SOUTH TEXAS COLLEGE

September 2015 Division Activity Reports

Board of Trustees
Board Meeting
October 72, 2015

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Student Affairs and Enrollment Management

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **October 27, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **September 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:

  - Dr. Daniel King, Superintendent of Pharr-San Juan-Alamo ISD
  - Paul Hernandez (Dean of Student Affairs) & Karey Barnes (Director of Judicial Affairs)
  - Narciso Garcia, Deputy Superintendent of Schools Pharr-San Juan-Alamo ISD
  - Dr. Anahid Petrosian, Interim for Academic Affairs
  - Matt Hebbard, Dean of Enrollment Services

Attended:

- LRGVDC Board meeting
- Professional & Organizational Development Day
- Administrator's Working Lunch "Title IX for College Leaders"
- Hobsons Radius & Starfish Demonstration
- National American University meeting
- Data Sharing meeting
- Promise Zone Application meeting
- RAND Site Visit – ABE Study
- Veterans Day Planning meeting
- White House Office of Public Engagement & Domestic Policy Council
- Santana Workforce Apparel Project (SWAP)
- STARR County Industrial Foundation
- ALA Cohort #4 lunch meeting

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

Attended:

- Counting down to zero dropouts PSJA ISD teachers, staff & community volunteers
- STC 2013 Bond Construction Program – STARR Campus Student Activities Expansion
- ATD iPASS Launch Webinar

Participated:

- Food Bank Tour
- South Texas College/Blackboard debriefing
- PSJA's College for all conference
- Edinburg's CISD Strategic Plan for Progress Committee
- PSJA/Vice-President Conference Work Session
- Finalizing Judicial Affairs Reports
- Finalizing the Schematic plans for Building K

Matt Hebbard, Dean of Enrollment Services & Registrar

- Contributed to the official enrollment on census date, September 9, 2015, of **34,641** students for Fall 2015 semester by assisting students with all aspects of admissions and registration.
- Continued processing student documents and clearing students to register for Fall 2015 mini-mester courses.
- 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.
- All full-time OAR staff attended Professional Development Day meetings held at the McAllen Convention Center on September 18, 2015.
- Attended various meetings/events to work on special projects, such as Ad Astra Information Systems (higher education software/services to increase operational efficiency), Banner User Group, Beacon Mentoring Program (initial classroom presentation), drops for non-attendance, census date drops for non-payment, Data Standards Committee, dual enrollment online registration initiative, Hobson's Radius & Starfish demonstration, RGV FOCUS (college/career readiness), enrollment appeals and webinars.
- Search Committee for the Records Technician position, which has been vacant since April 1, recommended a second candidate, complete with reference checks, to Human Resources; the first candidate recommended had already secured a good job and declined the offer.
- 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.
- Processed *Reinstatement After Census Date Forms* for **213** students during September 2015.
- Processed *Change of Grades* for **236** students during September 2015.
- Processed *Schedule Change Forms* for **2,173** students during September 2015.
- Downloaded, reviewed and verified **5,143** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during September 2015.
- Processed **3,578** high school and **354** college/university transcripts during September 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Evaluated **864** transcripts from other colleges and universities during September 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,892** STC transcripts during September 2015.
- Scanned and indexed **8,583** documents submitted by students during September 2015.
- Processed **72** online *Course Substitution Forms* during September 2015.
- Graduation Analyst certified **918** August 2015 graduates (headcount), including **281** certificates, **613** associate's degrees and **46** bachelor's degrees, then printed diplomas and mailed **840** diplomas to graduates, who did not have a hold on their records.

Assessment Center

Student Assessment Center August Activity Report September 01 through September 30, 2015				
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**
Pecan Campus	**149**	**139**	**132(95% show)**	**TSI EXAM**
Mid- Valley Campus	**135**	**41**	**36(88% show)**	**TSI EXAM**
Starr Campus	**74**	**14**	**14(100% show)**	**TSI EXAM**
Pecan Plaza	**146**	**91**	**77(85% show)**	**GED/PEARSON EXAM**
Pecan Plaza		**203**	**186(92% show)**	**TSI EXAM**
TOTAL:	**504**	**488**	**445(91%show)**	**TSI/GED**

- Testing Staff proctored the CAAP exam for the Bachelor's Programs. **209** students tested for CAAP.

TSI Compliance ENROLLMENT REPORTS September 1-30, 2015			
Campus	**Number of students on TSI reports**	**Number of students tagged as college ready**	**Number of Compliance letters mailed out**
Pecan	**271**	**87**	**55**
Nursing	**41**	**0**	**13**
Technology	**175**	**42**	**26**
Starr	**46**	**29**	**17**
Mid-Valley	**33**	**20**	**13**
Total	**566**	**178**	**124**

TSI Placement Report

TSI Scores: by placement score

READING			
Weekly (09/28/15 - 10/02/15)		**Year To Date (08/24/14 - 10/02/2015)**	
College ready	3	**College Ready**	1729
Diagnostic	4	Diagnostic	2201
ABE Level 6	0	ABE Level 6	496
ABE Level 5	4	ABE Level 5	1221
ABE Level 4	0	ABE Level 4	325
ABE Level 3	0	ABE Level 3	43
ABE Level 2	0	ABE Level 2	30
ABE Level 1	0	ABE Level 1	4
Total	**11**	**Total**	**6049**

MATH			
Weekly (09/28/15 - 10/02/15)		**Year To Date (08/24/14 - 10/02/2015)**	
College Ready	2	**College Ready**	1002
Diagnostic	6	Diagnostic	2452
ABE Level 6	0	ABE Level 6	0
ABE Level 5	1	ABE Level 5	1436
ABE Level 4	4	ABE Level 4	865
ABE Level 3	0	ABE Level 3	130
ABE Level 2	0	ABE Level 2	17
ABE Level 1	0	ABE Level 1	16
Total	**13**	**Total**	**5918**

Writing			
Weekly (09/28/15 - 10/02/15)		**Year To Date (08/24/14 - 10/02/2015)**	
College Ready	4	**College Ready**	1985
Diagnostics	6	Diagnostic	1690
ABE Level 6	1	ABE Level 6	468
ABE Level 5	0	ABE Level 5	214
ABE Level 4	0	ABE Level 4	316
ABE Level 3	0	ABE Level 3	114
ABE Level 2	0	ABE Level 2	39
ABE Level 1	0	ABE Level 1	19
Total	**11**	**Total**	**4845**

Data retrieved from College Board Accuplacer

Date: 10-05-2015

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Staff continually worked with students get their PELL grant awarded and disbursed before census, if correction was being made and were eligible for aid they were being placed on the safe list
- Veteran Affairs Department continued to assist current and future VA students with Fall enrollment
- Veteran Affairs Department held a 9/11 remembrance at all campus and asked faculty/staff to wear red every Friday in the month of September
- SFS Staff attended the Fall 2015 Professional Development Day held at the McAllen Convention Center
- SFS Department has submitted the staff position request form to open the Data Management Coordinator position

Dual2Degree

- Fall Dual Enrollment Processing and Registration:
  - All High School Sites
- Fall Dual Enrollment Reconciliation:
  - All High School Sites
- Fall Staff/Administrative Planning Meeting:
  - Edinburg CISD
  - PSJA ISD
  - Weslaco ISD
- Dual Enrollment Student Orientation:
  - Progreso Middle School
- TACRAO College Fair:
  - McAllen High School
  - Nikki Rowe High School
  - Sharyland High School
  - Weslaco East High School
- Dual2Degree Enrollment Redesign Planning Meetings
- Distinguished Leadership Academy
- Ambassadors Leadership Academy

The Dual2Degree Upcoming Events for the Fall Semester Include:

- Student Success Workshops – Satisfactory Academic Progress (SAP)
- Dual Enrollment Application Drives
- Dual Enrollment Orientations
- 3rd Annual SAEM Counselors' Update
- Spring 2016 Dual Enrollment Processing & Registration
- Dual2Degree Enrollment Redesign Planning Meetings
- ISD Planning Meetings

Collection Connections

- Call Center
  - Inbound Calls - 11,337 calls
  - JagChat - 404 chats
  - WebLeads – 32 emails
- Campus Tours
  - Pecan Campus – 33 students
  - Mid-Valley Campus – 40 students
  - Technology Campus – 40 students
  - Nursing Campus – 40 students
  - Starr Campus – No Tours

Collection Connections cont.

- Recruitment Events
  - Donna High School Senior College Prep Day
  - Sharyland Pioneer Senior College Night
  - Rio Grande City High School Migrant
- College Bound Presentation
  - La Grulla High School
  - Mission Options High School
  - Juarez Lincoln High School
  - Sharyland Pioneer High School
  - PSJA Memorial High School
  - PSJA North High School
- Apply Texas
  - Roma High School
  - Donna High School
- Parent Event
  - Sharyland Pioneer High School Parent College Night
  - Juarez Lincoln High School Parent Night
- Elementary Event
  - Margo Elementary Education Rally
- TACRAO College Fairs

Prospective Student Count By School

Mission CISD	
Veterans Memorial	43
Mission	43
Total	86
PSJA ISD	
PSJA North	3
PSJA T-STEM	1
PSJA SW	1
PSJA Memorial	11
PSJA HS	2
Total	18
McAllen ISD	
Nikki Rowe	25
McAllen Memorial	14
McHi	11
Lamar	4
Achieve	1
Total	55
Edinburg CISD	
Robert Vela	4
Economedes	8
Edinburg HS	7
Edinburg North	9
Total	28
Donna ISD	
Donna North	82
Donna High	82
Total	164

Weslaco ISD	
Weslaco East	83
Weslaco High	74
South Palm Gardens	9
Total	166
Progreso ISD	
Progreso	16
Total	16
Rio Grande City CISD	
Rio Grande City HS	50
La Gruella	40
Total	90
San Isidro ISD	
San Isidro	23
Total	23
Roma ISD	
Roma	60
Total	60
La Joya ISD	
Juarez Lincoln	80
Palmview	80
La Joya	40
Jimmy Carter	77
Thlema Salinas	90
Total	367
Vanguard	
Vanguard	6
Total	6

Collection Connections cont.

- Counselors Update
  - University of Houston
  - Texas Tech
  - UTRGV
  - College Board
  - UTSA
  - Texas State
  - TAMIU
- Community Event
  - Nurse Family Partnership at the Women's Hospital at Renaissance
- Rio Grande City Counselor Meeting
- NAH Program Chair Meeting
- Ambassador Leadership Academy
- RGV Lead EXPO Planning Meeting
- P16 Council and Counselors Network Meeting

Upcoming events this Fall semester for College Connections and Admissions:

- 10/08/2015 – 13th Annual RGV Lead Education & Career Expo
- 11/17/2015 – Counselors Update

Paul Hernandez, Dean of STUDENT AFFAIRS

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	1594
Weslaco	380
Rio Grande	206
Total	**2180**

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	**389**	**94**	**273**	**95**	**30**	**142**	**0**	**1023**
Weslaco	**1**	**11**	**38**	**49**	**100**	**57**	**70**	**326**
Rio Grande	**27**	**11**	**10**	**11**	**76**	**3**	**4**	**142**
Tech Ctr.	**25**	**76**	**125**	**7**	**8**	**3**	**0**	**244**
NAH	**11**	**18**	**36**	**0**	**35**	**0**	**22**	**122**
Total	**453**	**210**	**482**	**162**	**249**	**205**	**96**	**1857**

Meetings/Consultations

- Project HIRE monthly meeting – Tech
- Faculty Advising Steering Committee meeting– Pecan
- Beacon Faculty and Beacon Mentors meeting at Starr Campus – Pecan
- Early registration planning meeting at Starr – Pecan
- PSJA College Advising meeting – Pecan
- Career Cruising for EDCS 0101 Students – Pecan
- Social Work Club meeting – MVC
- Assistive Technology Distance Education meeting at Pecan – MVC
- Pop Culture Club meeting – MVC
- Pop Culture Recruitment Fair (32 total) - MVC
- Uteach RGV meeting – MVC
- Meeting with Dr. Montiel and Security Department – Starr
- Case Staffing meeting – Pecan
- Campus Advisory/Safety Committee meeting – Tech

Workshops/Presentations

- What Do You Stand For Information Table – Starr
- Workshop: Understanding Anxiety and Depression – Pecan
- Workshop: Don't Let Perfectionism Get the Best of You – Starr
- Workshop: How to Set Goals and Meet Them – Starr
- Workshop: Problem Solving & Decision Making – Tech
- Workshop: Conflict Resolution Skills – Tech
- Workshop: Counseling Services at South Texas College – MVC
- Workshop: Stress Management – MVC
- Workshop: Goal Setting - MVC
- Workshop: Put Time On Your side: Time Management for Students – Pecan
- Workshop: Anger Management Workshop – Pecan
- Workshop: How Important is Your GPA? – Pecan
- Workshop: Managing Time for College Success – Pecan
- Workshop: How's Your Self Esteem? – Pecan
- Workshop: Retrain Inner Critic – NAH
- Workshop: Diversity (for Intro to PTA class) – NAH
- Workshop: Diversity: Regular Whole Person Wellness flyer - NAH
- Workshop on problem solving, communication, and anger issues for local company – Tech

Professional Development

- Blackboard IM Webinar – Pecan
- College Wide Professional Development – Pecan
- American College Counseling Association Conference – Pecan
- UTRGV Counselor Update – Pecan
- Distinguished Leadership Academy Session – Starr

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
506	Student Contacts & Outreach
60	Student & Alumni Registered on CCN
88	Student & Alumni Resumes Revised/Uploaded on CCN
65	Employer Contact and New Employer Registered on CCN
35	Jobs posted to CCN
6,069	Total Students Registered to date
3,230	Total Alumni Registered to date
2,705	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 2 On Campus Recruitment, U.S. Customs & Border Protection, Pecan Campus
- 2 On Campus Recruitment, Border Patrol, Pecan Campus
- 1 On Campus Recruitment, U.S. Customs & Border Protection, Mid-Valley Campus
- 3 On Campus Recruitments, Vector Marketing, Pecan Campus
- 3 On Campus Recruitment, U.S. Border Patrol, Starr County Campus
- Presented at Options Academy of Mission ISD, Career Services Overview
- Assisted with SAEM Division Enrollment Celebration
- 2 Resume Writing & Interview workshop; Communications, Dawn Taylor
- 2 Resume Writing and Interviewing Skills presentations, Communications, Irma Garcia
- 1 Resume Writing and Interviewing Skills presentations, Human Resources, Rick Olivarez
- Hosted and presented at Talent Connection Diesel Technology Guest Speaker Series
- Serving on one hiring committee
- Coordinating on campus recruitment events
- Coordinating and presented at Fall BAT Career Readiness Seminar; catering requests and approvals
- Coordinating and planning for "Public Safety & First Responders Expo;" meeting with Instruction Technologies; sending exhibitor invitations and confirmation; collecting registrations; securing guest speakers; logistics planning meeting with Public Relations; scheduled TV appearance with Martha Pena
- Coordinating and planning for "2016 Spring Career Expos"; planning meeting for Pecan Campus
- Continue coordinating and assisting with "Business Leadership Conference" with Mr. David Laurel and CMA Club President; planning meeting with web-designer
- Coordination of SureScore-Campus2Career Implementation.
- Serving on Law Enforcement Symposium committee
- Serving on "Career Discovery 2016" event committee
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2.

Current/Upcoming Activities & Events: cont.

- Serving on the Incumbent Worker Campaign committee.
- Job Development (American Health Underwriters, Fort Worth Independent School District, Kirkland's, SKY I.T. Solutions Inc., Glazer's Distributing, American Health Underwriters' Auntie Anne's Pretzels, Centerplate, City of South Padre Island, Course Hero Inc., Creative Social Studios, CSL Plasma, Dexter Systems Inc., Edward Jones, Entravision Communications, Hidgon Law Firm P.C., Mission Regional Medical Center, Endoscopoic Center at Midpoint, Live Music Tutor, Lower Rio Grande Valley Development Council, Serrano School, State Auditor's Office, MedCare Pediatrics, Merida Healthcare Group, Security First Credit Union, TeleTech).
- Developing On Campus Recruitment online form
- Developing Career & Employer Services video on networking with employers
- Developing "Suit Up!" presentations
- Assisting Human Resources program with providing internship sites
- Webinar for Career Services, Social Media and Digital Identity Development Session #1-3
- Title IX and Complaint Process Training with Laura Requena
- Professional Development Day
- Outreach 370 Office Specialist/Office Administration students and graduates for employment opportunity
- Scheduled meeting with Ms. Mary Elizondo for Career & Employer Services Employer Policies
- Manage Social Networking pages

- **Please see Photos below**

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Karey Barnes, Mr. Josue De La Cruz & Mrs. Maria Alonso attended the Hidalgo County Family Violence Meeting & Training at the McAllen PD Training Facility
  - August 26th, 2015
- Mr. Karey Barnes conducted a BIT Meeting
  - August 27th, 2015
- Mr. Paul Hernandez, Mr. Josue De La Cruz & Mrs. Maria Alonso attended the BIT Meeting
  - August 27th, 2015
- Mr. Paul Hernandez and Mr. Karey Barnes attended the Title IX Meeting
  - August 28th, 2015
- Mr. Karey Barnes, Mr. Josue De La Cruz & Mrs. Maria Alonso attended a Departmental Meeting
  - September 4th, 2015
- Mr. Karey Barnes & Mrs. Maria Alonso attended a Student Conduct Appeal Meeting at the Nursing Allied Health Campus
  - September 4th, 2015
- Mr. Karey Barnes conducted a Maxient Training
  - September 9th, 2015
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended a Maxient Training
  - September 9th, 2015
- Mr. Karey Barnes attended a Title IX Meeting
  - September 11th, 2015
- Set up informational booth for Sexual Assault Awareness, conducted a presentation on Stalking and Bystander Intervention, had students sign an umbrella for RAINN (Rape, Abuse & Incest National Network) at the Pecan Campus
  - September 15th, 2015
- Set up informational booth for Sexual Assault Awareness, conducted a presentation on Stalking and Bystander Intervention, had students sign an umbrella for RAINN (Rape, Abuse & Incest National Network) at the Technology Campus
  - September 15th, 2015
- Set up informational booth for Sexual Assault Awareness, conducted a presentation on Stalking and Bystander Intervention, had students sign an umbrella for RAINN (Rape, Abuse & Incest NationalNetwork) at the Nursing & Allied Health Campus
  - September 16th, 2015
- Set up informational booth for Sexual Assault Awareness, conducted a presentation on Stalking and Bystander Intervention, had students sign an umbrella for RAINN (Rape, Abuse & Incest National Network) at the Mid-Valley Campus
  - September 16th, 2015
- Set up informational booth for Sexual Assault Awareness, conducted a presentation on Stalking and Bystander Intervention, had students sign an umbrella for RAINN (Rape, Abuse & Incest National Network) at the Starr Campus
  - September 17th, 2015
- Mr. Karey Barnes conducted a BIT Meeting
  - September 17th, 2015
- Mr. Paul Hernandez attended the BIT Meeting
  - September 17th, 2015
- Mr. Paul Hernandez and Mr. Karey Barnes answered questions at the Title IX presentation at Professional Development at the McAllen Convention Center
  - September 18th, 2015
- Mr. Paul Hernandez and Mr. Karey Barnes attended the Administrator's Working Luncheon - Title IX for College Leaders at the McAllen Convention Center
  - September 18th, 2015

Office of Judicial Affairs and Conflict Resolution Center cont.

- Mr. Karey Barnes attended a Title IX Meeting
  - October 2, 2015
- Mr. Karey Barnes attended President's Administrative Staff Meeting
  - October 2, 2015
- Ms. Erica Hansen & Ms. Olga Moran attended the Hidalgo County Family Violence Meeting & Training at the McAllen PD Training Facility
  - August 26th, 2015
- Ms. Erica Hansen & Ms. Olga Moran attended a Departmental Meeting
  - September 4th, 2015
- Set up informational booth for Conflict Resolution Services at the Pecan Campus
  - September 15th, 2015
- Set up informational booth for Conflict Resolution Services at the Technology Campus
  - September 15th, 2015
- Set up informational booth for Conflict Resolution Services at the Nursing & Allied Health Campus
  - September 16th, 2015
- Set up informational booth for Conflict Resolution Services at the Mid-Valley Campus
  - September 16th, 2015
- Set up informational booth for Conflict Resolution Services at the Starr Campus
  - September 17th, 2015

Office of Judicial Affairs and Conflict Resolution Center cont.

CRC Student Cases for the month of September 2015				
	New Cases	**YTD Cases**	**Active Cases**	**Closed / Referred Cases**
Consultations	37	37	24	13
*Mediation	9	9	0	8
Title IX: Requesting Pregnancy Accommodation	78	78	78	0
Title IX: Victim Advocacy Support	7	7	6	1
Written Complaints/Maxient Referred to Human Resources Student to Employee	13	13	N/A	N/A
Written Complaint/Maxient Student to Student	0	0	0	0
Total Cases	**135**	**135**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of September 2015		
	New Cases	**YTD Cases**
Pecan	67	67
Nursing & Allied Health	29	29
Technology	6	6
Mid Valley	16	16
Starr County	9	9
Internet	6	6
La Joya Teaching Center	1	1
Pharr College & Career Teaching Center	1	1
High School	0	0
Total	**135**	**135**

Title IX Student to Employee Complaints for the month of September 2015		
	Current Cases	**YTD Cases**
Pregnancy	0	0
Sexual Misconduct	0	0
Discrimination	1	1
Total	**1**	**1**

Student to employee allegations (determined by the Office of Human Resources)

Complaints Student Violating Student Code of Conduct for the month of September 2015			
New	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
3	11	11	22

Student related complaints/concerns submitted by students and/or employee

Student Conduct Cases per Campus for the month of September 2015		
	NEW Cases	**YTD Cases**
Pecan	7	7
Nursing & Allied Health	5	5
Technology	5	5
Mid Valley	2	2
Starr County	1	1
La Joya Teaching Center	1	1
Pharr College & Career Teaching Center	1	1
Internet	0	0
Total	**22**	**22**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of September 2015		
Student Affairs	**NEW**	**YTD**
Cases Reviewed	6	6

Student related complaints/concerns submitted by students and/or employee

Human Resources	**NEW**	**YTD**
Cases Reviewed	0	0

Police Department	**NEW**	**YTD**
Cases Reviewed	0	0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	0	1	0	0	0	2	0	1	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

Office of Judicial Affairs and Conflict Resolution Center cont.

Student Activities & Wellness

- College Success Classroom Presentations (Pecan)
- Promotion of Student Government Association, Student Leadership Academy, upcoming events, and Clubs & Orgs(District Wide)
- Promotion/Registration for Intramural Sports and Student Fitness Academy(District Wide)
- Welcome Week Events(District Wide)
- Flag Football League (Men's, Women's & Coed) @ Mission Sports Park
- Coed Volleyball League @ Mid-Valley Campus)
- Frisbee Golf Tournament @ Pecan Campus
- Jersey Day @ Pecan Campus
- Student Government Association Elections (District-Wide)
- Student Government Association Officer's Retreat held at Pecan
- Student Leadership Academy Workshops (District-Wide)
- Student Concert by Adrian Heath better known as Blackmoon (Pecan)
- Game of Loteria (Pecan)
- Student Fitness Academy Kickoff (Pecan & Mid Valley)
- Mexican Independence Day Celebration (District Wide)
- Flag Football League
- Frisbee Golf Tournament (Star Co)
- Voter Registration Drives & Classroom Presentations (District Wide)
- Constitution Day Celebration (Pecan, Starr Co, Mid Valley & Technology)
- Coed Volleyball League (Mid Valley)
- Student Government Association Kickoff (Districtwide)
- Student Government Association General Meeting (Pecan)
- Student Government Association Candidate's Election Meeting (Pecan/Starr Co/Mid-Valley/Technology)
- Student Leadership Academy Workshops (Districtwide)

Student Activities & Wellness cont.

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	1594
Weslaco	380
Rio Grande	206
Total	**2180**

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**
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Meetings/Consultations

- Project HIRE monthly meeting – Tech
- Faculty Advising Steering Committee meeting– Pecan
- Beacon Faculty and Beacon Mentors meeting at Starr Campus – Pecan
- Early registration planning meeting at Starr – Pecan
- PSJA College Advising meeting – Pecan
- Career Cruising for EDCS 0101 Students – Pecan
- Social Work Club meeting – MVC
- Assistive Technology Distance Education meeting at Pecan – MVC
- Pop Culture Club meeting – MVC
- Pop Culture Recruitment Fair (32 total) - MVC
- Uteach RGV meeting – MVC
- Meeting with Dr. Montiel and Security Department – Starr
- Case Staffing meeting – Pecan
- Campus Advisory/Safety Committee meeting – Tech

Workshops/Presentations

- What Do You Stand For Information Table – Starr
- Workshop: Understanding Anxiety and Depression – Pecan
- Workshop: Don't Let Perfectionism Get the Best of You – Starr
- Workshop: How to Set Goals and Meet Them – Starr
- Workshop: Problem Solving & Decision Making – Tech
- Workshop: Conflict Resolution Skills – Tech
- Workshop: Counseling Services at South Texas College – MVC
- Workshop: Stress Management – MVC
- Workshop: Goal Setting - MVC
- Workshop: Put Time On Your side: Time Management for Students – Pecan
- Workshop: Anger Management Workshop – Pecan
- Workshop: How Important is Your GPA? – Pecan
- Workshop: Managing Time for College Success – Pecan
- Workshop: How's Your Self Esteem? – Pecan
- Workshop: Retrain Inner Critic – NAH
- Workshop: Diversity (for Intro to PTA class) – NAH
- Workshop: Diversity: Regular Whole Person Wellness flyer - NAH
- Workshop on problem solving, communication, and anger issues for local company – Tech

Professional Development

- Blackboard IM Webinar – Pecan
- College Wide Professional Development – Pecan
- American College Counseling Association Conference – Pecan
- UTRGV Counselor Update – Pecan
- Distinguished Leadership Academy Session – Starr

PASS

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
TECH PASS Program	256
Total	*256*

PASS cont.

A. Meetings/Consultations:
   - PASS Program Staff Meeting
   - Sergio Corrales Web Application Analyst

B. Professional Development:
   - College Wide Professional Development

C. Coordinated the Following:

   - Update students files degree plans/case notes
   - Lend out book(s) to students as walk-in basis for Fall 2015
   - Set up dates/for Spring 2016 applications for off-site visits
   - Generated childcare contracts for the month of October 2015 for participants
   - Update application for Spring 2016 (SharePoint)

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Finance and Administrative Services

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SOUTH TEXAS COLLEGE

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
Vice President for Finance & Administrative Services

DATE: October 22, 2015

SUBJECT: Activity Report for Finance & Administrative Services
September 1, 2015 through September 30, 2015

The following is a summary of activities from September 1, 2015 through September 30, 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 Title IX Policies and Procedures
    - With Human Resources Staff and Accountability Staff regarding Human Resource Processes.

- Facilities Planning and Construction staff:
  - With Broaddus & Associates and FPC staff on bond construction projects, budgets, and activities
  - With Staff to Discuss Board Motions
  - 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 Comptroller and Staff to work on Bond Construction Budget
  - With Staff and IT Staff on Tableau & Argos Dashboard Comparison
- Accountability Department:
  - With Director and Director of Operation and Maintenance on State Auditor Issues
  - With Director and Staff to Discuss Dual Enrollment Cost Study
- Risk Manager:
  - With Ken Lyons regarding Disaster Planning and Record Retention.
- Safety and Security
- With Chief of Police and Dr. Gene Deisinger regarding Title IX and BIT Issues
- Other Meetings:
  - With President and HR Director and Employee Relations Officer to Review Project
  - With Henry Oh from UTRGV on Lean Process Improvement Presentation
  - With FAS Directors and FAS Project Managers and IT Staff on Status of Technology Resource Items
  - With Eddie Garza, TASB Legal Counsel and HR Director on Discovery Questions and Backup Information
  - With Project Manager to discuss pending item and projects.
  - With Title IX Committee Meeting to discuss new items and cases.
  - Attended Public Hearing on Tax

- **Worked on the following items**:
  - Board Policies:
    - Preparation and Reviewed Policy 4112 Self-Reporting of Criminal Conduct
    - Preparation and Reviewed Policy 4317 Military Leave
    - Preparation and Reviewed Policy 4321 Rights of Nursing Mothers to Express Breast Milk in the WorkPlace
    - Preparation and Reviewed Policy 4322 Donation of Sick Leave
    - Preparation and Revised Policy 4216 Discrimination, Harassment, Retaliation, and Sexual Misconduct
    - Preparation and Reviewed Policy 4115 Personnel Appointments
    - Preparation and Reviewed Policy 4921 Termination of Annual Employees During the Term of Their Letter of Appointment
    - Preparation and Reviewed Policy 4206 Notification of Misdemeanor and Felony Offenses.
    - Preparation and Reviewed Policy 4920 Discipline and Dismissal
    - Preparation and Reviewed Policy 4911 Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees
  - Budget and Financial:
    - Worked on Governmental Accounting Standards Board (GASB) 68 Pronouncement
    - Worked on Investment Policy Report
    - Worked on Hidalgo County Tax Resolution Authorizing Tax Resale.
    - Worked on Internal Revenue Service Form 1098-T and 1099-MISC Notices and Resolution
    - Worked on Vacancy Report for FY 2014-2015
    - Worked on GFOA Award Motion

- Worked on Internal Revenue Service Determination on Limited Tax Refunding Bonds, Series 2007 Examination Motion
- Worked on Registration Report and Unpaid Comparison Report
- Worked on Finance Committee Items Motions and Backups
- Worked on Rider 23 – Reporting Requirement by Campus

- Bond:
  - Reviewed Schematic Designs for Pecan STEM Building and South Academic Building Exterior Elevations
  - Reviewed Schematic Designs for Mid-Valley Campus, Technology Campus and Nursing Allied Health Campus Parking and Site Improvements
- Facilities:
  - Worked on Facilities Committee Items Motions and Backups.
- Other:
  - Reviewed Impact on Exempt Personnel to Non-Exempt Status if FLSA Regulations are updated to a New Minimum Salary of $50,440
  - Reviewed Overtime Analysis Report
  - Reviewed Gift and Retirement Procedures
  - Reviewed E-Text Committee
  - Reviewed Title IX Communication Plan
  - Reviewed Chapter 176 Disclosures (Conflict of Interest)
  - Worked on Dual Enrollment Cost Analysis
  - Worked on Performance Appraisals Preparation
  - Worked on Trend of the Average Number of Classes Students Take
  - Worked on RFP for Higher Education strategic Market Assessment
  - Worked on Hidalgo County Tax Resale Property
  - Worked on Enrollment Graph for Fall 2015
  - Worked on South Texas College Organizational Chart

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - With VP for FAS to go over dual enrollment revisions.
  - With Director of Advising regarding PSJA Transitional Specialist position.
  - With VP for FAS, HR Director, Employee Relations Officer to review internal complaint reports.
  - With VP for FAS, HR Director and respective staff to obtain an understanding of Argos, dashboard, performance appraisal, posting new positions.
  - With President of the College to discuss revisions for dual enrollment.
  - With administrative assistant for High School Programs and Services regarding items to include for summer calculation.
  - With Administrator for High School Programs and Services to discuss dual enrollment.
  - With Staff to discuss lean, dual enrollment, value stream mapping, salary planner.
  - With Hiring Search Committee to review applicants and select applicants for interviews.
  - With Comptroller, HR Director, Accounting Group Managers, and respective staff to obtain an understanding of Salary Planner process.

