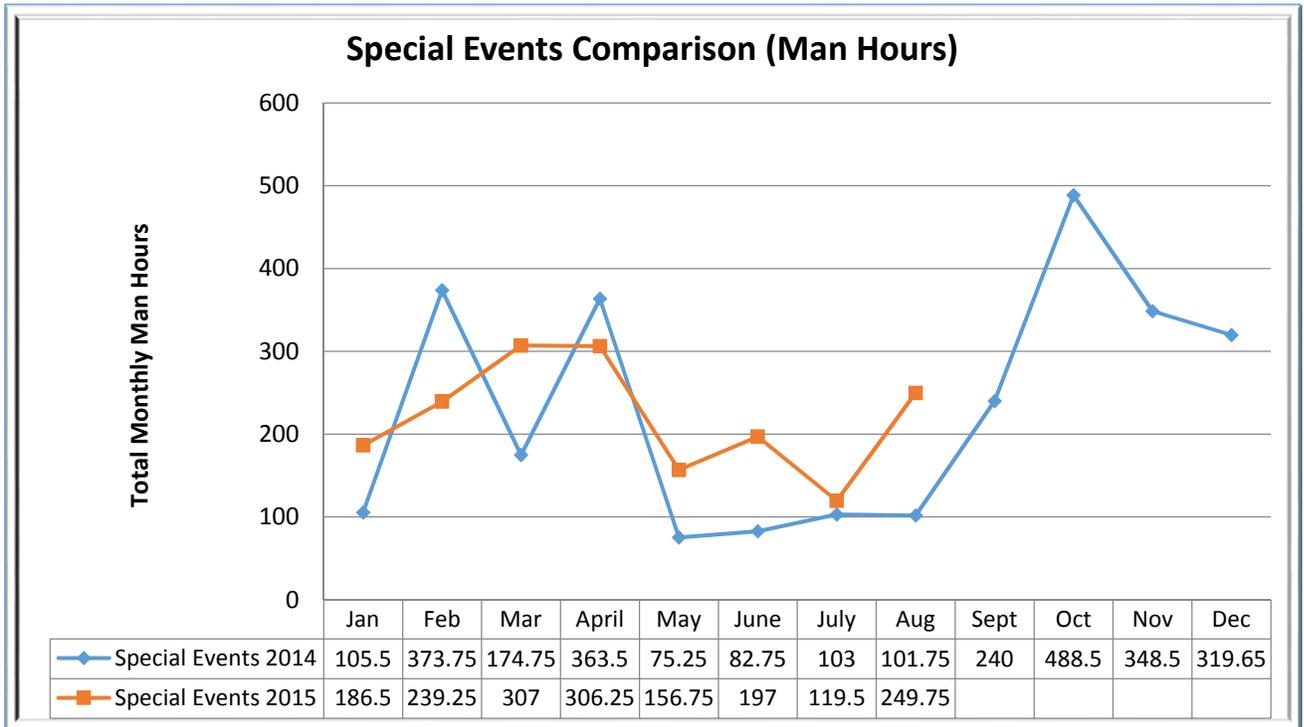




Total Man Hours

2014	
Jan	105.5
Feb	373.75
Mar	174.75
Apr	363.5
May	75.25
June	82.75
July	103
Aug	101.75
Sept	240
Oct	488.5
Nov	348.5
Dec	319.65

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	156.75
June	197
July	119.5
Aug	249.75
Sept	
Oct	
Nov	
Dec	





Reservations by Campus: 8/31/2015					
	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	12	0	15	4
Data Projector	85	0	0	0	6
Laptop	100	0	1	0	8
PA System	0	0	0	2	4
CD Player	0	0	0	2	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	1	1	4	0	4
TV	0	0	0	0	1
Microphone	90	4	5	2	10
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	24	12	0	0	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	3
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	11	0	0	0	0
Document Camera	32	0	20	0	16
DVD/VCR Player	3	0	0	0	8
Wireless Lab	0	2	0	0	0
Keyboard/Mouse	8	0	1	0	2
Symposium	0	6	4	0	0
Hard Drive	0	0	0	0	10
USB Hub	0	23	0	0	16
CPS	0	0	0	0	8
Mixer	7	1	2	0	0
Tripod	0	1	4	0	4
WebCam	1	0	0	0	10
Computer	57	0	0	0	0
Portable Table	2	0	2	0	4
Microphone Stand	4	4	4	0	4
HD Video Streamer	0	0	0	0	0
Polycom Phone	3	0	0	0	1
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	17	18	0	0	4
TOTAL	445	84	47	21	128



