SOUTH TEXAS COLLEGE

# October 2015 Division Activity Reports

## Board of Trustees
## Board Meeting
## *November 24, 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:** **August 25, 2015**

**TO:** Dr. Shirley A. Reed, President

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

**SUBJECT:** **October 2015 Activity Report**

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## 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
- Conducted our Annual Student Affairs & Enrollment Management Retreat at the Renaissance Casa de Palmas
- Conducted the Division Director's IE Planning workshop
- Conducted the first Superintendent's Coffee meeting
- My Office participated in the following meetings:

  - Tom Logan, Director of Valley Metro
  - Karey Barnes, Director Judicial Affairs
  - Narciso Garcia, Deputy Superintendent for PSJA
  - Paul Hernandez, Dean of Student Affairs
  - Matt Hernandez, Dean of Enrollment Services & Registrar
  - Dr. Anahid Petrosian, Interim VP for Academic Affairs

**Attended:**

- Pharr San-Juan Alamo and South Texas College meeting
- Our Lady of the Lake University – RGV groundbreaking Ceremony
- Weslaco City Hall – Legislative Chamber meeting
- Board Committee Presentation Planning meeting
- Promise Zone meeting
- The 10th Annual "A Night with the Stars" event
- Heads Up America Planning session
- Flowchart & Cabinet Review
- Veteran's Day Planning Celebration meeting
- Spring Registration Kickoff meeting

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

- Reporting Census vs CB Reporting meeting
- Architect meeting (reviewing Student Activities Building Starr Campus)
- Hobsons CPM Kickoff – Morning Welcome
- Student Conduct & Mediation Flowchart meeting
- Weslaco EDC Board meeting
- Admissions Policy meeting
- Student Enrollment Circulation desk & furniture layout (clarifications) meeting
- LRGVDC Board meeting
- MEDA Scholarship meeting
- Strategic Plan for Progress Committee meeting

**Participated:**

- Director of Grant Development, Management & Compliance Committee meeting

**Conducted:**

- Yearly Evaluation for Haydee Yvette Hubbard, Paul Hernandez & Matt Hebbard

## Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Spring 2016 semester on October 5, 2015 with *Early Registration* for students currently enrolled in College Success classes and developmental classes; **6,873** students have registered for Spring 2016 semester, to date.
- Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders and Board of Trustees meetings.
- Director of Degree & Certificate Completion attended EDUCAUSE Conference on behalf of Dean of Enrollment Services, which was held in Indianapolis, Indiana on October 26 – 28, 2015.
- 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.
- Filled the Records Technician position, which had been vacant since April 1, 2015; new hire began on November 2, 2015.
- Attended various meetings/events to work on special projects, such as Blackboard workshop, Beacon Mentoring Program, course substitution Workflow, DegreeWorks reporting, dual enrollment registration process mapping, Data Standards Committee, Dual Enrollment Taskforce Steering Committee, Enrollment Appeals Committee, FERPA statement, Graduation Committee to plan December 2015 Commencement Exercises, and webinars.
- 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 **26** students during October 2015.
- Processed *Change of Grades* for **60** students during October 2015.
- Processed *Schedule Change Forms* for **1,376** students during October 2015.
- Downloaded, reviewed and verified **8,825** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during October 2015.

## Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Processed **1,389** high school and **245** college/university transcripts during October 2015.
- Evaluated **325** transcripts from other colleges and universities during October 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,781** STC transcripts during October 2015.
- Scanned and indexed **5,774** documents submitted by students during October 2015.
- Processed **126** online *Course Substitution Forms* during October 2015.
- Graduation Analyst continued reviewing potential December 2015 graduates and worked with customer service representative at MarchingOrder to set up web-based software to facilitate December 2015 Commencement Exercises to be held at State Farm Arena on December 12, 2015.

## Assessment Center

| Student Assessment Center<br>August Activity Report<br>October 01 through October 31, 2015 | | | | |
|---|---|---|---|---|
| **Campus** | **Student Walk-Ins to Get Information** | **Market Place Total Reservations Placed** | **Examinees That Tested** | **Type of Exam** |
| **Pecan Campus** | **221** | **244** | **233(95% show)** | **TSI EXAM** |
| **Mid- Valley Campus** | **171** | **46** | **43(93% show)** | **TSI EXAM** |
| **Starr Campus** | **84** | **35** | **35(100% show)** | **TSI EXAM** |
| **Pecan Plaza** | **173** | **123** | **110(89% show)** | **GED/PEARSON EXAM** |
| **Pecan Plaza** | | | | **TSI EXAM** |
| **TOTAL:** | **649** | **448** | **421(94%show)** | **TSI/GED** |

- Testing Staff proctored the CAAP exam for the Bachelor's Programs. **25** students tested for CAAP.

| TSI Compliance ENROLLMENT REPORTS<br>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** | | | |
| **Monthly (10/01/15 - 10/31/15)** | | **Year To Date (08/24/14 - 10/30/2015)** | |
| **College Ready** (351+) | 63 | **College Ready** (351+) | 1792 |
| Diagnostic (342-350) | 76 | Diagnostic (342-350) | 2277 |
| ABE Level 6 | 17 | ABE Level 6 | 513 |
| ABE Level 5 | 36 | ABE Level 5 | 1257 |
| ABE Level 4 | 8 | ABE Level 4 | 333 |
| ABE Level 3 | 0 | ABE Level 3 | 43 |
| ABE Level 2 | 1 | ABE Level 2 | 31 |
| ABE Level 1 | 0 | ABE Level 1 | 4 |
| **Total** | **201** | **Total** | **6250** |
| | | | |
| **MATH** | | | |
| **Monthly (10/01/15 - 10/31/15)** | | **Year To Date (08/24/14 - 10/30/2015)** | |
| **College Ready** | 24 | **College Ready** | 1026 |
| Diagnostic (336-349) | 66 | Diagnostic (336-349) | 2518 |
| ABE Level 6 | 0 | ABE Level 6 | 0 |
| ABE Level 5 | 44 | ABE Level 5 | 1480 |
| ABE Level 4 | 35 | ABE Level 4 | 900 |
| ABE Level 3 | 2 | ABE Level 3 | 132 |
| ABE Level 2 | 3 | ABE Level 2 | 20 |
| ABE Level 1 | 0 | ABE Level 1 | 16 |
| **Total** | **174** | **Total** | **6092** |
| | | | |
| **Writing** | | | |
| **Monthly (10/01/15 - 10/31/15)** | | **Year To Date (08/24/14 - 10/30/2015)** | |
| **College Ready** (363 & 4+ Essay or 5+) | 68 | **College Ready** (363 & 4+ Essay or 5+) | 2052 |
| Diagnostics (350-362 & 0-4 Essay) | 67 | Diagnostic (350-362 & 0-4 Essay) | 1756 |
| ABE Level 6 | 19 | ABE Level 6 | 487 |
| ABE Level 5 | 7 | ABE Level 5 | 221 |
| ABE Level 4 | 7 | ABE Level 4 | 323 |
| ABE Level 3 | 2 | ABE Level 3 | 116 |
| ABE Level 2 | 1 | ABE Level 2 | 40 |
| ABE Level 1 | 0 | ABE Level 1 | 19 |
| **Total** | **171** | **Total** | **5014** |
| | | | |
| **Data retrieved from College Board Accuplacer** | | | |
| **Date: 11-02-2015** | | | |

## Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Administrative Assistant met with hiring committee for the Testing Secretary interviews
- Veteran Affairs Department & committee have been meeting for the upcoming Veterans Day ceremony that will be taking place November 11th at all South Texas College campuses
- SFS Director and Specialists Elizabeth Salinas, Aimee Green and Enrique Ortiz attended the 2015 TASFAA conference in Austin, TX (10/6 – 10/9)
- SFS Director and Veteran Affairs staff attended the VCC Conference in Houston, TX (10/14 – 10/16)
- SFS Staff assisted with 14 Financial Aid presentations throughout the month of October

## Dual2Degree

**ADMISSION & REGISTRATION SUPPORT:**

- **Fall Recovery School Dual Enrollment Processing and Registration:**
  - Donna ISD
  - Edinburg CISD
  - La Joya ISD
  - Mercedes ISD
  - PSJA ISD
- **Fall Dual Enrollment Reconciliation:**
  - All High School Sites
- **Admission Application Drives:**
  - Economedes HS
  - Grulla HS
  - PSJA North HS
  - Mercedes HS
  - Rio Grande City HS
  - Sharyland HS
  - Weslaco HS
  - Weslaco East HS

**SUPPORT SERVICES & ACTIVITIES:**

- **Dual Enrollment Student Orientation:**
  - BETA HS
  - Donna 3D Academy
  - Economedes HS/ECHS
  - Edcouch-Elsa HS
  - Edinburg HS/ECHS
  - Edinburg North HS/ECHS
  - Grulla HS
  - Lamar Academy
  - McAllen Memorial HS
  - Mercedes ECHS
  - Progreso HS
  - Robert Vela HS/ECHS
  - Weslaco HS
- **Dual Enrollment Parent Orientation:**
  - Economedes HS/ECHS
  - Edinburg HS/ECHS
  - Mercedes HS/ECHS
  - Robert Vela HS/ECHS

- **Student Success Workshops:**
  - Mercedes HS
  - Palmview HS
  - Jimmy Carter ECHS
  - Juarez-Lincoln HS
  - La Joya HS/ECHS
  - Mission HS
  - PSJA North HS
  - Rio Grande City HS
  - Roma HS
  - Valley View HS/ECHS
  - Veterans Memorial HS
- **Dual Enrollment Student ID Distribution:**
  - All schools

## COLLEGE-BOUND EVENTS:

- **Events:**
  - Mid Valley Campus Super Saturday Event
  - Valley-Wide Career Expo (Harlingen)
  - Future Educators Event (Roma HS)
  - Weslaco HSD Migrant Senior RoundUp

## DEPARTMENT SPECIAL PROJECTS:

- **Project Planning Meetings:**
  - Dual Enrollment Video Production Planning Meeting
  - Dual2Degree Enrollment Redesign Planning Meetings
  - Dual Enrollment Reconciliation Redesign Planning Meeting
  - SAEM 2015 Counselors Update Planning Meetings
  - EdGuide Meeting

## SCHOOL DISTRICT MEETINGS:

- **Spring 2016 Enrollment Planning Meetings:**
  - PSJA HS
  - PSJA North HS
  - Weslaco East HS
  - Weslaco East ECHS
  - Weslaco 21st Century STEM ECHS
  - Weslaco HS

## STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Distinguished Leadership Academy
  - Ambassadors Leadership Academy
  - National Association for Concurrent Enrollment Partnerships – National Conference

## Dual2Degree cont.

**The Dual2Degree Upcoming Events for the remainder of 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 - 9,169 calls**
    - **JagChat - 323 chats**
    - **WebLeads – 44 emails**

- Ambassadors Leadership Academy
- 13th Annual RGV Lead Education & Career Expo
- Region One Post-Secondary Readiness Migrant Workshop
- NAH Campus Program Chair Meeting
- Mid-Valley Campus Super Saturday
- Mission CISD District Education Improvement Council Meeting
- Beacon Class Priority Registration
- Region One Gear Up Focus Group
- Alegre Despertar TV Interview
- Fox New TV Interviews
- **Campus Tours**
    - Pecan Campus – 1 student
    - Mid-Valley Campus – 100 students
    - Technology Campus – 80 students
    - Nursing Campus – 80 students
    - Starr Campus – 132 students
- **College/Career Fair**
    - Pioneer High School
    - La Sara High School
    - Valley View High School
    - Progreso High School
    - Donna ISD Transition Fair
    - Weslaco ISD 20th Annual Family Harvest/Health Fair
    - Edcouch Elsa High School
- **Counselors Update**
    - TSTC Counselors Update
    - TAMUK Counselors Update

## Collection Connections cont.

- **College Bound Presentation**
  - PSJA CCTA
  - PSJA Sotomayor Early College High School
  - Roma Alternative Center
  - PSJA Southwest Early College High School
  - PSJA Ballew High School
  - Lamar Academy
  - Nikki Rowe High School
  - McAllen High School
  - La Grulla High School
- **Apply Texas**
  - Edinburg North High School
  - Donna High School
  - McAllen High School
  - La Grulla High School
  - Economedes High School
  - PSJA North Early College High School
  - McAllen High School
  - Donna North High School
  - Rio Grande City High School
  - Lamar Academy
  - Palmview High School
  - La Joya High School
  - Juarez Lincoln High School
  - Mercedes Academic Academy
  - Weslaco East High School
  - Weslaco High School
- **Parent Event**
  - Rio Grande City High School
  - La Grulla High School
  - Palmview High School
- **Adopted Elementary Event/Visit**
  - Marcell Elementary Presentation
  - Roosevelt Elementary Red Ribbon Day
- **Elementary School Event**
  - Tabasco Elementary
  - Diaz-Villarreal Elementary
- **Dual Enrollment Support**
  - Weslaco High School Apply Texas
  - Sharyland High School