- With VP for FAS to discuss meeting regarding Salary Planner.
- With TMAC, President, and VP for FAS regarding Lean.
- With VP for FAS and Comptroller to discuss dual enrollment
- With Project Manager FAS to discuss division retreat
- With Oregon State University to discuss Lean department
- With Drew Locher to discuss Lean methodology
- With John Jay Bongstingl to discuss Malcom Baldrige Award.
- With VP for FAS to discuss professional development presentation and division retreat
- Attended ACFE seminar Auditing for Internal Fraud

- **Worked on the following**:
  - Dual Enrollment:
    - Adjustment to faculty costs for all terms
    - Included Summer 2015 into report
    - Updated appendices
    - Revisions made per President's Cabinet
    - Completed Preliminary Report
  - Internal Review Assessments
    - Completed State Auditor's Office Report
    - Completed two internal reports
  - Other:
    - Worked on the Hiring Process for a Accountability Assistant
    - Worked on the Lean Power Point Presentation

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - With VP-FAS regarding pending items
  - With FAS & Facilities Planning & Construction regarding Institutional Effectiveness Plan
  - With Chief of Police regarding Incident Command Team & Crisis Management Team flowcharts
  - With Chief of Police on All Hazards Emergency Plan PowerPoint presentation
  - With Director of Judicial Affairs & Conflict Resolution Services to discuss Maxient
  - With Director of Accountability Services to discuss Flowchart
  - With Associate Dean of Curriculum & Student Learning to discuss SACS-COC Primary Writer's
  - With Chief of Police Security Camera Risk Assessment discussion
  - With VP-FAS & Associate Director of Purchasing Fall 2015 Supervisor Training RFP
  - With TASB regarding Legal items
  - Title IX Committee Meeting
  - Attended EH&S Training & Written Programs - Webinar
- **Worked on the following matters:**
  - Business Impact Analysis:
    - Worked on the Business Impact Analysis Phase II
  - All Hazards Emergency Plan
    - Revise All Hazards Emergency Plan Power point Presentation
    - Research All Hazards Emergency Plans from Other Colleges
  - Other:
    - Updated the Enrollment Graph – Fall 2015

- Approved Insurance & Record Management invoices
- Worked on the TASB claim regarding bus accident
- Miscellaneous tasks & requests from VP-FAS

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - STC 2013 Bond:
    - With Architects, Kitchen Consultants and Planning and Construction to review proposed equipment and budget estimate
  - Other:
    - With CLE Representatives to go over option available to the CLE to create a Voucher Program as incentives for the CLE.
- **Worked on the following matters:**
  - Hosted Food Handler's Certification class for Food Service Staff
  - Conducted Safety Training Class for all incoming new employees.

Security & Police Department
Paul Varville, Chief of Police

- **Attended or held meetings as follows:**
  - With Technology Resources leadership, along with Cashier's Office and FAS Project Manager to discuss the upgrade of the CAD system and the interim use of the parking module for the purchase of parking permits.
  - With AT& T Representative to demonstrate replacement two way radio system for college security guards.
- **Worked on the following matters:**
  - Other
    - Investigated a Vehicle Theft at Weslaco Campus
    - Posted the Clery Act Statistics to the Department of Education Website
    - Removed Parking signs, cones and barricades from the pecan Campus.

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Attended a meeting concerning volume purchases of various items for the 2013 Bond Construction Program
    - Review and negotiated changes to thirty five (35) vendor agreements
    - Conducted two (2) staff meeting to review the beginning of the year procedures, end of fiscal year procedures and vendor W9 forms
    - Participated in the Pre-Proposal conference for RPF 15-16-1018 District Wide ADA Improvements for Building to Building Access – Phase II

- Attended the NAPM Timeline and TOAL Conferences in September (Selected Staff)
- Attended the College Wide Professional Development on September 17, 2015
- Attended External Auditor Meeting requested the first sample of the FY2015 Audit
- Conducted three (3) Banner Requisition Training for a new employee
- Attended the Grant Initiation meeting for the IPAS2 grant
- Attended one (1) Directors meeting conducted by VPFAS
- Attended a meeting for the Status of Technology Resources projects for FAS
- Attended meeting with the HSI Grant administrator to review upcoming purchases
- Working with the External Auditor concerning the FY2015 audit of Purchasing, Receiving and Fixed Assets

- **The following is a list of the request for proposal worked on and public bid openings**:
  - Prepared RFP:
    - 15-16-1018 District Wide ADA Improvements for Building to Building Access
    - 15-16-1021 Catering Services
    - 15-16-1022 Pecan Campus Tree Removal
    - 15-16-1023 Purchase and Installation of Digital Readouts Units
    - 15-16-1024 Welding Equipment
    - 15-16-1025 Industrial Supplies, Materials, and Accessories
    - 15-16-1026 Testing & Balancing Services for HVAC Systems – Bond Construction Program
    - 15-16-1027 Testing & Balancing Services for HVAC Systems – On-Call Services
    - 15-16-1028 Reprographic Services
  - Public Bid Openings:
    - 15-16-1022 Pecan Campus Tree Removal
  - The Purchasing Department processed in excess of nine hundred thirty four (934) purchase orders, approved nine hundred ninety five (995) requisitions, disapproved three hundred nineteen (319) requisitions, processed change orders for goods and services and completed ninety six (96) travel authorizations. A total of three hundred twenty three (323) new vendor W-9 forms were verified and entered into Banner Finance and twenty (20) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since August 2015. The asset review process was completed as follows:
    - Fixed Assets approved three hundred twenty nine (329) assets through September 15, 2015
    - Conducted the monthly inventory spot check for Library Books
    - The Receiving Department completed four hundred seventy (417) deliveries (purchase orders and complimentary books) and a total of one thousand nine hundred sixty six (1,966) packages/boxes. A total of three hundred fifty five (355) purchase orders were posted received in Banner. A total of three thousand seven hundred twenty nine (3,729) items were transferred/relocated as per move/set up request forms.
  - The Mail Services/Copy Center processed the following mail and copy request:
    - Financial Aid - $15,017.54, Library - $38.03, Valley Scholars - $1,152.36, BAT Program - $424.23 and Academic Excellence - $298.00.
    - A total of one hundred sixty two thousand five hundred eighty nine (162,589) copies were completed at the copy center for the month of September.
    - A total of fifty seven thousand six hundred twenty six (57,626) letters were emailed out and one thousand ninety four (1,094) 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:
    - Revised Policy 4317 – Military Leave
    - Prepared New Policy 4320- Right to Express Breast Milk
    - Reviewed New Policy 4206 – Notification of Criminal Conduct
    - Prepared Policy 4322 Sick Leave Donation
  - Other:
    - Completed Vacancy Report revisions for September Board Package
    - Reviewed Time Adjustment Reports for the Office of Human Resources
    - Impact of Overtime Report – 2016 FLSA
    - Completed Performance Evaluations for Human Resources Staff Members
    - Prepared the Human Resources statistics/Turnover Analysis
- **Attended or held meeting as follows**:
  - With legal counsel regarding proposed draft personnel policies.
  - With Employee Relations Officer regarding various personnel matters.
  - With Systems Analyst II-FAS regarding PeopleAdmin Processes
  - With an employee regarding performance appraisal process.
  - With Director of Accountability Service regarding Salary Planner
  - With Office of the President regarding PeopleSoft
  - With Human Resource Staff Quarterly meeting
  - With VP for Finance and Administrative Service regarding Title IX Meeting
  - With FAS Project meeting regarding PeopleAdmin Performance Management
  - With VP for Finance and Administrative Service regarding HR Processes
  - With Director of Judicial Affairs for the BIT meeting
  - With VP for Finance and Administrative Service regarding Status of Technology Resources
  - With VP for Finance and Administrative Service for the Title IX meeting
  - With VP of Academic Affairs regarding the Faculty Office Needs for Fall 2015 and Spring 2016
  - Attended the UTRGV Title IX Coordination meeting
  - Attended the Society for Human Resource Management (SHRM) Annual Conference
- **Departmental Staff Attended or held meetings as follows:**
  - Attended Maxient Training
  - Attended 2015 SHRM-RGV Annual Conference
  - Attended Title IX Training
  - Attended Title IX De-mystified
  - Attended Texas Workforce Commission hearing
  - Attended PeopleAdmin Certified Administrator Training, and Received SelectSuite Certified Administrator License.
  - Attended Voter Registration and Election Task Force Meeting
  - Attended US Constitution Day at Pecan Campus Courtyard.

- Attended 2015 SHRM-RGV Annual Conference.
- Attended Texas Volunteer Deputy Registrar Training, hosted by the County of Hidalgo Elections Department
- Attended TRAQS meeting
- Attended Affordable Care Act (ACA) End of Year development meeting
- Attended Affordable Care Act webinar: "Information Returns"
- Attended 2015 Texas Retirement System (TRS) Legislative Session
- With VP of FAS on Human Resources/People Admin processes meeting
- Attended Texas Department of Assistive and Rehabilitative Services (DARS) Employer Symposium
- With Purchasing Department on Advertising Options with New Vendors
- Attended Webinar: The Real Deal on Form I9
- Attended E-verify Enrollment Training & Tutorial
- Attended 2015 SHRM-RGV Annual Conference

- **Departmental Staff Worked on the Following:**
  - Worked on Performance Appraisal presentation
  - Worked on Supervisory Training
  - Creation of On-Demand Staffing Plan Report, as requested by the Vice President of Finance and Administrative Services.
  - Redesigning PeopleAdmin staff product type
  - Reviewing PeopleAdmin On-boarding function
  - Prepared for PeopleAdmin Performance Management add-on
  - Prepared PeopleAdmin remaining product types (Adjunct, Dual, Part Time, etc.)
  - Worked on Banner Document Management System (BDMS) implementation
  - Converting WebFocus to Argos
  - Submitted a 2nd draft of the Title IX Investigation Checklist
  - Editing a non-Title IX Investigation Checklist
  - Creating Guidelines/Best Practices for Employee Improvement Plan Implementation/Presentation
  - Implemented 3rd Quarter Random Drug Screen for Bus Drivers
  - Benefits applied the Summer Enrollment Employee Retirement System (ERS) File into Banner
  - Reviewed Medical, Dental, Life Insurance, Short/Long Term Disability and TexFlex Premiums for FY16.
  - Presented Texas Retirement System & Affordable Care Act Adjunct for Department Chairs
  - Process Improvement – working to develop a process for Terminated employee files that will eliminate the current backlog.
  - Reviwed ACA End of Year Reporting/1095-C Forms
  - Reviewed New TEAM updates for TRAQS Reporting
  - Updated the TRS Prior School Year Reporting Form as per new TRS Legislative regulations.
  - Performed Leave Audits for FY2014-2015
  - Finalized the updated Institutional Grant application for dependents and employees; application has already been uploaded to the Human Resources website.

- Implemented a new procedure of sending out courtesy TRS prior school year forms to employees with TRS termed dates in order to correctly code TRS eligible employees.
- Working on the State Employee Charitable Campaign (SECC)
- Assisted with the review of the online administrative letter of appointments.
- Assisted with the SR17 & SR18 semi-monthly payroll (review and process NOE's)
- Assisted in rolling of staff jobs into new FY16 year
- Attended training for Records Retention/Imaging Project Planning, part 1
- Prepared and filed two hundred (200) New Hire, returning Faculty, Adjunct, Direct Wage, and Work Study files.
- Assisted with setting up email addresses through IS&P for new Faculty and Staff.
- Assisted with New Hire fingerprinting process.
- Updated divisional status reports for Performance Appraisal submissions.
- Provided email reminders for upcoming Performance Appraisal submission deadline.
- Created a Workplace Answers Training Status report for all divisions.
- Assisted in registering New Hires in the Workplace Answers training system.
- Provided customer service to Workplace Answers users.
- Assisted departments with temporary agency employee assignments.
- Coordinated the installation of a second computer in the Human Resources Lobby, to be used for online application submission
- Reviewed full time temp instructors for benefit eligibility.
- Completed the FY15 Audits for all benefit eligible employees.
- Completed the Insurance Enrollment Report for FY15.
- Updated the TRS Retiree report for FY15.
- **Processed the Following:**

75	New Hires added to the banner
5	Employee Exits
50	Employee Institutional Tuition Grant Employee Applications
18	Employee Institutional Tuition Grant Dependent Applications
200	Trainer Notices of Employment (NOEs)
500	Direct Wage Notices of Employment (DW NOEs)
100	Transcripts Evaluated
46	Staff Position Requests
25	Position Request posted
282	Online Staff Applications
87	Hard Copy Applications (Staff, Adjunct & Temporary)
24	Adjunct Faculty Recommendations for Hire (Fall 2015)
58	Dual Enrollment Faculty Recommendations for Hire (Fall 2015)
75	Full Time Temporary Faculty Notices of Employment (NOEs)
27	Department of Public Safety Drivers Eligibility Checks
40	Fingerprints for the month of August/September
74	Department of Public Safety Background checks
10	Texas Workforce Commission claims completed
1	Texas Workforce Commission hearing and Decision

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

- **Departmental report items**
  - Performed the following:
    - 2013 Bond
      - Worked with architects to modify schematic presentation drawings for September Board and Facilities Committee meetings; Worked with architects to modify schematic presentation drawings for September Board and Facilities Committee meetings; Worked with Terracon to locate drilling areas for bond construction geotechnical test bores
      - Received and reviewed contracts for geotechnical, and material testing services; Received and began reviewing cost estimates for kitchen equipment; Reviewed RFQ for Furniture Fixture and Equipment design consultant services
      - Nursing and Allied Health Campus Thermal Plant Addition - Evaluated RFQ's for MEP engineering services; provided a proposed site layout for Facilities Agenda
      - Starr County Campus Thermal Plant-reviewed and worked on request for providing additional existing utility infrastructure plans
- **Departmental Items:**
  - Worked on September 10th Facilities Committee motions and on October 6th Facilities Committee agenda and motions; Various furniture replacement orders have been received and installed; Worked on and provided presentation boards as requested for College Wide Professional Development Day
  - Worked on Fall 2015 FAS Start of Semester FPC department initiatives
  - District Wide ADA Improvements Phase II – Worked on power point presentation for Pre-Proposal Conference.
  - District Wide Parking Lot Lighting Upgrade – Conducted substantial completion punch list walkthrough.
  - Pecan Campus Building B Ceramic & Art Lab Renovations – Contractor began working on substantial completion punch-list items for final acceptance.
  - Pecan Campus Building B Covered Area for Ceramic Art Kilns – contractor has mobilized to start construction; Coordinated staging area with contractor and STC O&M staff, demolition work in progress; Building pad being installed; Received and reviewed submittals.
  - Pecan Campus Carpet Replacement for Building A – Contractor has completed carpet replacement.
  - Pecan Campus Health & Wellness /Kinesiology Sports Field Lighting –Notice to Proceed was issued; Contractor installed temporary construction fencing to begin construction; Light poles have been delivered to the site; Worked with contractor, STC staff and engineer to provide staking for light pole locations and contractor began trenching for electrical conduits. Construction in progress for soccer/softball areas.
  - Pecan Campus Infrastructure for the Relocation of Portable Buildings – Relocation of portable buildings was delayed due to rain; Worked with engineer and contractor to define additional scope; Contractor submitted a change proposal for infrastructure for two additional buildings to be relocated and is under review; House mover has relocated second portable building.
  - Pecan Campus Relocation of Electrical Power Lines – Received and reviewed draft for Owner/Contractor Agreement; Contractor on site and doing some exploratory site testing.

- Pecan Campus Tree Removal – Worked on Request for Proposal and advertisement for removal of trees; RFP advertising for removal of trees began; Bid proposals accepted on Wednesday, September 23rd.
- Pecan Plaza Asphalt Resurfacing along the Alley Side of Bldg. B- Coordinated water meter removal with McAllen Public Utilities; Change order for pavers at water meters approved and issued to contractor; Concrete paving is complete; Construction in progress and chain link enclosure is nearing completion.
- Nursing & Allied Health Campus Irrigation System Upgrade – Contractor repaired irrigation system; Worked with contractor on scheduling pending items needed for substantial completion
- Mid Valley Campus Library Renovation - Worked on probable project budget with project team.
- Technology Campus Cooling Tower Replacement - Worked with engineer to verify pending close out items and notice sent to contractor for completion deadline.
- Technology Campus West Academic Building – Metal roof panels being installed; Cooling Towers cleaned by contractor.
- Pecan Plaza Human Resource Workroom - Worked on proposed equipment layout for file room
- District Wide Moves - Worked on scheduling and coordinating faculty moves

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended various meetings: Weekly update meetings with Broaddus & Associates, Design meetings with project civil engineers, MEP engineers and Broaddus & Associates, reviewed schematic presentations by Architects to the VP's and Administration, and PDRI Coordination team for Pecan Campus - North Academic Bldg. and Student Activities and Cafeteria Bldg.; Reviewed AV/IT requirements with the AV/IT consultant; Coordination meeting for the Student Health Profession and Science project for the Starr County Campus involving the Audio Visual Consultant; Broaddus & Associates, Purchasing and STC staff to discuss the Volume Procurement process; STC Student Activities staff to revise program for Starr County Campus Student Activities Building Expansion; Preliminary presentation by architects and engineers with Broaddus and staff to review various schematic designs

- **General Meetings:**
  - Site visit of the potential lease warehouse space for furniture storage.
  - Attended various meetings: Facilities Committee meetings and Board meetings; Facilities Operations Council meetings with FPC and O&M staff; Facilities Planning & Construction staff meeting; Monthly Advisory Committee Meeting at the Technology Campus. College Wide Professional Development Day; LRGV Building 2015 Conference.
  - Met with VP and worked on Board and Facilities Committee Meeting agenda items; Met with Purchasing to review reference requirements regarding procurement process; Met with HR staff to finalize layout and location for work area Pecan Plaza Human Resource Workroom; Met with various vendor representatives to review products; Met with FPC project managers to review projects and schedules.
  - District Wide Faculty/Staff Moves – Meetings with FPC staff to review status of Move requests;Met with VP's and staff to discuss status and process for moving new fall faculty hires and planning for spring hires
  - District Wide ADA Improvements Phase II - Attended and conducted Pre-Proposal Conference and Bid opening.
  - Pecan Campus Covered Area for Ceramic Art Kilns – Conducted a pre-construction meeting.
  - Pecan Campus Health & Wellness /Kinesiology Sports Field Lighting – Conducted a pre-construction meeting.
  - Pecan Campus Relocation of Electrical Power Lines – Conducted a contract negotiation meeting with Contractor and Purchasing department;

- Attended the preconstruction meeting with the engineers, contractor and FPC staff; Attended the meeting with the Sigma, Halff, Broaddus, contractors, AEP and STC staff to coordinate with the 2013 Bond Thermal Plant Project.
- Pecan Campus Tree Removal – Attended bid opening to receive construction proposals from contractors
- Mid Valley Campus Child Care Center Play Ground Flooring Replacement - Met with vendor and evaluated the existing conditions of the playground surface. Met with Child Development staff to finalize selection of playground surface
- Mid Valley Campus Existing Library - Met with IS&P staff to review timeline for design and construction for future renovations.
- Technology Campus Cooling Tower Replacement-Attended owner training session for new cooling tower operation
- Technology Campus West Academic Building – Attended construction bi-monthly meetings and site visits to observe construction progress

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended Pecan, to discuss volume procurement and standard guidelines
    - Attended Pecan Campus STEM and SAB Buildings – Schematic Design Preview Presentation
    - Attended Nursing Allied Health Schematic Site Plan Preview Presentation
    - Attended Mid Valley Campus – Schematic Site Plan Preview Presentation
    -
  - Other:
    - Attended the EHS Webinar Training – Training and Written Programs – What do I really need?
    - Attended AT&T meeting held by the Office of Safety & Security
    - Attended the Pecan Campus – Coordination meeting for Electrical Service
    - Attended the ADA Improvements Building to Building to Building Access – Phase II Proposal Conference
    - Attended Trane RGV ICE Seminar
    - Attended DBR Engineering Meeting
    - Attended Pecan Campus Portable Buildings Location and Move meeting
    - Attended a Biology Department meeting
    - Meet with Employee Relations Officer regarding Human Resource issues
    - Meet with Pet Ostrowski & Marcos Rios from 2M Lighting, Inc
    - Meet with Pete Luna to discuss Planning for Spring 2016 Career Expo
    - Met with Carlos Guerra from Bell & McCoy's Lighting & Controls
- **Operations Contract Department**
  - Mid Valley Campus
    - Issued several pest control treatments.
    - Spoke to Maldonado about picking up brush and being more thorough with cuts at this campus.
    - Sent in new PO for strainer installation (HVAC

- Pecan Campus
  - Met with Intertech Flooring to authorize work to begin at 2525 Plaza and to obtain a quote for new work at 2607 Plaza.
  - Received and approved a quote from ChemSol to pick up large quantity of used batteries.
  - Received training on assisting at the inventory warehouse on this campus when needed.
  - Johnson Controls is investigating an issue with Chiller #1.
  - Worked with plumbers to get a company to assist two major plumbing line backups at this campus.
  - Obtained quote to repair fire alarm panel in Building C. Should be done early October.

- Nursing Allied Health Campus
  - Addressed several pest control issues.
  - No other issues to report at this campus
- Starr Campus
  - Several pest control issues addressed.
  - Visited campus to deliver some containers for Biology Department.
  - Checked landscaping, looking pretty good.
  - Sent Johnson Controls to investigate issue with chiller.
- District Wide
  - Usual landscaping, pest control and equipment rental issues.
  - Approved ChemCal budget.
  - Obtaining quotes for district wide backflow inspection.
  - Met with fire alarm contractor to discuss testing all fire extinguishers before November is over.
  - Discussed some issues with our uniform vendor regarding Custodial Leads.
- Tech Campus
  - Addressed several landscaping issues at this campus.
  - Worked with Pro Tech on an issue with vibration sensor.
- **Preventative Maintenance Scheduled for Aug (District-Wide)**

Classification	Work Orders Completed	Cost
Carpentry	89	$6,343.92
Electrical	121	$3,646.27
Energy	47	$3,509.30
HVAC	200	$14,387.01
Locksmith	110	$304.29
Painting	35	$4,099.02
Plumbing	106	$7,719.04
Plant Services	3	$592.30
Total Cost		
General Preventative Maintenance	605	$40,601.15
Total Work Orders	**1,315**	

- **Maintenance Department Work Orders and Expenditures**

Work Orders	1,461
Work Orders Completed	1,316

- **Custodial Department**

Set-Ups	356
Moves/Relocations	66

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended Initiation Briefing – Integrated Planning and Advising for Student Success Grant (iPASS)
  - Attended Initiation Briefing – T-STEM Grant
  - Attended Accounts Payable staff meeting – Year-end timeline and work status
  - Attended WebFocus to Argos conversion
  - With U.S. Bank monthly meeting
  - Met with the auditors to discuss the FY15 Audit Timeline.
  - Attended phone conference with US Bank.
  - Met with Technology Resources to discuss pros and cons of Tableau and Argos dashboards.
  - Met with chairs from the sign language department to discuss the process of assessing exam fees to two sign language certification courses.
  - Met with Accounts Receivable on reviewing of an Accounts Receivable presentation
  - Met with Student Services to discuss census day drops flowchart process.
  - Met with Business Office on the audit list deadlines.
  - Met with Technology Resources on the Elevate project.
  - Attended the Finance and HR Committee Meeting
  - Attended BUGs meeting
  - With staff discussed with the Bank the proposed terms from August 21, 2015 and provided a revised depository contract for legal counsel and the investment advisors review.
  - Attended the Salary Planner Meeting with Human Resources and Payroll
  - Attended the Professional Development Day
  - Attended Professional Nursing Shortage Reduction Program Meeting
  - With TR to discuss Ryan Tracker Software - User Security Set up and importing data
  - Met with staff regarding temp faculty
  - Met with FAS project manager to discuss flowcharts of parking permit and citation processes.
  - Met with Security department to discuss the use of the ARMS parking module for the purchase of parking permits during the transition to an enterprise parking software acquisition.
  - Attended the enrollment marketing planning meeting for Spring 2016.
  - With Cashiers and Accounts Receivable department to brainstorm on the 3rd party processes and changes to improve the efficiency of reconciliations.
  - Attended Nursing & Allied Health – Elsevier/HESI invoice review
  - Attended Gateway to College program meeting

- **Worked on the following**:
  - T&E testing
  - TR Project for Business Office
  - Board of Trustees – Proposed 2015 Tax Rate
  - GASB 68 entries
- Board Agenda Items
  - Management Reports – The Business Office staff worked on the September 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 September Board Management Reports and Regular Managements Reports.
- Trainings/Webinars:
  - ACFE Webinar – Cyberthreats: The Gateway to Fraud
  - Checks Processed as of September 30, 2015:

Bank No.	1/14	2/14	3/15	4/15	5/15	6/15	7/14	8/15	09/15
01 E&G	472	594	737	637	519	686	760	670	543
01 Direct Deposit	59	99	142	95	116	117	113	84	93
03 Student	18,234	2,285	617	146	1,184	3,516	1,898	10,334	11,596
12 I&S Taxes	1	-	-	-	-	-	1	-	-
16 I&S Bond	1	-	-	-	-	-	1	-	-
17 Plant	18	15	10	7	11	12	11	19	24
32 AP Card	364	352	411	415	421	425	339	359	500
38 Unexp-LT Bond Series 2014	1	-	2	4	1	5	8	13	11

  - The Budget Development process, as documented for the Business Impact Analysis, was reviewed and forwarded to the Risk Manager.
  - FY 2016 Board approved budget booklets and the FY 2015 Board approved budget amendment booklets were printed and submitted to external agencies in compliance with reporting requirements by the Texas Higher Education Coordinating Board.
  - FY 2016 Board approved budget booklets, the FY 2015 Board approved budget amendment booklets, and the FY 2016 Board approved Staffing Plan were delivered to the Director of Library Services
  - Work around alternatives for the Budget Development process, as documented for the Business Impact Analysis, were developed and forwarded to the Risk Manager.
  - Information from the Hidalgo County Appraisal District was requested and obtained about the potential impact of granting homestead, over 65 and disabled persons tax exemptions on the tax levy.
  - FY 2016 tax resolution and presentation were reviewed in preparation for the tax rate adoption hearing on September 22, 2015.
  - The Texas Association of Community Colleges Fall 2015 Tuition and Fees survey was forwarded to the Vice President for Finance and Administrative Services for review.
  - Staff continues to work on and submit reports needed for the completion of the FY 2015 audit.
  - 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	23	558
01 Direct Deposit	7	93
02 Payroll	11	930
02 Direct Deposit	4	2,059
03 Student	7	11,596 (US Bank)
12 I&S		
16 I&S		
17 Plant	2	15
38 Bond Series 2014	1	9
Total	55	15,260

- Preparing the three CD renewal letters that matured on August 31, 2015.
- Researched the various Texas regional entities that received the FY2013 GFOA award in 2014 for the finance motion.
- Preparing to mail out the 2015 fraud surveys to 1,000 select STC faculty/staff
- Worked on reports needed for the completion of the FY 2015 audit.
- Gathering items for the audit to provide to the auditors for testing, such as the payroll register, A/P register, preliminary Schedule E&F, student awards and disbursements report and General Ledger reports.
- Reviewing the changes proposed by the Investment Advisor to the College's Investment Policy.
- Reviewed information on cash disbursement and receipt process for the Business Impact Analysis.
- Preparing the Finance Motion for the changes to the Investment Policy.
- Discussed further changes from legal counsel with the bank and the Investment Advisor.
- Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	12
Bank Transfers between Bank Accounts	11
Wire Transfers for Benefits	4

- Testing continues on TWC wage reports
- Creating step by step document explaining Dashboards
- Working with Technology Resources on W2 self service enhancements
- Working with Technology Resources on finance classes audit
- Completed FY16 rollover
- Created two new stores on Marketplace
- 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 September.

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	3
Bank Reconciliations	13
Cafeteria daily sales report	47

Cancelled checks provided to AP and/or verification and positive pay	33
Checks scanned - bond	338
Copies of booklets/journal entries requested	198
Deposits prepared	6
Disbursement of returned mailed checks	7
Donations - telephone calls & emails received	8
Errands to Inter-office deliveries	46
Financial manager changes	26
FOAP created	9
Hours assisting other departments	15
Hours Filing and organizing of Journal Entries and boxing	28.5
Hours used for scanning - estimated	48
Hours used printing, binding and scanning documents (not JE)	20
Hours used to prepare documents for scanning	56.25
IDT's - telephone calls received	8
Interdepartmental Transactions reviewed	30
Invoices and encumbrances reviewed	101
Journal entries prepared	120
Journal entries processed including FUPLOAD	1,717
Journal entries processed - transactions including FUPLOAP	4,815
Journal entries/documents scanned - including daily's	1,169
Positive Pay submitted	33
Worked and Updated Forms	2
Stale dated list prepared	2
Stale dated letter prepared	34
Stale dated letters mailed	34
Stop payments processed	19
Transactions removed from bank reconciliation	449

- Payroll processes for the month ending September 30, 2015:

Activity	Numbers
Payroll Re-issue Processed	8
Payroll Cycles	65
Payroll Checks & DD	3,249
New Employee Setups for TimeForce	103
TimeForce Access Forms Processed	142
Number of Employees with OT reviewed for OT Memos	484
NOE's Approved	942
Salary Budget Transfer Forms Processed	17

- Extended hours of operation to assist students with payments for the Fall census day, September 9, 2015.
- Cashiers generating and calling on the unpaid lists daily.
- Cashiers coordinated with departments to ensure timeliness of census day processes after closing at 7:00pm.
- Extended hours of operation to assist students with the Fall 2015 installment due date of September 23, 2015.
- Cashiers generating and calling on the unpaid lists daily for "M0" mini mester.
- Cashiers planning a bite-size training scheduled for October 9, 2015.