Institutional Effectiveness & Assessment

IE Related Activities:

- Met with the following departments to work on the 2015-2017 IE Plan:
 - Occupational Therapy Assistant
 - Healthcare Student Success
 - Physical Therapist Assistant
 - Vocational Nursing
 - Starr County Campus Administrator
 - Bachelor of Applied Technology: Technology Management
 - Police Academy
 - Welding Technology
 - Technology Resources
 - Paralegal
 - BAS organizational Leadership
 - Associate Degree Nursing
 - Nursing & Allied Health
- Uploading 2014 Mid-Biennium IE Reports to Sharepoint – in progress
- 2013-2015 IE Reports – data audit with IEA staff
- Training IE Specialist – ongoing

IEA Reporting Analyst's Activities:

- Provided the census day data per request, uploaded to the Reporting DFS Share Drive
- Worked on the program list update
- Updated the IEA Data Release Calendar
- Worked on the data audit for IE plans needs
- Worked on the Data Request – Cohorts retention for Puente students (Service Ticket # 155)
- Worked with the IE Data Needs Audit for 2013-2015 Reports
- Worked on the Puente Fall 2014 Cohort Retention and Student Success
- Worked on the Assessment for the Strengths finder
- Data Requests:
 - Puente Fall 2014 Cohort retention

Factbook Related Activities:

- Updated the reports for [internal STC Factbook](#):
 - [Pass Rates and Grade Distribution by Course, Course Type, Program and Division](#)
 - [Academic Success after Developmental Studies \(With Dual-Enrollment\)](#)
 - [Academic Success after Developmental Studies \(Without Dual-Enrollment\)](#)
- Updated the [Data Release Timeline](#)
- Continued work on the new version of STC factbook data collecting
- Reviewed the STC Factbooks Data Release Timeline
- Coordinated with the RAS for the STC Factbook updating
- Updated the [Data Release Timeline](#)



Meetings and Conferences:

- Meeting with Laura B. Sanchez to discuss IE Planning for Academic Affairs
- Attended the Appeals Meeting

Miscellaneous:

- Continued reviewing IE planner from other departments as part of training.
- Attended a meeting with Mrs. Sanchez to discuss my experience in department, expectation and goals.
- Observed the THECB – Perkins Grant Training Workshop
- Observed the THECB – Certification Advisory Council (CAC) meeting
- Online training about SPSS from YouTube videos:
 - SPSS for Beginners 1 – Introduction
 - SPSS for Beginners 2 – Frequency Counts and Descriptive Statistics
 - SPSS for Beginners 3—Correlations
 - SPSS for Beginners 4 – Regression
 - SPSS Tutorial 1 – Variables, Frequencies, Histograms, Correlations
 - SPSS Tutorial 2 and 3 Interface
 - SPSS Tutorial 4 – Creating Variables and Entering Data
- Continued reviewing IE planner from other departments as part of training.
- took online tutoring for PIVOT Excell from Youtube videos:
 - Working with Pivot Tables in Excel 2010 – Part 1
 - Building a Pivot Table in Excel 2010 Part 1
- Xitrac training with Howard Taylor to learn Standards module (Laura, David, Angela, Dora)
- Proctoring TSI Exam with Student Assessment Center staff (David, Thursday and Friday)
- Reviewing department research information from previous years.
- Received a training for 2013 to 2015 IE Report Data Needs Audit.
- Continued reviewing <http://accesspoint.southtexascollege.edu/sites/isp/iea/default.aspx>
- Institutional Research & Effectiveness Collaborative Retreat (all staff)
- Self-assessment from StrengthsFinder 2.0 Report (all Staff)
- Reviewing Pivot tables youtube online videos in excel.
- Attended the IBM Webcast: Hidden Insights that Matter
- IEA shared drive backup
- Supported the equipment installation