**Upcoming events this Fall semester for College Connections and Admissions:**

- **11/17/2015 – Counselors Update**

**Paul Hernandez, Dean of STUDENT AFFAIRS**

**Career Planning & Employer Services**

**Reports:**

| Monthly- Career & Employer Services Activity | |
|---|---|
| **Total Number** | |
| **101** | Student Contacts & Outreach |
| **208** | Student & Alumni Registered on CCN |
| **62** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **82** | Employer Contact and New Employer Registered on CCN |
| **64** | Jobs posted to CCN |
| **6,251** | Total Students Registered to date |
| **3,236** | Total Alumni Registered to date |
| **2,727** | Total Employers Registered to date |

**Current/Upcoming Activities & Events:**

- 10 On Campus Recruitment, U.S. Customs & Border Protection classroom presentations
- 1 On Campus Recruitments, Vector Marketing, Pecan Campus
- 1 Resume Writing & Interview workshop; Jorge Solis
- 2 Medical & Health Services Management Mock Interviews/Faculty Dr. Tamayo
- Participated in Mock Interviews for TMGT Bachelor program
- Attended Hiring Partners Home Depot Open House
- Serving on one hiring committee
- Suited for Success-Coordinating clothing drive for November 16-19
- Coordinating on campus recruitment events
- Hosted 3rd Annual Public Safety & First Responders Expo; approximately 700 students in attendance
- Coordinating and planning for "Public Safety & First Responders Expo;" sending exhibitor invitations and confirmation; collecting registrations; securing guest speakers; logistics meeting; promote event through TV appearance on Fox & Univision; coordinated student field trip to Public Safety & First Responders Expo with PSJA, Sharyland, Edinburg, Edcouch and McAllen ISD's
- Coordinating and planning for "2016 Spring Career Expos"; reservations for facilities and parking; request marketing material
- Continue coordinating and assisting with "Business Leadership Conference" with Mr. David Laurel and CMA Club President
- Coordination of SureScore-Campus2Career Implementation.
- Serving on Law Enforcement Symposium committee
- Serving on "Career Discovery 2016" event committee

## Career Planning & Employer Services cont.

**Current/Upcoming Activities & Events:**

- Job Development (Agroexport LLC, Aircool Tech-ACT. Corporation, Armando M. Guerra & Associates PLLC, Course Hero Inc., Library of Congress, State Farm-Christina Salas, TCI/JCTS/Compton, A+ Insurance Solutions, Victoria Palms Inn & Suites, Auntie Anne's Pretzels, Bebo Distributing Co. Inc., Entravision Communications, Farmers Insurance-Mario Ramos Agency, La Joya Are Federal Credit Union, PHIMS LLC, Progress Times, Solution Center Inc., South Texas Commercial RE, WestWind Homes, Vector Marketing, The Works HVAC, Azlanza LLC, Dr. Felipe Gomez Escandon, Accuread Quality Mobile X-rays LLC, Achieve Beyond, CSM Companies Inc., Customer Engineering Services, Dexter Systems Inc., Documation, Frost Bank, Hollman Inc., iSoftStone, Packback LLC, Accenture Federal Services, BDS Marketing, Course Hero Inc., Fit Body Boot Camp, Perma Temp Personnel Services Inc., Salinas, Allen & Schmitt LLP, Shepard Walton King Insurance Group, Southeastern Freight Lines Inc., State Farm-Christina Salas, Texas A&M AgriLife Extension, UniFirst).
- Developing Career & Employer Services video on networking with employers
- Manage Social Networking pages.
- **Please see Photos below**

## Office of Judicial Affairs: Conflict Resolution Center

| CRC Student Cases for the month of October 2015 | | | | |
|---|---|---|---|---|
| | | YTD Cases | Active Cases | Closed / Referred Cases |
| Consultations | | 58 | 29 | 29 |
| *Mediation | | 14 | 0 | 14 |
| Title IX: Requesting Pregnancy Accommodation | | 100 | 99 | 1 |
| Title IX: Victim Advocacy Support | | 8 | 6 | 2 |
| Written Complaints/Maxient Referred to Human Resources Student to Employee | | 19 | N/A | N/A |
| Written Complaint/Maxient Student to Student | | 0 | 0 | 0 |
| **Total Cases** | | **185** | | |

***Mediation Services are not included in the total cases calculations***

| CRC Student Cases per Campus for the month of October 2015 | | |
|---|---|---|
| | | YTD Cases |
| Pecan | | 91 |
| Nursing & Allied Health | | 36 |
| Technology | | 7 |
| Mid Valley | | 25 |
| Starr County | | 12 |
| Internet | | 12 |
| La Joya Teaching Center | | 1 |
| Pharr College & Career Teaching Center | | 1 |
| High School | | 0 |
| **Total** | | **185** |

## Office of Judicial Affairs: Conflict Resolution Center cont.

| Complaints<br>Student Violating Student Code of Conduct<br>for the month of October 2015 | | | |
|---|---|---|---|
| | **Active YTD Cases** | **Closed YTD Cases** | **YTD Cases** |
| | 46 | 18 | 64 |

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

| Student Conduct Cases per Campus<br>for the month of October 2015 | | |
|---|---|---|
| | | **YTD Cases** |
| Pecan | | 31 |
| Nursing & Allied Health | | 10 |
| Technology | | 8 |
| Mid Valley | | 12 |
| Starr County | | 1 |
| La Joya Teaching Center | | 1 |
| Pharr College & Career Teaching Center | | 1 |
| Internet | | 0 |
| **Total** | | **64** |

## Behavioral Intervention Team

| Behavioral Intervention Team<br>Institutional Report<br>for the month of October 2015 | | |
|---|---|---|
| **Student Affairs** | **NEW** | **YTD** |
| Cases Reviewed | 0 | 34 |

***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 | 3 |

## Office of Judicial Affairs: Conflict Resolution Center cont.

| | MILD | | MODERATE | | ELEVATED | | SEVERE | | EXTREME | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Current | YTD | Current | YTD | Current | YTD | Current | YTD | Current | YTD |
| **Student Conduct** | 10 | 19 | 4 | 6 | 2 | 5 | 0 | 3 | 0 | 0 |
| **Human Resources** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Police & Security** | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 |
| | | | | | | | | | | |

## Student Activities & Wellness

- Coed Volleyball League @ Mid-Valley Campus)
- Student Government Association Elections (District-Wide)
- Student Government Association Officer's Retreat held at Pecan
- Student Leadership Academy Workshops (District-Wide)
- Student Fitness Academy (Pecan & Mid-Valley )
- Flag Football League (Mission Sports Park )
- Student Health Fair (Pecan )
- Breast Cancer Awareness Day (District-wide)
- 3 on 3 Basketball Tournament (Starr Co)
- Coed Volleyball Playoffs /Championship (Mid-Valley)
- Student Government Association Executive Board Meeting (Technology)
- Student Leadership Academy Workshops (District-Wide)
- Student Government association Meetings (Pecan, MV, Starr & Tech)
- Student Fitness Academy Workshops (Pecan & Mid-Valley)
- Flag Football Leagues – Playoffs/Championship (Mission Sports Park)
- 13th Annual Valleybowl Men's, Women's & Coed Intramural Flag Football Tournament (Brownsville Sports Park)
- Student Health Fairs – (Starr Co & Mid-Valley)
- Domestic Violence Awareness Day (Starr Co & Mid-Valley)
- Hispanic Heritage Day Celebration (Pecan, Technology, Mid-Valley & Starr Co.)
- Ping Pong Tournament (Starr Co.)
- Texas Hold'Em Poker Tournament (Tech)
- Chess Matches (Tech)
- Fall Soccer Men's & Women's Soccer League (Mission – Madero Park)
- 3 on 3 Basketball Tournament (Technology)
- Coed Outdoor Volleyball League (Pecan)
- Student Leadership Academy Workshops (Technology, Pecan, Starr & Mid-Valley)
- Student Government Association Meetings (Technology, Pecan, Starr, & Mid-Valley)
- Student Activities & Wellness Classroom Presentations & Activity (Pecan)
- Fall Festival (Starr Co)
- Student Fitness Academy Workshop (Mid-Valley & Pecan)
- Ping Pong Tournament (Starr Co)
- Comedy Hour (Starr Co)
- All Clubs Meeting (Starr Co)
- Fall Festival Club Drawing (Pecan)

## Student Activities & Wellness cont.

- Texas Hold'Em Poker Tournament (Technology)
- Chess matches (Technology)
- Ping Pong Tournament (Mid-Valley)
- SGA Canned Food Drive (Mid-Valley)
- Texas Hold'em Poker Tournament (Technology)
- Chess Matches (Technology)
- Ping Pong Tournament (Mid-Valley)
- Madden Football 16 Video Game Tournament (Mid-Valley)
- Men's & Women's Soccer League (Mission Madero Park)
- Coed Outdoor Volleyball League (Pecan)
- Student Fitness Academy Workshops (Mid-Valley & Pecan)
- Student Leadership Academy Workshops (Technology, Starr & Mid-Valley)
- Student Government Association Meetings (Pecan, Mid-Valley, Starr & Technology)
- Ping Pong Tournament (Starr)
- Costume Contest (Starr)

**Student Leadership Academy Volunteer Opportunity (Palm Valley Animal Shelter)**

**Fall Festival (Mid Valley, Technology, Pecan and Starr County)**

## Fall Festival (Mid Valley, Technology, Pecan and Starr County)

## Student Leadership Academy

## Valley Bowl Tournament

## Flag Football Tournament

## Student Activities & Wellness cont.

**As of today, our engagement on Facebook is larger than the other pages. See illustration.**

Add Pages

Likes, Comments & Shares

| | Page | Total Page Likes | From Last Week | Posts This Week | Engagement This Week |
|---|---|---|---|---|---|
| 1 | UTRGV Student Life | 7.7K | ▲0.2% | 17 | 134 |
| 2 | UTRGV Student Union | 4.6K | ▲0.5% | 81 | 228 |
| | UTSA Campus Recreation | 4.5K | ▲0.1% | 155 | 56 |
| 4 | McAllen ISD | 4.2K | ▲0.2% | 9 | 214 |
| 5 | STC Student Activities a... | 1.8K | ▲1.2% | 236 | 400 |
| 6 | TSC Rec Center | 897 | ▲0.2% | 6 | 19 |
| 7 | South Texas College | 13.5K | ▲2% | 21 | 148 |

## Counseling and Advising

| Advisor Student Contacts | |
|---|---|
| **Campus** | **# of Students** |
| Pecan | 2314 |
| Weslaco | 891 |
| Rio Grande | 477 |
| **Total** | **3682** |

| 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 | **415** | **133** | **187** | **217** | **136** | **164** | **15** | **1267** |
| Weslaco | **2** | **7** | **12** | **33** | **575** | **72** | **349** | **1050** |
| Rio Grande | **45** | **6** | **8** | **15** | **31** | **8** | **53** | **166** |
| Tech Ctr. | **33** | **90** | **110** | **7** | **2** | **4** | **0** | **246** |
| NAH | **7** | **19** | **28** | **3** | **53** | **0** | **14** | **124** |
| **Total** | **502** | **255** | **345** | **275** | **797** | **248** | **431** | **2853** |

## Counseling and Advising cont.

**Meetings/Consultations**

- Project HIRE monthly and regular meetings – Tech
- Program Chair meeting NAH Division – NAH
- Staffing of Title IX cases with Starr – Pecan
- Title IX case load - NAH
- Social Work Club meetings – MVC
- Pop Culture Club meetings – MVC
- BIT meeting– Pecan
- Meeting with MVC Counselors – Pecan
- UT-RGV Interns meeting – Pecan
- Case Staffing Counseling meeting – Pecan
- Campus Advisory/Safety Committee meeting – Tech
- Hope Board meeting – Pecan
- NASW Steering Committee meetings – Pecan
- Digital Signage Steering Committee meeting – Pecan
- UT-RGV Faculty meeting – Pecan
- Purple Day & HCFVT meeting at Edinburg Court House – Pecan
- Midterm meeting with UT-RGV Field Liaison – Pecan
- South Texas College Medicat Implementation meeting – Pecan
- Laughter Yoga club Student Organization meeting – Pecan
- Monitoring College Advising Training Program – Pecan
- Monitoring THECB Work Study Mentorship Grant and Carl Perkins Grant – Pecan
- Monitoring Beacon Mentor Program – Pecan