- Cashiers setting up and testing the Spring 2016 tuition tables scheduled to activate on October 9, 2015

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	2,075	Salaried	417
Employees on Semi-Monthly Payroll	895	Total Net	541,157.27
		Waged	506
Timecards Processed		Total Net	129,924.78
(Waged 8/16-8/31 SR17	439		
(Waged 09/01-09/15) SR18	474	**Stop Payment Processed**	
Regular (Salaried: August) MR08ADJ03	0	Salaried	1
Supplemental (Salaried: August)MS08	487	Waged	6
Regular (salaried: September)MR09	2,660		
NOEs Processed			
(additions, deletions, changes)	20	**Void checks Processed**	
Salaried	2,592	Salaried	1
Waged	691	Waged	6
Payroll Adjustment Worksheets			
(additions, deletions, changes)	8		
Salaried	84		
(additions, deletions, changes)	0		
Waged	2		
Liabilities Processed	35	**Replacement Checks Processed**	
		Salaried	1
Reports Processed		Waged	7
Compass Bank Direct Deposit File	4		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,912
Deposits Processed		Total Net	3,899,797.66
Internal Revenue Service	5	Waged	414
Bank Transfers	5	Total Net	119,980.54

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	145
General Journal Entry (Inter-Fund) (JE 16)	102
Cash Receipts (CR 05)	1,190
Encumbrance Liquidation (E032)	8
Encumbrance Liquidation (E020)	16
General Ledger Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	7

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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McAllen, Texas 78502- 9701

Office of the Vice President for Academic Affairs
3201 W. Pecan Blvd. • McAllen, Texas 78501

(956) 872-6790
Fax (956) 872-8388

Memo

Date: October 21, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **SEPTEMBER 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 October 27, 2015 Board meeting.

Academic Affairs Highlight August 2015

Division: Academic Advancement
Department: High School Programs and Services
Highlight: Governor's Summer Merit Program

On August 3-7, 2015, 44 rising 9th and 10th grade Starr County students participated in the Governor's Summer Merit Program. The purpose of the program was to improve students' familiarities and experience with post-secondary STEM educational opportunities leading to careers within the field.

Participants gained hands-on experience with water robotics curriculum while they worked with other teams of students to create submersible robots. Students used LEGO MindstormsTM software along with basic principles of physics and engineering to design, build, test and redesign their robots.

The program also focused on students gaining valuable awareness and interest in STEM focused careers. Participants visited the University of Texas-Pan American Engineering Department, South Texas College Technology Campus and Royal Technologies Manufacturing Plant.

Academic Affairs Highlight September 2015

Division: Liberal Arts and Social Sciences
Department: English Department
Highlight: Mid-Valley Speaker Series

On Wednesday, **September 2, 2015,** the **English Department** and the **Literary Arts Society Page Turners English Club** welcomed **Efren Olivares.** Mr. Olivares is a Senior Staff Attorney at the South Texas Civil Rights Project in Alamo, where he handles a variety of human and civil rights cases ranging from disability rights to wage theft and immigrants' rights cases, among others. **Mr. Olivares' presented on "Who is a Citizen?" Civil and Human Rights in the Rio Grande Valley: Legal Issues and Local Services** and had a standing room only crowd in his discussion (more than 80 audience members).

This presentation was the first of many of the **Mid Valley Speaker Series** with the theme of Life in the RGV. Every other week, we will be bringing in guest speakers from organizations in the valley to address a variety of topics of interest to residents of the valley. From civil rights to health to the environment, our guests will inform us of the important work being done in our communities by organizations, by advocates, and by volunteers. We anticipate similar turnouts for the other speakers!

MID-VALLEY SPEAKER SERIES

The **English Department** and the **Literary Art Society Page Turners English Club** is excited to host a series of Presentations at the Weslaco campus this semester. All Presentations will begin at 6pm and will be held in G191.

Below are the scheduled talks:

Wednesday, September 2
Efren Olivares of the South Texas Civil Rights Project—Civil and Human Rights in the Rio Grande Valley: Legal Issues and Local Services

Thursday, September 17
Scott Nicol of the Lower Rio Grande Valley Sierra Club—Protecting Our Environment and Our Communities

Wednesday, September 30
Mindy Garces of the Joslin Diabetes Center Affiliate at Doctors Hospital at Renaissance—Diabetes: Prevention and Treatment

Wednesday, October 14
Astrid Dominguez of the ACLU—Free Speech and Civil Liberties (Pending)

Wednesday, October 28
Kelsey Snapp of Texas RioGrande Legal Aid—LGBT Issues, Rights, and Concerns

Wednesday, November 11
Juanita Valdez-Cox of La Unión Del Pueblo Entero (LUPE)-- Social Change through Organizing and Membership

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Academic Excellence
Highlight: Valley Scholars Class 19 Welcome Banquet

The Valley Scholars Program welcomed its newest class of students on **Thursday, September 03, 2015**. The banquet **honored forty-three new students from Hidalgo and Starr Counties** who graduated within the top 10% of their high school class or earned a GPA of 85 or above. The **students will receive scholarship funding, academic support services, and leadership development as part of the Valley Scholars Program**.

The banquet provided parents of the students an opportunity to learn more about the Valley Scholars Program and South Texas College. Each student was awarded a certificate of recognition and formally welcomed into Class 19 of the Valley Scholars Program. South Texas College Education Instructor and Department Chair, Rene Zuniga, served as the keynote speaker for the evening.

Pictured: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs, Rene Zuniga, College Education Instructor and Program Chair, and Jessica Garcia, Valley Scholars Program Coordinator.

Pictured: Valley Scholars Class 19

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Academic Affairs
Highlight: Starr County Superintendent's Dual Enrollment 2020 Planning Session

On Thursday, **September 3, 2015,** the **Starr County Superintendent's Dual Enrollment 2020 Planning Session** was held at **STC's Starr County Campus in Rio Grande City**. The Interim Vice President for Academic Affairs, Dr. Anahid Petrosian, presented an overview of the dual enrollment program, high school programs initiatives, dual enrollment offerings at the Starr County Campus, and the impact of dual enrollment on college readiness. In attendance was the Rio Grande City CISD Superintendent Joel Trigo and Roma ISD Superintendent Carlos Guzman, among other key stakeholders.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Ambassadors Leadership Academy (ALA) Kickoff

On **September 4, 2015**, the **Office of Professional and Organizational Development** welcomed its 4th Cohort of the Ambassadors Leadership Academy with a day-long orientation at the Cooper Center on Pecan Campus. In accordance with the Academy mission of cultivating leadership at every level, t**wenty-five faculty, staff and administrators joined the ranks of the Academy**. Participants **received a detailed orientation to the academy including its, goals, purpose, structure, and expectations and discussed the complex and changing roles of a leader**.

During lunch, participants were able to hear from several of the Vice-Presidents and former participants who were in attendance about the great opportunities ALA has to offer, their views on leadership, as well as their own Academy experiences. The day closed with participants separating into their ALA groups in order to discuss their year-long team project.

ALA 2015-2016 Kickoff
Friday, September 4, 2015
Cooper Center, Pecan Campus
Agenda-at-a-Glance

Registration & Breakfast
Welcome & Introductions
Overview of the Academy
The Complex Role of a Leader
Networking Lunch with the ALA Steering Committee
Team Project Overview
Identifying the 'Right' Project for Your Team
Networking Break
In Search of the Great Leader
Reflections & Evaluation
Adjourn

Academic Affairs Highlight September 2015

Division: Division of Math, Science and Bachelor's Programs
Department: University Relations, Transfer and Articulation Center
Highlight: College Visits Week for September 8 - 10, 2015

During the week of **September 8 – 10, 2015**, the University Relations, Transfer and Articulation Center was pleased to welcome representatives from **four different universities, representing five different departments**, who visited two of our campuses:

- **Tuesday, September 8th:** representatives from **Texas A&M University Health Science Center School of Public Health** visited the Pecan Campus from 10:00 AM to 12:00 PM and **met with 10 students**.

- **Wednesday, September 9th:** representatives from **Texas A&M University – Kingsville's Education Department** (of their Weslaco campus) visited the Pecan campus from 2:00 PM to 5:30 PM to meet with students and advise them on the their courses so that they may begin their program on time and **met with 20 students**.

- **Wednesday, September 9th:** representatives from **Our Lady of the Lake's La Feria Campus** visited the Pecan Campus from 10:00 AM to 2:00 PM and **met with 10 students**.

- **Thursday, September 10th:** representatives from **Texas A&M University Health Science Center School of Public Health** visited the Mid Valley Campus from 10:00 AM to 12:00 PM and **met with 10 students**.

- **Thursday, September 10th:** representatives from **Texas A&M University –Kingsville's Engineering Department** visited the Pecan Campus from 12:00 PM to 2:00 PM to inform students about the Rio Grande Valley Engineering Initiative which allows students to complete either a Chemical, Natural Gas or Environmental Engineering degree in Weslaco, which is currently offering courses at our Mid Valley Campus and the University Center at TSTC Harlingen. The representative **met with 8 students**.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Ambassadors Cross-Training Academy (ACTA) Kickoff

On **September 10, 2015**, the **Office of Professional and Organizational Development** kicked off its **17th ACTA cohort** with a total of **twenty-nine participants**. The Ambassadors Cross-Training Academy is designed to provide employees with the opportunity to continually increase their knowledge of all aspects of the college as well as increase their ability to assist students and colleagues. Participants **took part in an introduction and team building activity**, **learned the purpose and goals of the academy**, and received a presentation from the Associate Dean of Professional and Organizational Development on the many professional development opportunities that are available within our office and college-wide.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Teaching and Learning Academy (TLA) Kickoff

On **September 11, 2015**, the **Office of Professional and Organizational Development** kicked off its 2015-2016 Teaching and Learning Academy cohort with a **total of forty-six participants**. The Teaching and Learning Academy is **designed to help new faculty become part of the South Texas College family** as well as provide support, guidance, effective teaching strategies, and information on available resources.

Participants were able to hear from the current Faculty Senate President, the 2015 Faculty of the Year, and previous TLA participants during a networking luncheon held at the Student Lounge on Pecan Campus. After lunch, participants received training on Blackboard and Blackboard Collaborate from the Distance Learning Department.

Office of Professional & Organizational Development
South Texas College Center for Teaching & Learning

TEACHING & LEARNING ACADEMY
Friday, September 11, 2015
Pecan Campus, Student Lounge, C-110, A-121
11:00 a.m. - 2:00 p.m.
Agenda: Session 1

Registration & Networking Lunch
Blackboard Training
Evaluations & Adjourn

Did you know....

STC will be closed to students on **Friday, September 18th** for **College-Wide Professional Development Day.** No day or evening classes will be held. Faculty and staff will meet at the **McAllen Convention Center, Exhibit Hall B from 8:30 a.m. - 11:30 a.m.** Lunch is on your own. Afternoon breakout sessions will also be held on McAllen Convention Center. Please visit the Office of Professional & Organizational Development website for the most updated information.
http://profdev.southtexascollege.edu

Academic Affairs Highlight September 2015

Division: Business & Technology
Department: Paralegal Program
Highlight: Power of Attorney Clinic

On Friday, **September 11, 2015** from 9:30 a.m. to 2:30 p.m. at the Cooper Center/South Texas College Pecan Campus, students in the **Paralegal Department hosted a Power of Attorney Clinic in conjunction with Texas Rio Grande Legal Aid, Inc.** (a non-profit law firm). The paralegal students prepared powers of attorneys and living wills for **36 low income clients** from Hidalgo County. **This is a free clinic and have saved families around $18,000 in pro bono legal services.** The Paralegal Dept. hosts about four power of attorneys and living wills clinics each year for low incoming clients from the Rio Grande Valley – all clinics are held in conjunction with Texas Rio Grande Legal Aid, who screens the clients (need meet low income requirements) and organizes the clinic. The students do the legal work under the supervision of the Paralegal Program Chair.

Academic Affairs Highlights September 2015

Division: Social and Behavioral Sciences
Department: Psychology
Highlight: 1st Starr County Campus Psychology Majors Orientation

On **September 14, 2015**, the **1st Starr County Campus Psychology Majors Orientation** took place from 4:00 p.m. - 5:20 p.m. at the auditorium in RGC. **The purpose of the event was to provide information about the field of psychology to those students majoring in it.** The orientation agenda covered topics such as: understanding your degree plan, career options, information on scholarships and college resources; presented by the Psychology Department faculty. Students learned about the benefits of joining the Starr County Campus Psychology Club. There were also some STC goodie bags raffled during the orientation and copies of the degree plan and psychology department program contacts were provided to the **over 80 students who attended**. Students also got meet the Dr. Arturo Montiel-Campus Administrator and Ms. Rose Benavidez-STC Board Member.

Academic Affairs Highlight September 2015

Division: Division of Math, Science, and Bachelor's Programs
Department: University Relations, Transfer and Articulation Center
Highlight: College Visits for the Week of September 14th to 18th

During the week of **September 14 – 18, 2015**, the University Relations, Transfer and Articulation Center was pleased to welcome representatives from four different universities, who visited two of our campuses:

- Tuesday September 15th: representatives from **Our Lady of the Lake's La Feria Campus** visited Pecan Campus from 10:00 am to 1:30 pm. They provided information about transfer to both the La Feria Campus as well as the campus in San Antonio to **15 students**.

- Tuesday September 15th: representatives from the **University of Texas at San Antonio** visited the Pecan Campus. Their role is a bit different, has they tend to meet with students who have already decided to attend UTSA, although they do take general inquiries as well. They **met with about 5 students** during her office hours from 10:00 am to 1:00 pm.

- Wednesday September 16th: representatives from **Texas A&M University – Kingsville's Education Department** visited Pecan Campus from 2:00 pm to 4:15 pm. During these visits, they meet with students who are almost ready to transfer, either to the program in Weslaco or to Kingsville itself, to ensure they have all of the program requirements. This week they **met with 3 students**.

- Thursday September 17th: representatives from **Texas A&M University – Kingsville's Rio Grande Valley Engineering Initiative** visited the Pecan Campus from 11:00 am – 2:00 pm. They **visited with 10 students** both about the opportunities in Chemical, Environment and Natural Gas Engineering in Weslaco as well as opportunities in Kingsville. Additionally, the TAMUK Program is launching a new scholarship for students who refer friends to the program. If their friends enroll, the students will receive a $500 scholarship.

Academic Affairs Highlight September 2015

Division: Academic Advancement
Department: High School Programs and Services
Highlight: Bright Spots in Hispanic Education

Tuesday, **September 15, 2015**, the **White House Initiative on Educational Excellence for Hispanics** (Initiative) released its "**Bright Spots in Hispanic Education**," an online national catalog that includes South Texas College's Early College High School Programs as **one of over 230 programs, models, organizations and initiatives that invest in key education priorities for Hispanics**.

The Initiative seeks to leverage Bright Spots to encourage collaboration between stakeholders focused on similar issues in sharing data-driven approaches, promising practices, peer advice, and effective partnerships, ultimately resulting in increased support for the educational attainment of the Hispanic community, from cradle-to-career.

The Initiative was established in 1990 to address the educational disparities faced by the Hispanic community. To learn more about the Initiative and to view the Bright Spots in Hispanic Education national online catalog visit www.ed.gov/HispanicInitiative.

Academic Affairs Highlight September 2015

Division: Liberal Arts and Social Sciences
Department: English Department
Highlight: Mid-Valley Speaker Series

On **September 17, 2015**, the **English Department** and the **Literary Arts Society Page Turners English Club** welcomed **Scott Nicol** for the second of six presentations at the Mid-Valley Campus. Mr. Nicol is an artist and co-chair of the Sierra Club's Lower Rio Grande Valley Group. Mr. Nicol addressed an **audience of about sixty students, staff and community members** as he **presented on "Protecting Our Environment and Our Communities"**. His main focus was on topics like the border wall and the proposed Liquefied Natural Gas (LNG) plant in Brownsville, TX.

Mr. Nicol provided photos and maps of impacted areas, as he described the impact of the border wall on animal habitats, including that of the endangered ocelot, as well as included an update on local efforts to learn more about the LNG plant. He ended his presentation by reminding attendees of the Sierra Club's history and legacy and all attendees were encouraged to get involved with environmental issues important to them.

MID-VALLEY SPEAKER SERIES

The **English Department** and the **Literary Art Society Page Turners English Club** is excited to host a series of Presentations at the Weslaco campus this semester. All Presentations will begin at 6pm and will be held in G191.

Below are the scheduled talks:

Wednesday, September 2
Efren Olivares of the South Texas Civil Rights Project—Civil and Human Rights in the Rio Grande Valley: Legal Issues and Local Services

Thursday, September 17
Scott Nicol of the Lower Rio Grande Valley Sierra Club—Protecting Our Environment and Our Communities

Wednesday, September 30
Mindy Garces of the Joslin Diabetes Center Affiliate at Doctors Hospital at Renaissance—Diabetes: Prevention and Treatment

Wednesday, October 14
Astrid Dominguez of the ACLU—Free Speech and Civil Liberties (Pending)

Wednesday, October 28
Kelsey Snapp of Texas RioGrande Legal Aid—LGBT Issues, Rights, and Concerns

Wednesday, November 11
Juanita Valdez-Cox of La Unión Del Pueblo Entero (LUPE)-- Social Change through Organizing and Membership

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Academies and High School Projects, Mid Valley Campus
Highlight: Dual Enrollment Academy Students Serving their Community

On Saturday, **September 19, 2015**, the **Mid-Valley Dual Enrollment Academy Students** volunteered at the **Keep Mercedes Beautiful Trask Pick Up Event** held in Mercedes, Texas. The event is affiliated with Keep Texas Beautiful and is dedicated to the beautifiaction of our community.

Participants from the Dual Enrollment Academy Program included Jorge Banuelos, Joe Mata, John Guerrero, Ann-Marie Anzaldua, and Joe Meza who woke up bright and early, taking time out of their busy schedule for this great event. The trash clean up route stretched along Business 83, as well as encompassing nearby neighborhoods. **A total of 116 lbs. of trash was picked up, as well as an additional 46 lbs. of plastic and 56 lbs. of paper that were to be recycled.**

Dual Enrollment Medical Science Academy student, Joe Meza, took the opportunity to have his picture taken with the Baylor University boot, where he plans to transfer upon graduation to become a Neurosurgeon.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Early College High School
Highlight: 2015 Examples of *Excelencia*

On Tuesday, **September 22, 2015** elected officials and higher education leaders from across the country come together in Washington, D.C., to **announce the 2015 Examples of *Excelencia***, America's top programs that increase higher education achievement for Latino students.

Excelencia in Education, the non-profit that conceived and runs this national initiative, **honored South Texas College's (STC) Early College High School Program as America's top program for increasing achievement for Latino students in the associates degree category.** ECHS was selected from among 265 programs from 30 states, Puerto Rico, and the District of Columbia nominated in four categories: associates degree, bachelor's degree, graduate degree, and community-based organization.

The Early College High School team that made the Example of Excelencia award possible include (l-r) Antonio De La Cruz, ECHS Coordinator; Diana Llamas, ECHS Coordinator – CTE; Maria E. De Leon, ECHS Coordinator; Sofia M. Pena, Director of Early College High Schools; Nicolas Gonzalez, Administrator for High School Programs and Services; Allyssa Karen Villarreal, ECHS Specialist; Juan J. Delgado, Secretary; Melinda Zuñiga, ECHS Coordinator.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Business and Technology
Highlight: Binational Innovation Conference INNO' 2015

On Friday, **September 25, 2015** the **Business and Technology Campus** hosted the **3rd annual Binational Innovation Conference** (INNO 2015) in collaboration with the Instituto Internacional de Estudios Superiores (IIES). This year's conference focused on transportation innovation featuring discussions by regional economic development leaders, transportation experts and provides workshops for students from both institutions.

The conference opened with a welcome by STC President Dr. Shirley A. Reed and IIES President Juan Rosendo Martínez Gómez, Lic. **Presentations included: The Economic Outlook for the Region; Port Innovation; and Regional Mobility & Transportation Innovation in the Region; along with a panel discussion on transportation innovation.**

South Texas College President Dr. Shirley A. Reed, welcoming everyone to the INNO' 2015 Conference.

McAllen Airport Director of Aviation Elizabeth Suarez giving her keynote presentation

South Texas College Economics Instructor Dr. Kevin Peek presents on the economic outlook of the region.

Academic Affairs Highlight September 2015

Division: Liberal Arts and Social Sciences
Department: Puente Program
Highlight: STC Starr County Campus Puente Center Ribbon Cutting Ceremony

On Friday, **September 25, 2015** the Liberal Arts and Social Sciences Divison's Puente Program and the Starr County Campus **held the offical ribbon cutting ceremony** for the **South Texas College Starr County Campus Puente Center**. The Center will be located in the Manuel Benavidez Rural Technology Center's Cyber Lounge and is currently being run by Cindy Y. Marroquin, who serves as the current Puente Student Success Specialist. This facility will **primarily serve as a tutoring, advising, and social gathering center** for former and current 'Puentistas'.

The Puente program not only provides a valuable student success initiative for first time in college students, but offers a variety of activities in support of personal growth for our communities in Starr County. For the past four years, Puente has attempted to assist students by providing a fast-track, supportive environment that fosters a sense of "familia" which provides a sense of belonging within the context of Puente and the community. Another important aspect of students' personal growth is the Puente Club which among other things provide service learning projects.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: Academies and High School Projects, Mid Valley Campus
Highlight: UTRGV Representatives Visit Dual Enrollment Academy Students

On Friday, **September 25, 2015**, the **Academies and High School Projects-MV Campus** hosted the **University of Texas Rio Grande Valley** (UTRGV) at the Mid-Valley Campus. Representatives from UTRGV shared valuable information about various programs, resources, and services available at the newly formed university. Students inquired about the prestigious and rigorous A-Prime Time Success Academy, an academy that is designed to strengthen and shorten the path to an M.D. degree for students who wish to pursue pre-medical and medical degrees, and allows students to earn both a Bachelor of Science and a Medical Degree (MD) in six years.

Senior Dual Enrollment Academy Program students were also able to take the opportunity to receive assistance from UTRGV representatives as they filled out their admissions application. Representatives meet with **eighty-one Dual Enrollment Academy students**.

Academic Affairs Highlight September 2015

Division: Academic Affairs
Department: High School Programs and Services
Highlight: McAllen ISD's Achieve Early College High School

ACHIEVE EARLY COLLEGE HIGH SCHOOL
Achieving a Dream

On Friday, **September 29, 2015** **McAllen ISD's Achieve Early College High School** was named a **National Blue Ribbon School** by the U.S. Department of Education. Nationwide, 335 schools were recognized as National Blue Ribbon Schools for 2015. The award recognizes the schools overall academic excellence and progress in closing the educational gaps amongst minority students.

U.S. Secretary of Education Arne Duncan honored the schools and recognized them for "students' accomplishments and the hard work and dedication that went into their success. The journey to becoming a National Blue Ribbon School has taught us about collaboration, intentional instruction, and strong relationships in school and with your community. The National Blue Ribbon schools represent – excellence in vision, in implementation, and in results and we want to learn as much as we can from you.

Achieve Early College High School is one of thirty (30) Early College High School partners with South Texas College and they are housed on the South Texas College Campus with 100% of their students graduating high school and over 85% of them graduating with an Associate Degree in a field of their choice from South Texas College.

Pictured are representatives from South Texas College and McAllen ISD

Academic Affairs Highlight September 2015

Division: Liberal Arts and Social Sciences
Department: English Department
Highlight: Mid-Valley Speaker Series

On Wednesday, **September 30, 2015**, the **English Department** and the **Literary Arts Society Page Turners English Club** welcomed **Mayra Cantu and Mindy Garces** for the third of six presentations at the Mid-Valley Campus. Ms. Cantu and Ms. Garces work for **the Joslin Diabetes Center Affiliate at Renaissance Hospital.** Ms. Cantu and Ms. Garces **presented on "Diabetes Prevention and Treatment"** where they spoke to students about the importance of maintaining good health in order to avoid diabetes and diabetes related complications, where about **fifty students took advantage of the services**.

After the presentation, students were encouraged to stop by the lobby area where tables were set up to screen for cholesterol, blood glucose, blood pressure, and BMI. The tables were manned by pharmacy students from UTRGV/UT –Austin College of Pharmacy Cooperative Pharmacy Program, with the oversight of HEB Pharmacist Dr. Rene Verduzco. Dr. Verduzco was also there to take individual questions concerning the results of the screenings.

MID-VALLEY SPEAKER SERIES

The **English Department** and the **Literary Art Society Page Turners English Club** is excited to host a series of Presentations at the Weslaco campus this semester. All Presentations will begin at 6pm and will be held in G191.

Below are the scheduled talks:

Wednesday, September 2
Efren Olivares of the South Texas Civil Rights Project—Civil and Human Rights in the Rio Grande Valley: Legal Issues and Local Services

Thursday, September 17
Scott Nicol of the Lower Rio Grande Valley Sierra Club—Protecting Our Environment and Our Communities

Wednesday, September 30
Mindy Garces of the Joslin Diabetes Center Affiliate at Doctors Hospital at Renaissance—Diabetes: Prevention and Treatment

Wednesday, October 14
Astrid Dominguez of the ACLU—Free Speech and Civil Liberties (Pending)

Wednesday, October 28
Kelsey Snapp of Texas RioGrande Legal Aid—LGBT Issues, Rights, and Concerns

Wednesday, November 11
Juanita Valdez-Cox of La Unión Del Pueblo Entero (LUPE)-- Social Change through Organizing and Membership

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Met with Program Chair to discuss his performance and participated in the Public Safety Conference Planning and Conferences for 2015-2016 held by Juan C. Aguirre, Associate Dean for Continuing, Professional and Workforce Education on Tuesday, September 1st
  - Met with Program Chairs individually to discuss their performance and updates on their programs and visited with Dr. Petrosian on Wednesday, September 2nd
  - Attended the Border Security International Conference at the Starr County Campus and attended the Valley Scholars Welcome Banquet held at the Cooper Center at the Pecan Campus on Thursday, September 3rd
  - Participated in the Voter Registration Committee Meeting to discuss logistics/ideas related to the activities during the week, held by Elibariki Nguma, Director of Student Activities and Wellness on Friday, September 4th
  - Held the Business and Technology Program Chair Meeting to discuss faculty evaluations, enrollment, Title IX, overloads, and hiring process and Martha Valdez, World-class Training Representative attended the Program Chair Meeting to discuss an event scheduled for February 23rd at the McAllen Convention Center to invite all programs to participate and showcase their programs on Friday, September 4th
  - Attended the Valley Voter Awareness Month Kick-Off and Presentation of HCR 119 Event held by the AACT NOW Organization at the Edinburg Conference Center on Wednesday, September 9th
  - Participated in the NSF – Mentor-Connect Grant Proposal Meeting held by Maricela Silva, Grants Development Officer and attended the Finance Meeting held by Becky Cavazos, Director of Purchasing to discuss a purchase for the Fire Science Academy Program on Thursday, September 10th
  - Attended the INNO 2015 – Final Planning Meeting held by Ana Valladarez, Business Administration Instructor, to discuss final updates and participated in the Planning and Development Council Meeting held by Dr. Reed on Friday, September 11th
  - The Paralegal Program is hosting a Power of Attorney Clinic on Friday, September 11th, at the Pecan Campus, Cooper Center
  - Participated in the Socorro Independent School District Campus Visit to discuss dual enrollment process on Monday, September 14th
  - Attended the E3- Entrepreneurship and Tech Expo held by Edinburg Economic Development Corporation and will be participating in the Law Enforcement Symposium to be held by Juan Carlos Aguirre, Associate Dean for Continuing, Professional & Workforce Education on September 15th
  - Attended the 22nd Annual Logistics and Manufacturing Symposium in Laredo, Texas – September 22nd and 23rd. The Symposium will focus on the latest info on automotive, energy and key trade industries and services.
  - Attended the INNO' 2015 Binational Innovation Conference at the Instituto Internacional de Estudios Superiores (IIES) on Friday, September 25, 2015 in Reynosa, Mexico
  - Held the Business and Technology Program Chair Meeting on Thursday, September 24th
  - The Business Administration program held the 3rd Annual INNO' 2015 Conference which was focused on Transportation Innovation on Friday, September 25, 2015 at the Technology Campus Atrium. The conference had over 150 registrants ranging from the business community, UTRGV participants, STC students, IIES administrators and students, and ITR administrators and students. Dr. Kevin Peek delivered the economic update which was well received.
  - Attended the Academic Affairs Council Meeting and Dean's Meeting on Monday, September 28th
  - Presented information on the Business and Technology Division Programs at RGV LEAD (Linking

Economic & Academic Development) P-16 Council Meeting to be held in Harlingen on Tuesday, September 29th

- Attended the Meeting – Title IX Coordinators and Deans held by Mary Elizondo, Vice President for Finance and Administrative Services on Tuesday, September 29th
- Will be attending the Border Energy Forum in San Diego, California from October 12th – 16th. The forum offers the opportunity to interact with leaders in the energy industry from both sides of the border.