Cody Gregg, Dean

Library Services and Information Commons

Director's Meetings:

- 8/3/15: Meeting to review Schematics that will be presented for Board approval.
- 8/4/15: Coordinated Operations Council; Bond Program Planning Meeting.
- 8/5/15: Write Lab Demo.
- 8/6/15: Individual Meetings with Directors; Directors' Meeting.
- 8/7/15: Librarian Interviews.
- 8/10 – 8/12/15: "Re-think It: Libraries for a New Age" Conference in Michigan.
- 8/13/15: Meeting with VP-ISP&SI.
- 8/14/15: CLE IE Plan Meeting; Schematic Review Meeting.
- 8/17/15: Starr County & MV Libraries Schematic Design.
- 8/18/15: Bond Program Planning Meeting; NAH Library Meeting.
- 8/19/15: Meeting to Review Applications for CLE Secretary; MV Tutor Training Day.
- 8/20/15: Distance Learning Appreciation Luncheon.
- 8/21/15: President's Administrative Staff Meeting.
- 8/25/15: Bond Program Planning Meeting; Facilities Committee Meeting.
- 8/26/15: Meeting to Discuss Mid-Valley Library Renovation; Meeting to Discuss Librarian III Search.
- 8/27/15: Meeting to Discuss Mid-Valley Library; Employee Farewell Reception.
- 8/28/15: Interviews for CLE Secretary; Meeting to Review Pecan CLE Manager Position.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Automation Team attended a team training on Symphony options to prevent duplicate users and setting up wireless network access for guest users.
- Met with IT staff to learn the new procedures for copying the library website from production to staging.
- Attended the SirsiDynix "What's New with BLUEcloud" webinar.
- Worked with IT staff to resolve Oracle errors on the Symphony production server.
- Gathered Kayako usage statistics.
- Worked with Distance Ed and CLE staff to plan changes to Blackboard when Upswing is available.
- Worked with IT staff to copy the library website from production to staging.
- Worked with EBSCO troubleshoot issues with Curriculum Builder following an upgrade.
- Worked with SirsiDynix to coordinate the data reloads and indexing for the authority processing project.
- Modified the library art gallery webpages.
- Tested Library Discovery Search because a faculty member emailed that he was having issues and problems were detected after it was updated.
- Worked on the design, content and flow of the Jagprint tutorial and completed the first draft of the tutorial and sent it to Lelia for review.
- Fixed dead links on LibGuides using Link Checker tool.
- Completed the first draft of the guide on how to request more JagPrint credits for the Open Labs.
- Submitted a list of database and eBook subscriptions and services to be presented at the STC Board Meeting in September.
- Downloaded MARC records from OCLC and they will be imported into Sirsi Workflows as soon as the Authority Control project is completed.
- Contacted Magazine PTP to verify if we are ready to move forward with the renewals process and to verify that we wish to add the Linux Pro Magazine.
- Created a guide outlining daily, weekly, monthly and annual projects for the serials dept.



- Completed the Library Art Gallery Banner.
- Completed the Border Lineage Library banner.

Collection Development Balances:

- Library Acquisition..... \$ 30.00
- BAT & BAS/ Materials- \$ 480.00

Information Commons and Open Labs:

Highlights:

- TSI testing took place on Pecan Open Lab F130.
- Participated in First Year Connection Orientation at Pecan, Mid, Valley and Starr Campuses.
- Cleaning and maintenance took place district wide in the Open Labs, Learning Commons and CLEs.
- 9 New part-time employees reported to work for fall 2015.
- CLE Labs transition to Open Labs completed.