**Workshops/Presentations**

- Information Table – Depression Screening/Awareness – NAH/Tech/Starr/MVC
- Information Table – Domestic Violence Awareness – NAH/Tech/Starr/MVC
- Information Table – Health Fair/Student Activities – MVC/Pecan
- Workshop: Stranger Danger – NAH
- Workshop: Depression-More than the Blues and the Blahs – NAH
- Workshop: He Love ME..She Loves ME not – NAH
- Workshop: Reap the Benefits of a Positive Attitude – Starr
- Workshop: Self Esteem – MVC
- Workshop: Test Taking – MVC
- Workshop: Note Taking – MVC
- Workshop: Memory Skills – Pecan
- Workshop: Choosing a Career – Pecan
- Workshop: Managing Time for College Success – Pecan
- Workshop: 5 weekly group sessions of Managing Anger & Substance Abuse – Pecan
- Workshop: Dealing with Grief and Loss – Pecan
- Workshop: It’s More Than the Blues: Depression and Mental Health – Pecan
- Fall Festival-Social Work Club participated – MVC
- Donna North High School Transition Fair – MVC
- 2 Counseling Class Presentations – MVC
- Career Planning Presentations – Pecan
- Noche de Familia Event – Pecan
- Laughter Yoga Presentation to Student Fitness Academy – Pecan
- ACTA Presentation on Counseling Center – Pecan
- Self-care & Laughter Yoga Presentation to DARS Counselors – Pecan

## Counseling and Advising cont.

### Workshops/Presentations

- Presentation to PDC – Pecan
- ADA Event at UTRGV – Pecan
- Laughter Yoga with Early College HS at Starr Campus – Pecan
- Psychological Wellness Presentation to students by UTRGV Interns – Pecan
- ADA Awareness & Community Social Services Day – Pecan
- Presentation on How Important is Your GPA to Dual Enrollment by UTRGV Intern – Pecan

### Professional Development

- Counseling and Disabilities Services Webinar at Pecan Campus – Starr/Pecan
- Webinar: Managing the Testing Environment – Pecan

## PASS

Student Contacts:

- Provided services to the following # of students:

| *Campus* | *# of Students* |
|---|---|
| **TECH PASS Program** | 662 |
| **Total** | *662* |

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Departmental Meeting Dean Reyna
- Safety Committee Meeting Dr. Alisa A. Fernandez
- Sergio Corrales Web Application Analyst
- Faculty Search Committee- Diesel Department

B. Participated in the Following:

- Offsite Table information at Mid-Valley
- Offsite Table information at NAH
- Offsite Table information at STARR
- Offsite Table information at Pecan
- Priority Registration at Technology Campus
- Priority Registration at Pecan Campus
- ADA Awareness Day Pecan Campus
- Presentation Interpreting Major Pecan Campus
- Childcare Development Presentation-Mid-Valley Campus

**PASS cont.**

C. Coordinated the Following:

- Update students files degree plans/case notes
- Notified students via-email/about workshops for the Fall 2015
- Posted information on Facebook regarding upcoming events/deadlines
- Posted flyers to notified students of Spring 2016 application
- Send out general email regarding PASS application dates and deadlines
- Notified students via-email/about Spring 2016 application dates
- Generated childcare contracts for the month of October for participants
- Continue advising for mini-mester and Spring 2016
- Assisting student to apply for graduation for December 2015.

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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 MC
Vice President for Finance & Administrative Services

DATE: November 18, 2015

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

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

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

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Regular Board of Trustees Meeting, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Coordinated Operations Council Meeting, Finance, Finance and Administrative Services Director's Meeting and Planning and Development Council Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting and Facilities Committee Meeting packets. Also, all requests for proposals and bids were reviewed and compared to tabulations.

- **Attended or held meetings as follows:**
  - Human Resources:
    - With Director and Shirley Mills, UTRGV, on Title IX Processes
    - With Directors on HR Statistics
    - With Employee Relations Officer regarding HR Personnel Issues
    - With Director and Legal Counsel regarding Policy 4112: Self Reporting of Criminal Conduct
    - With Director on FY 17 Staffing Plan
    - With Director, Accountability Director an Staff regarding HR Budget Report and NOE Hiring Process

- With Director, Accountability Director an Staff regarding HR Budget Report and NOE Hiring Process

- 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 Staf and Legal Counsel to discuss Liquidated Damages
  - 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 Staff on GASB 68 and Investment Policy Revisions
  - With Staff and Investment Advisor to discuss Investment Plan
  - With Staff, VP for Information Services and Planning, Officer of Curriculum and Accreditation regarding Budget and IE Plan
  - With Comptroller to discuss concerns with Childcare Operations Affecting the Reconciliation
  - With Comptroller to discuss Revenues per Campus
  - With Comptroller to discuss Tax Exemptions
  - With Staff to discuss Comprehensive Plan Budget
- Risk Manger
  - With Manger to discuss pending items and project
  - With Manager to discuss Student Travel Policy, Training RFP, and Faculty Senate Newsletter
- Accountability Department:
  - With Director and Staff to Discuss Salary Planner and Staffing Plan Process
- Other Meetings:
  - With VP of Academic Affairs on Faculty Office needs for Fall 2015 and Spring 2016
  - With FAS Directors on FAS Move Workflow
  - With Vice Presidents, Director Library Service, and Director of Research and Analytical Services on Reporting Census vs CB Reporting
  - With Dr. Gene Deisinger on Threat Assessments over Skype with BIT Committee and Title IX Committee
  - With Academic Council to present on Title IX
  - With External Auditors from long Chilton on Annual Fraud and Risk Assessment questions for the audit
  - With FAS Directors and FAS Project Managers and IT Staff on Status of Technology Resource Items
  - With Project Manager to discuss pending items and projects.
  - With Title IX Committee Meeting to discuss new items and cases.

- **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 3620 College Sanctioned Travel for Students

- Budget and Financial:
  - Worked on Governmental Accounting Standards Board (GASB) 68 Pronouncement
  - Worked on Investment Policy Report
  - Worked on Establishing a Non-Interest Bearing Account
  - Worked on Hidalgo County Tax Resolution Authorizing Tax Resale.
  - Worked on the Budget Calendar FY 2016 -2017
  - Worked on Tuition and Fees for Students, Employees, and Others
  - Worked on Finance Committee Items Motions and Backups
  - Worked on Vacancy Report FY 2015-2016
  - Worked on MEDA Endowment and Scholarship Report
  - Worked on Texas Higher Ed Coordinating Board Report on the Financial Condition Analysis
- Facilities:
  - Worked on Facilities Committee Items Motions and Backups.
  - Worked on the South Texas College Building Names
- Other:
  - Reviewed Counselors on Pregnancy Accommodations
  - Reviewed TACC Enrollment Survey
  - Reviewed City of McAllen Request for Police at the December 5 Parade
  - Reviewed Allowable Expenditure Procedures
  - Reviewed Excelencia Check – ECHS Scholarship Account
  - Reviewed Dual Enrollment Cost Analysis
  - Reviewed Contact Hour Appropriations
  - Reviewed Affordable Care Act
  - Reviewed MOU Between STC police and City of Weslaco Police Department
  - Reviewed MOU Between STC Police and Rio Grande City Police Department
  - Worked on UTRGV Interlocal Agreement for Texas Manufacturing Assistance Center (TMAC)
  - Worked on Crime Records on Employee Background Matrix and Motion
  - Worked on Request for Proposals (RFP) for Training Services for Staff Development
  - Worked on Approvals of Position Budgets

***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 Oregon State Conference regarding lean process
  - With Hiring Committee to Interviewed seven candidates for Accountability Assistant position
  - With Director of HS Program to discuss Dual study
  - With VP for FAS to go over dual enrollment revisions.
  - With President to go over dual enrollment per PAS Meeting and student enrollment headcount
  - With Benefits and Payroll Manager and HR Payroll Specialist to go over Staffing Plan and Salary Planner
  - With Coordinator of Compliance to go over Fall 2015 enrollment headcount
  - With VP for FAS to go over Move Workflow
  - With Staff to discuss dual enrollment, internal review 2 and HR test work.

- With VP for FAS, HR Director, Accounting Group Manager, and Associate Comptroller to go over Staffing Plan
- With the Oz Principle Regional Vice President, Executive Facilitator regarding copyright cost
- With VP for FAS and department staff regarding Grammar & Painless Proofreading webinar
- With VP for FAS and Employee Relations Officer regarding internal reviews letters
- Attended Lean Enterprise Institute Workshop
- With David Oritz, UTRGV, HR Director and Assistance Director for Purchasing to review agreement and scope of services.
- With OZ Principle Committee to discuss key results
- With HR Director to discuss motion and UTRGV/TMAC agreement
- With David Oritz, UTRGV, to review agreement and scope of services.
- With Interim Associate Dean for Distance Learning in regards to Dual Enrollment.
- With Assistant Vice President for Academic Advancement in regards to Dual Enrollment
- Attended FAS Focus Team Meeting
- With Director of Security in regards to Dual Enrollment
- Attended and Presented Dual Enrollment Report at the Planning and Development Council (PDC) Meeting.
- Attended and Presented Dual Enrollment Report at the COC Meeting.
- Attended and Presented Dual Enrollment Report at the PAS Meeting.

- **Worked on the following**:
  - Dual Enrollment:
    - Revisions to study per VP for FAS
    - Summer faculty cost calculation
    - Calculate cost per credit hour
    - Prepare for presentation of dual report
    - Revised appendices
    - Fall 2014 Academy calculation
    - Deans, Executive, Programs Chairs time utilized towards Dual
    - Spring 2015 Academy calculation
    - Research TAC 102.1091 in regards to fees for ECHS
  - Accountability Assistant Hiring Process
    - Performed Interviews
    - Reference Checks
    - Mapping Process, Defining Scope, Problem/Issues, Inputs/Outputs
    - Hiring Process Exercise at the FAS Retreat
  - Other:
    - Worked on Lean Power Point Presentation for FAS Retreat
    - Worked on Motion for TMAC/UTRGV Interlocal Agreement/Purchase
    - Worked on Research on Mid Valley Development Center

***Risk Manager***
***Ken Lyons, Risk Manager***

- **Attended or held meetings as follows:**
  - With VP-FAS, Associate Director of Purchasing, and Associate Dean of Professional Development regarding Fall 2015 Supervisor Training RFP

- With Raul Cabaza, Risk Management Consultant regarding Cyber Liability
- Attended C.O.C. Meeting and presented All Hazards Emergency Plan to Committee
- Attended Technology Resources and FAS Project Review Meeting
- With VP Garza to discuss process mapping student services
- With Dean Hernandez to discuss process mapping student services
- With Associate Dean of Curriculum & Student Learning to discuss Business Impact Analysis Phase II
- Attended FAS Retreat
- With VP-FAS, Director of Student Activities and Wellness, Legal Counsel and Dean of Student Affairs to discuss Student Travel
- Attended Title IX Committee Meeting
- Attended EMS Webinar – Spill & Incident Planning

- **Worked on the following matters:**
  - Business Impact Analysis:
    - Worked on the Business Impact Analysis Phase II
  - Create Flowcharts/Process Maps
    - Student Conduct
    - Counseling & Disability Services
    - Non-Title IX Complaints
    - Student Travel
  - Title IX
    - Review cases & prepare Transmittal Forms for VP-FAS
    - Title IX Meeting Minutes / Notes
    - Update website
    - Add Title IX link to JagNet
    - Nursing Mothers Rooms
    - Update Complaint Procedures Flowchart
  - Other:
    - Review and Edit Finance Committee Package
    - Approved Insurance & Record Management invoices
    - Research Student Leave Related to Pregnancy
    - Worked on Sanctioned Travel for Students Policy 3620
    - Research South Texas College HIPPA Issues in Affiliation Agreements
    - Prepare memo for VP-FAS regarding Student Travel Coverage
    - Miscellaneous tasks & requests from VP-FAS

***Food Services***
***Patrick Woodin, Director of Food Services***

- **Attended or held meetings as follows:**
  - STC 2013 Bond:
    - Met with Broadus and Associates to go over Mid Valley Campus – Student Services-Furniture layout.
  - Other:
    - With Pepsi Representatives to discuss new beverages options for all Cafeterias and "Give Away promotion indorsing Mountain Dew, Black Label.
    - Met with Jose Pena from Student Life to determine food options for Fall Festival.

- Met with Amanda Babineaux and William Collins, Sam Pena and Jose Garza to discuss the software comparisons for the Cafeteria Menu Boards.
- Met with Business Office Project Manager, to discuss current Point of Sales Capabilities and Future POS needs.

- **Worked on the following matters:**
  - Performed and Completed Cafeteria Surveys.