➢ **Business Area:**

Business Administration:

- Held the ACBSP Planning Meeting (Re-affirmation Preparation)
- Attended College-wide Curriculum Meeting
- Attended Academic Affairs Cabinet and Board Report Meeting
- Sun-setting of Banking Program Approved at College-wide Curriculum Meeting
- Removal of Pre-Requisite (READ 0800) from BUSI-1301 Business Principles Course Approved at the College-wide Curriculum Meeting
- Evaluated Business Administration Dual Enrollment Candidate for Progresso High School
- Held the 3rd Annual INNO' 2015 Binational Innovation Conference on Friday, September 25, 2015. This is a two day conference that starts at the Instituto Internacional de Estudios Superiores (IIES) in Reynosa, Mexico, on Thursday, September 24th. This year's conference focuses on transportation innovation featuring discussions by regional economic development leaders, transportation experts and provides workshops for students from both institutions.
- Met with the Associate Dean of Undergraduate Programs at the COBE at UTRGV to continue discussions on revisions to the Articulation Agreement for the AA in Business Administration programs and AS in Computer Science and AS in Computer Information Systems programs. Reviewed degree plans, foundational courses, and discussed admission requirements to the Business Administration.
- Met with representatives from National American University who wanted to share with us their Business Administration and Management programs. They are offering a deep discount that allow students to take one course and try the program out their final semester. Another very key aspect of their program is that they accept AAS degree students into their Bachelor programs.

Information Technology:

- Participated in the College Wide Club Recruitment Fair (Technology Campus) – September 9th
- Meeting with Marketing Department to discuss ideas for marketing our program and to see if we could create some posters to advertise our programs at other campuses – September 22nd
- Meeting with Insight Enterprises - Insight are gold partners with Cisco and we bought some Cisco equipment from them. They were discussing with us the products they have to offer to us that would fit our networking program – October 2nd
- BlackBag Technologies Conference – The department recently purchased a forensic software from Blackbag Technologies called Blacklight. The training is to make sure we use Blacklight the best possible and attending this training is the ONLY way I can obtain their industry certification and earn CPE hours in the field of digital forensics. Week of November 17th
- Visited McAllen Memorial, McAllen High School, Mission High School, and Nikkie Row for Dual Enrollment Faculty Observations and delivered Information Technology brochures to counselors.
- Meeting with Ms. Hernandez from Continuing Education to discuss class schedule for Grant students.
- Ordered and received Information Technology brochures - new name and new degrees' information
- Student advising and registration for classes in our program
- Provided tutoring for students
- High School Teachers Classroom Observations and Visits
- Cengage Web training to integrate SAM software with Blackboard for online courses
- Creating Facebook page for the new Digital Forensics/Defcon Group 956
- Posted Facebook announcement for INNO Conference
- Delivered supplies for our department table setup at Building K to promote our programs

- Meeting with Darak Weaver and Eloy Chio to discuss cabling workshops
- Research IT needs questionnaire for local companies
- Updating of IT presentation for TV plasma
- Meeting to revise current books for some of our classes
- Updating my Camtasia software on using Video for Blackboard, meeting with Johnny Gonzalez from Distance Learning

Office Administration:

- Attended the College Wide Curriculum Committee
- Attended Faculty Senate Monthly Meetings
- Attended Program Chair Meetings
- Attended the Faculty Advisor Steering Committee
- Worked on Currently Enrolled Majors Report
- Verifying Graduation Report
- Assisting Students with Graduation Issues
- Held Departmental Meetings with Faculty
- Held Departmental Meetings with Dual Enrollment Faculty
- Dealt with Student Complaints
- Completion and Submission of all NOE's
- Submission of Syllabi
- Advising/Registering Students
- Worked on PLO's to ensure everything was correct
- Completed Chair Analysis for PLOs
- Preparing for Priority Registration
- Preparing for a "Night of Reading" – Mid Valley Campus
- Teaching Office Administration (OA) Courses
- Advising/Registering OA Students
- Working closely with Rio Grande High School Dual Enrollment Faculty for student transition to OA Program
- Recruiting at High School and Local Businesses
- Recruiting at Roma High School
- Updating of Program's Web Page

Paralegal:

- The Paralegal Program hosted a Power of Attorney Clinic on Friday, September 11th, at the Pecan Campus, Cooper Center. The paralegal students prepared powers of attorney and living wills for a total of 36 low income clients from Hidalgo County.

➢ **Technology Area:**

Automotive/Diesel Technology:

- STC Department Orientations for Weslaco CTE ECHS - Fall orientation for 9th and 10th graders and their parents at STC Mid Valley Campus, September 4
- STC Department Orientations for Mission CTE ECHS - Fall orientation for 9th and 10th graders and their parents at the Career and Technology Early College High School, September 10
- Guest Speakers for Industry – The Diesel program invited guest speakers from industry to talk to the diesel students about job placement information. The event took place in the auditorium at the Technology Campus on September 23rd.
- Automotive and Diesel Technology Programs attended the McAllen ISD 2015-2016 Advisory Committee Meeting – at the McAllen Convention Center on Monday September 21, 2015
- Held the Automotive Advisory Committee Meeting on September 23rd
- Held the GM ASEP Advisory Committee Meeting on September 24th

Computer and Advanced Technologies:

- Computer and Advanced Technologies Instructor conducted an Introduction to Robotics Workshop September 4th. (flyer image is below)

- Program Chair and Computer and Advanced Technologies Instructor demonstrated "PXE Boot Linux OS" as a solution for our unique classroom labs on September 4th.
- Computer and Advanced Technologies Instructor conducted another workshop on September 11th on Pneumatic / Hydraulic Robotic Systems.
- Attended Program Chair Meetings
- Attended Planning and Development Council Meetings
- Held Departmental Meetings with Faculty
- Held Advisory Committee Meeting
- Attended College Wide Professional Development
- Worked on Faculty Evaluations
- Prepared Spring Schedules
- Interviewed Dual Enrollment Instructor for Mechatronics in La Grulla

Design & Building Technologies: CADD, HVAC, ELPT and Construction Supervision:

- Attended the Council of Chairs Meeting 9.2.2015
- Held the CADD Advisory Committee Meeting 9.11.2015
- Held the ELPT Departmental Meetings every Friday
- Held the HVACR Departmental Meeting
- Attended the Division of Technology Program Chair Meetings
- Held Lead Instructor Meeting (CADD/HVACR/ELPT)
- Attended the Planning and Development Council (PDC) 9.11.2015
- Attended the Kickoff Luncheon for 4th Cohort of the Ambassadors Leadership Academy (ALA) 9.4.2015
- Visit – Meet & Greet All New 1st semester sections with the DBT Department
- Meeting with Wayne Lowry, Executive Director for Habitat for Humanity. Invite to submit application for Board of Directors vacancy
- Coordinated Construction Career Expo to be held at Casa de Amistad, Harlingen. 1000+ 11th and 12th graders will be attending expo. All DBT programs will be participating.
- Coordinated "builds" with Buckner International, Proyecto Azteca, and RGV-Habitat for Humanity. Students/Faculty will assist with the building of a new residential house. Christina Aguilar, ELPT Instructor will be assisting with the project.
- Coordinated a build with RGV-Habitat for Humanity in Primavera Subdivision scheduled for 9.18.2015
- Coordinated an event with South Texas College American Sign Language Department to promote American Disability Act (ADA) Conference to be held on October 7, 2015. Meeting with Jorge Solis and Decorating/Planning Committee.
- Coordinated meeting with Bill Buhider and Sara Lozano, CADD Instructor to create a preliminary concept design for new Performing Arts Building. CADD Coop students will be assisting with project. 9.17.2015
- HVACR and ELPT Club Advisors attended Risk Management Training with Student Activities
- HVACR – Coordinated an MOU with DAIKEN and present to Mr. Reyna
- CNBT 1316 – Construction Technology class was given an orientation and tour of RGV – Habitat for Humanity Re-Store by Eriberto Orta, Construction Manager. 9.12.2015
- CADD Instructor attended American Society of Civil Engineers Luncheon Meeting on 9.9.2015
- Attended the Rio Grande Valley – Habitat for Humanity Board Meeting – 9.17.2015
    - Was nominated to the Board of Directors – announcement will be made on 9.17.205
- ELPT Instructor is coordinating an event for Veteran's Day to be held at the Technology Campus on November 11, 2015
- Construction Supervision constructed a lemonade stand for Girl Scout Troop #256. Materials were donated by Home Depot (Weslaco) and build by South Texas College Construction Supervision

students. Event will be held on Saturday, September 19, 2015.

- RGV- American Institute of Architects Building Communities Conference will be held at South Padre Island on October 25, 2015. Two instructors will be attending
- DBT Clubs and Advisors had 1st meeting for the year which includes: HVACR Association, Electrician Club, ACD2 Club, and Construction Association (new club)
- The Construction Supervision student body met September 10, 2015 and elected officers for the newly formed "Construction Association" student club.
- Meeting with Perry Vaughn, Executive Director of RGV-American Association of General Contractors to discuss a collaboration effort to host an event during the month of October to celebrate Construction Month.
- ELPT & CADD faculty members will be participating at the annual Texas Community College Instructional Leaders conference in Austin, Texas. October 7-9, 2015.
- Faculty member presented at Donna North High School to 21 students on careers in Construction/Architecture & Engineering.
- Construction Technology students assisted RGV Habitat for Humanity "Faith to Build" Construction Build on Saturday 19, 2015 from 8am to 1pm. The students assisted the Construction Manager oversee approximately 120 volunteers from the community.
- Construction Supervision students assisted with Habitat for Humanity "Build on Faith" build. A story of event was featured on the Valley Morning Star. http://www.valleymorningstar.com/news/local_news/article_44682e9e-5f45-11e5-8d73-4f56a0679b76.html
- In efforts to market and recruit our Design & Building Technology Department, Program Chair and CADD Instructor met with Daniel Ramirez and PR staff. Strategic plan to promote our department was established to meet our needs. 9.22.2015
- Primary Advisor for the Construction Supervision Association. Met with officers to discuss upcoming association meeting with members. 9.22.2015
- Provided a tour of the Technology Campus and various community venues to a delegation from Lamar University. 9.25.2015 at 2:00 p.m.
- Construction Supervision program invited Vicente Sauceda, Architect/Inspector for the State of Texas. He is one of the six architects in the state of Texas who oversee all new construction in assisted living homes. Shared great value and field experiences with students. 9.21.2015
- CADD Department Hosted 28 student from PSJA at the Technology Campus. CADD Faculty shared personal field experiences of the drafting industry. 9.23.2015
- Electrician Technology student volunteers met at Proyecto Azteca. Faculty/Staff/and Volunteers are wiring up three 950 SF homes for low income selected families. They estimate approximately $6,000 was saved by our student volunteers. 9.25.2015 (picture to the right)

Law Enforcement:

- Police Academy Program Chair, participated in Pharr National Night on September 5th. Cadets helped officers to distribute school supplies; interact with the community; experienced first-hand the role of a peace officer in the community.
- Police Academy Program Chair, participated in the September 11th Remembrance Event at the Technology Campus on September 10th.
- 2015 Law Enforcement Symposium will be held Tuesday, October 27th at the STC's Cooper Center for Communication Arts. The symposium will bring law enforcement speakers and invites peace officer from across the region to earn training credit hours in the areas of USE OF FORCE, CRIME SCENE INVESTIGATION, COURTROOM TESTIMONY and LEGISTATIVE UPDATES (#3184).
- Public Safety & First Responders Expo will be held Wednesday, October 28th at the STC's Cooper Center for Communication Arts. This expo will inform students and the public of safety programs offered at South Texas College. (promotion flyer to the right)

<u>Precision Manufacturing Technology:</u>

- Machining Math training for PSJA school district Welding Faculty teaching MCHN1343 – 9/21/15
    - 4 training session for 4 instructors will begin 10/16/15
- Attended the South Texas Manufactures Association – 9/22/15
- Regional Industry & Technician Support (RITS) National Science Foundation (NSF) Grant re-submittal 9/24/15 – Instructor E. Adame worked with Grants office and Engineering Dept to update grant proposal
- Video shoot with STC PR dept. for HESTEC collaboration event – 9/24/15 https://youtu.be/IV54AmA6BNQ
- Completed air dryer air connections for CNC mill. 9/25/15
- Donna ISD recently added a HAAS Toolroom CNC mill to PMT lab, air and power connections are being finalized.
- Lab additional including machine and setup valued at over $45K (approximately)
- PMT Open House was held on Wednesday, September 30th at the Technology Campus. The Open House consists of tour of the facility, view machining demos, and meet the instructors.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- **Dean Distance Learning**
  - **ADA Services/Web Accessibility:** A meeting was held between ADA Services, Public Relations and Marketing, Instructional Technology, and Distance Learning for follow up discussions on how best to serve students with disabilities taking online classes as well as face-to-face classes. The meeting revealed that there are 447 students with disabilities ranging from visual, hearing, and physical impairments that that will require the assistance of an assistive technologist.
  - **National American University:** Met with the Vice President of Community College Relations from National American University (NAU) to discuss possible partnership. NAU currently has transfer articulation with South Texas College; the meeting was to discuss possible ways of reaching online students with information on its Associate to Bachelor's completion program for South Texas College students.
  - **Career and Education Fair:** The Distance Learning Department has received an invitation from Department of Army Installation Management Command, Atlantic Region to participate in Career and Education Fair sponsored by the US Army Garrison - Miami on November 6, 2015.
  - **Blackboard Meeting:** A third round of Blackboard Analytics implementation took place to introduce the lead consultant for the Blackboard Reporting and Analytics implementation. The Application Development team from Technology Resources was in attendance to discuss the project requirements. Analytics and Outcomes will enable the department and faculty to run retention and assessment reports with ease.
  - **Institutional and Effectiveness Assessment**: met with Associate Dean to begin SACS-COC narratives for the Distance Learning Area.
  - Blackboard, met with project management team of Blackboard Learn to discuss timelines for Blackboard Analytics and Outcomes implementation. Analytics and Outcomes will enable the department and faculty to run retention and assessment reports with ease.
  - ADA Services, met with the ADA services office to discuss compliant issues with distance learning courses.
  - **Council of Chairs:** Attended Council of Chairs meeting to present the purpose and methodology for Fall 2015 Online Course Redesign Academy.
  - **Online Course Redesign Academy:** The Distance Learning Department kicked off the Fall 2015 Online Course Redesign Academy (OCRA). The first cohort consisted of 20 faculty from all divisions. Through the OCRA, current and prospective online faculty will be given the opportunity and support to develop and implement strategies to combat what is referred to as "online curriculum bottlenecks" and to bridge the achievement gap. The second session of the training is scheduled for October 23rd, 2015.
  - **Blackboard Student Services Workshop:** Participated in student lifecycle services workshop organized by Blackboard to provide insight into Partnering to provide students with better guidance, better support, and better outcomes throughout their education journey.
  - 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.

- **Projects:**
  - Healthcare Student Success Collaborate Training
  - Evaluating a client/server-based testing software for Nursing and Allied Health testing needs
  - Success and Retention in online course project Phase I
  - Blackboard Learn Analytics Implementation
  - Intranet/Credential server project
  - LVN to RN online program development
  - BASOL online program development

Common course navigation project

- **Distance Learning Technologies**
  - Banner Integration for eLearning
  - eLearning has been stable for the month of September. IS&P continues to do manual updates for Fall mini-mester, just to make sure we have the courses and enrollments up to date with banner.
  - Blackboard Mobile
  - Blackboard Mobile has had updates to the building block and changes were done to get the Mobile app stable on production since it was re-directing to the staging server. Blackboard was able to resolve the issue by just pointing to the production environment.
    - With the October 2014 Release, the Blackboard Student app became available to download in the app store.
    - Bb Grader is available for faculty to use for grading inside of Blackboard as well.
  - Blackboard Learn
  - Blackboard Weekly call with Tiffany Kisker every Thursday at 11am has been on-going. Discuss about all the issues we have during the week with Blackboard. On September 20 at 12:30am, Blackboard installed the new Analytics license to our production server. It took about an hour to applied and restart the servers.
    - **Building Blocks** – Bb Mobile was updated in the month of September.
      - The following building blocks were updated in staging environment to review and test before installing to production
        - Assessments
        - Assignment
        - Authentication Provider – LDAP
        - Blackboard Core
        - Blogs and Journals
        - Discussions
        - Portal
        - Portfolios
        - Wikis
  - 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 disable from the system in the month of September and purged in October.
  - Meetings with ADA services to make sure we accommodate online students with disabilities.
  - **Modules** – Cleaned up and updated all sections of landing page tab, student tab and faculty tab

- **Distance Learning Helpdesk**

Agents	August-2015	
	Calls Handled	**Missed Calls**
DL Students	**494**	**69**
DL Faculty	**123**	**98**
Advisor	**19**	**10**
Total Per HelpDesk	**636**	**177**

  - Numbers for the month of September
    - Chats: **477**
    - Tickets: **253**
    - Online Trainings
      - Blackboard Collaborate

DATE	FACULTY	ADJUNCT	STAFF
Sept 3 & 4	12	4	2

      - Collaborate Launcher issues at NAH campus; working with IS&P to get it resolved.
    - Work-study – hiring process for another new work-study position.
    - Kayako
      - Updated paper log tickets for work studies to record their calls
      - Updated canned responses to be used in the chat
- **Student Success Activities:**
  - Below is a break-down of student contacts and advisement activities for the period.

Type of Service	**Number of Students**
General Advising	250
Academic Advising	48
Career Advising	42
Transfer Advising	0
Degree Plans	0
Graduation	0
Distance Education Walk-Ins	4
Distance Education Chats	8
Telephone Contacts	332
Virtual Campus Advising Email	183
Summer/Fall 15 Registration Emails	601
Total	***1,468***

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**
  - The semester 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.
  - A meeting took place with Juan Carlos Aquirre to make sure all conferences are reported to his department so participants can receive CEUs where applicable. A good example would be the dual enrollment meetings held for the Dual enrollment faculty since all adjuncts and dual enrollment faculty can receive credit for them.
  - A BASOL re-evaluation meeting took place where concerns (such as students not completing adequate learning outcomes) and success stories where shared. The program will need tweaking, but overall a lot of students benefit from it so it deserves continuation.
  - A Division Wide Curriculum committee took place where members of the 15 LASS departments met, leaned about the rules of the Curriculum assemblies, and voted on Speech course descriptions that were mandated by the THECB.
  - A meeting took place to discuss the budget that will be proposed for the grant that the THECB has offered South Texas College for the Puente program. Samantha Uriegas and Maricela will comb through the different requests to make sure we will not encounter barriers when we want to spend the funds. Of the $50,000, half will be spent on a retention specialist from January to August of next year. Furthermore, travel to El Paso for the Fall institute, a number of peer visits, and counseling services will need to be provided. No food and refreshments can be provided through these funds, so the main shortage remains for our Noches de familias, which are mandated according to the program but for which no auxiliary funds could be requested.
  - A LASS chair meeting took place where a number of issues were discussed: April Castaneda introduced herself and the new duties she will be performing for the VPAA. Enrollment numbers, chairs signed up for their evaluations, a request to share conferences that are organized with Juan Carlos Aquirre so he can look into the possibility of CEUs, a short discussion on textbook guidelines that need some attention to re-evaluate to what extent it is desirable that some faculty use their own textbook and the new opportunities with open source information. Chairs will from now on submit weekly activities for cabinet reports.
  - The PDC welcomed a number of new faculty and chairs and the discussion evolved around performance of students as related to status of payment, traditional enrollment assumptions, the SACS 5 year interim report.
  - LASS faculty and chairs elected for the Division wide and College Wide curriculum committee attended the first Curriculum committee of the new academic year. Juan Ramirez was elected Chair once more and due dates for catalog purposes were announced. To my surprise BUSI1301 removed all its pre-requisites so one year certificate students could take the class.
  - The Dean conducted several supervisor evaluation for staff and chairs as part of their yearly performance review.

- As part of the renovations of G137 Ms. Priscilla Cuellar came in to see if the office would benefit from being re-arranged. In the end, IT needs would be quite extensive and the decision was made to make the space effective without major changes.
- The Dean, chairs, and staff attended the Cabinet and Monthly Activity report development meeting so we are all on one page with regards to the activity reports.
- On Friday it was time for the College Wide Professional Development day. The morning revealed a strong and positive report of our enrollment and needs by Dr. Reed, as well as a motivational key note speaker on generational differences and how mood affects others' behavior. In the afternoon, a heated discussion took place on the Title IX issue, which still needs more clarification, especially with regards to how students will notify faculty and be granted opportunities to complete work if such is needed.
- The Psychology Department held a Psychology major event in Starr County, which was very well attended. The evening was well organized with presentations from Chair Reittinger, the Sarabia Psychology Instructors Eli and Alex, and a Closing statement by Board Member Rose Benavides. Topics covered included the Psychology Degree Plan, Expectations of Psychology Students, Career Information, Summary of Psychology Courses, and an introduction to the Psychology Club.

- This week was devoted to completing performance evaluations for the chairs. Class observations and yearly review interviews were conducted for three chairs and one staff member.
- A meeting took place with National American University where a number of attractive opportunities for our graduates were presented such as a $100 bachelor level course for those who are interested in transferring to the University. Especially Business and Criminal Justice majors will have a chance to accelerate and complete their Bachelors at this University.
- A meeting took place to discuss the need for faculty offices for faculty who have already started their employment this Fall and for upcoming Spring. Early hiring practices are key so that office and equipment needs can be determined early as well.

- **Social and Behavioral Sciences Area:**
  <u>Child Development Department:</u>
  - Chair Rodriguez visited dual enrollment classes at Niki Rowe High School 9/10/15 & 9/11/15
  - Cecilia Villagran submitted the Child and Adult Care Food Program (ACFP) grant application upon which it was approved for another year.
  - CDC Oversight Committee 1st meeting of the FY 2015-16 Academic year: Lozano, Serrano, Rodriguez, Villagran, Schmalzried. Topics discussed was enrollment which is at 78 (which is a very good accomplishment given that the limit is 80, which was achieved thanks to increased recruitment efforts by Ms. Villagran), the need for new staff; parent trainings were set; The CCAMPIS (The Child Care Availability Means Parents in School) grant review date with Dr. Norman (the consultant) was set; Budget was reviewed for new year; semester activities were reviewed
  - Cecilia Villagran also responded to a Workforce RfP and submitted the grant proposal for Child Care Educator Training through our Workforce Program. This will cover our CDA students and Conferences.
  - The Child Development Center Staff will be trained on Teaching Strategies Gold© Assessment. Gold is a real time, online early childhood assessment instrument that our teachers use for assessing children's developmental milestones.
  - Becky Garza with her students are beginning a clothing drive for the Hidalgo County Child Protective Services Rainbow Room where children who are in foster / temporary care can go and receive much needed clothing.

- Dr. Rebecca Garza is conducting a Food Drive for the RGV Food Bank. Her students in all her classes are participating. They have placed boxes in the hallways of Building J Pecan and Building G in Mid Valley. The Food Drive will run up until November.
- Ms. Lozano and Ms. Rodriguez attended an award ceremony on Friday night September 18th put on by Texas Workforce Commission. They awarded all Texas Rising Star Level 4 Programs with a recognition dinner and a plaque. A TSR level 4 program has met all of the required standards for the Texas Rising Star Program under TWC. Since the Mid Valley Child Development Center is Nationally Accredited, they automatically received a TSR level 4 recognition.
- Cecilia Villagran, Child Care Services Developer, met with a representative from Valley Plastics & Paper, from the McAllen Trade Zone, Pamela de la Garza. Collaboration will provide the Child Development Center with different types of recycling materials for repurposing and use as instructional items. Toured the facilities took pictures of the types of items that could be donated to our program. Shared this information with the Drama department and they will also be interested in getting some materials from theater production and set design.

Political Science Department:

- Members of the Political Science Department met with Dr. Kevin Peek to discuss possible changes to the GOVT classes for the BASOL degree.
- The Political Science Club and the Mid Valley Political Science Club both held their first meetings of the year. Officers were elected and club activities for the upcoming year were discussed.
- Diane Lucio who coordinates the Public Administration program visited Pharr College & Career Teaching Center, Pharr, Texas for a meeting with Campus Coordinator Irma Rosales. She provided an overview of the PA program to Coordinator Rosales and the Campus Director of the PSJA College, Career & Technology Academy (CCTA) Darcia Cuellar. Reactions were positive and she was offered a bulletin to promote the program. Coordinator Rosales mentioned possibility of offering classes at the location once we build up the program such as in the case of the Human Resource program, which currently offers classes there as well.
- Spearheading Constitution Day Activities at three campuses
- Pecan: Reading of the Constitution by members of the Political Science Department and faculty from other departments, along with students. There was also a table where students could register to vote and a large cake in the design of the American flag made by Culinary Arts Program [Academic Affairs highlight is attached]
- Mid Valley: Copies of the U.S. Constitution were handed out to students by members of the Mid Valley Political Science Club and their faculty advisors. There was also a table where students could register to vote. [Academic Affairs highlight is attached]
- Starr County: A video of members of the U.S. House of Representatives reading the Constitution was shown throughout the day

- The Political Science Department faculty held a meeting that focused extensively on student learning and success. The major topics discussed were
- Examining PLO and Core Objective results and discussing how the results could be used to improve student learning;
- A presentation from Cengage Publishing on how their product facilitates student learning and which of their textbooks might be able to help faculty achieve their goals with respect to student learning.

Kinesiology Department:

- Solutions to find a soccer field for our soccer class were found. Our present soccer field could not be used for classes because renovations are in progress.
- The Kinesiology department will work with the NAH to discuss fitness components for a Wellness Program for faculty from Friday 12:00 noon-1:00.

- A very preliminary conversation has begun with TAMUK concerning courses and possible collaboration for our majors.
- Photo is a snapshot of our Kinesiology majors in the Concepts of Fitness Class with Mr. Angangan as they are doing partner reviews on proper lunging technique with weights.

- The Kinesiology Department opens the Mid-Valley Campus Wellness Center for the college community. Current students, faculty, staff and administration with current and valid STC ID card are welcome to use the facility. There is no fee for the use of the Wellness Centers.
- Kinesiology Department has coordinated with the advising center and established dates for Priority Registration and advisement for Kinesiology Majors for the Spring Semester.
- The Wellness Center proves to be a well-used facility once more. 200 people have used the Wellness Center since the beginning of the semester. The highest attendance was Monday (9/14) with 71 participants.
- The following fitness classes have already been scheduled:
  - MW- Spinning 5:30-6:15.
  - The ABS (abdominal and core) class from 6:15-6:45.
  - Kick Boxing 5:00-5:45 and Dance Fitness 6:00-6:45.
- The Brazilian Jiu-Jitsu club (form of Martial Arts) is comprised of students and they meet MW 5:30-6:45.
- Student Life is using the Mid-Valley Wellness Center for their Intramural Volleyball Tournament and they have 20 teams participating. They use the facility on Thursday nights 5:30-10:30pm.

Psychology Department:

- On September, 3, 2015, the Psychology Department sponsored their 2nd Annual Psychology Major Orientation. Over 75 students attended. Several topics covering student success and retention issues were presented:
- The Pecan Campus Psychology Club had their weekly meeting. They planned the events for the semester. Activities will include participation in Special Olympics, Fall Carnival, and several cancer fund-raising activities. They also plan on inviting several guest speakers to present on Laughter Yoga, and careers in Psychology.

- Yvonne Chapa, Psychology instructor, accepted an invitation to present at the Pharr Leadership Seminar to be held on Thursday Sept 24. She will be presenting on Personality and Personality Testing. The mayor of Pharr, chief of police and many of the city administrators will be attending the seminar
- Starr Psych Club is participating in this social media awareness campaign with this banner since September is Suicide Prevention Awareness Month.
- Janene Israel designed an active-learning module on Critical Thinking so that students will really understand what we want from their thought processes. She will also be attending the 2015-2016 TCCTA Fall Conference for Faculty Leaders in Austin, Texas.
- Dr. Israel is the chair of a state level curriculum committee through March of Dimes. She is leading a committee of medical professionals to create a curriculum for medical/hospital personal which focuses on defining best practices for the care of pregnant women requiring antepartum care (pregnant women on mandatory medical bed rest).

Criminal Justice and Social Sciences Department:

- Discussions were held to coordinate the transfer of Sign Language Interpreter program to World Languages Department during this Fall semester.
- The department organized classroom visits with universities and employers.
- The first Student club meetings were held.
- Chair Blair presented on the Texas juvenile justice system for the Delta Sigma Psi Criminal Justice club.

From the Education and College Success Department:

- Education department finalized Fall 2015 Priority Registration schedule. This schedule provides an opportunity for Education majors to get a beneficial schedule for the coming semester, which has proven to be a great retention and completion tool in the past.
- Education department met with representative from Texas A&M Kingsville and College Station to plan transfer presentations for education majors.
- Rene R. Zuniga provided Keynote Address during the Valley Scholars 19th Annual Welcome Banquet
- Rene Zuniga and Ana Riojas met with the Education Club at Pecan and elected officers and discussed their next service project – volunteer during the RGV Science Association Conference.
- Students in Dr. Bean's classes were involved in an activity where they compares a great student to a superhero

- Maria Evans visited EDUC 2301 classes to discuss Educational Technology for exceptional learners.
- Mr. John Valadez, PBS Director/Producer was the guest speaker for EDUC 1300 (Puente) students.
- A Chair Meeting took place for the SBS chairs where there was a discussion to recommend that EDUC1300 to be part of the Component Area option instead of the Social and Behavioral Sciences electives.
- Department Chair Zuniga Conducted Classroom Observation Evaluations for five faculty as part of their yearly performance review.
- Rene Zuniga attended the TCCTA Faculty Leaders Conference where there were updates related to legislative issues affecting community colleges, Texas Higher Education plans for 2030, Socioeconomics data related to higher education and minorities, and legal issued related to the college campus.
- Rene Zuniga was appointed to be a member of the TCCTA state convention committee.

Communication Arts Department:

- Dr. Cantu was a guest lecturer for a Public Speaking course at the Pecan Campus on Wednesday, September 11, 2015.
- Dr. Cantu was guest lecturer at a Speech Dual Enrollment Class at Valley View High School on Thursday, September 10 2015.
- Laura Nunn met with the FOCUS Academy Advising Initiative Committee for the purpose of developing materials for the Teaching and Learning Academy.

- Comm Club Faculty Advisor Mary Walker organized a meeting where student members elected new officers and discussed T-shirt designs. A guest speaker from Advocacy Alliance Center of Texas presented at the meeting and helped students register to vote.
- Irma Garcia invited Mr. Pete Luna, Career and Placement Specialist at South Texas College, to speak to her 1321 Business & Professional Communication classes on resume writing and tips on great interviewing skills. The presentation was titled "The importance of great interviewing skills".