August 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,293	5,166	10,538	14,126
Pecan Internet Café	802	1,786	7,007	7,057
Pecan T. Info. Commons	523	850	2,701	3,365
Mid-Valley Open Lab	1,179	2,872	7,534	
Mid-Valley Open Area	679	1,140	3,615	
Mid-Valley G-144	273	408	1,159	
Starr County Open Lab	489	1,151	1,897	
NAH Open Lab	1,096	3,467	8,837	
Technology Open Lab	712	1,442	2,789	
Technology Internet Café	254	495	2,263	
District Total:	8,300	18,777	48,340	24,548

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,489	7,327	16,115
Pecan Testing Room F-228	5	17	278
Mid-Valley Info. Commons	1,145	2,325	6,772
Starr County Library	579	1,585	5,815
Technology Library	230	594	2,247
District Total:	5,448	11,848	31,227



Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	256	329	233
Pecan F-130 Group Stations	19	37	588
Mid-Valley Library Group Stations	63	87	105
Mid-Valley Open Lab Group Stations	15	23	14
NAH Group Stations	468	848	2,935
District Total:	821	1,324	3,875

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	2,425	5,929	15,433
Mid-Valley CLE Open Labs	346	739	940
NAH CLE Open Labs	782	2,126	7,663
Starr CLE Open Labs	172	450	1,450
Tech CLE Open Labs	165	305	305
District Total:	3,890	9,549	25,791

All regularly scheduled departmental meetings were attended as well as the following:

- 08/03/15: Attended an ISP&SI Leadership Team meeting.
- 08/05/15: Attended a Mid-Valley Cafeteria Relocation Meeting.
- 08/06/15: Met with Dean of Library & Learning Support Services for their bi-weekly meeting; attended a Library Services Directors meeting.
- 08/07/15: Held an Open Labs End of the Semester meeting and training and staff received training regarding Patron Privacy; attended the President's Administrative Staff meeting.
- 08/12/15: Held a Library PR & Marketing Committee meeting.
- 08/13/15: The Open Labs staff attended the Library Professional Development Day. ADA Awareness, Guest Wireless, Labtrax update, Oz Principal were the afternoon trainings for that day.
- 08/17/15: Attended Schematic Design Meeting at Starr Campus.
- 08/18/15: Attended Schematic Design Meeting at Nursing and Allied Campus; attended a meeting to discuss NAH CLE/Open Lab coverage.
- 08/19/15: Attended a Mid Valley CLE Training Orientation.
- 08/20/15: Attended a Pecan CLE Training Orientation.
- 08/27/15: Attended a meeting to discuss Study Rooms Setup; attended a meeting to discuss furniture report; delivered Mac computers to Tech Open Labs and CLE Tech Open Labs and went by NAH Campus to oversee the study rooms' equipment installation; attended a meeting in Mid-Valley to discuss marketing the CLE Services in the Library.



Library Services Public Services

Meetings: Attended all regularly scheduled meetings including the following:

- 8/5/15: Staff Meeting at Mid-Valley.
- 8/7/15: Librarian III interviews.
- 8/18/15 – 8/19/15: Meetings with ERO Architects.
- 8/20/15: HR meeting.
- 8/21/15: Library Specialist interviews.
- 8/26/15: Meeting at HR.
- 8/27/15: Meeting to Discuss Mid-Valley Library.

Library Services Data:

Library Services Data: 8/1/2015 -8/31/2015								
Information Commons: Laptops	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	n/a	30	0	43	n/a	8	0	81
Library visitors this month:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	122	7885	9974	32674	203	4144	2093	57095
Library group stations/media stations/study rooms this week:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	n/a	365	72	455	n/a	15	17	924
Library checkouts this month:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	n/a	721	435	1384	n/a	114	175	2829
Community Users new/renewed this month:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	0	28	7	46	n/a	11	1	93
Community Users total this month:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	n/a	496	62	864	n/a	328	45	1795



Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data via Clearinghouse
- CCRC study (Recovery programs at PSJA and La Joya)
- IPEDS registration
- NMP Fall 2014 data
- TACC Contact Hour Estimate Fall 2015

Surveys

- BAT Graduate Follow-Up Survey
- Faculty Satisfaction Survey
- Gender Studies Program Interest Survey
- IAM Survey
- IT Training Survey
- Kinesiology survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- MVC-CDC
- Student Study (registration, fin aid, etc.)