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

- **Attended or held meetings as follows:**
  - With City of McAllen Traffic Department Director, Transportation Director, and Captain of Police to plan for usage of the Pecan Campus Parking area for the Holiday Parade on December 5, 2015.
  - Held a Police Training for South Texas College Students Class.
- **Worked on the following matters:**
  - Other
    - Investigated and Arrested Community Member in 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 FAS Directors meeting and Division Retreat held by the VP for Finance and Administrative Services
    - Attended a meeting to discuss the FAS Move Workflow process with VP Elizondo, Maintenance and Operations, and Accountability
    - Attended a meeting to review and discuss the bank contract with BBVA Compass
    - Attended a meeting to review and discuss the process to delete capital assets related to library books
    - Conducted a staff meeting to review year end encumbrance and the beginning of the new year processes
    - Participated in the I Contracts webinar related to Contract Management
    - Review and negotiated changes to fourteen (14) contracts/agreements
    - Provide a third and fourth sample of purchase orders and bids to the external auditor
- **The following is a list of the request for proposal worked on and public bid openings**:
  - Prepared RFP:
    - 15-16-1029 Interactive LCD Displays
    - 15-16-1030 Promotional Items for Student Outreach
    - 15-16-1031 Promotional T-Shirts for Student Outreach
    - 15-16-1032 Training Services
    - 15-16-1033 Medium Duty Truck
    - 15-16-1034 Signs, Flags, and Banners
    - 15-16-1036 Rental of Fire Fighter Protective Clothing
    - 15-16-1037 Higher Education Strategic Market Assessment

- Public Bid Openings:
  - 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
  - 15-16-1033 Medium Duty Truck
- The Purchasing Department processed in excess of eight hundred forty two (842) purchase orders, approved eight hundred nineteen (819) requisitions, disapproved two hundred twenty five (225) requisitions, processed change orders for goods and services and completed fifty four (54) travel authorizations. A total of two hundred nineteen (219) new vendor W-9 forms were verified and entered into Banner Finance and twenty five (25) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since September 2015. The asset review process was completed as follows:
  - Fixed Assets approved fifty six (56) assets through October 15, 2015
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed nine hundred eleven (911) deliveries (purchase orders and complimentary books) and a total of five thousand three hundred fifty (5,350) packages/boxes. A total of five hundred eleven (511) purchase orders were posted received in Banner. A total of four thousand two hundred four (4,204) items were transferred/relocated as per move/set up request forms.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Admissions Office - $19.99, Financial Aid - $51.13, Cashiers - $423.64, and the Division of Liberal Arts and Social Sciences - $51.88.
  - A total of one hundred seventy four thousand five hundred fifty five (174,555) copies were completed at the copy center for the month of October.
  - A total of seven thousand seven hundred eight one (7,781) letters were emailed out and nine hundred fifteen (915) 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:
    - Self-Reporting Policy
    - Policy 4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
  - Other:
    - Completed Human Resources Staff evaluations
    - Worked on list of ORP Eligible Titles for THECB report.
    - Reviewed/Completed FY2014-2015 Annual ORP Report Signature Submission.
    - Reviewed/Completed TCCTA Survey
    - Interviewed and requested two (2) Temporary Agency Employees for front desk assistance.
- **Attended or held meeting as follows:**
  - With Technology Resources regarding Technology/Finance and Administrative Services Project Review.
  - With VP for Finance and Administrative Services regarding Title IX Meetings
  - With Employee Relations Officer regarding various personnel matters.
  - With legal counsel regarding various matters.
  - With VP for Finance and Administrative Services regarding Salary Planner and Staffing Plan.

- With Assistant VP of Academic Affairs regarding Professional Development needs.
- With VP of Finance and Administrative Services regarding Background Checks.
- With VP of Finance and Administrative Services regarding SACS 5 Year Review.
- With Lydia Aleman, UTRGV Interim Vice President, Division of University Advancement regarding Retiree Association.
- With Assistant Comptroller regarding Employee Retirement System vs. Banner.
- With Director of Accountability Services regarding the TMAC Interlocal Agreement.
- With VP of Finance and Administrative Services regarding Academic Council Meeting.
- With VP of Finance and Administrative Services regarding HR Budget Report and NOE Hiring Process.
- Attended Coordinated Operations Council meeting
- Attended October Finance and Human Resources Committee Meeting.
- Attended FAS Directors Meeting
- Attended Data Standards Committee meeting, hosted by the Associate Dean Instructional Research & Effectiveness, Research and Analytical Services.
- Attended PeopleAdmin Hiring Proposals meeting.
- Attended Skype Interview with Dr. Gene Deisinger on Threat Assessments.
- Attended October Board Meeting
- Attended Finance and Administrative Services Retreat.
  - Presented on Lean Process Improvement – identified 2 examples of process improvement within HR processes.
- With VP of Finance and Administrative Services regarding HIPAA Compliance Meeting.
- Attended Webinar: "HR Director to HR Executive: Making the Strategic Evolution to 21st Century HR".

- **Departmental Staff Attended or held meetings as follows:**
  - Hosted a meeting for Faculty and Staff with representatives from the Teacher Retirement System of Texas.
  - Hosted a meeting for Faculty and Staff with representatives from the Social Security Administration regarding retirement, disability, and survivor benefits.
  - Hosted a flu vaccination clinic for Faculty and Staff
  - With Information Technology regarding TimeClock Plus time-keeping system.
  - With Public Relations regarding promotional items for upcoming 2015 "Hiring Red, White and You!" Job Fair in November.
  - With Applications Analyst II, Infrastructure regarding XITRACS Import requirements and process review.
  - Attended the Finance and Administrative Services Retreat.
  - Attended an Oz Principle Committee meeting
  - Attended a hiring committee meeting for the Open Labs Supervisor vacancy.
  - Attended the SelectSuite Certified Administrator quarterly meeting.
  - Attended the PeopleAdmin Scoping Call regarding projects planning
  - Attended the Argos Salary reports meeting
  - Attended the PeopleAdmin/Performance Management add-on Project Kick-off meeting
  - With Information Techonology regarding the Affordable Care Act meeting
  - Attended the Affordable Care Act Year-end Development Partner weekly meetings
  - Attended the TRAQS Reporting weekly meetings
  - Attended Jaquar Academy – attended by all three HR New Hires.

- Attended various webinars and online trainings regarding State record retention practices.

- **Departmental Staff Worked on the Following:**
  - Promotion of the State Employee Charitable Campaign (SECC).
    - HR Staff members attended approximately 15 department meetings and visited departments at various campuses for purpose of promoting the SECC.
    - South Texas College employees have already contributed approximately $30,000 to over 400 different charitable organizations for 2016.
    - Contributions are still being received. Final amount will be provided on November report.
  - Coordinated the Self-Service portal for all Full Time/Benefit Eligible employees for Affordable Care Act requirements.
  - Provided PeopleAdmin process training to 13 IS&P/Strategic Initiatives Administrative Assistants.
  - Worked on 2016 Pay Plan draft.
  - Worked on designing and distributing an Early Voting flyer to all campuses for the South Texas College Voter Registration & Election Education Task Force.
  - Completed reformatting Supervisor Training Presentation.
  - Worked on tailoring the Supervisor Training Presentation for STC Police department.
  - Completed/Finalized Background Check and Drug Testing procedures.
  - Worked on adding and updating Employees/Student Resources to Physical & Mental Health Resources (created one document for both).
  - Worked on the following reports:
    - October New Hires Report for Human Resources Director
    - Direct Wage Salaries Report for HR Staffing
    - Faculty Breakdown by Highest Degree for VP of Academic Affairs
    - All Teaching Employees Academic Roster for FY2015 for Business Office Audit
    - Supervisors by Division report for VP of Finance and Administrative Services
    - Vacancy Report for HR Faculty Staffing
    - Employee Headcount as of August 31, 2015 for Business Office Audit
    - Administrators Directory for Public Relations
    - Faculty Headcount by Adjunct, Dual Enrollment, Full Time Temporary & Full Time Regular for VP of Academic Affairs (Beginning Of Year & End Of Year)
    - Course Information by Instructor by Term for HR Payroll
    - Service Years - Full Time Temporary Faculty for VP of Academic Affairs
    - Modified PA Email templates and NOE report
    - Made multiple forms updates to HR website
    - Worked with multiple departments to complete Records Scanning Station project.
    - Designed & requested a digital fax machine OP from Technology Resources.
    - Completed installation of updated Labor Law compliance posters in all campuses.
  - Processed the following:

| **HR Staffing** | |
|---|---|
| Staff Position w/ Job Description Requests processed | 26 |
| Positions posted to HR Website | 33 |
| Sunday position advertisements placed | 33 |
| Search committees assigned | 22 |
| Hiring Proposals reviewed and approved | 23 |
| Job offers completed | 13 |

| | |
|---|---|
| Vacancy Reports completed | 5 |
| Faculty/Staff resignations processed | 6 |
| Educational supplements processes | 5 |
| Direct Wage NOEs processed | 66 |
| Trainer NOEs processed | 105 |
| Transcripts entered into Transcript database | 120 |
| **HR Faculty Staffing** | |
| Dual Enrollment NOEs processed | 369 |
| **Benefits** | |
| Sick Leave Pool email invitations | 537 |
| Sick Leave Pool enrollments processed | 19 |
| Sick Leave Pool renewals processed | 211 |
| Employee Exits processed | 7 |
| New Hires entered into ERS System | 6 |
| Tuition Reimbursements (Fall 2015) completed | 16 |
| Benefit eligibility reviews for Adjunct Faculty | 479 |
| Benefit eligibility reviews for Direct Wage Staff *(for 4.5 measurement period of June-October16,2015)* | 477 |
| Completed TRS eligibility notices for Adjunct/Dual Faculty *(in accordance with TRS compliance requirements)* | 159 |
| **HR Support** | |
| Application Processing: | |
| Staff applications | 186 |
| Faculty applications | 64 |
| Part-Time applications (DW/PT/AD) | 54 |
| Employment Verification forms | 24 |
| Verification of Employment letters | 5 |
| Phone Calls for Employment Verifications | 9 |
| New Hires/Rehires/Transfers processed | 79 |
| Temporary Agency Employee Requests | 9 |
| Workplace Answers: New Hire registrations | 48 |
| **Records Technician** | |
| Termed files prepared for Xtender | 175 |
| New Hire/DW/WS files prepared: | 35 |
| Termed files processed: | 25 |
| **Employee Relations/HR Specialist** | |
| DPS CCH Background Checks, Total FYTD | 212 |
| Fingerprints, Total FTYD | 56 |
| Fingerprints this month | 16 |
| DPS Driver's Eligibility Checks, Total FYTD | 163 |
| DPS Driver's Eligibility Checks, Total for month | 47 |
| TWC Claims, FYTD | 13 |
| TWC Claims this month | 1 |
| Open Records Request, Total FYTD | 1 |

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

- **Departmental report items**
  - Performed the following:
    - 2013 Bond
      - Coordinated and downloaded the preliminary presentations from the Architects and Engineers for Facilities Committee packet
      - Received and reviewed schematic design deliverables for various projects
      - Pecan North Academic Building-Participated in Focus Group and Design Development meeting with Broaddus, architect, STC faculty and staff to review space requirements.
      - Pecan Thermal Plant-worked with Broaddus, engineers, construction manager at risk and staff to review the preliminary Guaranteed Maximum Price (GMP)
      - Broaddus requested a final offer of fees from one of the Geotechnical Engineering Services consultant
      - Participated in the evaluations for the Bond Testing & Balancing RFPs
      - Worked with Purchasing, Broaddus and staff to review RFP for FF&E consultant
- **Departmental Items:**
  - Worked on October and November Facilities Committee agenda and motions, and on follow up items for October board meeting.
  - Worked on the department's monthly activity report.
  - Worked on powerpoint presentation for COC.
  - Participated in the evaluations for the Non-Bond Testing & Balancing RFP's
  - District Wide Leases-worked with various entities on lease issues and renewals as needed
  - District Wide ADA Improvements – Participated in evaluations of construction proposals to be recommended to the November Facilities Committee
  - Pecan Campus Covered Area for Ceramic Art Kilns – Contractor has completed building pad; Received and reviewed submittals; Concrete foundation pour complete; Reviewed an alternative CMU style
  - Pecan Campus Ceramics Art Lab Interior Improvements - Contractor is working on completing Final Completion requirements.
  - Pecan Campus Health & Wellness /Kinesiology Sports Field Lighting – Contractor has set the light pole bases and assembled the pole sections;
  - Contractor continued pulling cable to the light pole bases and compacting trenches; The contractor is repairing sprinkler lines damaged during trenching operations and is compacting all trenches before erecting light poles; Contractor installed majority of wiring.
  - Pecan Campus Infrastructure for the relocation of Portable Buildings – Contractor began forming sidewalks and running wire to the two relocated buildings; Contracfor is connecting data and electricity. The third of twelve buildings has been moved; Contractor is coordinating electrical power connection; Zuniga's Movers has relocated fourth portable building. Celso Construction working on acquiring Certificate of Occupancy for the first two buildings.
  - Pecan Campus Relocation of Electrical Power Lines – Underground conduit installation in progress; negotiations with AEP and Metro are in progress for AEP's additional conduit request.
  - Pecan Campus Tree Removal - Participated in evaluations of construction proposals to be recommended to November Facilities Committee.