- Communication Arts Department Meeting was held and faculty collaboratively worked on the Program Learning Outcomes and the Core Objectives reports. In addition, Moraima Cardenas gave a presentation about her Study Abroad Summer 2015 trip to Sevilla, Spain.

- **Fine and Performing Arts Area**
  - The Fine and Performing Arts area continues to enjoy great success with its social media campaign on Facebook, Twitter, Instagram, and YouTube. The number of views and likes continue to increase almost daily with up to the minute news on Art, Drama, and Music.
  - An Orientation Meeting for Music Majors was held at the Pecan Plaza Music Building. The meeting helped to introduce all Music Faculty, instruct students to ensure declaring their major, review degree plans, review standards for passing courses and professional training.

  - STC Choir rehearsals got underway with Sharon O'Leary as their director.
  - Guitar Ensemble rehearsals are underway with instructor Jaime Garcia leading the way.
  - The Piano Class for Music Majors is underway with Daniel Cather giving one-on-one instruction.
  - Assistant Dean William Buhidar participated in several community and college events, such as the TLA Luncheon, the ALA Luncheon, and the Faculty Advising Steering Committee
  - William Buhidar participated in the review of potential cataloguing software for the art galleries for both the library and the Art Department.
  - William Buhidar participated in the Pre-Construction Meeting with Planning and Construction regarding the new building for Ceramic Art Kilns area.
  - Art Instructor Scott Nicol had a successful art exhibition in Harlingen at the Beyond Art Gallery.
  - A proposal for a Starr Campus Arts Center in soon to be vacated library building was discussed by FPA and LAG leadership. A campus visit is being planned by Dean Buhidar, Chair Lubben and Dean Greg
  - A bilingual online art appreciation course was discussed and is being considered for development pending further discussion by Deans.
  - Art Gallery Steering Committee met and agreed upon weekly organizational meetings of support staff led by Coordinator Charles Neumann. We feel this will greatly help productivity and collaboration between Art Department and LAG gallery associates/assistants.
  - Internationally renowned guitarist Philip Hii performed a public recital and conducted a masterclass for STC guitar students. His enthusiasm and mentoring quality of instruction left a lasting impression on the students.
  - Art Instructors Nathan England and Kyle Chaput judged the UVAL "Art in the Park" contest that will be on display at the National Butterfly Center, opening Sept. 19.
  - The STC Drama Department began rehearsals and production for Crime and Punishment opening October 15th.
  - Chair Jason Rodriguez received Los Valientes contract and began PO and IBT processes, as well as the early stages of DE hiring process for instructor at Edinburg North H.S.
  - The Art Department held a monthly department meeting and discussed the timeline and needed work to offer the AA GART fully online in the spring 2016 semester. Other important topics/items discussed: course content improvement subcommittees formed, faculty travel abroad pilot program to Italy will send two faculty members this year, subcommittee formed to redesign of the student exit review for a better program review analysis, the proposal for an online bilingual art appreciation pilot course, the need for student tutoring in Spanish and ways to help struggling students in art classes due to language barriers and high school outreach/recruitment faculty assignments were given and to be completed by the next meeting.
  - The South Texas College Art Department presented "Indigenous Mesomerican Culture," an art exhibition featuring works by artist Andy Villarreal. The exhibit opened Tuesday, September 8, and will be available to view Monday through Friday from 8:00 a.m. to 5:00 p.m. until October 15, at the STC Art Gallery located in Building B – 103 on the Pecan Campus.
  - In addition, on Tuesday, September 15, Villarreal gave an artist talk from 4:00 p.m. to 5:00 p.m. and was present during a reception directly following the artist talk until 7:00

- Chair Lubben met with Sharon O'Leary to discuss the THECB field of study revisions in preparation for an upcoming art field of study revision and TASA panel discussion
- Auditions were held for production "The Miss Firecracker Contest".
- Preparations are underway for upcoming events for the following: October 2nd Music recital with Sharon O'Leary and Daniel Cather; October 8th Jaime Garcia "Fuego Flamenco" group for the "Night of the Stars" event on
- Assistant Dean Buhidar contacted Mike Carranza to solve the continuing issue of financial aid not covering the required repeat course known as Ensemble. Issue appears to be cleared up.
- Assistant Dean Buhidar met with Planning and Construction, as well as Maintenance to resolve the faculty office delay at Pecan Plaza.

- **Humanities Area**
  - STC and UTRGV Historians move to (A) collaboratively redesign the History M.A. program at UTRGV to better train future DEF in History, and (B) organize a regional conference of History faculty from all South Texas institutions of higher education to begin collectively dealing with the Dual Enrollment phenomenon from all sides and involving all stake-holders
  - Curriculum: Progress on the development of the A.A. in Gender Studies – as of 09/10 Dr. Patricia Blaine is awaiting the data from a student survey administered (in the Spring) with the assistance of RAS
  - Work continues, led by History Chair Sean Kennedy, to institute a Charles Robinson Memorial Scholarship for History Majors at South Texas College
  - The Hispanic Medal of Honor exhibit – History faculty Elizandro Munoz, and chair Sean Kennedy, continue to work on financing the bringing of the HMoH exhibit to South Texas College later this semester
  - Philosophy faculty Theresa Norman has agreed to serve as the faculty advisor for the new LGBTQ Student Club, with 44 members already signed up at their first event
  - English faculty Jessica Schnee is now leading an English Department committee tasked with creating a library of training materials for CLE tutors
  - The English Department is testing out a demo of a new online resource from Bedford/St. Martin's called "Launchpad"
  - With Dr. Annie Liss as Lead Faculty Advisor for the Liberal Arts, work continues to progress on the design of the FA training modules
  - The Assistant Dean of Humanities, Dr. Christopher Nelson, was invited to speak to the new faculty at the TLA Meet and Greet event (09/11)
  - The Assistant Dean of Humanities met with Faculty Senate President William Carter to review and discuss some of the major items on the FS agenda this coming year (09/11)
  - South Texas Conference on DE History Courses and Best Practices – The discussion continues regarding the creation of a regional conference to address the teaching of Dual Enrollment History courses in South Texas
  - Mixed Population classes in the High Schools – a courageous conversation has begun, involving representatives from the Department of History, the Humanities Area, and the Office of High School Programs and Services, regarding both the desirability and the legality of regularly mixing DC and non-DC students in the same classroom in the area's high schools
  - The Hispanic Medal of Honor exhibit – members of the Department of History and Philosophy, with some newly promised support from Library Services, continue to work on financing the bringing of the HMoH exhibit to South Texas College later this semester
  - THECB HB5 Advisory Committee – the Chair of STC's Development English Department continues to represent STC and work on the statewide HB5 Advisory Committee
  - The English Department's Mid-Valley Speaker Series – the EDMVSS continues, with its second talk having been delivered this past week by Artist and Co-Chair of the Sierra Club's LRGV Group, Mr. Scott Nicol

- Philosophy Major Satisfaction Survey – the Assistant Chair of Philosophy designed a comprehensive satisfaction survey to be administered to all exiting Philosophy majors; the survey is currently under review by the faculty in Philosophy, and should be ready for final approval at the Department's next meeting (09/24/15)
- E-text committee – at the request of the Director of Facilities Operation and Management, who requested a re-visitation of the conversation regarding e-Text use at STC (and who initially started the conversation vis-à-vis the most recent STC bookstore agreement with Barnes & Noble Bookstore), the Assistant Dean of Humanities assembled a provisional team of faculty and chairs to participate in this group; the list was forwarded to Kristina Wilson, of Academic Affairs, for input from the IVPAA
- Humanities 1301 & 1302 Course Descriptions – the Assistant Dean of Humanities met with the Chair of the World Languages Department (which houses the HUMA courses) to discuss the necessary revision of course descriptions for the newly divided HUMA-1301/HUMA-1302 course sequence; the matter will be taken up officially at the next convening of the Humanities (courses) affiliated faculty in early October
- Pell Grants for Prisoners – the Chair of the History and Philosophy Department and the Assistant Dean of Humanities are beginning discussions to explore the possibility of STC's applying to be a part of the new pilot "Pell Grants for Prisoners" program (initiated by U.S. President Barack Obama); the deadline for institutional applications is September 30th
- Data Standardization and Utilization Committee – the Assistant Dean of Humanities was invited to join a new cross-functional committee, co-chaired by the Associate Dean of Institutional Effectiveness and Research and the Assistant CIO, which will be working to identify issues of data standardization and utilization at STC
- UTRGV MASP Retreat (09/18/15-09/19/15) – on Friday and Saturday, the UTRGV Mexican American Studies Program hosted their annual retreat to discuss the past, present, and future of the MAS degree at UTRGV; as Friday was STC CW PD Day, attendance by representatives from STC was sparse, but Saturday's session was attended by, among others, Dr. Monica Alaniz, Interim Coordinator of the MASP at STC (with details of the retreat, and the future of collaboration between the MAS Programs at STC and UTRGV, forthcoming)
- Hobsons Radius and Starfish Demo – the iPASS 2 grant team received a refresher training in both the Radius CRM and the Starfish EAS, and provisional timelines for implementation have been drawn up
- DELTA – as of 09/22, two more modules of the Dual Enrollment Learning and Teaching Academy were essentially brought to completion
- Articulation agreements – program chairs in English, History & Philosophy, and Spanish agreed on the end of the Fall 2015 semester as a reasonable deadline for completing articulation agreements with UTRGV in their respective programs; the splitting of both English and Spanish into two separate departments (each) at UTRGV may pose some unique difficulties, which the Assistant Dean of Humanities promised to look into
- JagPRIDE Chair Reporting – program chairs in the Humanities Area agreed to have their JagPRIDE Chair Reporting completed by the end of this week, and to copy these reports to the Assistant Dean of Humanities to aid him in compiling the Humanities Area elements of the SACS report on C.S. 3.3.1.1 ("student learning outcomes")
- The Hispanic Medal of Honor exhibit – the HMoH will be on display at the Mid-Valley Campus 10/05-10/09, and at the Pecan Campus 10/10-10/16
- Philosophy Major Satisfaction Survey – exiting major satisfaction surveys have been designed for both the History and the Philosophy programs, and both are currently under review by faculty in those programs
- Hispanic Heritage Month Speaker for CBP – as of 09/25, the History Department has coordinated with the Customs and Border Control Agency to supply a speaker for a Hispanic Heritage Month event hosted by the CBP in October
- One of our English DEF has been selected by the TEA and the SBE to sit on the Texas ELAR review committee (English I, II, III, IV) that is rewriting TEKS

- WILD held its Poetry Unplugged performance (09/23)
- The English Department reviewed a new writing program, WriteLab, and will likely test run its BETA version
- Faculty in History are set to open discussions this week with administrative personnel at Valley View High School regarding a new initiative mimicking S.I. in the high school(s)
- Meeting dates have been set (10/14 and 10/15) for an extended visit from members of the TAMUK Department of History to meet with representatives from South Texas College's History and Mexican-American Studies programs, to finalize articulations in History and discuss the re-design of the Mexican-American Studies program at TAMUK
- Collaborative meetings have begun between the Department of World Languages and Student Life, in preparation for the annual Food Festival
- Marisa Taylor was recognized for her 10th year of teaching online.
- UTRGV & STC History Programs sit-down (09/08/15) – the Assistant Dean of Humanities (Dr. Christopher Nelson), the Chair of History and Philosophy (Mr. Robert Kennedy), and the Assistant Chair of History / Dual Enrollment (Dr. Trinidad Gonzales) from STC, and the Graduate Director of History at UTRGV (Dr. Megan Birk), had a lengthy, candid, and fruitful conversation about deepening the communication and collaboration between our departments, specifically as this relates to the training of graduate students in history at UTRGV who aspire to teach Dual Enrollment courses for STC
- HSI Grant work (ongoing) – successfully scheduled the first set of Active Learning classes in the pilot Active Learning Classrooms on both the Pecan and the Starr County campuses; secured the participation of the required number of LASS Division faculty for the Fall '15 FOCUS Academy; continued working on the Faculty Advising Steering Committee, with the anticipated launch of the new FA training modules set for later this month (09/25/15)
- CLE experiment in History 1301 and English 1301 (ongoing) – launched the pilot CLE experiment in select HIST-1301 and ENGL-1301 classes, to better determine the effectiveness of CLE usage as it relates to student success

- **Upcoming Events:**
  - The Southwestern Association of Criminal Justice annual conference October 8-10 at the Schlitterbahn on South Padre Island. As the SWACJ president for 2013-2014, Chair James Blair brought the annual meeting to this location for 2014 conference. The generous contract we received from the hotel combined with the positive feedback from the membership resulted in the current president deciding to return again for 2015.

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

- **Math, Science, and Bachelor Programs -Dr. Ali Esmaeili, Dean**
  - Met with a group of visitor from Socorro Independent School District from El Paso. During this meeting visitors became familiar with the process of expanding the dual enrollment and early college high school. They were interested in providing access to public school counselors to access dual students' record. Socorro ISD has dual enrollment program with El Paso Community College.

  - Hosted a meeting with Advisory Committee for Bachelor of Applied Technology in Technology Management. During this meeting, Dr. Plaza and Nelda Saenz shared the enrollment, persistence, and graduation number with advisory committee.
  - A conference call has been scheduled with Educate Texas regarding Regional STEM Accelerator Initiative. This meeting is a follow up meeting requested by Educate Texas.
  - Traveled with a team from IT and BASOL program will travel to Austin to attend Civitas Summit to receive an update about the productive Analytic software.
  - The first Division Curriculum Committee meeting was held on Thursday, September 17 in which I hosted. During this meeting, the new committee members were introduced to the committee. Dr. Wu, Computer Science instructor was selected to chair the committee for 2015-2016 academic year.
  - Attended College-Wide Professional Development on Friday, September 18. During the day, I attended several workshop such as Title IX.
  - Joined a one hour conference call with Educate Texas to share our plan for incoming Texas Regional STEM Accelerator grant. Kelty Garbee will represent Educate Texas and host the conference call. Conference call has been scheduled for Monday, September 21, 2015.

  - Participated in Conference Call with Educate Texas regarding Texas Regional STEM Degree Accelerator Grant.
  - Meeting with all Chairs to discuss the importance of becoming familiar with the Title IX. We discussed the Title presentation at College-Wide Professional Development.
- **University Relations - Dr. Kelli Davis**
  - The following schools and programs have visits scheduled through the end of the month:
    - Texas A&M University's Education Program will be visiting Pecan Campus on Monday September 28th and Tuesday September 29th, and Mid Valley campus on Wednesday September 30th.
    - Our Lady of the Lake University will be visiting Pecan Campus from 10:00 AM – 1:00 PM. September 29th.
    - Texas A&M University's Education program will be hold weekly office hours on Pecan Campus from 2:00 PM to 5:30 PM September 30th.
    - Texas A&M University's Education program will be hold weekly office hours on Mid Valley Campus from 2:00 PM to 5:30 PM September 30th.
  - **Important meetings and events attended in the month of September:**
    - Scheduled additional college visits, not just for the Pecan, Mid Valley and Starr County campuses, but all for the Technology Campus, Nursing Campus and the Pharr Career and College Center.
    - Worked on planning the Transfer College Fairs, which are scheduled from 10:00 AM to 2:00 PM.
      - Monday October 12th, on the Pecan Campus in H216.
      - Tuesday October 13th, on the Starr County Campus in the cafeteria.

    - Wednesday October 14th on the Mid Valley Campus in the F building lobby.
- Meeting with Dr. Laura Lopez about how to include issues with transfer in the new faculty advising training.
- Phone conference with Dr. Kristin Croyle from the University of Texas – Rio Grande Valley about what the next steps in the process of rewriting our articulation agreements should be.
- Attended a Blackboard Collaborate training to learn how it can be used to help facilitate meetings with some of our partners.
- Dr. Gina Garza-Reyna, Dr. Ali Esmaeili and I met together to discuss strategies for program growth, both for TAMUK and the University Relations, Transfer and Articulation Center.
- Met with Dr. Gina Garza-Reyna regarding changes to the curriculum at Texas A&M University – Kingsville that students often have questions about so that they can receive up-to-date answers at the University Relations, Transfer and Articulation Center.
- Met with Ms. Rosemond Moore regarding the articulation process. We spoke about how the process has proceeded in the past and what it is going to look like with regards to UTRGV.
- Met with Ray Pedraza from Public Relations regarding a picture campaign that Lone Star College did that South Texas College would like to replicate. He asked me for assistance in getting college t-shirts from some of our larger partners. I have been in contact with some of the institutions, which included UTSA, UTRGV, TAMU, OLLU, TAMUK, and UT, among others.
- Met with Dr. Ali Esmaeili regarding a potential agreement with Colegio Mexicano from Reynosa through Dean Reyna's division. We are going to investigate a new type of agreement with this institution that would be more along the line of an MOU that would allow the students to be enrolled in the dual enrollment program.
- Met with Valerie Gamez from National American University regarding a visit from her Vice President that was going to occur and provided information regarding administrators that she would want to meet with.
- Attended the Math, Science and Bachelor Programs Division Curriculum committee meeting to see if any of the curriculum changes would affect the articulation agreements
- Attended the Texas Regional STEM Accelerator Grant Conference Call.
- Met with Johnny Gonzalez from Distance Education and got an update on the equipment being used for the TAMUK classes that are being offered on the Mid Valley Campus.
- Met with Daniel Ramirez from Public Relations on how to best promote the upcoming college fairs.
- Hosted a meeting with Rommel Garza and Martin Knecht from South Texas College and Dr. Maria De Los Reyes from the Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative as well as Dr. Stephen Nix, Dean of Engineering from Texas A&M University – Kingsville. We are in the process of creating a 2+2 agreement for Chemical, Environmental and Natural Gas Engineering. This program would necessitate Joint Admissions to both South Texas College and Texas A&M University – Kingsville. Due to the sequenced nature of this degree students may have to take classes at South Texas College and TAMUK simultaneously.
- Attended a meeting with representatives from National American University and South Texas College. NAU wanted to make South Texas College aware of several offerings that may be of interest to our students. These include a $100 first course trial, an accelerated bachelor's degree (12 to 18 months) and a dual enrollment program for bachelors to masters' students.
- Met with Lee Grimes regarding a program that Lamar University wants to create as a Study Away to South Texas College. That evening I attended a meeting with Lamar University to hear about the program and see what I could do to assist.
- Conversation with Matthew Hebbard regarding the possibility of a Joint Admission Program with Texas A&M University – Kingsville regarding the Engineering Program.

- **Biology**
  - The nine STC students who were supported for the 2014-2015 school year by the USDA-funded STEPUP grant each gave a presentation describing the agriculturally-related scientific research they have been conducting over a 1-year period in collaboration with scientists from local USDA and Texas A&M research labs. The presentations were done on August 20, 2015 at the Texas A&M-Kingsville Citrus Center in Weslaco, and were attended by the cooperating scientists, STC Biology faculty members, STC Math & Science Division Dean, family members and friends of the student presenters, and personnel from the labs the students worked in. The audience was highly engaged, asking insightful questions, and offering several compliments to the students.

USDA Grant receivers presented their research at the Citrus Center in Weslaco. The research was agriculturally-based, and was concerned with improving the health or methods of production of crops important for the RGV economy.

  - **September 25**, 2015. Spectrophotometer Spectronic 200 workshop. The biology department has held a biotechnology workshop on the use of Spectronic 200 instruments. Spectrophotometry lab from the new BIOL1406 lab manuals was introduced to Faculty who are teaching Biol1406 Science majors. IN this workshop, 13 faculty members attended the workshop and learned how these instruments are operated to be used in their classrooms 13 Biology Faculty learned how operate and optimize the technique to be used in their classes.

  - STC students have submitted as part of the breast cancer awareness cause inspired by KNAPP Medical Center and the American Cancer Society. Student descriptions (below) speak for us all!
  - A committee consist of several biology faculty met with the Associate Dean and Officers of Curriculum and Student Learning regarding prospects of developing Biotechnology program/offering associate degrees in Biotechnology.
  - Biology Club (Pecan Campus) Meeting has held their first meeting Discussing upcoming events with the club members as well as the responsibilities and duties of the club officers. This function is one part of many activities our department is engaging students in extracurricular activities. To promote responsibility and leadership.
  - Lab Book Committee meeting: August 28th at 10:00am-12:30pm: met with committee to discuss the changes to the current 1406 lab manual. Worked thru each 1-8 of the scheduled labs and discussed the schedule of lab activities that need to be done for each.
  - Spectrophotometer Spectronic 200 workshop, September 25th 1:00-3:30pm. Created a procedure for the use of the Spectronic 200 in the Spectrophotometry lab from the new lab manuals. Lead a workshop where 13 faculty members were guided through the procedures of the lab and the functionality of this new spectrophotometer.
- **Physical Sciences**
  - Engineering faculty worked with program chair to write a response to the THECB Engineering Field of Study proposed EFOS curriculum. The consensus was that the proposed EFOS was weak and did not sufficiently reflect the Engineering course work required for a two year Engineering program.
  - Faculty and Staff participated in Profession Development Day activities. A majority of the faculty attended the Title IX training while the staff attended manager relationship presentation.
  - Physics and Chemistry faculty participated in Focus Academy. The faculty seek to learn how to more effectively integrate active learning activities into the classroom.
  - The Geology program passed the Radiation Safety State inspection which was prompted with the purchase of the XRF instrument last year. The state requires the Geology program measure radiation

levels and log the results. The results to date indicate no measurable exposed radiation. The next inspection will be in five years.

- Chemistry, Engineering, and Pre-Pharmacy student clubs held initial meetings to elect officers and set goals for the semester.
- Faculty participated in the Division Curriculum committee. Plans to introduce an Associate of Science in Chemical Engineering and an Associate of Science in Geology were discussed.
- Science Olympiad preparation are under way. The date for the Science Olympiad is set for Saturday, February 27th. The Public Relations Department is working with us to finalize room reservations and seek donations.

Chemistry

- Two chemistry faculty attended American Chemical Society (ACS) regional meeting in Kingsville to fulfill obligations as ACS regional officers and to keep current with research in the chemical field.
- The Chemistry and Pre-Pharmacy student clubs met to begin preparations for activities which will be held at PalmFest. The chemistry club began preparing for Traveling Chemist to visit local schools while the Pharmacy club began to make arrangements for visits from UH Pharmacy school and TAMU Irma Rangel Pharmacy school personnel.
- New chemistry faculty participated in Teaching and Learning Academy to learn about FERPA and Faculty advising.

Engineering

- Engineering faculty met with Dr. Nix, Dean of TAMUK Engineering School to discuss the AS in Chemical Engineering currently under development and to begin the framework for a 2+2 articulation agreement.
- Engineering faculty and program chair met with UTRGV's Associate Dean of Undergraduate, Dr. Kypuros and Dean of Engineering, Dr. Gonzales, to discuss updating our existing articulation agreements.
- Engineering club held several meetings and began preparations for activities for Palmfest and other events.
- Watershed project continued. New students were recruited and plans to improve the LID parking lot monitoring were initiated. Additional flow monitors may be installed.
- Engineering program faculty initiated monthly program meetings to discuss recruitment, potential changes to curriculum, and development of articulation agreements.

Physics

- Physics faculty participated in the Glady's Porter Zoo Oceanarium by Planetarium shows. The event was designed to introduce the community to hands-on science activities. Local scientist met with parents, kids, and educators.
- The Geology faculty were given one day to prepare for a radiation safety state inspection. The faculty reviewed the log notebook and researched state expectations. The notebook required the XRF purchase invoice, the radiation logs, and usage logs. The inspection was successful.
- Physics faculty continued the work needed to offer competency based PHYS1417. The course will be offered in the upcoming mini-mester.
- Physics faculty participated in Ambassador Leadership Academy seeking to further develop their leadership skills.

➢ **Developmental Math**

- Professional Departmental Development, September 25: Speaker Mr. David Lung. For our monthly departmental professional development, Mr. Lung presented on his participation in On Course National Conference in Anaheim, California on April 17- 18. He introduced Kahoot! Game-based Learning to Increase Student Engagement and Motivation. Department faculty members enjoyed the presentation by participating actively in the math learning game and discussed how they can use this game in active learning strategies.

- Participation in RAND/THEB continuous Improvement Study Group on October. Department faculty members met with the representatives from RAND/THEB study group and discussed teaching lower level developmental math courses. The discussion centered around what works better in classrooms, the format of the class structures to integrate active learning strategies and addressing the need for the students who have difficulty in learning math.

- **Developmental Math - Academic Student Success -**
  - Students seeking academic advice and/or mentoring, receive advice, information and a step by step review of the "degree works" system. I found that most students did not know about this very helpful tool.
  - Attended the first Social Committee for Developmental Math Department. The committee gathers to create activities that generate positive interactions amongst the faculty and staff.
- **Math**
  - Held September Department Meeting at the Mid-Valley campus on Friday, September 25th. Discussions included classroom issues, committee report-outs, Title IX, departmental communication, absences/substitution protocol, eTeach trainings, departmental textbook lending library, as the budget and professional development requests.
  - Department Committees have been created in the following areas: Budget, Scheduling, Professional Development/Training, Dual Enrollment, Student Advising, Math Club, Technology, Social Media/Website, and New Mathways Project.
  - Scheduling for Spring 2016 has commenced and the Scheduling Committee is currently formulating recommendations for all programmatic considerations.
  - A planned join departmental meeting with the UTRGV Mathematics faculty is still being planned
  - The New Mathways Project courses are currently being monitored and planning for Spring 2016 is underway. New considerations include: curricular materials, proper student advising, communication across the college, newly assigned NMP Mentor - Dr. Dick Whipple, other external factors affecting NMP.
  - Mario Morin attended the RGV Focus College Career and Readiness Action Group meeting in Harlingen, TX on Wednesday, September 30th to discuss various college-readiness initiatives currently in-effect or in-development across the Rio Grande Valley.
  - Mario Morin and Celina Esparza presented to the Developmental Math department regarding collaborative efforts between Academic and Developmental Math as well as updates concerning the New Mathways Project.
  - Mr. Juan Gaytan was voted to represent the Department on the Division and College-Wide Curriculum Committees.
  - Mrs. Veronica Dominguez and Mr. Mario Morin are currently serving as Senators on the Faculty Senate.
  - Mathematics Department will switch classrooms to inherit T 1.506 on Pecan campus to be converted into an Active Learning Classroom as a part of the HSI Grant initiative.
  - Met with Office of Professional and Organizational Development to plan a departmental training to create internal communication and strengthen team-building and collaboration. Possible implementation now planned for early Spring 2016.
  - Mario Morin attended the Rio Grande Valley Council of Teachers of Mathematics (RGVCTM) meetings as a temporary Board member representing South Texas College. The upcoming 50th RGVCTM conference is being planned for November at UT-RGV and final details are being decided to ensure a successful event. STC Mariachi are scheduled to perform.
  - Mario Morin participated on the STEM Accelerator grant application to provide insight and guidance regarding aspects of the program that involve math (New Mathways Project) as well as overall structure and guidance.
  - New Mathways Project classes are currently scheduled: Five (5) Foundations of Math Reasoning are planned (at all three major campuses) alongside two (2) NMP Statistics courses (Pecan & MVC).

- Currently scheduling Spring 2016 Supplemental Instruction courses as prescribed by the Vice President's Office.

- **Math - Academic Student Success**

  <u>New Mathways Project, Co-Requisite Math 1414 + Lab, & Developmental Math</u>
  - Meetings Attended
    - Puente/Mathways Collaboration Meeting, September 22
    - Developmental Mathematics Dept. Meeting-September 25
      - NMP growth and future plans
      - Collaborating with Academic Math
    - Academic Mathematics Dept. Meeting-September 25
      - NMP progress, future plans for Spring 2016 courses
      - Upcoming Trainings for NMP in November
      - Assisted students in person for NMP, Academic MATH, Co-Requisite Math 1414 + Lab, MATH 1414 + SI & developmental math course enrollment, many referred via email or phone.
  - Continued collaboration with Developmental English & Reading SSS, on Puente Project/NMP initiatives for recruitment as per Dr. Bischoff's request.
  - Initiated promotion material creation for current math department initiatives. Will distribute flyers at all 3 campuses.
  - Currently serving on NMP committee & student advising committee for Academic Math-
    - created Math majors List (N=120), sent out emails to prospective Fall 2015 graduates,

- **COSC/CITP**
  - Every semester the BAT in Computer & Information Technologies Advisory Committee and CIT Faculty come together to conduct Mock Interviews to our capstone students to help organize and prepare them for the real-world job interviews. The professional staff of the Career & Employer Services Department at STC assists our students in the preparation of their resumes before attending. The Mock Interview consists of the interview itself, individual feedback and techniques to help the students develop their professional skills. All students are required to attend a Career Readiness Seminar/Workshop offered by STC.

  - On September 3, 2015, South Texas College-Starr County Campus leadership team hosted RGCCISD and Roma ISD Superintendents for an informative presentation on the state of dual enrollment for their districts. Dr. Arturo Montiel-Starr County Campus Administrator and Mr. Juan Hernandez-Starr County Campus Computer Science Instructor were present to facilitate and help bridge the gap on communication and procedures to foster growth in Starr County

- **BASOL**
  - Participated in the Chair Council Meeting organized by Dr. Odeh.
    - The issue of chair pay was discussed.
    - Joanna Saucedo provided information on outcome reporting for chairs.
  - Organized the second department meeting for the BASOL Program.
    - Joanna Saucedo was present to explain JagNet reporting.
    - Program modifications were discussed with the faculty.
    - Policy and program norms were reviewed with input from the faculty.
  - Met with the National Student Leadership Society, a student club for which I'm the advisor.
    - New officers were introduced.
    - The agenda for the upcoming academic year was developed.
    - Funding activities were discussed and planned.
  - Gave a presentation at Starr County on the BASOL Program (9/15).