Data Requests

- BAS-OL Enrollment Fall 2015
- BAT Graduate Follow-Up
- CCSSE Computer Lab Results
- College Wide Prof. Dev. Data
- Dual Seniors by ISD
- Emergency Loan Student Performance by Census Date
- Engineering Majors Fall 2015 Transcript Data
- Enrollment by Campus
- Fall 2015 3-Yr Trend Enrollment Update
- FY 2015 SCH, CH, FTE, and Enrollment
- Graduation awards 2004-2014
- KINE Transfer Rate to UTPA
- Library Event Reports
- McAllen dual data
- Mid Valley Students
- Public Service Administration Potential Grads
- Undeclared Students registered for Fall 2015

Data Analysis

- Dual Matriculation w/ CT courses
- ECHS May 2015 graduates, dual hours



Meetings

- AACC Pathways Application Meeting
- ABE Study Monthly Call
- Civitas Call
- Distinguished Leadership Academy
- Dual Enrollment Data Team
- Faculty Satisfaction Survey
- Institutional Effectiveness and Research Retreat
- IR Data Mart Phone Call
- IRB Meeting
- ISP&SI Leadership Team
- Meeting for TACC Preliminary Enrollment request
- PAS Meeting
- Puente Call
- RAS Weekly Meeting
- SmartEvals phone call
- SSG Meeting
- TSI data Meeting
- Weekly Meeting with Dean



Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- ✓ 08/03/2015: IS&P Leadership Meeting
- ✓ 08/06/2015: Texas Completes
- ✓ 08/06/2015: Strategic Initiatives
- ✓ 08/17/2015: Data Warehouse
- ✓ 08/18/2015: Annual Grant Management Training
- ✓ 08/21/2015: Vacation Days
- ✓ 08/24/2015: Strategic Services Group
- ✓ 08/25/2015: Publications
- ✓ 08/26/2015: IPI/KPI Review
- ✓ 08/27/2015: RGV Energy Summit

ACTIVITIES

- ✓ RFP for Higher Education Strategic Market Study completed
- ✓ RFP for Training Services Completed
- ✓ 8/20/2015: Served as proctor for TSI testing
- ✓ Assumptions Document Revisions
- ✓ Skills Development Fund Grant Announcement
- ✓ RFP Revisions for Training Services and Higher Education Market Stud

TRAININGS

- ✓ PMP Certification status: A total of 60 hours required for PMP-PMI Re-Certification have been completed. Current certification will expire on 12/10/2016 and will be renewed.



Laura B. Sanchez, Assoc. Dean

Institutional Research and Effectiveness

Leadership Activities:

- Held Initial Departmental meeting with RAS and IEA to Share vision for the Associate Dean Role and share roles and responsibilities.
- Held individual meeting with each full-time staff member in RAS and IEA to get to know each person and their roles, responsibilities and expectations of new leadership role.
- Worked with AA from IEA and RAS to set up all necessary Banner approvals, account manager access, gain access to all shared drives, SharePoint sites, and supervisor approvals needed for the two departments.
- Attended Coordinated Operations Council
- Attended Administrative Staff
- Participated in weekly meeting with the Director of RAS to discuss ongoing projects and timelines.
- Participated in two transition meetings with the incoming Associate Dean of Curriculum and Student Learning to discuss beginning of semester activities.
- Participated in weekly meeting with Vice President to discuss ongoing and future projects.
- Participated in weekly meeting with the Director of RAS to discuss ongoing projects and timelines.
- Participated in three transition meetings with the incoming Associate Dean of Curriculum and Student Learning to provide training on duties, responsibilities and content necessary for the position.
- Participated in weekly meeting with Vice President to discuss ongoing and future projects.
- Provided 2 hours of online training to the incoming TACTE Treasurer on processing financial processes for the association in order to transition all financial duties.
- Participated in Strategic Services Group meeting to coordinate ongoing and upcoming IS&P cross functional projects.
- Coordinated and participated in a retreat for IEA/RAS focused on Strengths Finder 2.0. Training was provided by the Professional & Organizational Development Department.