- Pecan Plaza Asphalt Resurfacing along the Alley Side of Bldg. B – concrete parking and fencing complete, and parking lot striping in progress; Parking lot striping and wheel stops installed; Change order for magnetic locks installation was approved and contractor scheduling work.
- MVC Childcare Center Play Ground Flooring - Received quote for the replacement of the flooring material.
- NAHC Irrigation System Upgrade – Performed a final walk thru with contractor and engineer.
- Technology Campus - Worked with City of McAllen to research north drainage ditch.
- Technology Campus Cooling Tower Replacement - Contractor working with manufacture to resolve excessive motor vibration. Provided cooling tower specification information requested by legal counsel.
- Technology Campus West Academic Building – Conducted a site visit; metal roof panels continuing to be installed

- **Attended or held meetings as follows**:
  - <u>2013 Bond:</u>
    - Attended weekly update meeting with Broaddus & Associates
    - Attended preliminary presentation by architects and engineers with Broaddus and staff to review various schematic designs with VP's and administrators
    - Attended meeting with Broaddus and staff to review the existing MVC Library design and renovation
    - Attended a teleconference call between Purchasing, Legal Counsel and FPC staff to discuss a current contract and fees from a Geotechnical Engineering Services consultant
    - Attended a Focus Group and Design Development meeting with Broaddus, and STC Faculty / staff to review Active Learning Classrooms requirements.
    - Pecan Campus Projects – Met with engineers and staff to review MEP guidelines.
    - Pecan Campus Parking and Site Improvements - Attended meetings with Broaddus, engineer, CMR and staff to review infrastructure and parking lot design
    - Pecan Campus Thermal Plant - Met with Broaddus, engineer, CMR and STC staff to review current construction budget by CMR.
    - Mid Valley Campus Health Professions and Science building - Met with Broaddus, ROFA and FPC staff to review project design development issues and classroom space requirements.
    - Mid Valley Campus Student Services Building Expansion – met with Broaddus, ROFA and FPC staff to review project design issues and furniture layout requirements.
    - Nursing and Allied Health Campus Expansion – Broaddus & Associates, engineer and staff met with City of McAllen to discuss options for the service drive access.
    - Starr County Campus, Technology Campus & Mid Valley Campus Workforce Expansions - Attended meeting with Broaddus, EGV and STC staff to review MEP requirements
- **General Meetings:**
  - Met with Purchasing to review the evaluation process for the vendor references.
  - Met with Purchasing to review AutoCad software purchasing requirements.
  - Met with Institutional Effectiveness staff to assist with department's IE plan.
  - Met with VP to review Facilities Committee packet.
  - Met with various vendor representatives to review products.
  - Met with FPC project managers to review status and schedule of projects for the FY15-16.
  - Met with FPC staff to review status of Move request.
  - Met with VP and FAS staff to review process for move workflow.
  - Attended our weekly staff meeting.
  - Attended COC meeting.
  - Attended October Facilities Committee meeting.
  - Attended FAS Director's Meeting.

- Attended the OZ Principal Committee meeting.
- Attended meeting with VP's and staff to review the faculty moves for the relocated portable buildings and future faculty space requirements.
- Interviewed and selected for the temporary administrative assistant position.
- District Wide HSI Grant Active Learning Classrooms - Met with staff to review the project and to coordinate schedules and processes.
- Pecan Campus Covered Area for Ceramic Art Kilns – Attended a construction meeting; foundation scheduled to be poured on Saturday.
- Pecan Campus Relocation of Electrical Power Lines – attended a meeting with Halff, Metro Electric and Broaddus to discuss the work schedule and coordinate with the Bond Projects; attended construction meetings with Engineer and Contractor.
- Pecan Campus Student Services Building K Student Enrollment Center project - met with staff and the architects to review the design and scope of the project.
- Mid Valley Campus PB's 1 & 2 – Attended the auctioning of Portable Buildings 1 & 2 .

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

- **Attended or held meetings as follows**:
  - <u>STC 2013 Bond Program:</u>
    - Attended the STC 2013 Bond Construction Program - Pecan Campus - Thermal Plant
    - Attended the STC Bond Program - Pecan Campus - Parking and Site Improvements Meeting
    - Attended the STC Bond Program - Pecan Campus - Thermal Plant GMP Meeting
    - Attended the STC Bond Program - Mid Valley Campus - Workforce Training - Design
    - Attended the STC Bond Program - Starr County Campus - Workforce Training - Design Development Meeting - Discussion of Equipment Requirements
    - Attended the STC Bond Program - Technology Campus - Workforce Training - Design Development Meeting - Discussion of Mechanical, Electrical & Plumbing Requirements
    - Attended the STC 2013 Bond Program Planning Meeting
    - Attended the STC 2013 Bond Construction Program - Pecan Campus - Thermal Plant GMP Meeting
    - Attended the STC Bond Program - Mid Valley Campus - Workforce Training - Design and Equipment Meeting
    - Attended the STC 2013 Bond Program Planning Meeting
    - Attended the STC Bond Program - Access Control - Plan Reviews/Verify Locations and Equipment Meeting
    - Attended the STC 2013 Bond Construction Program - Pecan Campus - Thermal Plant Expansion Meeting
  - <u>Other:</u>
    - Attended FAS Move Workflow Meeting
    - Attended IFMA World Workplace Conference & Exposition in Denver, CO
    - Attended FAS Directors Meeting
    - Attended STC 2013 Bond Program Planning Meeting
    - Attended NAH Campus - Irrigation Improvements Final Walk-thru
    - Attended Development Meeting - Discussion of Furniture Layouts
    - Attended Testing & Balancing RFP - Evaluations Non-Bond and Bond
    - Attended Pecan Campus Electrical Primary Underground Walk-Thru

- Attended STC Bond Program - Pecan Campus - Parking & Site - FPC Presentation Follow up Meeting
- Attended La Joya Tour for STC Facilities Departments
- Attended FAS Retreat
- With Planning & Construction and Gregory Waller from Siemens (Electrical)
- With Joseph Gonzalez to discuss Chiller procurement
- With Barnes and Noble regarding pending items

- **Operations Contract Department**
  - Mid Valley Campus
    - Typical pest control and landscaping issues addressed.
  - Pecan Campus
    - Intertech Flooring completed the carpeting job in 2525 Pecan Plaza.
    - ChemSol removed electronic waste from Building F.
    - Chiller #1 remains down, but repair is in process with Johsnon Controls.
    - Two very large bee hivers on the exterior walls of Building J were removed by Bug Works.
  - Nursing Allied Health Campus
    - Addressed several pest control issues.
    - Elevator button was damaged but has been replaced.
  - Starr Campus
    - Several pest control issues addressed.
    - Rented equipment from United Rentals to improve drainage in Parking Lot 3.
    - Met Garland Roofing out at Building E. Cause of ongoing roof leaks has been identified and will be corrected under warranty.
  - District Wide
    - Usual landscaping, pest control and equipment rental issues.
    - Backflow inspection has begun district wide.
    - Received the schedule for November fire extinguisher inspections.
    - Working on schedule for district wide Winter Break Inspections.
  - Tech Campus
    - Addressed several landscaping issues at this campus.
  - **Preventative Maintenance Scheduled for Aug (District-Wide)**

| Classification | Work Orders Completed | Cost |
|---|---|---|
| Carpentry | 169 | $11,434.31 |
| Electrical | 118 | $6,448.60 |
| Energy | 38 | $475.44 |
| HVAC | 314 | $8,849.54 |
| Locksmith | 80 | $631.25 |
| Painting | 43 | $704.93 |
| Plumbing | 128 | $4,278.60 |
| Plant Services | 3 | $4,547.30 |
| Total Cost | | $37,369.97 |
| General Preventative Maintenance | 525 | |
| Total Work Orders | 1418 | |

- **Maintenance Department Work Orders and Expenditures**

| | |
|---|---|
| Work Orders | 1,257 |
| Work Orders Completed | 1,418 |

- **Custodial Department**

| | |
|---|---|
| Set-Ups | 411 |
| Moves/Relocations | 76 |

***Business Office***
***Myriam Lopez, Comptroller***

- **Attended or held meetings as follows**:
  - Attended Grant Leverage Meeting
  - Attended Grant Staff Meeting On Job Duties
  - Attended Governor's Merit Grant Meeting
  - Attended Travel & Expense System Training Schedule Meeting
  - Attended Data Standard Committee Meeting
  - Attended Timeclock Plus Technical Call
  - Attended Dean's Enrollment Team Meeting.
  - Attended Staffing Plan And Salary Planner Meeting
  - Attended Budget And IE Plan Meeting
  - Attended Childcare Meeting
  - Attended Audit Status Meeting
  - Attended Budget And Comprehensive Plan Meeting
  - Attended Banner User Group Meeting.
  - Attended Sacs 5 Year Review Meeting To Discuss Department Preparation And Timeline.
  - Attended Travel & Expense Management System Update Meeting
  - Attended IPASS Site Visit Meeting
  - Attended A Mandated Tuition Exemption With Differential Ron Report Discussion
  - Attended HVAC- EPA Exam Meeting To Discuss The Process Of Crediting CPWE For FY 2015 Pre-Purchased Exams
  - Attended The Oz Principles Committee
  - Attended Child And Adult Food Program Meeting
  - Attended The Student Travel Meeting With Vice President For Finance And Administrative Services, Risk Manager, Comptroller, And Dean Of Student Affairs
  - Attended CB Accelerate Texas Grant Meeting
  - Attended Webfocus Migration Meeting
  - With AP Staff To Discuss Items
  - With Staff To Discuss The Bank 01 Reconciliation And The CAFR Tables
  - With Staff To Discuss The Reviewed Audit Construction Worksheets
  - With Touchnet Client Relationship Manager On "Next Steps" In Preparing For The EMV (Europay-Mastercard-Visa) Technology.
  - With U.S. Bank To Discuss The November 1st Deadline On Department Of Education Proposed Cash Management Rules.
  - With External Auditor To Discuss Process For Adjusting Library Book Assets And
  - With The VPFAS To Discuss The Finance Motion For Changes To The Investment Policy
  - With The Investment Advisor To Discuss The Strategy For Investing College Funds.
  - With Staff and Director Of Food Services To Map The Pos (Point Of Sale) Process.

- With Staff and Technology Resources In Reference To Digitizing And Archiving Collection Notices.
- With Cashier Staff and Project Manager On The Unclaimed Refunds Flowchart.
- With The Investment Advisor On To Discuss The Investment Reporting System And Reports.
- With Dean Of CPWE– TSTC Proposed Subcontract
- With TWC – Summer Merit Grant Closeout Conference
- With Staff Discuss The FY 2016 Differential Tuition Projections And FY 2017 Budget Initiatives.
- With The Risk Manager And The Director Of Student Activities And Wellness On To Discuss The Student Organization Travel Process

- **Worked on the following**:
  - Worked on CPWE RFP
  - Worked on Childcare Reconciliation, Comprehensive Plan And Tax Exemptions
  - Worked on Comprehensive Plan Revenues, Expenditures, And Methodology
  - Worked on Bond Payable
  - Worked on ARGOS Salary Report
  - Worked on Investment Policies
  - Worked on 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:
  - Attended FAS Retreat
  - Attended Travel Procedures Workshop
  - Attended the TSCPA Single Audits and Governmental Accounting Conference
  - Attended Travel & Expense Management System Training (LASS)
  - Attended Excel Part III - (Workshop)
  - Attended a Webinar on Understanding the Assessment of Collection Costs and State Statutes
  - Attended full day cashier bite size training on Cashier and Accounts Receivable
  - Attended Public Funds Investment Act -Workshop
  - Attended CCBO Webinar
  - Attended Touchnet Live webinar that included steps required to prepare for EMV (Europay-Mastercard_Visa) card and new features and improvements in TouchNet payment plans.
  - Attended E-Learning Training

- Checks Processed as of October 31, 2015:

| Bank No. | 2/14 | 3/14 | 4/15 | 5/15 | 6/15 | 7/15 | 8/15 | 9/15 | 10/15 |
|---|---|---|---|---|---|---|---|---|---|
| 01 E&G | 594 | 737 | 637 | 519 | 686 | 760 | 670 | 543 | 725 |
| 01 Direct Deposit | 99 | 142 | 95 | 116 | 117 | 113 | 84 | 93 | 98 |
| 03 Student | 2,285 | 617 | 146 | 1,184 | 3,516 | 1,898 | 10,334 | 11,596 | 922 |
| 12 I&S Taxes | - | - | - | - | - | 1 | - | - | - |
| 16 I&S Bond | - | - | - | - | - | 1 | - | - | - |
| 17 Plant | 15 | 10 | 7 | 11 | 12 | 11 | 19 | 24 | 8 |
| 32 AP Card | 352 | 411 | 415 | 421 | 425 | 339 | 359 | 500 | 420 |
| 38 Unexp-LT Bond Series 2014 | - | 2 | 4 | 1 | 5 | 8 | 13 | 11 | 2 |