    - Twenty-five students were present to learn about the program.
    - Various students expressed interest in the program and received relevant information.
  - Met with April Castaneda about ways to improve the webpage dedicated to the BASOL Program (9/21)
  - Met with Matt Hebbard about the College's incomplete policy 9/29. In an effort to better serve our students who receive incompletes, I spoke with Mr. Hebbard to explore the time parameters governing incomplete grades in our temporally unique program.
  - Attended a conference in Phoenix organized by the CBEXCHANGE (9/30-10/2).
    - Participated in sessions designed to improve existing competency-based programs.
    - Developed my network of contacts and support resources.
    - Provided insights and recommendations to colleges developing their own programs.
  - Oversaw the creation of three upper-division online courses that were included in the second fall session inventory.
  - Ongoing strategizing with William Collins to apply campus technology to advertise the BASOL Program.
- **BASOL - Academic Student Success**
  - Collaborated with Research and Analytical Services (RAS) to obtain an accurate and up-to-date number of students in the BAS-OL program: Duplicated and unduplicated count since Spring 2014 to present day.
  - Participated and collaborated with Distance Learning in the coordination and development of student and faculty orientation and manuals. Met with Juan Gonzalez, Multimedia Tech from Distance Learning, to discuss the final version of the student manual in preparation to the orientation session.
  - Worked in partnership with Transcript/Graduation Analyst, Sara Gomez on graduation reports, including certification and course substitution (workflow) process.
  - Attended and participated in graduation checkout meeting with admissions staff and administrators. Topics discussed:
    - Transfer Course Approval Form
    - Course Substitutions
    - Degree Audits
    - Transcript Evaluations
  - Attended and participated in the BAS-OL departmental program meeting.
  - Participated on a Blackboard Collaborate Essentials Online Workshop.
- **TMGT**
  - INNO' 2015 Transportation InnovatioN Third Annual Binational Innovation ConferenceSouth Texas College – Instituto Internacional de Estudios Superiores The Accounting, Economics and Business Department of the Technology % Business Division and the Instituto de Estudios Superiores, Reynosa, Mexico come together on a two days conference to discuss and analyze the role of innovation in the economic development of the Rio Grande Valley region on both sides of the river. We have academic, business, and community leader of both side of the border. This year, a formal agreement was signed by STC and the Instituto de Estudios Superiores in order to cooperate in the higher educational endeavor in the whole region.

- **MHSM**
  - Delivered a lecture entitled "Unsweeten Your Blood Sugar" during the monthly health and wellness seminar series on September 6, at 3:00 – 5:00 P.M. held at the Edinburg Better Living and

Community Center. The lecture tackled how to reverse diabetes naturally while tapering off diabetes medications through harnessing specific diet and exercise regimen.

- Attended the Civitas Learning Summit held at Austin, Texas on September 23-24, 2015. The summit highlighted ways to help students succeed in their academic pursuit by harnessing data entries of students to track down their academic progress, to render real-time academic support and assistance, and to plan and direct academic decisions and programs toward students success. Moreover, a number of community colleges and state universities briefly presented their Civitas Learning Experience, and followed by presentations on current learning innovations and future prospects.
- Delivered a Talk About Asia and the Philippines during the International Literacy Day, September 8, 2015 at the Navarro Elementary School in McAllen, Texas.

Jayson Valerio
Division Dean – Nursing and Allied Health

- **Division Dean Updates:**
  - September 29 – October 2, 2015 – Dean Jayson Valerio is attending the National League for Nursing Summit. The information received from this conference will be transmitted to all of Nursing Faculty to continue to excel in their role as a nurse educator.

- **Nursing & Allied Health Division:**
  - **September 2 - 3**, 2015 – The Nursing & Allied Health Campus held an immunization clinic where students, faculty, and staff took advantage of a one stop shop for all of their vaccine needs. Many students took this opportunity to comply with the vaccines that were being asked of them by the different hospitals.

  - **September 2**, 2015 – The first program chair meeting of the semester was held, and program chairs were also distributed banners that were purchased through the Carl Perkins Grant promoting all CTE programs.
  - **September 3**, 2015 - Celina Casas, OTR, full-time faculty member, and Lizett Guevara, OTR, OTA adjunct faculty, have both been accepted into the Occupational Therapy Doctoral program at Rocky Mountain University of Health Professions, located in Provo, Utah. The OTD program is a 15-month, online clinical research based educational program. They both will pursue the education track. This elective track consists of specialty courses designed to broaden the student's perspective on education and learning in occupational therapy academic settings. This will indeed improve their craft in teaching and give them a different perspective in higher education.

  - **September 3**, 2015 Respiratory Students received training in American Lung Associated Asthma 101. Dr. Carrillo from Texas A&M School of Public Health instructed the course. Respiratory students from South Texas College provide Pediatric Asthma education to our community.
  - **September 1 – 4**, 2015 Printing of the Student PTA Club (Class of 2016) 2015-2016 STC Academic Planner was completed and students will distribute copies to participating sponsors and all STC campuses (Level II fundraiser).

  - **September 8**, 2015 – A luncheon was held so the Respiratory second year students meet first-year students. The goal of the luncheon was for second years students to pair up with first-year students and become mentors. Respiratory Officers announce the benefits of being involve in the Respiratory Club and mention future Community events. Students that are involved in clubs do better academically due to the support from their peers.
  - **September 10**, 2015, second year Occupational Therapy Assistant Program students provided transfer skills training to 2 groups of Vocational Nursing students. The OTA students educated the VN students on safety awareness and precautions, bed mobility, proper patient handling techniques, and proper body mechanics to prevent physical injury. These collaborative trainings offer the students' opportunities to apply skills learned in the classroom in a simulated environment. The training was well received by all students, with many stating it enhanced their knowledge of the topic.

- **September 14**, 2015 - Students learning to apply. Personal Protective Equipment (PPE) and simulating patient positioning using manikins. These are the pre-clinical skills our students master before heading off to clinical facilities.
- **September 22**, 2015 – Harvest of Health preparations are already underway. The Harvest of Health is held every year to invite all of the students to bring their families to showcase the building. We are very excited as this year will be the first year we will formally invite
- **September 22**, 2015 - The students for the Patient Care Program are taking blood pressure, pulse and respirations for the Area of Aging. The name of the health fair is Aging Well in the Valley 2015.

- **September 14 – 20**, 2015 Level I PTA students are hard at work! This week's activities include massage techniques, bed mobility, transfer training, and goniometry assessment of the elbow, forearm and wrist.
- **September 22**, 2015, the STC OTA Program, in conjunction with the American Occupational Therapy Association (AOTA), promoted National School Backpack Awareness Day™, an annual national educational event to call attention to health problems in children and adults caused by backpacks that are too heavy or worn improperly. The U.S. Consumer Product and Safety Commission reported that in 2007, more than 23,000 emergency room visits resulted from injuries related to backpacks and book bags. According to research, a backpack that exceeds 10% of the wearer's bodyweight may cause conditions resulting in pain or injury. This 2 hour event included stations for weighing a backpack, posture analysis and the proper way to organize and wear a backpack.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Administrator's Office:** Meets the fourth Thursday of every month to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus.
  - Mid Valley Campus Faculty Advisory Meeting – Sept. 24th

- **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.
  - Intramural Sports Promo – Sept. 1 – 3, 9th
  - Welcome Week – Sept. 2nd
  - Club Recruitment Fair – Sept. 9th
  - Intramural Sports Captain's Meeting – Sept. 9th
  - SGA/SLA Kickoff – Sept. 10th
  - Club Involvement Fair – Sept. 14th
  - Student Fitness Academy every Monday at 3pm
  - SLA Club Meetings every Tuesday at 3pm
  - Hoop it Up every Tuesday and Thursday at 10am
  - Mexican Independence Day Celebration – September 16th
  - Coed Volleyball – Sept. 17th & 24th
  - SGA Club Meetings every Thursday at 4pm
  - Mobile Blood Drive – Sept. 28th & 30th
  - Campaign Speeches – Sept. 30th
  - 9/11 Remembrance Ceremony – Sept. 10th
  - Constitution Day/Voter Registration Day – Sept. 17th

  <u>Active student organizations at Mid-Valley Campus</u>: Student clubs meet weekly or bi-monthly to discuss upcoming club events. The student clubs also host other events which are listed below.
  - Psychology Club Meeting – Sept. 1st & 8th
  - Page Turners Club Meeting – Every Thursday at 4pm
  - Political Science Club Meeting – Sept. 8th & 22nd
  - Criminal Justice Club Meeting – Every Wednesday at 1pm
  - Photography Club Meeting – Every Tuesday at 1pm
    - Club Recruitment – Sept. 22nd
    - Button Sale – Sept. 23rd
  - Mid Valley Campus Spanish Club Meeting – Every Thursday at 3:30pm
  - United Methodist Student Movement – Every Wednesday at 12:00pm
  - Enrollment Celebration – Sept. 17th
  - Social Work Club Meeting – Every other Tuesday at 4pm
  - Pop Culture Club Meeting – Every Wednesday at 12pm
  - Education Club Meeting – Sept. 23rd

- **Dual Enrollment Academies at Mid-Valley:** Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Ms. Rebecca De Leon. Students gain valuable information from the workshops and presentations.
  - Financial Aid Workshop – Sept. 4th
  - Ethics and Society Presentations – Sept. 11th
  - Computer Science Cyber Security Club Meeting – Sept. 12th & 25th
  - UTRGV & Baylor University Representatives – Sept. 25th

- **Counseling and Center For Learning Excellence Departments:** Throughout the month, both departments organize a variety of workshops and tutorial sessions for students in different areas of disciplines.

- **Continuing Education at Mid Valley Campus:** Coordinate with MET Corporation to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month Cont. Ed. in cooperation with MET Corporation held classes for:

- **Library Services** celebrates Hispanic Heritage Month
  - "Virtuosa" Exhibit Talk

- **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.
  - Mercedes Academic Academy Seniors Tour – Sept. 25th

- **STC Departmental Trainings and Workshops:** Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - University Relations Dept. –
    - UTSA Representative Visit – Sept. 2nd
    - Texas A&M University Health Science Center Representative Visit – Sept. 10th
    - University of Phoenix Representative Visit – Sept. 15th
    - TAMU Education Representative Visit – Sept. 30th
    - ELCT Dept. – Help Desk Tables
  - IAM Dept. – Advanced Excel Training – Mondays and Wednesdays from Sept. 2nd to Sept. 14th
  - CTE ECHS Department Orientation for Weslaco Schools – Sept. 4th
  - English Department
    - South Texas Civil Rights Project – Efren Olivarez guest speaker – Sept. 2nd
    - Environment Issues in the RGV – Scott Nicol guest speaker – Sept. 17th
    - Diabetes Seminar – Mindy Garces guest speaker – Sept 30th
  - Kappa Beta Delta Honor Society – Candidate Meeting – Sept. 2nd
  - Valley Scholars Monthly Student Meetings – Sept. 11th
  - Office of Judicial Affairs – Domestic Violence Awareness & Title IX Services – Sept 16th
  - Political Science Dept. – Constitution Day – Sept 17th
  - ARTS Dept. – Creative Wellness Class – Sept. 21st
  - Distance Learning Dept. – eTeach Training – Sept 24th
  - Math Department Meeting – Sept. 25th
    - Travel Committee Meeting – Sept 25th
  - Child Development Center – Parent Workshop – Sept 25th
  - History Dept. – Hispanic Heritage Month Display – Sept 29th

- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
  - Cricket Wireless Back to School Promo – Sept. 8th
  - Hernandez Driving School Information Table – Sept. 9th
  - Educate Texas ECHS Meeting – Sept. 14th
  - Vector Marketing Information Table – Sept. 14th & 22nd
  - TASO Baseball Board Meeting – Sept 16th
  - Affordable Homes hosted their Annual Mid Valley Home Buyers Fair – Sept. 19th

Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement**
  - Coordinating w EDC to bring in more workforce education opportunities
  - Coordinating w city/state officials to bring in more events on campus
  - Working w community for 9-11 ceremony event
  - Working with ISD to increase dual enrollment students
  - Working with Dual Enrollment to visit campuses for recruiting purposes
  - Coordinating w Bachelor Degree-Organizational Leadership to recruit students on different days to catch all students
  - Working w faith-based leaders to offer students activities
  - Continue work w programs to offer courses currently not available on campus
  - Working with RGC Mayor to offer business classes to city government
  - Working w Roma ISD to advertise further on the new bus route to campus
  - Coordinating w ISD football coaches to attend home games network w ISD administration
  - Reaching out to Starr Veterans for planning Veterans day activity
  - Met with representative from Copy Plus regarding new contract with college
  - Search for more food vendors to provide services at meetings
  - Meet with Roma EMT to discuss classes for Spring 2016
  - Developing relationship with city and county leaders for more business classes
  - Continue working on scholarship for school district
  - Working with PR to establish advertising direction
  - Working with radio stations to discuss more radio remote promotions
  - New club for Student Activities (gamers)
  - Puente Ribbon Cutting

- **Campus Events**
  - Retired Teacher Association Prayer Breakfast 9-8
  - Flag football team meetings 9-9
  - Student Leadership Association Kick-off 9-9
  - Student Activities Club Fair 9-9
  - TMC Head Start professional development 9-9
  - Student Government Association Kick off meeting 9-10
  - 9-11 Remembrance Ceremony 9-11
  - Valley Scholar Student Meeting 9-11
  - 1st Psychology Major event on campus 9-14
  - Bachelor Degree Organizational Leadership presentation 9-15
  - Effective Study Habits presentation 9-15
  - Mexican Independence Day Celebration 9-16
  - CLA Cultivate your vision 9-16
  - Starr Campus Staff Meeting 9-16
  - Constitution Day event 9-17
  - SCRSEA presentation 9-17
  - Domestic Violence Awareness Title IX presentation 9-17
  - Border Patrol Recruitment 9-28
  - Head Start TMC Staff Development Training 9-29
  - Don’t let perfectionism get the best of you 9-29

- College essay writing project 10-2

- **Facilities Related**
  - Work order for Golf Cart repair in process
  - Work order for Gator repair in process
  - Meeting with contractors for new chiller plant
  - Request new mulch or gravel for campus entrance
  - Request for new mulch for landscaping in entrance to campus
  - Continue working on new technology for C building vacated by region 1
  - Electricians servicing golf cart not running
  - Placed fliers in E building advertising new Roma Bus route
  - Request to IS&P on technology for C building and E building conference room
  - Install security cameras on building E by police department
  - Pulling down enrollment signs for Fall 2015 prep for new signage
  - Continue work on irrigation system through contractor and Planning & Construction Department
  - Submitting request to remove furniture (couches & love seat) from Student Activities building…….too worn out.
  - Work order pending for gator repair
  - Work order pending for golf cart repair
  - Landscaping irrigation continue maintenance
  - Using computer lab D120 for additional instructional space
  - Using J122 for Puente project

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Emailed program chairs and faculty about submitting Highlights on student/program successes. Completed highlights:
    - Governor's Summer Merit Program: Aug. 3rd
    - Mid-Valley Speaker Series (1 out of 6): Sept. 2nd
    - Valley Scholars 19th Class Welcome Banquet: Sept. 3rd
    - Starr County Superintendent's Dual Enrollment Meeting: Sept. 3rd
    - ALA Kickoff 4th Cohort: Sept. 4th
    - University Relations College Visits: Sept. 8th - 10th
    - ACTA Kickoff 17th Cohort: Sept. 10th
    - TLA Kickoff: Sept. 11th
    - Power of Attorney Clinic: Sept. 11th
    - 1st Starr County Campus Psychology Student Orientation: Sept. 14th
    - University Relations College Visits: Sept. 14-17th
    - Dual Enrollment Recognized in 'Bright Spots in Hispanic Education': Sept. 15th
    - Mid-Valley Speaker Series (2 out of 6): Sept. 17th
    - Dual Enrollment Academy Students Serving Their Community: Sept. 19th
    - 2015 Examples of Excelencia : Sept. 22nd
    - Binational INNO Conference 2015: Sept. 25th
    - Starr County Campus Puente Center Ribbon Cutting Ceremony: Sept. 25th
    - UTRGV Representatives visit Dual Enrollment Academy Students: Sept. 25th
    - STC Achieve Early High School Wins Blue Ribbon: Sept. 29th
    - Mid-Valley Speaker Series (3 out of 6): Sept. 30th
  - Compiled and submitted request to PR to upload January through August 2015 Academic Affairs Highlights in the Academic Affairs webpage September 16.
  - Continue to email supervisors, department/program chairs to submit student/program successes.
- **Projects (development, data compilation, design, publication)**
  - College Wide Professional & Organizational Development program – Assist OPOD with development of program, Spirit booklet, video brainstorming, and OPOD webpage update
  - Serve as the liaison between the department chairs and Facilities in regards to the move request process for new faculty that do not have an office location
  - Create a design cover and NAH Division Information Booklet
  - Work with Public Relations to create an Early College High School Brochure & Fact Sheet
  - Begin to facilitate with South Texas College & PSJA "College for All" Conference STC presenters' registration and presentation development by scheduled deadline.
  - STARR Dual Enrollment Handout/brochure – develop and compile pertinent information and data regarding dual enrollment opportunities for STARR County
  - Professional Development DE Faculty Modules – develop module regarding Dual Enrollment program and quality measures
  - Create a design and wrap-up booklet for the HSI Grant to include year 1 activities
- **Reports (development, data compilation, design, publication)**
  - **Faculty Distribution Report for Mid-Valley and STARR –** Communicating and compiling counts of faculty located at Starr and Mid-Valley Campuses.
  - **Faculty Distribution Report by Division –** Compiled number of faculty (FT, Adj., DE) each department chair oversees and by campus. Information was provided by Deans Administrative Assistants.

- **Department Program Chair & Assistant Chair Release Time Report by Division –** Compiled chair release time and assistant chair information for each academic division.
- **Comprehension Plan –** Updated Projected Enrollment tables/graphs for Fall 2015. Additional revision will be needed for the areas of Faculty, Dual Enrollment, and Distance Learning.
- **Traditional Enrollment Assumptions Report –** Updated Chart for Early College High School Projections before College-Wide Professional Development Day.
- **Persistence Report –** Compile updated persistence report for final report out
- **Academic Council Presentation –** Revised and updated Child Development Program presentation for upcoming Academic Council meeting on September 28th. Communicated with Veronica Rodriguez about presentation update and time.
- **GOT Program –** Received request from Business Administration instructor to forward background information of GOT Program and number of faculty from the area who participated as Advisors for the program for a reaffirmation report for ACSBP.
- **Traditional Enrollment Assumptions Report –** Updated Chart for Early College High School Projections before College-Wide Professional Development Day.

- **Grant Projects -** Perkins Grant – Assist Kristina Wilson with the compilation of the 2014-2015 report September 4th
- **Honors Program –** Assist Academic Excellence office with collecting required Honors program documents from participating instructors (MOU, student contract, course syllabus). Stipend documentation will be prepared next month.
- **Student Course Evaluations**
  - Begin communicating with Reporting Team regarding scheduled uploads, and facilitating with email distribution for scheduled Fall 2015 course evaluations for Curriculum and Student Learning Dept. First upload scheduled September 16, 2015
  - Communicate with Reporting Team & Curriculum and Student Learning staff regarding scheduled uploads for Fall 2015.
  - Facilitate with email distribution for scheduled Fall 2015 course evaluations.
- **Meetings**
  - Attended Valley Scholars Welcome Banquet for incoming cohort Sept. 3rd
  - Attended ALA Kickoff Event on Sept. 4th. Will be participating in the 2015-2016 cohort.
  - Met with Curriculum & Student Learning dept. to review Fall 2015 evaluation schedule and smart evals site process on Sept. 8th
  - Met with LASS leadership team to introduce myself – Sept. 9th
  - Attended EWDC meeting – Sept. 10th
  - Met with Public Relations to discuss video for College Wide Professional & Organizational Development Day – Sept. 10th
  - Met with HSI Project Director to discuss HSI Grant Wrap-up Booklet: Sept. 14th
  - Met with Dual Enrollment Academies to discuss Counselors Update Meetings in October – Sept. 15th
  - Met with Early College High School to discuss creation of brochure – Sept. 15th
  - Attend a webinar for IPAS Grant- Sept. 15th
  - Attended the iPAS webinar in F-102: Sept. 16th
  - Met with designated team for ALA Academy – Sept. 16th
  - Attended the Academic Affairs Cabinet & Monthly Activity Report Development meeting: Sept. 17th
  - Attended the iPAS Hobsons Demo in F-102: Sept. 21st
  - Attended presentation to learn about the Ad Astra course scheduling software and analytics tool with Academic Affairs Leadership team Sept. 21st
  - iPAS Hobsons Demonstration Meeting: scheduled for Sept. 21st
  - Met with 2 program chairs to facilitate and update their program website: Sept. 21st and Sept. 23rd
  - Met with Public Relations to discuss ECHS brochure and fact sheet: Sept. 24th
  - Attended a meeting to discuss Faculty Office Needs for Fall 2015 & Spring 2016: Sept. 25th

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** – Completed printing of 10th ANWTS Event Brochure with McAllen Chamber of Commerce. Sent brochures to over 6,000 businesses to solicit donations/ticket sales for the event. Initiated follow up emails and phone calls to past sponsors soliciting renewals for the 10th ANWTS. Finalized entertainment needs for the 10th ANWTS. Finalized event commercial with Public Relations. Completed edits to ANWTS student testimonial video with Public Relations. Ordered awards/plaques for 10th ANWTS honorees. Ordered retractable banner for sponsor recognition at the 10th ANWTS. Donations received in September: Cash - $28,500.00; In-Kind - $5,855.00; Pledged - $10,000.00. Continued planning details for K-12 Chess Tournament for VS club account fundraiser on Oct. 17, 2015.
  - **Retention** – Held Valley Scholars Meetings at the MV, Starr, and Pecan Campuses on September 11, 2015 to go over upcoming events and program information. Awarded Fall 2015 scholarships to all eligible students.
  - **Presentations** – Held Valley Scholars Welcome Banquet on Thursday, September 3, 2015 to welcome Class 19 students. Assistant Professor Rene Zuniga served as the guest speaker.
  - **Marketing** – Appeared on Fox Rio2 Good Day Valley on Sept. 3, 2015 to promote the Valley Scholars Program and the 10th ANWTS. Alumni Alexandro Sarabia appeared on Univision's Alegre Despertar to promote the Valley Scholars Program and the 10th ANWTS. Valley Scholars information table was set up at College Wide Professional Development Day to promote the 10th ANWTS and solicit employee payroll contributions to the program.
  - **Trainings** – Attended College Wide Professional Development Day on Sept. 13, 2015 and the Title IX breakout session.
- **Phi Theta Kappa**
  - Meetings –Held Aug. General Meeting on Sept. 28, 2015 and Officer Meeting on Sept. 20, 2015 to discuss Fall 2015 meeting schedule and Hallmark Awards.
  - Recruitment – Held New Member Orientation on Sept. 20, 2015 to present information and answer questions about Phi Theta Kappa membership and benefits.
  - Honors in Action – Attended Honors in Action meeting with Phi Theta Kappa student president and STC Student Government Association to discuss collaboration on Honors in Action topic of Open Cary Law.
  - Society Initiatives – Attended the White House Conference Call with Phi Theta Kappa leaders on Sept. 30, 2015 to learn more about the Heads Up America campaign promoting free Community College for students.
- **Honors Program (Yvette Gonzalez, Academic Affairs Project Manager)**
  - Honors Program – Assist Academic Excellence office with collecting required Honors program documents from participating instructors (MOU, student contract, course syllabus)

Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins**
  - Submitted the Academic Affairs final report to the Grant Compliance Office on September 4. Information is still pending from the Sign Language Interpreter Program.
  - Submitted the second draft of the Academic Affairs final report to Grant Compliance Office.
  - Shared information regarding Perkins planning and reporting with April Castañeda.
- **Texas Regional STEM Degree Accelerator Grant – Phase 1**
  - Educate Texas has requested a second interview with the South Texas Consortium, which will take place on September 21 at 11 am. Made preparations for the meeting.
  - Organized and participated in a conference call with Educate Texas on Sept. 21. We will be informed within the next two week if we will be awarded the grant. The grant kick-off meeting will take place on Oct. 29. If awarded, STC will received $800,000 over the course of three years.
- **IPAS 2**
  - Participated in a meeting with other STC stakeholders on September 1. The contact with Hobsons was reviewed.
  - Participated in a demonstration of Hobsons/Starfish on September 21.
  - Will attend the kick-off meeting at the Educause conference in October.
- **HSI Title V Grant**
  - Participated in a meeting on Set. 8 regarding the development of the second training room.
  - Attended the Faculty Advising Steering Committee meeting on Sept. 11.
  - Participated in a meeting on Sept. 14 regarding a survey for FOCUS Academy Graduates.
  - Participated in a meeting regarding the FOCUS Academy survey.
- **Grants Recently Submitted/Awarded**

Date	Project Name	Agency	Project Summary	Amount Requested	Funding Awarded	Status
September 2015	CHIMVA	Knapp Communities Foundation	A community healthcare initiative for the Mid-Valley area, designed to increase awareness of healthcare careers, prevention, wellness and nutrition	$214,202		Pending
September 2015	Child Development Associate Training	Workforce Solutions	STC's Child Development Dept. Supports acquisition of CDA Credentials by providing two college courses involving course work and field experiences in child care settings, enabling students to build necessary skills to become a Child Development program makes high quality professional preparation more accessible to caregivers who want to become a Child Development Associate.	$61,160		Pending
September 2015	Nursing Shortage Reduction Program (NSRP)	THECB	Funding to support nursing Program and reduce nursing shortage	$2,971,301		Pending
September 2015	Child Care Food Program	Texas Dept. of Agriculture – CACFP	Provide assistance for food program at Child Care Center	$48,514	$48,514	Awarded

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

- **Component 1**
  - **Active Learning Classrooms/Training Rooms**
    - Toured Pecan and NAH Active Learning Classroom with future plans to tour and inventory the other campuses for EDGAR compliance.
    - Hosted an ALC Faculty meeting via Blackboard Collaborate to gauge the success of the classrooms and utilize feedback to make modifications.
      - Faculty Concerns:
        - For mobile whiteboards
        - Eddie has installed monitors in several of the ALCs, but there is still a need for mobile whiteboards.
        - Mid-Valley was given 6 easel pads per their request for 8. The pads came from the grant office and there are a few more left if needed.
    - Faculty feedback beyond the meeting has been favorable. There are several who have asked for assistance of Christy Cantu, Mario Morin, Rosemond Moore, Wayne Williams, and Chris Nelson there are more instructors scheduled in the Active Learning Classrooms.
    - Continued work with Distance Education to host meetings via Blackboard Collaborate in efforts to improve participation by decreasing commuting time and expenses.
    - Met with the CLE team to tour the location of the next Active Learning Training Room and the offices for both Faculty Development Trainers and Instructional Coach.
    - Researching furniture and technology needs for future ALCs and Training Room. Met with Dr. Petrosian, Lee Grimes, and Kristina Wilson to review the grant and timeline. Submitted proposal to change the timeline on two projects in Year 2 and Year 3.
    - Meeting with Lee Grimes to review needs for the Active Learning Classroom.
    - Toured T1.506 and J1.702 and met with Mario Morin to discuss the math Active Learning Classroom.
  - **FOCUS Academy**
    - Participating in the 2015 Fall FOCUS Academy cohort, as well as working faculty to meet the grant of 32 graduates. Dr. Ledesma hosted a second kick-off event for six additional participants making the total 34, not including me.
    - Faculty responses have been insightful as they share their feedback.
      - Many praises for Dr. Ledesma's engaging instructional style.
      - Faculty is motivated and looking forward to future workshops to refine their instructional methodology.
    - Actively participated in the academy. Feedback from other participants has been positive with many compliments to Dr. Ledesma's interactive teaching style, content of the program, Marie Evans instruction and technology resources.

- **Component 2**
  - **Redesign and Expansion of Faculty Advising**
    - Met with Lead Faculty Advisors, Nancy Garcia, and Dr. Lopez to discuss the progression of faculty advising redesign.
    - Met with TLA team to learn how faculty advising was integrated within the framework of the existing program.
    - Signed the NOE for one LFA, still waiting for the other four for signatures.

- Received the remainder of NOEs for Lead Faculty Advisors and signed.
- Reviewed goals and evaluation plan for this component.
- Meeting with Nancy Garcia and Dr. Lopez to review any needs their department may need to fulfill grant goals transitioning from year one to year two. The evaluation was reviewed with plans to further develop a process to collect the data that is needed.

- **Component 3**
  - **Enhancement of Technology Infrastructure**
    - Met with Cody Gregg, Marie Evans, and Eddie Diaz to discuss the technology for the Active Learning Classrooms.
    - Scheduled a follow up meeting to continue discussions and timeline for Pecan Projects, G101 and C110 and NAH.
    - Communication with Dr. Addae to review any needs his department may need to fulfill grant goals transitioning from year one to year two.
    - Continued communication with Marie and Eddie about the Surface Pro concerns in C111. Marie shared information on an upcoming Active Learning Conference in Pittsburgh.
    - Submitted request for Professional Development conference on technology and Active Learning Classrooms.

<u>Management/Compliance</u>

- **Department of Education**
  - Completed the registration for G5 access.
  - Participated in a phone conference with Jeff Hartman, Dr. Petrosian, and Kristina Wilson to discuss the current status of the grant and make his acquaintance, as well as clarify expectation for the Annual Progress Report, APR.
  - Sent Jeff Hartman a summary of the phone conference.
  - Accessed the recently revised GAN and forwarded to Dr. Petrosian and David Passero.
  - Reviewing grant evaluation with Lee Grimes and Kristina Wilson in preparation for the Annual Progress Report for Year1. A draft of survey questions was submitted to RAS for Suggestions and refinement.
  - The survey for component one is still in progress with a meeting planned with RAS to complete the project.
- **South Texas College**
  - Continued work with Lee Grimes and Kristina Wilson to review and implement the grant evaluation plan.
  - Began RAS requests for year one evaluation plan. Met with David Passero and Samantha Uriegas to review grant objectives, evaluation, progression on year ne goals and fiscal budget transitioning into year 2 of the grant.
  - Continued work with Davis Passero, financial manager to review the financial forecast of the grant with particular focus to years one and two. An error was discovered that had year four over extended by $256,000. The error has been resolved and the fiscal outlook is back in the black.
  - Proposed balancing the Active Learning Classroom workload in light of moving the remodel of C110 Training Room to year three from the previous timeline of year two. This project could potentially be replaced with a Tier 2 ALC in building T slated for year 3. Additional meetings will need to be scheduled to proceed in this direction.
  - Communication with Priscilla Cuellar in regards to quote requests for the mobile whiteboards, as well as clarification on the process and timeline. The quote for the lower priced option was received Friday afternoon.