Accreditation Related Activities:

- Presented at Academic Council the 5th Year interim Report timeline and Academic Affairs related standards to be addressed in the report.
- Reviewed expired majors and deactivated on STVMAJR for Financial Aid Eligibility.
- Presented to the Chair Professional Development Day on the 5th year interim Report, Jag PRIDE Departmental reporting requirements, and addition of Program Review Standards to IE Plans for Instructional Program.
- Presented the SACSCOC 5th Year Report to the following departments:
 - ✚ Math & Science Division Meeting
 - ✚ President's Administrative Staff
 - ✚ Adjunct faculty and the Adjunct Professional Development Day.
- Met with representatives from Mercedes, Monte Alto, Progreso and Weslaco East to review information needed for the Prospectus to be submitted in September.
- 5th year report: Began the initial review of user access and system set-up for the Xitracs 5th year standards template. Completed the list of assigned writers. Began copying drafts from previous 10 year compliance certification into drafts for each writer.
- Began drafting the Prospectus for the 6 sites due in September.



IE Related Activities:

- Met with the IEA Analyst and Specialist to go over the Program Review Standards to be entered on each instructional program IE plan.
- Met with IEA Analyst to discuss status of IE plan submissions and identify departments needing additional follow-up.
- Attended a Web Demonstration with Noblestream to discuss technology solutions available for linking IE with institutional research and data initiatives.
- Met with the Associate Dean of Professional and Organizational Development, the Academic Grants and Projects Officer and the HSI Grant Assistant Director to review the HSI Evaluation Plan and discuss process for making the necessary data requests.
- Held an online training with the XITRACS vendor support and the IEA staff to go over the compliance software system and discuss additional set-up for IE plans to allow for reporting.
- Reviewed initial list of data requests from the 2013-2015 IE plans developed by the IEA staff in preparation for the Final report cycle that will begin this fall. Requested that items related to focus groups and surveys be separated from quantitative data requests. Targets will also be added to the report.

RAS Related Activities:

- Attended RAS weekly meeting to stay updated on ongoing projects and to discuss travel for the fall semester.
- Met with Qualitative Researcher to review the process for IRB approvals.
- Participated in meeting to review questions for the Qualitative Student Interviews scheduled to take place in August in the Student Service Lines.
- Met with the Director of RAS to review Civitas and go over requirements for upcoming "Homework" assigned by the consultants, and to discuss options for the Survey Committee.
- Participated in ABE Study check-in Call with RAND.
- Coordinated an online meeting with The Director of RAS and the IS&P Reporting Analyst and the SmartEvals vendor to discuss set-up of the Faculty Satisfaction Survey through the system.
- Met with RAS staff to discuss the upcoming HSI Evaluation plan data requests and the SACSCOC 5th year report standards and possible related data requests.
- Participated in meeting with Director of Testing to request testing data from High School sites in order to complete TSI Testing data request from STC Leadership.
- Submitted the Faculty Satisfaction Survey to the SmartEvals support team for creation.
- Began the review of survey committee structures and procedures from other institutions.

Institutional Projects/Activities:

- Participated in PTA accreditation site visit.
- Served on Search Committee for the Associate Dean of Curriculum and Student Learning.
- Coordinated webinar viewing of the ATD-National Clearing house data sharing webinar and conducted follow-up meeting with Student Services staff responsible for Clearinghouse data reporting.
- Participated in phone call related to ATD additional coaching services available.
- Attended Coordinated Operations Council
- Participated in meeting regarding the TSI Block View in Degree Works
- Participated in meeting to review TSI rules and Degree Works Validation of TSI Status
- Attended Distance Learning Symposium Luncheon Keynote speaker on Quality Matters.
- Provided two JagPRIDE trainings at the Adjunct Professional Development Day.
- Met with the IS&P Project Manager to begin the process of review of existing Institutional Performance Indicators.