- Submitted 1099-MISC Process To Risk Management Office
- Attended TRS Presentation
- Submitted Accounts Payable And Grant Staff Performance Evaluation To Human Resources
- Received Document Request From Texas Workforce Commission
- Nursing Mentorship Program
- Accounting Assistant Interviews
- Accounts Payable Credit Card Payment
- The Texas Association Of Community Colleges Fall 2015 Tuition And Fees Survey Was Submitted.
- Provided Information To Student Life Regarding Tax Exemption Questions For Student Clubs.
- Staff Continue To Work On And Submit Reports Needed For The Completion Of The FY 2015 Audit.
- Detail For The Tax Modifications Received In FY 2015 Were Requested From Hidalgo County.
- New Revenue And Expense Projections Were Prepared For The Comprehensive Plan.
- The Revenue Impact Of A $1 Increase In Tuition For FY 2017 Was Calculated And Forwarded To The Vice President For Finance And Administrative Services
- Revenue And Expenditure Projections For Fiscal Years 2016 Through 2020 Were Updated In The Comprehensive Plan.
- The New FY 2017 Budget Timeline And IE/Budget Training Plan Was Discussed With The Vice President For Finance And Administrative Services.
- Budget Comparison Reports For FY 2015 And FY 2016 Were Sent To The Vice President For Finance And Administrative Services
- FY 2016 Differential Tuition Revenue Was Recalculated To Include The Dual Enrollment Exemptions
- The Student Organization Travel Authorization Form Was Revised
- Deadline Information Was Requested From The Starr County Appraisal District Pertaining To The Board Approved Tax Abatement.
- Mandatory Exemptions Was Requested From The Hidalgo County Appraisal District.
- Preliminary Tuition And Fee Revenue Projections For FY 2017 Were Calculated
- The IE/Budget Calendar Was Updated And Forwarded To The Vice President For Finance And Administrative Services.
- FY 2015 Tax Modification Information Was Forwarded To The Auditor As Part 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 | 14 | 732 |
| 01 Direct Deposit | 8 | 100 |
| 02 Payroll | 12 | 942 |
| 02 Direct Deposit | 3 | 1,720 |
| 03 Student | 4 | 922 (US Bank) |
| 12 I&S | 1 | 1 |
| 16 I&S | | |
| 17 Plant | 4 | 8 |
| 38 Bond Series 2014 | 1 | 1 |
| Total | 47 | 4,426 |

- Prepare The Finance Motion For Changes To The Investment Policy.
- Staff Continues To Provide Information To The Auditors Such As Various Reports, Reconciliations And Backup Support For Cash, Accounts Receivable, Property Taxes, Fixed Assets And Payroll.
- Reviewed The Latest Depository Contract That Was Provided By The Bank On October 8, 2015.
- Continue To Work On And Submit Reports Needed For The Completion Of The FY 2015 Audit.
- Prepared The Finance Motion And Resolution For The New Non-Interest Bearing Bank Account To Maintain The Required Minimum Monthly Balance Of $25 Million In Return For BBVA Compass To Waive Bank Fees.
- Reviewed Audit Items To Be Submitted To The Auditor.
- Staff Is Working On Updating The Management Reports List For Responsible Person And The Accounts Each Report Reconciles To. Staff Is Obtaining All The Accounts In Banner And Matching Them To The Management Reports.
- Transparency Award
- New Financial Analyst Position - Analysis Of BO Reports

| EFT | Number of Approvals |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 11 |
| Bank Transfers between Bank Accounts | 15 |
| Wire Transfers for Benefits | 4 |

- Testing Continues On TWC Wage Reports
- Working On Technology Resources On W2 Self Service Enhancements
- Creating Step By Step Document Explaining Dashboards
- Working With Technology Resources To Set Up Script For File Deletion Automation
- Timeforce Reports For Data Extraction.
- Created Two New Stores On Marketplace
- Dashboards Demo Was Presented
- Created One New Store In Marketplace Another One Is In Progress
- Working With Technology Resources On Additional Dashboards Requested.
- Creating New Marketplace Store For Radiology Seminar
- Working On Generating Salary Report From Banner
- Completed File Deletion Automation
- Working On Marketplace Store For The Cafeteria

- Webfocus Migration – Currently Converting The Reports To Argos
- 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 | 4 |
| Approval Queues | 30 |
| Bank Reconciliations | 11 |
| Banner Testing – Hours | 0.5 |
| Cafeteria Daily Sales Report | 158 |
| Cancelled Checks Provided To AP And/Or Verification And Positive Pay | 50 |
| Checks Scanned – Bond | 50 |
| Copies Of Booklets/Journal Entries Requested | 188 |
| Deposits Prepared | 17 |
| Disbursement Of Returned Mailed Checks | 9 |
| Donations – Telephone Calls & Emails Received | 11 |
| Errands To Inter-Office Deliveries | 44 |
| Financial Manager Changes | 9 |
| FOAP Created | 41 |
| Hours Assisting Other Departments | 20.5 |
| Hours Filing And Organizing Of Journal Entries And Boxing | 16.5 |
| Hours Used For Scanning - Estimated | 86 |
| Hours Used Printing, Binding And Scanning Documents (Not JE) | 10.5 |
| Hours Used To Prepare Documents For Scanning | 110.5 |
| IDT's – Telephone Calls Received | 12 |
| Interdepartmental Transactions Reviewed | 42 |
| Invoices And Encumbrances Reviewed | 51 |
| Journal Entries Prepared | 64 |
| Journal Entries Processed Including FUPLOAD | 1,761 |
| Journal Entries Processed – Transactions Including FUPLOAP | 5,059 |
| Journal Entries/Documents Scanned – Including Daily's | 2,521 |
| Journal Entries Logged And File | 2,090 |
| Order Supplies – Compile List Of Supplies Needed To Be Order | 1 |
| Positive Pay Submitted | 37 |
| Stale Dated List Prepared | 2 |
| Stale Dated Letter Prepared | 25 |
| Stale Dated Letters Mailed | 25 |
| Stop Payments Processed | 19 |
| Transactions Removed From Bank Reconciliation | 61 |

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

| Activity | Numbers |
|---|---|
| Payroll Re-Issue Processed | 3 |
| Payroll Cycles | 5 |
| Payroll Checks & Dd | 2,894 |
| New Employee Setups For Timeforce | 53 |
| Timeforce Access Forms Processed | 60 |
| Number Of Employees With OT Reviewed For OT Memos | 405 |
| Noe's Approved | 285 |
| Salary Budget Transfer Forms Processed | 14 |

- On-Line EMLN Testing
- Cashiers Planning A Bite-Size Training Scheduled For October 9, 2015.
- Cashiers Testing The Spring 2016 Tuition Tables
- Extended Hours Of Operation To Assist Students With The Fall 2015 Installment And Emergency Loan Due Dates.
- Cashiers Generated And Called Daily On The Unpaid Lists For "N6" Mini Mester.
- Cashiers Resumed Testing Of The Emergency Loan On-Line With Target Completion Date Of December 4, 2015
- Cashiers Generated And Called Daily On The Unpaid Lists For "D1", "D4" And "M3" Mini Mesters.
- Cashiers Testing Of The Emergency Loan On-Line

Business Office Performance Indicators

Payroll:

| **Number of Employees** | | **Checks Processed** | |
|---|---|---|---|
| Employees on Monthly Payroll | 1,618 | Salaried | 335 |
| Employees on Semi-Monthly Payroll | 1,037 | Total Net | 629,029.87 |
| | | Waged | 602 |
| **Timecards Processed** | | Total Net | 161,504.76 |
| (Waged 9/16-9/30 SR19 | 500 | | |
| (Waged 10/01-10/15) SR20 | 535 | **Stop Payment Processed** | |
| (Salaried: October Mr10 | 2,737 | Salaried | 0 |
| | | Waged | 3 |
| **Noes Processed** | | | |
| (Additions, Deletions, Changes) | 37 | **Void Checks Processed** | |
| Salaried | 171 | Salaried | 1 |
| (Salaried: September) Mr09adj03 | 4 | Waged | 6 |
| (Additions, Deletions, Changes) | 4 | | |
| Waged | 58 | **Replacement Checks Processed** | |
| | | Salaried | 0 |
| **Payroll Adjustment Worksheets** | | Waged | 3 |
| (Additions, Deletions, Changes) | 18 | | |
| Salaried | 105 | **Voided Direct Deposits** | |
| (Additions, Deletions, Changes) | 0 | Salaried | 2 |
| Waged | 33 | Waged | 0 |
| | | | |

| | | | |
|---|---|---|---|
| **Liabilities Processed** | 37 | **Direct Deposit Processed** | |
| | | Salaried | 1,493 |
| **Reports Processed** | | Total Net | 3,953,546.50 |
| Compass Bank Direct Deposit File | 3 | Waged | 464 |
| Void And Replacement Check Cycle File | 1 | Total Net | 137,617.58 |
| Overtime & Straight Time Mgmt. Report | 1 | | |
| | | | |
| **Deposits Processed** | | | |
| Internal Revenue Service | 5 | | |
| Bank Transfers | 6 | | |

**General Accounting:**

| | |
|---|---|
| General Journal Entry (Intra-Fund) (Je 15) | 136 |
| General Journal Entry (Inter-Fund) (Je 16) | 96 |
| Cash Receipts (Cr 05) | 1,083 |
| Encumbrance Liquidation (E032) | 7 |
| Encumbrance Liquidation (E020) | 12 |
| General Ledger Beginning Balance (Je05) | 0 |
| General Journal Entry (Iconstruction) (Je17) | 6 |

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SOUTH TEXAS COLLEGE

**Turning Hope Into Reality**

# Academic Affairs

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SOUTH TEXAS COLLEGE

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***Memo***

**Date:** November 24, 2015

**To:** Dr. Shirley A. Reed, President

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

**Subject:** **OCTOBER 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 November 24, 2015 Board of Trustees meeting.

## Academic Affairs Highlights October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** Psychology; Starr County Campus Psychology Club
**Highlight:** 229th Judicial Court: 1st Viewing of our Crime Victim's Unit Documentary

On Thursday, **October 1, 2015**, the **Starr County Campus Psychology Club** attended the 229th Judicial Court: 1st Viewing of our Crime Victim's Unit Documentary. The Documentary focused on victims of physical abuse, emotional abuse, and domestic violence. The event was organized by 229th Judicial Court and Starr County District Attorney Omar Escobar (who happens to be a former Starr County Role Models Conference Panelist). Over **15 members of the psychology club attended**.

Many community leaders from Rio Grande City and Roma were present at this event that took place at Historic La Borde House from 6-8 PM, including school board members, judges, superintendents, business owners, to name a few. It was a very emotional night because of the personal stories shared by the victims of abuse. It was also a night of hope, as the future looks bright. As DA Omar Escobar stated, their focus is not only to bring justice by punishing the abuser, but providing assistance and help to the victims with support, counseling services, and so forth.

## Academic Affairs Highlight October 2015

**Division:** Fine and Performing Arts
**Department:** Music and English Departments
**Highlight:** Music Recital "Emily Dickinson in Song"

On Friday, **October 2, 2015**, the **Music and English Departments** presented a **Music Recital** of Copland's composition with music faculty artists Sharon O'Leary, lyric soprano, and Daniel Cather, pianist. **The event, "Emily Dickinson in Song", was a collaboration with the English Department to celebrate Arts and Humanities Month.** It consisted of short presentations on Emily Dickinson and Aaron Copland along with a recitation of the 12 poems that Aaron Copland set to music. The recital was held at the Cooper Center on the Pecan campus at 7:30 pm and was free and open to the public with about **100 community members in attendance**.

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Academies and High School Projects
**Highlight:** 10th Anniversary Dual Enrollment Academy Summit, Mid-Valley Campus

On Friday, **October, 2, 2015**, **Academies and High School Projects** hosted the **10th Anniversary Dual Enrollment Academy Summit** at the South Texas College Mid Valley Campus. **Twenty administrators and counselors** from our partnering Mid-Valley high schools were in attendance for the event.

The Summit showcased highlights of the great achievements and accomplishments of our Dual Enrollment Academy Alumni. In addition, **information was provided on the upcoming recruitment timeline, application process and the future vision of our programs.** Binders were provided to our guests which included vital program information to better assist high school counselors when sharing information with students. As a conclusion for the event we thanked our partnering high schools and asked for feedback concerning our Academy Program.