- Continued communication with Priscilla to facilitate quotes for whiteboards. The number of units was increased 30 to 36.
- Communication with Nancy Garcia and Dr. Lopez to review any needs their department may need to fulfill grant goals transitioning from year one to year two. A Meeting was scheduled to meet with both.
- Participation in the Planning and Development Council.
- Continued communication with Priscilla to facilitate quotes for whiteboards. The requested quote is not a standard item so further justification was required to facilitate this request.
- Participated in College Wide event.
- Meeting with Becky Cavazos and team to discuss purchasing procedures and information needed to make the November board.
- Participation in TLA and Planning Development Council.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- **Faculty Handbook**
  The Curriculum Specialists attended the Teacher's Learning Academy to distribute handbooks and collect acknowledgement agreements from the new faculty. Handbooks were also delivered to the program chairs and deans.
- **THECB Submissions**
  Online submission for one new course in the CITP program was entered for review, in addition to updates to the contact hours
- **College-Wide Committee Meetings for Fall 2015**
  The first College Wide Curriculum Meeting was held on September 15th. 2016-2017 catalog revisions were suggested at the meeting and later updated by the Curriculum Specialists. The deadline to submit curriculum changes for fall 2016 is November 15, 2015.
- **Program Development**
  The Curriculum Specialists and Associate Dean met with the following departments:
  - Engineering – Discussed options for the development of a new course block in Chemical Engineering for the Engineering AS degree
  - Biology – Provided guidance and information for the possible development of an AS degree in Biotechnology
  - CADD – Provided guidance and information for the merging of their specializations.
  - Precision Manufacturing – provided guidance and information on the possibility of a new certificate in Engineering Technology.
- **Degree Works**
  The Curriculum Specialist worked with Public Relations and the Reporting Team on a solution for online degree formats. The format has been established and uploaded onto the STC main page.
  The Degree Works Student Educational Planner batch process was submitted.
- **Training**
  The Curriculum Specialists provided training to the new Associate Dean of Curriculum on program creation, college-wide committee meeting agenda items, curriculum procedures, and credential review committee process and crosswalks.
- **Meetings**
  - Attended the second Distinguished Leadership Academy session for the term.
  - Attended the Math & Science division curriculum committee meeting at the request of the chair to provide guidance and information.
  - Attended the Teaching Learning Academy Curriculum Module Training to provide information and support on the curriculum process.

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.
- **Technology Resources**
  The Learning Outcomes staff worked with the Technology Resources team throughout the month to add new chairs for the 2015 AY, run reports using Argos, clear up technical issued being encountered, and plan future modifications to the system.

- **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. The reporting deadline for AY 14-15 was September 30, 2015. They also provided feedback to chairs who submitted reporting items in the system with helpful tips for improving their explanations of activities and action plans.

- **Meetings**
  - Met with the Math department chair to discuss the math curriculum map for 2015 and plan for fall 2016.
  - Presented the chair action plan page at the Council of Chairs meeting and provided updates regarding the reporting items.
  - Presented at the BASOL department meeting on deadlines, trainings, alignment of general education outcomes, and JagPride reporting.
  - Met with the Associate Dean to discuss the current system issues and upcoming deadlines.
  - Met with staff from the Business Administration department to assist with their reaffirmation process and provide past reports.
- **Trainings**
  - 4 trainings offered during September with 10 faculty and chairs in attendance.
  - The fall 2015 training calendar was finalized and posted online. A registration page was established for easy tracking.

<u>Course Scheduling</u>

- **Schedule Development**
  TBA for the spring 2016 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 in order to eliminate duplicate dates. New Faculty were entered into Banner after being cleared by Human Resources 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 minimesters 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 minimester on the STC homepage. They also continued to produce ad hoc room utilization reports for Planning and Construction and the Maintenance Departments as requested.
  - Preparations are in progress for the rollover of the fall 2016 schedule in Banner.
- **Summer 2016 Schedule**
  The schedule for the summer 2016 was finalized and sent out for the first review. The deadline to submit changes for the first review is October 7, 2015.
- **Ad Astra**
  Leaders from Academic Affairs met with Ad Astra's Vice President, Luke Kearney, on September 21. Ad Astra is a course scheduling and data analytics tool. Mr. Kearney provided information and discussed what the system has to offer. He will provide the Academic Affairs team with a quote based on FTE.
- **Department Meeting** to discuss pending projects and deadlines – September 23, 2015

<u>Institutional Activities</u>

- **Online Student Evaluations**
  The Evaluation period calendar for fall 2015 regular sessions and minimesters has been created and was 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. The fall 2015 evaluation schedule was finalized and submitted to the Reporting team in Technology Resources. The schedule is

used to identify when evaluation sessions will be uploaded, opened, closed, and when results will be released to chairs and faculty.

- **SACS 5th Year Report** - 1st Draft Deadline – December 2015, met with Laura Sanchez regarding the sections assigned to Academic Affairs.
- **RAND Site Visit** at STC for ABE Study: Sept. 30-Oct. 2. - RAND met with stakeholders responsible for implementing pathways for ABE level students: Deans, Chairs, Advisors, IR staff, etc.
- **Collection of section outlines** for fall 2015 is still in progress. For the period of September 1 – September 30, 2015, 255 section syllabi and 183 curriculum vitae were downloaded from the course information page.

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs**
  - We are working on the spring schedule to assure alignment of sections for completion of the rollover enrollment that will occur later.
  - My office is working with Mike Carranza and the Director of ECHS to create a criteria on the ECHS scholarship fund assistance by the recent $5,000 from the Excelencia in Education award.
  - The Recovery program will continue this fall with four schools participating. Due to changes on the high school graduation requirements, we expect this program to stay static for a while, with no growth, and possible decrease in the near future.
  - Several schools are requesting mini semesters be created this fall to accommodate the large number of student requests.
  - The Recovery schedule which starts on October 26th is being finalize. We see no growth in this program from that offered last year.
  - We will start work on the spring 2016 schedule, and will be contacting schools to affirm each schedule before putting in place the rollover schedule for automatic student enrollment.
  - We have received about 5 new DEF candidate applications for the spring, which is a typical number of applicants for spring.
  - Dual Enrollment Academy Program met with Sharyland ISD Superintendent and staff on Thursday, September 11th. The meeting was held to provide an overview of our programs, recruitment for 2016-2017 and the future partnership with STC and Sharyland ISD.
  - Dual Enrollment Academy Program was invited to present at the Edinburg CISD Secondary Principal meeting on Wednesday, September 10th to introduce the program and future recruitment within the district.
  - TexPREP Program staff is finalizing paperwork for approximately 180 students from our three participating districts to attend HESTEC Middle School Challenge Event on Friday, October 9th at UTRGV.
  - Registration is now open for the 10th Anniversary Dual Enrollment Academy Summit being held on October 2nd at Mid Valley Campus and October 16th at Pecan Campus.
  - We had a large number of changes to the dual schedule last week, including new section, time and cancel requests. Things have settle down the start of the week, and enrollment should be fairly on the way to be completed by the end of this week. We are setting a new record that is driven by new ECHS and the scheduling and enrollment teamwork.
  - All new DEF who were approved have cleared with HR and entered in the system. Attached is the latest figures on the new DEF for this fall.
  - Sofia and I will be attending a DEF meeting at McAllen High School to discuss the role of DEF/high school obligations by them, and also to address the request of the principal on information on how more dual courses may be offered.
- **Academies**
  - TexPREP Program will take 183 students from our three participating districts to attend HESTEC Middle School Challenge Event on Friday, October 9th at UTRGV.
  - The 10th Anniversary Dual Enrollment Academy Summit will be held on October 2nd at Mid Valley Campus for High School Administrators and Counselors.
  - Dual Enrollment Academy Program will host the following workshops on Friday, October 2nd: Pecan Campus- Counseling workshop on “How Important is your GPA?”; Mid Valley Campus- Baylor University Admission Presentation; and Starr County Campus- UTSA Admissions Presentation.

- Dual Enrollment Academy Program met with Sharyland ISD Superintendent and staff on Thursday, September 11th. The meeting was held to provide an overview of our programs, recruitment for 2016-2017 and the future partnership with STC and Sharyland ISD.
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- **Early College High Schools**
  - ECHS Director and Mr. Gonzalez went to Washington DC to accept the Excelencia in Education award and a $5000 donation to the college.
  - ECHS Coordinators attended the STECC Meeting in Flour Bluff to represent South Texas College.
  - Nick Gonzalez and I are traveling to Washington D.C. to receive the Excelencia in Education Award for the ECHS and the completion of Associate degrees.
  - The ECHS Coordinators are traveling to Corpus Christi tomorrow for a one day meeting of all the ECHS principals in the area south of San Antonio, Laredo, Corpus and down to Brownville.
  - Picture sent to us by Hidalgo ECHS. This is on their high school and includes our logo.

  - ECHS Staff has completed registration for Fall 2015 and is now working on reconciliation of rosters.
  - ECHS Staff are now moving on to degree audits for all Seniors to ensure completion and graduation.
  - ECHS Director attended that Starr County Dual Enrollment Update.
  - Planning has started for the "College For All" Conference with PSJA.
- **Meetings**
  - 9/1/2015 – Interview with Pedraza on Excelencia Award
  - 9/10/2015 – Dual Enrollment Modification Requests Assessment
  - 9/11/2015 – Dual Enrollment after Census Debriefing Meeting.
  - 9/14/2015 – Socorro Independent School District meeting
  - 9/15/2015 – Meet with Dr. O'Conner at Sharyland ISD
  - 9/15/2015 – ECHS Brochure Meeting
  - 9/17/2015 – Cabinet and Monthly Activity Report Development
  - 9/25/2015 – STC Faculty Teaching DE Courses
  - 9/29/2015 – PSJA/STC Dual Enrollment Communications Pathway
  - 9/29/2015 – Celebrate Achieve's Blue Ribbon Designation.
  - 9/30/2015 – RAND Site Visit – ABE Study

<u>Dual Enrollment: Alejandra Cantu</u>

- **Workshops/Meetings**
  - Attended cabinet and monthly activity report development meeting with Dr. Petrosian
  - Attended Professional Development Day
  - Meet with Kristina Wilson on new product for scheduling.(Ad Astra)
  - Picked up DECAs from Vanguard and Oratory HS.
  - Meet with College Readiness Department from PSJA on two new Academies for fall 2017. (Graphic Arts & Communications Studies)
- **DE Scheduling and Planning**
  - Changed time for welding courses for PSJA HS.
  - Deleted a math course for Valley View ECHS.

- Sent Laura Sanchez schedules for the schools that are submitting prospectus for this spring.
- Changed the CPMT classes at La Joya ECHS in order to meet the contact hours.
- Requested an STC professor for four sections of CMPT at PSJA North. High school teacher quit three days before census. Program chair was able to find two instructors to cover the sections.
- Canceled six sections of medical term for Thomas Jefferson ECHS the day after census.
- Called distance ed department to grant access to students from Southwest taking government classes.
- Cancelled 10 S sections from the fall schedule due to zero enrollment.
- Elvis Ballew Hs requested a mini semester. Created a new Busi 1301 under a D4 session.
- PSJA ISD requested a medical term class for a mini semester for all the high schools. Chair found an instructor to teach the class online.
- Stated working on the spring schedule. Finished all the Edinburg schools, Edcouch and Hidalgo.
- Created four online speech sections for PSJA Hs for spring.
- Working on spring schedules for all the La Joya schools.

<u>Dual Enrollment: Clarissa Torres</u>

- **Dual Enrollment Faculty**
  - Five dual enrollment faculty were submitted for the spring 2016 semester. One interview is scheduled for October.
- **ACTA**
  - Began participating in the Ambassador's cross training academy through professional development. The academy will consist of 10 Thursday morning meetings that will be completed on December 4th.
- **College Wide Professional Development Day**
  - College wide professional development day took place. The morning session consisted of Dr. Reed's vision and plans for the year. The afternoon session consisted of a presentation regarding millennials in the workplace.
- **Dual Enrollment Academies, Case Management**
  - Met with dual enrollment academy students throughout the entire month of September. Arranged meetings with students who were below the expectations of the program. Met with each student for an average of 15 minutes to discuss problems and areas of concern.
- **Dual Enrollment Academies, Friday Workshops**
  - Every Friday dual enrollment academy students participate in one hour workshops. I assisted with arrangements for the workshops as well as presented to 100 dual enrollment academy students on two different occasions.
- **TexPREP Field Trips**
  - Assisted in the planning for field trips to HESTEC and San Antonio, Texas. In October all 185 TexPREP participants will be invited to attend HESTEC. In September, I also assisted at a parent meeting for year four TexPREP graduates for an overnight trip to San Antonio, Texas in November.

<u>Dual Enrollment Workforce Program Specialist: Minna Montalvo</u>

- **Conference/Workshops/Meetings**
  - Attended Staff Meetings
  - Meeting with Rey Sanchez
  - Meeting with Rosemond Moore
  - Attended ACTA Training
- Screening Dual Enrollment Instructors for Spring '16.
- 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.

Dual Enrollment Faculty Liaison: Carol Woods

- Attended Faculty Senate meeting on September 22, 2015. Faculty Senate reviewed representation for the Dual Enrollment Taskforce subcommittees. Several senators volunteered to remain on subcommittees they were part of last year. Faculty Senate will arrange to fill any vacancies. Followed up with several senators to provide them with 2014-2015 action plans for their respective subcommittees.
- Will be contacting Dual Enrollment Taskforce subcommittee chairs for any final updates to the 2014-2015 subcommittee action plans in preparation for a Taskforce meeting in November.
- Responded to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Considering the need for basic guidelines for STC faculty to mentor dual enrollment faculty.
- Dual enrollment faculty attending a breakout session at the Saturday, August 22 Adjunct and Dual Enrollment Faculty Professional Development day brought up issues that they encounter at partner schools. Dr. Petrosian asked Dr. Nelson, Dr. Liss, and me to draft a list of dual enrollment faculty rights. This was done and forwarded to Dr. Petrosian.
- Some faculty have objected to providing progress grades and attendance information to the partner school they are teaching at. They view providing such information as a violation of students' FERPA rights. This needs clarification.
- 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:
- Requesting OPOD to provide a PDF of the updated FAQS that is formatted for the webpages. The FAQs were updated for the 2015-2016 reference guides. http://academicaffairs.southtexascollege.edu/highschool/pdf/Dual_Enrollment_FAQs.pdf
- Principals' Summit link for August 4, 2015, posted at HSPS website needs the links for items under "Forms & Signs" connected to updated versions of the documents:
  - Principals Agreement
  - Partnership Sign
  - Contact Information for HSPS
  - Contact Information – Student Services and Enrollment Management
  - http://academicaffairs.southtexascollege.edu/highschool/summit.html

Sofia M. Peña
Director - Early College High Schools

- ECHS Director traveled to Washington DC to arrive the Excelencia in Education Award for Associate Degrees.
- ECHS staff completed all Fall registration and reconciliation.
- Coordinators are conducting degree audits for all Seniors to verify graduation candidates.
- ECHS Coordinators attended South Texas Early College Consortium in Flour Bluff.
- ECHS Staff has begun coordination meetings with assigned schools to meet Spring Registration deadlines.
- ECHS Director serves on Dual Enrollment Appeals committee
- ECHS Staff serves on South Texas College Ticket Appeals Committee
- ECHS Program was designated a Bright Spot in Education by the White House Initiative on Hispanic Education
- ECHS Program has redistributed school assignments.
- President's Administrative Staff meetings. Academic Council meetings for Director
- 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.

Director – Academies and HS Projects

- **Completed: Projects / Activities**
  - Final Reports were submitted to the Texas Workforce Commissions Office for the Governor's Summer Merit Program.
  - TexPREP Annual and Financial Reports 2015 were submitted to the Prefreshman Engineering Program at UTSA.
  - Fall 2015 Academy Program recruitment schedule was finalized.

- **TexPREP**
  - Presentation conducted at Hidalgo ISD School Board Meeting on the TexPREP Year 4 Completion Trip to San Antonio for thirty-four students. The School Board Members voted unanimously in favor of the trip.
  - A TexPREP Parent and Student meeting was held the evening of Tuesday, September 29th at Hidalgo High School to complete paperwork for the upcoming overnight San Antonio Trip for the thirty-four Hidalgo ISD students who successfully completed all four years of our program in 2013 and 2014. The trip will be held on Thursday, November 19th and Friday, November 20th where students will be provided the opportunity to further enhance their knowledge in the STEM field
  - TexPREP Program will take 183 students from our three participating districts to attend HESTEC Middle School Challenge Event this Friday, October 9th at UTRGV.

- **Academy Programs**
  - Case Management was completed at the three sites with Academy students.
  - Required tutoring for students earning below 80 in classes.
  - Collection of assigned Fall DECA from partnering districts.
  - Meeting with VanGuard Academy Administration was held on Friday, September 4th to present the Academy Program opportunities available to their districts. The School Board voted unanimously in support of the Academy Program to begin recruitment effective fall 2015.
  - Edinburg CISD Administration invited Dual Enrollment Academy Program on Wednesday, September 9th to present on the opportunities available for their students through our programs. The Administration was in support of the program to begin recruitment at their four high schools effective fall 2015.

<u>Dual Enrollment Academy Workshops held at Mid-Valley Campus</u>

- On September 4, 2015, the Open Labs assisted DEA Juniors with setting up their JagMail, which allows them to submit request for additional credits for printing and access to FREE Microsoft Office Software. Students were also able to configure their devices to access the STC Jaguar wireless service.
- On September 4, 2015 South Texas College Student Financial Services Representative gave DEA Seniors information on how and when to apply for financial aid.
- UTRGV Representatives provided DEA Juniors and Seniors information on September 25th about degrees offered, student life, and assisted with their admissions application
- Baylor University Representative provided DEA Juniors and Seniors information about degrees offered, life on campus, scholarships, and admissions requirements on the afternoon of September 25th.

<u>Dual Enrollment Academy Workshops held at Starr County Campus</u>

- Texas A&M University Presentation held for DEMSA students on September 4, 2015.
- Texas State University Admission Presentation was held on September 11, 2015 for the purpose of college readiness.

- Student Leadership Academy Session with the Department of Student Activities for personal growth was held on September 25, 2015.

<u>Dual Enrollment Academy Workshops held at Pecan Campus</u>

- Presentation was held on September 4th for Academy Juniors on "All You Need to Know about Your First Year at STC".
- Dual Enrollment Academy Seniors were provided insight on Financial Aid, Scholarships and Apply Texas on September 4th.
- On September 11th, South Texas College Library Staff presented on "Do you know how to research?" to increase the knowledge of students access to online research databases.
- Presentational Speaking 101 was held for both Academy Juniors and Seniors on September 25th to improve and further develop participants communication skills on how to engage an audience.

- **Professional Development/Continued Learning**
  - Academies and High School Projects Staff Meeting was held on Friday, September 11th to debrief on the start of the fall 2015 semester, upcoming important dates and recruitment.
  - Academies Staff attended the Professional Development Day on September 18th.
  - Academies and High School Projects Secretary, Bianca Perales met with her STC Beacon Mentoring student
  - Academies Specialist, Leo Castaneda attended the Mid Valley Advisor Meeting on September 24th

- **In Progress: Projects and Major Activities**
  - Finalize speakers for 10th Anniversary Dual Enrollment Academy Program Summit being held at our Mid Valley campus on October 2nd and Pecan Campus on October 16th.
  - Meeting with Roma ISD Central Office in order to discuss the possibility start-up of Dual Enrollment Engineering Academy at the STC-Starr County Campus
  - Dual Enrollment Academy Program Recruitment with partnering districts to begin in October and November.

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

Events

- **College-Wide Professional and Organizational Development Day**
  - The OPOD coordinated the Fall CWPOD Day at the McAllen Convention Center on Friday, September 18th. More than 1250 Faculty, Staff and Administrators were in attendance. This I Believe videos showcased the core values and beliefs of the faculty and staff at South Texas College. Dr. Reed shared her State of the College Address, and then Keynote Speaker Kevin Tutt shared insights into a creating a successful multigenerational environment.
  - The STC Administrative Team gathered for a special lunch speaker on Title IX. Then all faculty and staff attended one of three breakout sessions at the Convention Center in the afternoon. Faculty were required to participate in the Title IX Demystified session. FAS Division staff attended a session on the Oz Principle. SAEM and IS&P Staff attended a session on Relationship Management in a Multigenerational Environment.

Academies:

- **Teaching and Learning Academy (TLA**)
  - The Office of Professional and Organizational Development kicked off its 2015-2016 Teaching and Learning Academy on September 11, 2015. A total of two sessions were held in the month of September. The first session covered Blackboard basics by the Distance Education department. The second session featured the first installment in the new Faculty Advising Training in collaboration with the HSI Grant. There are currently 52 active participants.
- **Ambassadors Cross-Training Academy (ACTA)**
  - The Office of Professional and Organizational Development kicked off its Fall 2015 class of the Ambassadors Cross-Training Academy on September 10, 2015. A total of two sessions were held with 29 active participants.
    - **Session 1 – September 10, 2015**
      Office of Professional and Organizational Development – Lee Grimes & Staff
    - **Session 2 – September 25, 2014**
      STC Police Department – SGT Ruben Suarez
      Academic Affairs – Lee Grimes on behalf of Dr. Anahid Petrosian
- **Ambassadors Leadership Academy (ALA)**
  - The Office of Professional and Organizational Development welcomed a new cohort of ALAers on Friday, September 4th for a day-long orientation at the Pecan Campus. In accordance with the Academy mission of cultivating leadership at every level, twenty faculty, staff and administrators joined the ranks of the academy. The discussion with the Academy Facilitator and the ALA Steering Committee centered around the expectations of the Academy and its participants, the Complex Role of Leaders, and finally, broke into teams to discuss their year-long team project.
- **Distinguished Leadership Academy (DLA)**
  - The Office of Professional and Organizational Development held the second DLA session on September 24th. Associate Deans Laura Sanchez and Lee Grimes presented on the topic of Keys to Productivity incorporating project management and time management. Participants asked to continue this discussion for the October session because it was very helpful.
- **FOCUS Academy**
  - FOCUS Academy was facilitated by Dr. Ledesma. A module binder for Collaborative Group Work was created for each participant. An overview was provided and group activities were conducted to create FOCUS success teams among faculty and model what they would do in their classrooms to organize students into groups. Faculty discussed how to empower students to employ collaboration,

what research has discovered, the critical skills required for the workforce, and the impact this has on creating a collaborative environment in the classroom.

Programs in Development:

- **DELTA Academy**
  - The OPOD is working with Dr. Annie Liss, Dr. Christopher Nelson and the Distance Education Department to prepare the first fully online academy. The Dual Enrollment Learning and Teaching Academy (DELTA) will help Dual Enrollment Faculty to become part of the South Texas College family. DELTA Online will provide participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment. It is expected to launch on October 26th.
- **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 5th cohort is scheduled to begin on October 15th.
- **Child Development Conference – Fall 2015**
  - Partnership with the STC Child Development Department to host its 2015 Fall Infant and Toddler Childcare conference.
- **Implementation of the STC in FOCUS: FOCUS on Learning portion of the HSI grant**
  - Ongoing work with:
    - Offering the FOCUS Academy and preparing for the Rounds process
    - Monitoring faculty progress with the ALCs
    - Working on plan for future ALCs (furniture, technology, budget, etc)
    - HSI Evaluation plan monitoring
    - Staffing for OPOD Team
- **Planning Team for STEM Accelerator Grant**
  - The OPOD has taken the lead on designing the Professional Development aspect of the STEM Accelerator grant. This has required frequent meetings with the rest of the leadership team, detailed budget and staffing planning discussions, and participation in interviews with Educate Texas.

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

- **STC-La Joya Teaching Center**
  - Met with STC IT staff to review La Joya Teaching Center technology and to begin planning to secure media carts and other resources in absence of available on-site full-time lab assistant to review and maintain labs and other equipment.
  - Coordinating transfer of ten (10) desktop computers from Computer Science department to be relocated to LJJC room 238 to replace older and outdated computer models.
  - Coordinated IT assistance in setting up LJJC computer lab 236 to connect to STC domain and installation of JagPrint to monitor printing activity.
  - Will coordinate computer lab access and availability for evening LJJC DE students and faculty.
  - Will inform LJJC faculty, La Joya DE ISD administrators and ECHS administrators regarding new computer lab setup and restrictions.
  - Initiated process to establish an office in the LJJC Teaching Center 2nd floor faculty area. Will be requesting IT support for providing STC telephone and computer connectivity
  - Pending meeting with Gracie Lopez to discuss traditional spring schedule offerings.

- **STC-Pharr Teaching Center**
  - Met with Dr. Cortez and Odeh to review the science rooms currently available and not being utilized at the Pharr Teaching Center. They were found to be inadequate for proper instruction as they must be comparable to the PSJA ISD Science Building in order to be functional and up to specifications.
  - Re-roofing continues at the Pharr Teaching Center. Project is expected to be completed by early October 2015.
  - Coordinating with Dr. Kelli Davis to host Grand Canyon University recruiter at the STC-Pharr College and Career Teaching Center to present information on various technical program related bachelor studies.
  - Continued coordinating and overseeing dual enrollment concerns involving verification of student lists, bus schedule arrivals and departure times, instructional class time verification, and instructor assignments.
  - Continued to work with STC and PSJA ISD IT to remedy Wi-Fi connection issues.
  - Coordinated with STC-IT support technician to successfully establish PSJA ISD Wi-Fi connection for media cart laptops.
  - Coordinated with Christopher Woods on the delivery of 5 additional media carts.
  - Coordinated with inventory specialists to document and track new media carts.
  - Will coordinate IT support to establish a more prominent STC office location at the front of the PCCTC with space for additional faculty and STC support services. This space was made available with departure of the PSJA ISD Parental program.
  - Met with Coordinators of Student Activities and Wellness, Luis Banda and Jose Pena to tour facility and develop a plan to host activities for students at the Pharr Teaching Center.
  - Met with PSJA ISD Project Manager and assistant to coordinate building penetration to allow HVAC&R program equipment installation and setup.
  - Met with Construction Supervision students who dismantled the current electrician lab area in preparation for HVAC classes.

- **Other Activities**
  - Attended luncheon with ALA Cohort #4
  - Met with Beacon Mentoring English 1301 class for introduction to program.
  - Attended Professional Development Day at the McAllen convention Center

- Attended Cabinet and Monthly Activity Report Development meeting.
- Attended Academic Affairs Council meeting.
- Participated in Campus Technology Webcast titled “Using analytics to manage successful intervention programs to keep at-risk student in school”.
- Attended “Project Runway, Rio Grande Valley” hosted by the McAllen Chamber of Commerce for programs in innovation, entrepreneurship and creativity and the Mary Kay Foundation for cancer research.
- Attended Dual Enrollment Data Team meeting to initiate collaborations with McAllen and Mission school districts.
- Attended Club Advisor Mandatory Risk Management Training.
- Met with Our Lady of the Lake’s new President, Dr. Diane Melby and participated in OLLU focus group.
- Will be attending Construction Expo in Harlingen to be held on October 8, 2015.

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 September 2015

Alicia Gomez, CIO
Technology Resources

Applications Development
The Technology plan for 2015-2016 has been completed. Cabinet has approved a total of ten Technology projects that have been prioritized and aligned to institutional initiatives. The ten projects are as follows:

Student Success and Persistence Initiative Projects

CRM – Radius by Hobsons
Constituent Relationship Management system, is a web based application solution created to improve communication with current and prospective students. The project will be championed by the Student and Enrollment Services team with multiple stakeholders, Public Relations, Distance Learning and Student Services. The project kick-off meeting will be held the third week in October and is expected to be complete by March 2016.

Early Alerts – Starfish by Hobsons
Starfish is a web based application by Hobsons that collects Students performance data. It creates red flags and connects support staff that can engage with the students to keep them on the path to completion/success. The project will be kicked off in January and is expected to be completed by May 2016.

Continued Education Enrollment system
The TR and Financial Services teams continue to research the best technology solution for an Enrollment application system for the Continued Education program. An RFP process will be created to select the best technology solution. The teams expect to have a decision before the end of the calendar year in order to begin implementation in January 2016. This project is expected to be complete and rolled out by fall 2016.

Enterprise and Administrative support Projects

People Admin-Performance Evaluation
Technology Resources will be collaborating with Human Resources in the implementation of a new module by People Admin. The new web based application will allow all South Texas College faculty and staff to perform annual performance evaluations on line.

NOE Automation
The Finance team is working on an RFP process to have expert consultants support the team in mapping the current NOE process as well as designing an automated workflow. Technology Resources has the technology solutions to work on the implementation as soon as the consultants complete the design. The project is expected to begin early January 2016 and is expected to have a pilot NOE by May 2016.

Safety and Security Parking and Citation system
The TR and Financial Services teams continue to research the best technology solution for a new Parking and Citation system to replace the current home grown program. An RFP process will be created to select the best technology solution. The teams expect to have a decision before the end of the calendar year in order to begin implementation in January 2016. This project is expected to be complete and rolled out next summer.

Banner XE upgrade
Technology Resources will continue planning the migration of the current ERP system through the rest of the year. The Banner system will be replaced with the next version, Banner XE which includes many new features and a much friendly interface. Ellucian representatives will be on campus November 2, to do a demo of the new system and talk about future plans. The project will go into implementation mode until FY 2016-2017.

Timekeeping System
The Finance and Technology Resources teams will continue planning the migration of the current Time Force Keeping system to a new system. Several vendor demos have been conducted but a final decision is expected until early January 2016. The project is expected to go into implementation mode FY 2016-2017 to go live the spring of 2017.

Infrastructure

STARR Data Center for Disaster Preparedness/Recovery Planning
The Technology Resources is working on a project plan to create a Data Center in Rio Grande. The new Data Center will be used to mirror critical services such as Banner to be able to provide continued services in case of a disaster. The Data center is part of an Institutional initiative to have a Command Center for Disaster Preparedness as recommended by a previous Business Institutional Assessment.