- Met with the Director of RAS and the Grant Specialist to assist in gathering the necessary information for the Achieving the Dream Pathways Project application due September 21st.

Miscellaneous:

- Provided an updated EMSI Labor Market report for:
 - Biomedical Technology related occupations at the request of the Math and Science Division
 - Massage Therapist related occupations at the request of Continuing Education.

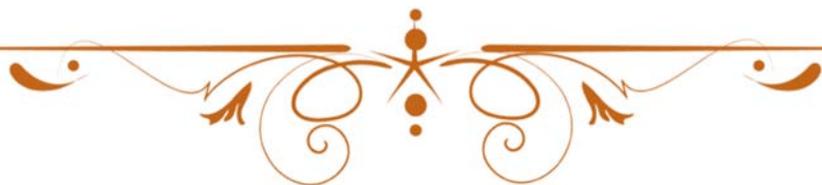


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(NAAMREI)**



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MEMO

To: Dr. Shirley A. Reed
President

From: Carlos Margo
Interim Associate Dean for Industry Training and Economic Development

Date: September 15, 2015

Subject: August 2015 Activity Report

The major activities of my office this month were:

1) Worked on new Wagner Peyser grant proposal 2) Continued Corporate Training initiative with Regal, McAllen 3) Coordinated and attended the TWC SDF Grant 21 Check ceremony 4) Met with IIES in Reynosa 5) Met with multiple community stakeholders to discuss economic and workforce development issues. 8) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 9). Worked with UTRGV Engineering Dept. 10) Attended meeting at Texas A&M University 11). Attended Alternative Dispute Resolution Training 12). Attended RSTEC board meeting. 13) Attended economic development meeting and tours in San Diego, CA. 14) Attended grant management training 15) Participated in KGBT on-site interview. 16) Met with Governor's Representative 17) Attended Manufacturing College Alliance Meeting 18) Provided Festo Lab tour to McAllen Chamber of Commerce.

Summary of Activities for August 2015:

- Met with Leticia Flores, regional representative for Governor Abbott, to discuss trends in industry, economic development, and ongoing STC projects.
- Went to Regal to meet with managers to continue on-going discussions regarding developing a long term training strategy for their tooling workforce, and to discuss the on-going progress of their tool and die training program.
- Met with Texas Workforce Commission SDF Regional Representative to discuss TWC funding for Skills Development Fund and Self Sufficiency Fund projects.
- Met with staff to advance progress for Maquiladora training projects. My office is promoting customized training to Reynosa maquiladora employees.
- Met with Dr. Miguel Gonzalez, Dean of College of Engineering, UTPA, to discuss manufacturing initiatives, NAAMREI plans and grant opportunities.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with President of The McAllen Chamber of Commerce and provided him with a tour and presentation at the Festo Lab.
- Met with MEDC regarding STC training initiatives.
- Attended and presented at Rio South Texas Manufacturing College Alliance Meeting held at the Technology Campus
- Met with representatives of the Instituto Internacional de Estudios Superiores in Reynosa to discuss the possibility of IAM establishing a presence at their campus in order to provide training to maquiladora employees.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Attended economic development meetings and tours in San Diego, CA. In attendance were representatives of San Diego Economic Development, Tijuana (Mex) Economic Development, UTRGV, McAllen Economic Development Corporation, Brownsville United and Congressman Filemon Vela.
- Conducted monthly staff meeting to develop strategies for expansion of IAM training services and to increase enrollment.
- Participated in KGBT on-site interview at the IAM Festo lab. In attendance for the interview as well were several private business partners.
- Attended the Rio South Texas Economic Council Board meeting in Weslaco.

- Traveled to Texas A&M University in College Station to meet with representatives of the College of Engineering to discuss collaboration opportunities. Toured campus training facilities.
- Attended grant management and guidelines training presented by STC business office and Accountability Office.
- Attended the Alternative Dispute Resolution/Mediation training seminar. IAM now has staff who have met the minimum qualifications to provide such services to industry representatives.
- Worked on new Wagner Peyser grant proposal for new round of funding for department.
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitors IAM enrollment and contact hour reports.