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Academies and High School Projects, Mid Valley Campus
**Highlight:** Texas State University Representative Visit Dual Enrollment Academy Students

On Friday, **October 02, 2015**, the **Academies and High School Projects-MV Campus** hosted **Texas State University** at the Mid-Valley Campus. Representative, Jon Cunningham, **provided information regarding the admissions process, tuition and fees, as well as the various available degrees**.

Students who inquired about becoming veterinarians learned that the university offers a BSAG, a major in Agriculture-Animal Science, which is composed of Basic Science and Pre-Vet Specialization. Students also learned about the great career opportunities provided by the St. David's School of Nursing located in Round Rock, TX.

Living on campus was another topic of discussion for students in attendance. As entering freshmen, students are required to live on campus due to university policy. Students were shown the different styles of residential halls available and the types of services that are available to students living on campus. Mr. Cunningham meet with **eighty-eight Dual Enrollment Academy students**.

TEXAS STATE UNIVERSITY®

## Academic Affairs Highlight October 2015

**Division:** Business and Technology
**Department:** Business Administration
**Highlight:** Mission Pink Breast Cancer 5K Run/Walk

On Saturday**,** **October 3, 2015** members of the **Business Administration department** participated in the **7th Annual Mission Pink Breast Cancer 5K Run/Walk** in support of Breast Cancer Awareness. Faculty member Griselda Solis is a breast cancer survivor and Laura Leal is an avid runner, so they were the leaders of this event for the department. Members of the department and their families participated in the event and donated towards breast cancer awareness through their registration for the event. The department will also have a small activity each week during October to raise awareness for breast cancer.

## Academic Affairs Highlights October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** Education Department
**Highlight:** Students Volunteered at the 28th Annual RGV Science Association Conference

On Thursday, **October 3, 2015**, **students from the Education Department volunteered during the 28th Annual Rio Grande Valley Science Association (RGVSA) Conference** held at the PSJA High School. The students are part of the Association of Texas Professional Educators and assisted in various events throughout the conference. The RGVSA is composed of teachers, administrators, university professors, and science community members interested in promoting science instruction in the RGV and in Texas. The conference provides workshops on effective teaching activities in the sciences. For more information, please visit RGVSA Conference.

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences & Math and Science
**Department:** Visual Arts, History, Chemistry, Pre-Pharmacy, & Engineering
**Highlight:** PalmFest 2015

On Saturday and Sunday, **October 3-4, 2015**, various South Texas College departments **attended the PalmFest 2015**, an annual event that is held at the McAllen Convention Center. The **Visual Arts, History, Chemistry, Pre-Pharmacy, and Engineering departments contributed with activities, displays, and presentations.**

South Texas Clay Club was in the mix with FotoWerks.

Community members of all ages anxiously awaited to receive a free face painting from our "Feed the Artist" exhibit.

History came alive through the Border Studies Club.

Eye-catching student work was displayed in the FotoWerks exhibit.

The American Chemical Society was glowing with their experiments in Ph balance and air pressure.

The battle was "ON" between the Engineering Club and future engineers.

Slime and lava lamp experiments were popular souvenirs from the Pre-Pharmacy Club.

And here are two people without whom the show would not have been possible: Ms. Michelle Crawford, Secretary at the LASS division office and Dr. Nedra Kinerk, President of the McAllen Heritage Center, and main organizer of Palmfest for the past 10 years. Unfortunately we will have to do without her outstanding leadership from now on, since the City of McAllen will take over the event.

## Academic Affairs Highlights October 2015

**Division:** Academic Affairs
**Department:** Mid-Valley Campus
**Highlight:** Hosting the Hispanic Medal of Honor Society's Exhibit

On **October 5 - 9, 2015**, the **Mid-Valley Campus,** was the **first in the state of the Texas that will be hosting the Hispanic Medal of Honor Society Exhibit.** The exhibit honors the contributions of those of Hispanic descent who are recipients of our nation's highest honor, including Jose Lopez, Pedro Cano, and Alfredo Freddy Gonzalez from the Rio Grande Valley. The Mid-Valley Campus will be hosting this exhibit from Monday, October 05 through Friday, October 09, with an opening ceremony for the exhibit on Monday. **A special thank you goes to Mr. Elizandro Munoz from the History Department, who was successful in bringing the Exhibit to the Mid-Valley Campus.**

Hispanic Medal of Honor Exhibit
South Texas College Mid-Valley Campus
Monday, October 5, 2015

| | | |
|---|---|---|
| 7:00 pm | Welcome | Dr. Shirley A. Reed<br>South Texas College, Founding President |
| | | Amando "Mando" Martinez<br>Texas State Representative, District 39 |
| 7:10 pm | Presentation of Colors | Lupita Perez<br>Commander VFW Post 7473, Edcouch TX |
| 7:15 pm | National Anthem | Ms. Amanda Lee Barron<br>South Texas College<br>Mid Valley Campus Faculty Secretary |
| 7:20 pm | Pledge of Allegiance | Mr. Elizandro Munoz<br>South Texas College<br>Assistant Professor of History |
| 7:25 pm | Introduction | Mr. Richard Cochran<br>Executive Director of the Hispanic Medal of Honor Society |
| 7:30 pm | Video | "You Won't be Forgotten"<br>Mr. Jeff Senour/CTS Band<br>Military Writers Guild of America Award Recipient |
| 7:35 pm | Guest Speaker | Mr. Placido Salazar<br>Vietnam War Veteran<br>Decorated American GI Forum Officer |
| 7:55 pm | Acknowledgements | Mr. Elizandro Munoz<br>South Texas College<br>Assistant Professor of History |
| | Special Recognition | Ms. Dolia Gonzalez<br>Mother of American War Hero Freddy Gonzalez |
| | | Agustin "Gus" Garcia<br>Commander American Legion Post 408<br>Edinburg, TX |

**Division:** Liberal Arts and Social Sciences
**Department:** Psychology; Starr County Campus Psychology Club
**Highlight:** 7th Annual RGC National Night Out AND 2nd Annual Roma National Night Out

On Tuesday, **October 6, 2015**, the **Starr County Campus Psychology Club** volunteered at BOTH the **7th Annual Rio Grande City National Night Out** (at Fairgrounds) and **2nd Annual City of Roma National Night Out** (at Historical Plaza) from 6-10 PM for the second consecutive year. Half of the club members attended the RGC National Night Out, whereas the other half went to the Roma National Night Out. Club members helped out at the kid's rides and in the making and passing out of hot dogs. Many community leaders were present at each event, including district attorney, city mayors and councilmen, judges, school board members, and other elected officials.

**7th Annual Rio Grande City National Night Out**

**2nd Annual City of Roma National Night Out**

## Academic Affairs Highlight October 2015

**Division:** Academic Excellence
**Department:** Valley Scholars Program
**Highlight:** 10th Annual "A Night with the Stars"

On Thursday, **October 8, 2015**, the **Valley Scholars Program** hosted its **10th Annual "A Night with the Stars"** at the Corinthian Banquet & Special Events Center in Mission. Attendees enjoyed a night of dining and entertainment as the College saluted AEP Texas and La Joya Independent School District as Star Supporters of Education.

Entertainment was provided by Fantasia Flamenca and Veronica Sanchez. The South Texas College Culinary Department provided a dessert station for guests with an assortment of sweet confections prepared by Culinary Arts students. During the annual event, Valley Scholars alumnus, Christopher Park, was honored for his success and service to the community.

Throughout the evening, guests were able to bid on their favorite items in the Silent Auction, which helped generate additional funds towards student scholarships. **The 10th Annual "A Night with the Stars" raised over $90,000 for Valley Scholars Program Scholarships!** The Valley Scholars Program extends its appreciation to all the sponsors and STC faculty and staff for supporting the event.

## Academic Affairs Highlight October 2015

**Division:** Division of Business & Technology
**Department:** Design & Building Technology
**Highlight:** Education & Career Expo

On Thursday, **October 8, 2015**, the **Design and Building Technology Department** attended the **Education & Career Expo** at the Casa the Amistad in Harlingen, Texas. The event was coordinated by the Workforce Solutions Cameron and Rio Grande Valley LEAD. The EXPO allowed students to visit with representatives from colleges and universities including Design and Building Technology Department.

This year the Computer Aided Drafting and Design, Electrician Technology, Heating, Ventilation, Air Conditioning & Refrigeration Technology, and the Construction Supervision **programs shared information about their respective programs** with **well over 1,100 juniors and seniors** from throughout the Rio Grande Valley. Students were encouraged to engage in interactive displays, visit with business and industry partners, attend a motivational speaker presentation and compete in the EXPO College Knowledge game for prizes.

## Academic Affairs Highlights October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** Art Department
**Highlight:** IMAS Art Exhibit, STC Human Rights Permanent Art Collection

On Thursday, **October 8, 2015**, the **Art Department** will be exhibiting their **Human Rights Permanent Art Collection** at the **International Museum of Art and Science** (IMAS) in McAllen, TX. The exhibition opened on October 8th and will be displayed until January 3, 2016. This exhibit serves as an educational tool, and addresses global and regional human rights, social justice and environmental issues. Through the collection's conceptually and aesthetically unique pieces, artists hope to connect with viewers on an emotional and personal level; while bringing awareness to human rights issues and encourage contemplation, refection and activism.

The growing collection of more than 50 artworks has been development over the last 10 years from the generous donations of participating artists who exhibit in the Annual Human Rights Art Exhibition that is displayed each spring at South Texas College. The permanent collection on loan to IMAS has also been exhibited as part of the Fulbright Research Project at the Human Rights Research and Education Center of the University of Ottawa, Canada and most recently at the International Cultural Center, Texas Tech University in Lubbock.

Artist Margi Weir's poster image bringing attention to the problem of homelessness.

Richard Lubben on Fox TV promoting the Art Department's exhibit.

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Academies and High School Projects
**Highlight:** TexPREP Students Visit HESTEC Middle School Challenge

On Friday, **October 9, 2015**, **Academies and High School Projects** arranged for **170 TexPREP students** from our partnering districts of Hidalgo, PSJA, and Roma to **attend the University of Texas Rio Grande Valley's Hispanic Engineering, Science, and Technology (HESTEC) Middle School Challenge.**

TexPREP students were provided the opportunity to visit HESTEC 2015 exhibits and presentations. Students attended sessions to further their knowledge in the STEM (Science, Technology, Engineering and Mathematics) field through presentations from Raytheon's MathMovesU, NASA, U.S. Navy, Engineering for Kids, and UTRGV Physics Circus.

**Division:** Liberal Arts and Social Sciences
**Department:** Psychology; Starr County Campus Psychology Club
**Highlight:** Roma's and Rio Grande City's Domestic Violence Awareness Candlelight Vigil

On Tuesday, **October 13, 2015**, the **Starr County Campus Psychology Club** attended **City of Roma's Domestic Violence Awareness Candlelight Vigil** at 6pm at the Community Center. On Thursday, **October 15, 2015,** the Starr County Campus Psychology Club attended **Rio Grande City's Domestic Violence Awareness Candlelight Vigil** at 6pm at the Multipurpose Center of Ft. Ringgold. Both events were organized by the Office of Victor Canales, Starr County Attorney. A video was shown of the many victims of domestic violence who have died over the years in Starr County. Many community leaders were present. The Psychology Club also **helped with signing up the attendees** at Rio Grande City's Domestic Violence Candlelight Vigil. Comments by Victor Canales and Omar Escobar Jr. (229th Judicial District Attorney) were also provided, including musical selections by the school's choir and mariachi.

**Rio Grande City Domestic Violence Awareness Candlelight Vigil**

**City of Roma Domestic Violence Awareness Candlelight Vigil**

## Academic Affairs Highlight October 2015

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

On Wednesday, **October 15, 2015**, the **English Department** and the **Literary Arts Society Page Turners English Club** welcomed Astrid Dominguez. Ms. Dominguez is an Advocacy Coordinator for the American Civil Liberties Union. She **presented on "Campaigning for Fairness and Justice for All"**, which focused on the ACLU's mission and on the work it is doing in the Rio Grande Valley. She reminded students of the civil liberties guaranteed by the constitution and offered examples of cases argued and won by the ACLU.

Part of Ms. Dominguez's talk focused on interactions with police. She offered examples of what law enforcement can do, as well as examples of what law enforcement should not do. In addition, she provided tips to help students when interacting with police, either at home or during traffic stops.