Virtualization Phase II – Podiums
The Technology Resources is working on a project plan to virtualize 300 podiums. The team will be meeting with Dell the first week in October to go over the specifications and come up with possible solutions.

Victor M. Gonzalez, CISO
Information Security

- **In-house vulnerability management program**
  Last update: A server request was submitted for use with Acunetix Web App Scanner. Once the team installs and configures the application, training will be given to the other TR teams so they can use it as intended.
  Summary: We are developing our in-house vulnerability management program, covering both server and application vulnerabilities.

- **Center for Internet Security Membership**
  Last update: We received the credentials for our new membership to Center for Internet Security. We shared the enrollment information with TR so that we begin to leverage the resource.
  Summary: We joined the Center for Internet Security. The membership will provide several resources that can help our effort to harden our systems with the most secure configuration and other tools to verify the secure configuration.

- **Information Security Program Metrics**
  Last Update: We met last week to develop the query for a metric that we plan to automate. We are going to request query access to the databases so that we can develop the queries faster.
  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: We have not received the server(s) at this point, Aaron will follow up with the systems team. Aaron submitted a 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.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  Last update: We consumed the professional service hours last week. We will continue to configure the SRA appliance. The old VPN is still in operation while we complete the setup of the new appliance.
  Summary: We are transitioning between VPN solutions.

- **Security Awareness Training/Campaign**
  Last update: We presented to the PDC committee and sent out a kick-off email for cybersecurity month where we introduce the three services being released: Awareness Logon Screen, Information Security Portal, and Security Awareness Training Portal.
  Summary: We are preparing to launch a cybersecurity awareness campaign for the month of October and introduce 3 new services to the college.

- **Incident Response Table Top Exercise**
  Last update: We are pending the development of an action plan that describes how we plan to improve on the deficiencies identified in the report.
  Summary: We are using our incident response credit hours with Dell to perform an on-site table top exercise.

- **SharePoint site development**
  Last update: The permissions have been modified so that any employee can view the portal content.
  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.

- **Deployment of new SIEM solution**
  Last update: A consultant from McAfee was on-site for the entire week of Sept. 21 thru 25th assisting us with the configuration of our new environment. The equipment is now operational and receiving events from our infrastructure.
  Summary: We replaced our SIEM hardware to be able to support the number of events that we are currently producing.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 9/1/2015: HSI Grant Meeting
- 9/2/2015: La Joya and Pharr Teaching Center visits
- 9/3/2015: Library Director's Meeting
- 9/8/2015: Project Update Conference Call, Satellite Campuses Meeting
- 9/11/2015: Specialist and Campus Lead Meeting
- 9/14/2015: Project Update Conference Call
- 9/15/2015: Budget Meeting
- 9/17/2015: Mr. Montez Meeting, Mr. Reyna Meeting
- 9/18/2015: College Wide Professional Day; Administrator's Luncheon
- 9/21/2015: Project Update Conference Call
- 9/23/2015: Assistive Technologies Meeting
- 9/24/2015: ACTA, CWPD Debrief Meeting
- 9/25/2015: FOCUS Academy
- 9/28/2015: Mr. Valerio Meeting, TR Meeting
- 9/29/2015: Mr. Montiel Meeting, New Projects Team Meeting
- 9/30/2015: Digital Signage Meeting, Samsung 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	114
Oct	
Nov	
Dec.	

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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	158.25
Oct	
Nov	
Dec	

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Special Events 2014	105.5	373.8	174.8	363.5	75.25	82.75	103	101.8	240	488.5	348.5	319.7
Special Events 2015	186.5	239.3	307	306.3	156.8	197	119.5	249.8	158.3			

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Reservations by Campus:	9/30/2015				
	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	109	23	0	99	0
Data Projector	0	0	1	23	3
Laptop	7	17	4	10	3
PA System	4	7	7	12	0
CD Player	0	2	5	3	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	5	0	1	0
TV	0	0	0	0	0
Microphone	60	15	11	15	0
Direct Box	5	0	0	0	0
Digital Camera	0	3	0	0	0
Speakers	93	15	1	120	3
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	4	2	0	3	0
Document Camera	83	0	98	0	11
DVD/VCR Player	9	0	1	1	0
Wireless Lab	0	23	0	0	0
Keyboard/Mouse	9	0	6	0	3
Sympodium	0	0	16	0	0
Hard Drive	0	0	0	0	0
USB Hub	1	17	0	0	0
CPS	0	0	0	0	0
Mixer	8	2	0	2	0
Tripod	0	5	0	1	0
WebCam	1	0	0	0	5
Computer	0	0	0	1	0
Portable Table	6	3	0	4	2
Microphone Stand	1	15	0	6	0
HD Video Streamer	0	0	0	1	0
Polycom Phone	9	1	0	1	1
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	1	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	15	51	0	2	0
TOTAL	***424***	***206***	***150***	***306***	***31***

SOUTH TEXAS COLLEGE

Institutional Effectiveness & Assessment

IE Related Activities:

- Met with Dean of Math & Science / Bachelor Programs & University Relations to work on 2015-2017 IE Plans
- Review of Xitracs user access with IEA staff – updated Xitracs user profiles
- Met with Public Relations & Marketing to work on 2015-2017 IE Plans
- Training IE Specialist – ongoing
- Met with chair of the Physical Therapist Assistant department to work on 2015-2017 IE Plans
- Completed data-needs audit of 2013-2015 IE Plans
- Uploaded 2014 Mid-Biennium IE Reports to IEA SharePoint site

IEA Reporting Analyst's Activities:

- Worked on the Puente Fall 2014 Cohort Retention and Student Success reports
- Provided the Puente Fall 2014 Cohort retention report (Pending Client Response) Coordinated with LS for the CTN-Puente project data collecting and reports updating
- Worked on the enrollment data collecting for Census day – Fall 2015
- Worked on the data collect coordinating for CTN-Puente Project with LS and RAS
- Updated the IEA website
- Continued Work on the CTN-Puente Project data collecting
    - Provided the Puente Courses and Pre-Puente Courses Enrollment report
    - Worked on the Puente Cohorts Persistence Rates report
    - Worked on the Puente VS. Non-Puente Students Success report

Factbook Related Activities:

- Posted for Internal STC Factbook – Employment tab/External STC Factbook – Employment tab
- Updated and Posted reports for Internal STC Factbook listed below:
    - Enrollment: Headcount and Course Section Count by Instructional Mode
    - Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame
    - Enrollment: Headcount and Number of Sections by Division, by Department, and by Course
    - Repeater Rate for Developmental Courses
    - 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)

- Worked on the external STC Factbook updating
- Continued work on the new version of STC Factbook data collecting
- Worked on the data collect coordinating for CTN-Puente Project with LS and RAS
- Updated and Posted reports for Internal STC Factbook:
    - Enrollment: Headcount by Gender and by Ethnicity (with Dual-Enrollment, Fall Terms Only)
    - Enrollment: Headcount by Gender and by Ethnicity - Fall 2015

- Updated the Data Release Timeline
- Worked on the external STC Factbook updating

- Updated and Posted reports for external STC Factbook listed below:
    - Enrollment: Headcount by Instructional Mode - AY 2015
    - Enrollment: Headcount by Instructional Mode - AY 2014
    - Enrollment: Headcount by Age Groups - Fall 2015
    - Enrollment: Headcount by Age Groups - Fall 2014

- Updated the IEA Data Calendar
- Worked with IS&P Helpdesk for the SharePoint server issue for the external STC Factbook

Meetings and Conferences:

- Attended the Delaware County Community College: Empowering All Users with a BI Portal webinar
- Observed the THECB – Graduate Education Advisory Committee (GEAC) Meeting
- Observed the THECB – Apply Texas Advisory Committee Meeting
- Observed the THECB – Learning Technology Advisory Committee (LTAC) Meeting
- Observed the THECB – Financial Aid Advisory Committee Meeting
- Observed the THECB – Committee on Affordability, Accountability and Planning (CAAP) Meeting
- Observed the THECB – Committee on Academic and Workforce Success (CAWS) Meeting

Miscellaneous:

- Continue reviewing IE planners and Factbook.
- Added new user to Xitracs.
- IEA shared drive backup
- College-Wide Professional Development Day
- Attended ACTA

Cody Gregg, Dean
Library and Learning Support Services

Dean's Meetings:

- 9/1/15: Bond Meeting: HSI Grant Meeting.
- 9/2/15: Meeting to Review Final Perkins Report; Meeting to Discuss CWPD Arrangements; CLE Meeting.
- 9/3/15: Bi-Monthly Meeting with Directors; Art Gallery Steering Committee Meeting.
- 9/8/15: Bond Program Planning Meeting; ALC Meeting.
- 9/9/15: CCUMC EOMC Meeting; Meeting to Discuss MV Library Addition/Renovation.
- 9/10/15: Library Art Gallery Meeting; Meeting to Discuss Mid-Valley Renovations; Board Meetings.
- 9/11/15: Interviews for CLE Managers.
- 9/21/15: Staffing Meeting; CCUMC Board Meeting via Conference Call.
- 9/22/15: Bond Program Planning Meeting; Board Meeting.
- 9/23/15: Bond AV/IT Coordination Meeting; Meeting at H.R.
- 9/24/15: Information Literacy Task Force Meeting; Meeting w/K. Zeiler.
- 9/25/15: Vacation Day.
- 9/28/15: Meeting at Mid-Valley; EOMC.
- 9/29/15: Bond Program Planning Meeting; SCUP Meeting; Starr County Library Planning Meeting.
- 9/30/15: RAND Site Visit Meetings.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued review of library staff position descriptions.
- Corresponded with SirsiDynix representative regarding the acquisition of additional workflows client licenses.
- Began researching a specialized Symphony field to allow custom images to be displayed with item records in the OPAC.
- Continued working with IT staff to set up the mobile devices for staff usage.
- Continued working with IT staff to set up the remote reference laptops for Pharr and La Joya.
- Continued working on her Distinguished Leadership Academy project.
- Began researching Symphony configuration options for implementing authority control.
- Continued working with IT staff to configure and test McAfee Avecto permissions on local computers.
- Continued working on a project to update catalog field indicators so that records can be validated correctly.
- Continued correcting issues with the audio for the Supplemental Instruction promotional video.
- Continued working on adapting the Jagprint tutorial.
- Continued to work on the Library Logo variations.

Collection Development Balances:

- Library Acquisition…… $ 199,485.00
- BAT & BAS/ Materials- …… $ 30,912.00

Information Commons and Open Labs:

Highlights:

- SolidWorks was updated to the 2015-2016 version in the Mid-Valley CLE and Open Lab.
- Visual Studio 2015 was installed in the Pecan Campus CLE.
- A work order for 2 data drops was submitted for the Starr County F 1.502 and F 1.504.
- Adobe Creative Cloud software was installed on the Mac computers at the Technology Campus.
- Dell Precision T5810 computers are being set up district wide.
- Requested 2 new data drops and 2 data drop relocations for the Dell Precision T5810 computers at the Technology Campus.
- MasterCam software was purchased and a purchase order was created. We are currently pending installation of the software on the Dell Precision T5810 computers.

September 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,309	12,698	42,563	26,248
Pecan Internet Café	983	3,170	16,439	14,091
Pecan T. Info. Commons	745	1,762	13,208	6,576
Mid-Valley Open Lab	1,719	7,743	30,134	
Mid-Valley Open Area	950	2,277	13,651	
Mid-Valley G-144	379	790	7,475	
Starr County Open Lab	611	2,498	7,253	
NAH Open Lab	1,374	7,056	10,438	
Technology Open Lab	754	3,290	7,313	
Technology Internet Café	258	819	2,058	
District Total:	**11,082**	**42,103**	**150,532**	**46,915**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,984	12,724	76,409
Pecan Testing Room F-228	22	149	861
Mid-Valley Info. Commons	1,516	5,213	25,872
Starr County Library	679	3,368	27,934
Technology Library	292	1,094	4,104
District Total:	**6,493**	**22,548**	**135,180**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	658	960	2,028
Pecan F-130 Group Stations	61	82	94
Mid-Valley Library Group Stations	194	285	604
Mid-Valley Open Lab Group Stations	21	35	22
NAH Group Stations	763	2,013	6,498
District Total:	**1,697**	**3,375**	**9,246**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	3,777	16,756	46,941
Mid-Valley CLE Open Labs	578	2,601	8,674
NAH CLE Open Labs	1,069	5,301	27,398
Starr CLE Open Labs	291	1,273	3,008
Tech CLE Open Labs	230	816	2,212
District Total:	**5,945**	**26,747**	**88,233**

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

- 09/01/15: Attended Mid-Valley Library assets facilitates for construction move.
- 09/02/15: Employee evaluation performed at Pecan Campus (1).
- 00/03/15: Employee evaluation performed at Technology Campus (2); employee evaluation performed at Nursing Campus (1).
- 09/08/15: Employee Evaluation performed at NAH Campus (1). Staff Evaluations completed and submitted.
- 09/09/15: Attended meeting discuss Mid-Valley Library Renovation.
- 09/10/15: Met to discuss paper cut video.
- 09/18/15: Attended an Administrator's Working Luncheon for Title IX for College Leaders.
- 09/22/15: Traveled to the Technology Campus to oversee operations and check CLE Layout for the Precision Manufacturing computers.
- 09/24/15: Traveled to Starr County to deliver the computers for the Precision Manufacturing program.
- 09/18/15: Attended an Administrator's Working Luncheon for Title IX for College Leaders.
- 09/22/15: Traveled to the Technology Campus to oversee operations and check CLE Layout for the Precision Manufacturing computers.
- 09/24/15: Traveled to Starr County to deliver the computers for the Precision Manufacturing program.
- 09/25/15: Attended the Key Considerations for Learning Commons Design webinar.
- 09/30/15: Met to discuss the progress on LabTrax dashboards and JabPrint web print; had meeting at H.R.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings including the following:

- 9/21/15: Meeting with Dean of Library and Learning Support.
- 9/23/15: Art Store Demo Webinar.
- 9/24/15: Task Force Meeting.
- 9/21/15: Meeting with Dean of Library and Learning Support.
- 9/23/15: Art Store Demo Webinar.
- 9/24/15: Task Force Meeting.

Library Services Data:

Library Services Data: 9/1/2015 -9/30/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	60	0	50	n/a	24	0	134
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	1166	17,063	21,352	45,756	1697	7973	3317	98324
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	931	258	1425	n/a	53	45	2712
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1687	924	3302	n/a	265	199	6377
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	32	4	33	n/a	15	3	87
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	498	64	870	n/a	338	45	1815

Centers for Learning Excellence

Mid-Valley:

- Mid-Valley CLE Staff contacted instructors throughout the week to set up in-class presentations about CLE services and CLE tours.
- Mid-Valley CLE staff provided various in-class presentations and tours to inform students about CLE services. Staff was able to reach over 158 students this week through in-class presentations.
- Mid-Valley CLE Staff expects to hire 3 additional tutors for computer science, mathematics, and English Tutoring.

- CLE Staff Participating in ACTA Sept 10
- Interviews were conducted to fill the vacant positions for CLE Manager at Pecan Campus and Mid-Valley Campus Sept 11.

- Mid-Valley CLE staff provided various in-class presentations and tours to inform students about CLE services. Staff was able to reach over 167 students this week through in-class presentations and tours.
- Mid-Valley CLE staff participated in a webinar- 10 Key Responses for Handling Disruptive Behavior.
- Mid-Valley CLE Staff interviewed work study applicants to help to assist in managing front desk procedures.
- Mid-Valley CLE Staff has submitted 2 applications for new tutors to help grow CLE services.
- CLE Staff participated in Mid Valley Advisory Committee.

Staff Trainings:

- CLE Staff has begun training on using Workflows Library Software.
- CLE Staff hosted a LSI training for staff to have more SLA's available to help students understand their personal Learning Styles Inventory.

Pecan:

Meetings and Events:

- Pecan CLE Staff contacted instructors throughout the week to set up in-class presentations about CLE services and CLE tours.
- Pecan CLE staff provided various in-class presentations and tours to inform students about CLE services. Staff was able to reach over 276 students this week through in-class presentations.
- Pecan CLE Staff has hired 5 additional tutors for chemistry, mathematics, and English tutoring and expects to hire 2 more through the fall semester.
- Pecan CLE Staff met with Patrick Woodin (Director of Food Services) to discuss purchasing cafeteria vouchers to use as promotional giveaways for the CLE.
- Pecan CLE Staff is looking to hire work study help to assist in managing front desk procedures
- CLE Staff Participating in ALA - Sept 9.
- CLE Staff Participating in ACTA - Sept 10.
- Interviews were conducted to fill the vacant positions for CLE Manager at Pecan Campus and Mid-Valley Campus - Sept 11.
- Pecan CLE staff provided various in-class presentations and tours to inform students about CLE services. Staff was able to reach over 220 students this week through in-class presentations and tours.
- Pecan CLE staff participated in a webinar- 10 Key Responses for Handling Disruptive Behavior.
- Pecan CLE Staff is looking to hire work study help to assist in managing front desk procedures.

Workshops: TSI Workshop: Sentence Structure and Logic—September 23.

Tutor Trainings: Tuckman Stages Team Building training for Lab Assistants and Testing Technicians-September 25.

STARR:

Meetings and Events:

- Potential Tutor: Interviewed potential Math SLA Dario Leal candidate for one current position that is available at the Starr CLE.
- Promotion: Talked to Elizabeth Lopez, Student Activities Specialist, on a promotional event for the CLE.
- Rescheduled tutors to cover during the week since two employees where out.

- The Starr CLE continues to spread flyers and brochures for tutoring and workshops available through Student Lingo and from the CLE.

Workshops: Presented CLE tours for EDCG 0101 College Success and for College Success for Health Care.

TECH:

Workshops

- Mechatronics Workshop Series: The Technology Campus CLE, working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the second workshop of the Fall 2015 Mechatronics Workshop Series, entitled "Mechatronics and Arduinos" on Friday, September 25th.

- The purpose of the workshop series is to show students in all disciplines how mechatronics is relevant to their respective industries and raise awareness of the Mechatronics Program in the Electronics and Computer Maintenance Department.

Jagtrax Data (September 2015)

	All Campuses	Pecan	MVC	Starr	NAH	TC
Total Student Hours Delivered	13024:06	2993:01:00	1997:24:00	710:41:00	3081:34:00	4241:25:00
Independent Study (Duplicated)	2187	194	503	56	1264	170
Independent Study (Unduplicated)	755	124	188	37	325	89
Proctoring	100	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	3427:11:00	1889:56:00	456:37:00	409:17:00	221:58:00	449:23:00
Tutoring Visits/Sessions (D)	2738	3476	1006	390	782	1607
Tutoring Visits/Sessions (U)	7261	1318	455	176	540	315
Workshop Attendance	3014	1842	798	157	143	74
Workshops Hosted	139	75	42	8	7	7

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD Data via Clearinghouse
- Fall 2015 Enrollment Composition
- IPEDS Fall Collection
- TACC Contact Hour Estimate Fall 2015

Surveys

- Cafeteria Survey
- BASOL Survey
- BAT Graduate Follow-Up Survey
- Blackboard Pilot Study Survey
- Faculty Satisfaction Survey Business
- Gender Studies Program Interest Survey
- HSI Focus Academy Survey
- IAM Survey
- Kinesiology Survey
- Library Instruction Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- MVC-CDC
- Student Study (Registration, Fin Aid, etc.)

Data Requests

- ADN data
- Affordable Health Care Act
- AY 2015 Enrollment by Term and Student Type
- BAS-OL Graduates Contact Info
- BAS-OL Historic Enrollment and Contact Hours
- BAT Enrollment increase Fall 2014 to Fall 2015
- BAT Online Enrollment
- BAT Students
- CAFR Comprehensive Annual Financial Report (CAFR)
- CE - Statistical Supplement 15
- Census FTE Fall 2015 Using College Board Formula
- Census Out of District Population
- College Wide Prof. Dev. Data
- Dual Contact Hours Spring and Summers 2015
- ECHS Enrollment and Percent of Total Dual Fall 2015
- Enrollment Comparisons FT, PT, & FTE Fall to Fall
- Faculty by Full/Part Time
- Fall 2015 FTE
- Fall 2015 IDEA Enrollment
- Fall 2014 end of term Online Enrollment
- Fall 2015 Pure and Mixed Online Students
- Fall 2015 3-Yr Trend Enrollment Update

- Fiscal Operations Report for 2014-2015
- FT and PT Students
- Graduates, BAT Graduates, Academy Graduates
- Historical Graduate and Award Counts
- Honors Sociology Club Possible Candidates' List
- LASS Fall 14-15 Enrollment and Contact Hours
- Sections/Students for ABE Focus Group
- Starr County Campus Enrollment Historic Fall Term
- STEM Majors Contact Info
- Summer Terms' Dual Contact Hours by Faculty Type

Data Analysis

- BAT CAAP Data Analysis
- Blackboard Call List Evaluation
- ECHS May 2015 Graduates, Dual Hours
- Enrollment Projections 2020 Review
- Online and F2F Success Rates
- Open Educational Resources Survey Brief
- TSIA Regional Data

Meetings

- ABE Study Phone Call
- ACTA Meeting
- ATD Proposal Phone Call with Rob
- Civitas Learning Summit
- ISP&SI Leadership Team
- PDC Meeting
- PDC (Installment/Loan Payment Presentation)
- Phone Call with Rob (Civitas) for ATD proposal
- Qualtrics Call
- RAS Weekly Meeting
- STC Immigrant Students Data
- Title IX Survey Meeting
- Weekly Meeting with Assoc. Dean

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- 09/02/2015: IPAS(2)
- 09/03/2015: Texas Completes
- 09/04/2015: Ambassador's Leadership Academy
- 09/10/2015: ACTA Class #1
- 09/14/2015: Strategic Services Group
- 09/14/2015: IS&P
- 09/14/2015: Hobson's Contract Review with Purchasing
- 06/15/2015: IPI-KPI
- 09/16/2015: ATD IPASS Webinar
- 09/17/2015: Fall Enrollment Celebration
- 9/18/2015: Staff Development: State of the College
- 09/21/2015: Hobson's Radius and Starfish Demonstration
- 09/22/2015: STC Board Meeting
- 09/22:2015: IPI-KPI
- 09/24/2015: ACTA Meeting
- 09/25/2015: 3rd Binational Innovation Conference

ACTIVITIES

- Board Motion: Hobson's Contract
- Board Motion: Request for Proposal: Training Services
- Board Motion: Request for Proposal: Higher Education Strategic Market Study
- Assumptions Document: Cover Letter
- ACTA Assignment: A New Breed of Leader, by Sheila Murray, PhD
- ACTA Workgroup: Research in Proposal Topics
- IPAS 2 Grant Announcement
- ACTA Assignment: A New Breed of Leader, by Sheila Murray, PhD
- ACTA Workgroup: Research of Proposal Topics
- Assumption Document Updates
- ALA Assignment: A New Breed of Leader, by Sheila Murray, PhD
- ALA Assignment: Strengths Finder, by Tom Rath
- ALA Workgroup: Research of Proposal Topics

TRAININGS

- 09/18/2015: Staff Development-Title IX Training

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:

- Participated in five transition meetings with the incoming Associate Dean of Curriculum and Student Learning to provide:
    - Training on duties, responsibilities and content necessary for the position
    - Create session dates for the Fall 2016 semester
    - Training on curriculum development and revision, and to review the schedule roll process
- Participated in weekly meeting with Vice President to discuss ongoing and future projects.
- Participated in the bi-weekly Strategic Services Group meeting.
- Participated in individual meeting with the Vice-President for IS&P to review ongoing and upcoming projects.
- Participated in the monthly IS&P Leadership Team meeting.
- Attended luncheon with the new Ambassador's Leadership Academy Cohort.
- Presented on Time Management and Productivity to the Distinguished Leadership Academy.
- Presented "STC Overview" to visiting faculty from the Lamar University Doctoral Program in Educational Leadership.
- Attended Planning and Development Council.

Accreditation Related Activities:

- Met with faculty member from the Business Administration program to review standards and give guidance on responding to ACBSP standards. The report for the ACBSP accreditation review is due in September of 2016.
- Prepared drafts from previous 10 year compliance certification and associate reference documents for the standard writers. Scheduled meetings with each of the writers to provide training.
- Presented on the SACS 5th Year Interim report at Planning and Development Council.
- Held 7 individual training meetings with SACSCOC standard writers to provide drafts, discuss standard requirements and logistics for submitting narrative.
- Continued drafting the Prospectus for the 6 sites due at the end of September.

IE Related Activities:

- Met with IEA staff to review access of individuals in XITRACS to ensure all users had appropriate access to planning and standards. Removed users who no longer needed access.
- Reviewed audit report of completion of 2015-2017 IE Plans.
- Sent follow-up emails to all programs that have not initiated 2015-2017 IE plans and requested completion by October 14, 2015.

RAS Related Activities:

- Participated in weekly meeting with the Director of RAS to discuss ongoing projects and timelines.
- Met with the RAS Director to review and code the TSIA testing data from the school districts.
- Participated in an online demonstration of Qualtrics Survey Administration platform.
- Participated in weekly meeting with the Director of RAS to discuss ongoing projects and timelines.
- Participated in conference call with Rob Robinson from Civitas and the Director of RAS to review the first draft and submit Achieving the Dream Presentation Proposal due September 22nd.
- Met with the Director of Conflict Resolution and the Director of RAS to plan the deployment of the Title IX-Campus Climate Survey.

Institutional Projects/Activities:

- Participated in conference call with RAND for the ABE Study preparations.
- Participated in conference call with Rob Robinson from Civitas and the Director of RAS to coordinate the completion of the Achieving the Dream Presentation Proposal due September 22nd.
- Met with the IS&P Project Manager to review and align Institutional Performance Indicators.
- Worked with the Assistant CIO to develop a proposed membership list for the Data Standards team and coordinated communications for recruitment.
- Participated in Ad Astra Scheduling/Facilities Management Software demo.
- Participated in Hobson's Radius and Starfish demo.

Meetings and Conferences:

- Attended the Achieving the Dream Data Analytics Summit September 8-10.
- Attended College-wide Professional Development day, including Title IX afternoon session.

Miscellaneous:

- Participated in conference call with presidents of TACE and TCCIA to select the winner of the 2015 TCCIL Leadership award to be awarded at the TCCIL Conference in October.
- Completed ad hoc conference planning activities for the TCCIL Leadership conference scheduled for October 7-9, 2015.
- Met with Computer-Aided Drafting program staff regarding TCCIL Conference Program that is being drafted by that department.
- Conducted TACTE financials training for the new TACTE treasurer to transition duties.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (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: October 15, 2015

Subject: September 2015 Activity Report

The major activities of my office this month were:

1) Worked on new National Science Foundation grant 2) Continued Corporate Training initiative with Regal, McAllen 3) Met with TSTC Harlingen for grant partnership 4) Met with IIES, Reynosa personnel to further develop partnership agreement 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). Collaborated with UTRGV Engineering Dept. 10) Met with VIDA and Santana Textiles 11). Met with TWC administrators 12). Attended RSTEC board meeting. 13) Attended Starr County Economic Development Forum. 14) Attended business appreciation reception in Pharr 15) Participated in MEDC marketing interview. 16) Met with Governor's Representative 17) Attended Manufacturing College Alliance Meeting 18) Met with STMA executive director 19) Met with Dr. Reed and McAllen City Manager to discuss programs and funding 20) Launched high school robotics program 21) attended BiNED Committee meeting in Harlingen 22) Met with Weslaco ISD Superintendent and administrators to present

and discuss robotics program 23) Attended STC professional development workshops 24) Attended STMA monthly meeting 25) Traveled to Laredo to discuss NSF proposal with administrators

Summary of Activities for September 2015:

- Attended meeting with Weslaco ISD Superintendent, Dr. Alejandro, and other ISD administrators to discuss and present information related to our Festo Robotics and Automation programs. Weslaco ISD has contracted with our office and are participating in a robotics course. There are currently 17 high school juniors enrolled in this course.
- Met with McAllen City Manager, Roy Rodriguez and Dr. Reed to discuss the City of McAllen Development Corporation grant fund and training programs offered by our department. I presented and discussed the benefits of the City grant funded programs and the impact it is having on the local manufacturing sector and the community.
- Collaborated with UTRGV grants team to develop and write a grant to the National Science Foundation. The purpose of this grant proposal is to further develop and expand STC's Advanced Engineering Tooling Academy.
- Met with Laredo Community College administrators to discuss their partnership and participation in the National Science Foundation grant for which STC has applied. LCC officially partnered with STC in this grant proposal.
- Met with TSTC-Harlingen administrators to discuss their partnership and participation in the National Science Foundation grant for which STC was applying.
- Attended the Starr County Economic Development forum sponsored by the Starr County Industrial Foundation. The forum took place at the STC Starr County Campus.
- Participated in an interview with McAllen Economic Development Corporation. MEDC asked me to provide information regarding our services offered to local industry. This information shall be published in a marketing brochure that MEDC will provide to existing and prospective business and industry representatives.
- Attended the STC professional and organizational development day workshops.
- Attended the South Texas Manufacturers Association monthly meeting at the McAllen Country Club.
- As a request from Pharr Economic Development Corporation executive director Sergio Contreras, I attended the Business Appreciation Ceremony at the Boggus Ford convention center in Pharr.
- As a member of the BiNED committee, I attended a regular committee meeting in Harlingen. The meeting was to discuss current and planned BiNED activities. BiNED is a committee of economic development stakeholders from the Rio Grande Valley and Mexico dedicated to supporting binational economic development initiatives.

- Led the launching of the high school robotics program initiative. This effort is a result of our department's Festo Robotics and Industrial Automation certification.
- Attended meeting with VIDA, Santana Textiles and Edinburg Economic Development Corporation to discuss training opportunities.
- Met with Leticia Flores, regional representative for Governor Abbott, to discuss trends in industry, economic development, and ongoing STC projects.
- Spoke to Regal 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 Director, Dale Robertson, 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, UTRGV 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 MEDC regarding STC training initiatives.
- 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. Meeting took place at STC Technology Camus.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Conducted monthly staff meeting to develop strategies for expansion of IAM training services and to increase enrollment.
- Attended the Rio South Texas Economic Council Board meeting in Weslaco.
- 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.

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SOUTH TEXAS COLLEGE

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