**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

**Division:** Business & Technology
**Department:** Precision Manufacturing Technology
**Highlight:** PMT Hosts Open House

On Wednesday, **October 14, 2015**, the **Precision Manufacturing Technology** hosted an Open House at the Technology Campus in McAllen, TX. The event was open to all parents of the Precision Manufacturing Technology program students. The purpose of the event was for the students to showcase their work to their parents. In addition, the parents were able to meet the PMT faculty, take a tour of the PMT facility, and view some machining demonstrations. A total of 20 parents and students attended the event.

OPEN HOUSE

SOUTH TEXAS COLLEGE

Precision Manufacturing Technology (PMT) October 2015

**Come join us!**

You are invited to join us at the upcoming open house event for the Precision Manufacturing Program at South Texas College. Spend an evening at the technology center to take a tour of the facility, view machining demos, and meet the instructors.

Save the date

**October 14th 2015**

From 5:30 pm to 7:00 pm

STC Technology Campus, 3700 W. Military Hwy. McAllen TX, 78503

*Agenda*

*5:30 pm Meet & Greet the instructors*
*6:00 pm Machining Lab tour Rm. B235*
*6:15 pm A look inside 3d modeling Rm B243A*
*6:30 pm Plastic Injection Molding & Wire EDM Rm B240*

Contact Information:

Arthur Barber; (956) 872-6142; abarber@southtexascollege.edu

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** World Languages Dept. & Humanities
**Highlight:** 4th Annual Silent Dinner hosted by Hand in Hand Club

On Saturday, **October 10, 2015** the **Hand In Hand Club** had the pleasure of hosting its **4th Annual Silent Dinner** for our students in our program and for our Deaf community members. It was an honor to have two Deaf presenters, Melissa Ibanez and Brooke Hernandez share their experiences working in the Rio Grande Valley. **This year's theme was, "The Book of Life,"** adopted to go hand in hand with our upcoming holiday, Halloween. We had a delicious Mexican entrée served by our very talented South Texas College cooking staff. A costume contest was one of the highlights for the evening, with the hitting of the piñata being a close second. **It was a wonderful turn out resulting in a sold out event.**

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences Division
**Department:** Drama Department
**Highlight:** Crime and Punishment

On Thursday, **October 15, 2015**, the **South Texas College (STC) Theatre** opened their 2015-2016 production season with the **production of Marilyn Campbell and Curt Columbus' adaptation of Dostoyevsky's classic novel *Crime and Punishment*. The production marked STC Theatre's 6th production season** and ran from October 15-17.

**There was a total of 331 patrons** who attended the performances throughout the run. In addition to the strong attendance numbers, we were successful in increasing our subscriber base from 33 to 50 season subscribers. The Drama Department attributes the rise in patrons and subscribers to the huge success of their productions as well as the choice of plays they are producing this season.

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** World Languages Dept. & Humanities
**Highlight:** 13th Annual Hispanic Food Festival

On Tuesday, **October 15, 2015**, the **World Languages and Humanities Department** celebrated the **National Hispanic Heritage Month** with its Annual Hispanic Food Festival. The food festival was organized by the Spanish faculty in Pecan and Weslaco campus. The festival has become a tradition at South Texas College with 13 years of offering students an opportunity to taste dishes from different Spanish speaking countries.

The festival offered:

- Opportunity to taste the variety of the Spanish cuisine
- Learn from the Hispanic culture
- Listen to Hispanic music
- Speak the Spanish language
- Meet new friends

## Academic Affairs Highlight October 2015

**Division:** High School Programs and Services
**Department:** Academies and High School Projects
**Highlight:** 10th Anniversary Dual Enrollment Academy Event

On Friday, **October 16, 2015**, **Academies and High School Projects** hosted the **10th Anniversary Dual Enrollment Academy event** at the South Texas College Pecan Campus. Thirty-eight administrators and counselors from our partnering high schools (Edinburg, La Joya, McAllen, PJSA, Sharyland, and Vanguard) were in attendance for the event.

The event **showcased highlights of the great achievements and accomplishments of the Dual Enrollment Academy Program Alumni**. Two Alumni, Krystal Flores and Jacob Morado spoke about their experience in the Dual Enrollment Academy Program.

**Krystal Flores**, DEMSA Graduate in 2009 from Rio Grande City is currently working on her **Doctorate in Public Health at the University of Texas A&M in College Station**. Her passion in the medical field began with the Academy Program providing volunteer opportunities that has aspired her to assist Hispanic women and their lack of health care in the colonias.

**Jacob Morado**, DEMSA Graduate in 2010 from Nikki Rowe High School is currently a third year **student in the University of Texas Rio Grande Valley/University of Texas Cooperative Pharmacy Program** where he will graduate with his **Doctor of Pharmacy degree in 2017**. Jacob hopes to continue working as a Pharmacist in the Rio Grande Valley with hopes of continuing his employment with HEB where he currently serves as a pharmacist intern.

*Pictured left to right: Rebecca De Leon, Coordinator of Academies and High School Projects, Academy Alumni Jacob Morado, Academy Alumni Krystal Flores, and Interim Vice President for Academic Affairs.*

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Academies and High School Projects, Mid Valley Campus
**Highlight:** South Texas College CISO Visits Dual Enrollment Academy Students

On Friday, **October 16, 2015**, the **Academies and High School Projects-MV Campus** hosted a workshop for the Academies students. **The workshop consisted of South Texas College's Chief Information Security Officer, Victor Gonzalez.** Mr. Gonzalez took time out of his very busy schedule to share his journey in learning and technology. He **spoke to 93 Dual Enrollment** Academy students about the various lessons he learned while pursuing higher education, giving advice on how to be better prepared to pursue a degree in higher education at a university. Students inquired about the value of internships and how to secure one.

Mr. Gonzalez's went on to share his career experience of over 14 years in information technology and information assurance, from his position at Baylor University as Lab Assistant and Automated Librarian at Texas State Technical College to Adjunct Faculty and Chief Information Security Officer at South Texas College.

SOUTH TEXAS COLLEGE

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Mid-Valley Campus
**Highlight:** Super Saturday at Mid-Valley Campus

On Saturday, **October 17, 2015**, the **Mid-Valley Campus** hosted **Super Saturday**. The event gave an **opportunity for youths from 12-18 years of age, to explore different career options**. The event featured breakout sessions with a cross-section of Academic and Technical programs here at South Texas College. In addition, we had presenters from Student Financial Services, Dual-Enrollment, Advising, and Library Services. **Approximately 120 students** were separated in smaller groups and they attended mini sessions of 20 minutes at locations that they chose. They got to meet and speak with faculty from many programs of study. They also toured the campus, and in the afternoon, they did a community service project by cleaning and beautifying our Biology Garden on the East side of the Student Services Building. The event was coordinated by Sociology Professor, Jenny Camberlain.

## Academic Affairs Highlight October 2015

**Division:** Academic Excellence
**Department:** Valley Scholars Program
**Highlight:** Valley Scholars Program hosts K-12 Scholastic Chess Tournament

On Saturday, **October 17, 2015**, the **Valley Scholars Program hosted a K-12 Scholastic Chess Tournament** on the Pecan Campus. The tournament was an official United States Chess Federation Sanctioned tournament for Texas Region X Chess. **Proceeds went to the Valley Scholars student club** account.

**120 students from local elementary, junior high, and high schools participated.** The tournament consisted of five rounds of play with four sections including K-1, K-3, K-5/6, and K-12. All section winners received trophies for 1st through 10th place along with medals for 11th to 20th place. Team trophies were also presented to the top three teams in each section. All trophies and medals were donated by National American University.

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** Child Development
**Highlight:** Child Care and Early Childhood Conference Series

On Saturday, **October 17, 2015** the **Child Development Department** hosted its **6th Annual Child Care and Early Childhood Conference.** This year's conference focus was on Infant/Toddler Care presented by Christina Lopez Morgan, Professor Emeritus from DeAnza College in California.

**Over 135 participants, from local early childhood providers/caregivers,** were presented with a customized training that gave them specific techniques that addressed caring for infants and toddlers and their families. Participants were engaged and actively participated in the day long training. They were able to role play practical techniques and gained valuable skills that can be implemented as soon as they return to their programs. Participants networked and shared among peers during lunch which was provided. Ideas were exchanged on how best to support children in out of home care and how to implement culturally sensitive policies with staff and parents as well as how to effectively use it in their personal life.

2015 CHILDCARE & EARLY CHILDHOOD CONFERENCE

South Texas College

Infant & Toddler Care

Saturday, October 17, 2015
8:00 a.m.-4:00 p.m.

Join early childhood professionals from across the Valley for a time of learning, sharing, fun, and professional growth!

REGISTRATION FEE: $ 50.00 ($ 25.00 STC student)

- Complete & mail registration form
- Conference registration includes all materials, reception, light breakfast, & lunch
- There is NO ONSITE REGISTRATION
- Limited seating available, spots will be filled in the order in which payment is received
- 0.6 hours of Continuing Education Units will be provided

PRESENTER: CHRISTINA LOPEZ MORGAN

Christina Lopez Morgan is Professor Emeritus at De Anza College in Cupertino, CA. She continues to teach part-time in the Child Development and Education Department. She holds a Bachelor Degree in Child Development and a Master degree in Human Development with an emphasis in Administration of Programs from Pacific Oaks College in Pasadena. Christina has been a preschool teacher, director of centers, coordinator of programs and departments, college instructor, trainer of college faculty and a consultant for a variety of programs. She has given numerous presentations on communication, culture, equity and social justice, anti-bias approaches, adult supervision, creative arts, and working with families. She has been on the faculty of the Program for Infant and Toddler Caregivers since 1993. Christina was elected to the NAEYC Governing Board from 2000-2004. She also served on the NAEYC Commission for Accreditation of AA/AS two year Early Childhood Programs from 2004 to 2010.

Session Topics:
Essential Connections: Working with Infants & Toddlers in Group Care
Essential Connections: Working with Families Using Culturally Sensitive Practices

REGISTRATION DEADLINE
OCTOBER 5, 2015

Pictured above, Christina Lopez Morgan, Speaker; Veronica Rodriguez, Program Chair

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** Child Development, Mid-Valley Campus Child Development Center
**Highlight:** RGVDSA Walk Charlotte's Royal Entourage

On Saturday, **October 17, 2015** the **Mid-Valley Child Development Center's** staff join Charlotte Simpson, a preschool student at the MVC Child Development Center, and The Rio Grande Valley Down Syndrome Association in bringing Down Syndrome awareness in the Rio Grande Valley. The **staff gathered at the Edinburg Municipal Park and joined many individuals with Down Syndrome and their families in a 1 mile walk**. It was a successful event with m**ore than 1,000 participants**. This annual event is intended to raise funds to support the Down Syndrome community and their families. Team Charlotte was composed of 30 sponsors, which included some of the Child Development Center staff members and South Texas College students. Charlotte has attended MVC Child Development Center since she was 18 months old; her mother is a Biology Instructor at South Texas College.

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Starr County Campus
**Highlight:** Campus Administrator Earns AACRAO's Endorsement

On Tuesday, **October 20, 2015**, the **Starr County Campus Administrator**, Dr. Arturo Montiel, **earns AACRAO's endorsement as a Registered Enrollment Professional** through satisfactory completion of the Strategic Enrollment Management Endorsement Program (SEM-EP).

The SEM-EP provides a well-defined, self-paced professional development program and career advancement track for in-service enrollment service professionals. The SEM-EP is designed to promote industry competency and readiness, to develop expertise in the field of strategic enrollment management and to provide a respected vehicle to officially deliver an approved curriculum from leading enrollment professionals.

### Arturo Montiel

**Campus Administrator at South Texas College-Starr County Campus**

***2015 SEM-EP Charter Graduate***

- Experience in higher education as faculty and program chairperson with duties including curriculum and program development for student success. Currently serving as campus administrator with duties including program development, community partnerships, facility management, and enrollment management.

- **Capstone Project** - "*A Campus Role for Retention*" examined the current trends related to retention on community college campuses, with a specific focus on first-generation students in the south Texas region.

## Academic Affairs Highlight October 2015

**Division:** Academic Affairs
**Department:** Academies and High School Projects, Starr County Campus
**Highlight:** Dual Enrollment Academy Workshop-UTRGV/UT Cooperative Pharmacy Program

On Friday, **October 23, 2015**, **Starr County Dual Enrollment Medical Sciences** students **attended a UTRGV/UT Cooperative Pharmacy Program workshop** for the purpose of college readiness. Daniela Bazan, Clinical Assistant Professor for the program, presented a presentation about the UTRGV Pharmacy Cooperative Program. Dr. Bazan was also accompanied by current students from Roma who are currently in the program. One of them, an alumni of our Dual Enrollment Medical Science Academy.

The **presentation consisted of the benefits, qualifications, eligible requirements, and deadlines of the program.** The purpose of the program is to increase the amount of participating pharmacists in the Rio Grande Valley. The presentation also included a quick overview of what a pharmacist does and areas of work. The Pharmacy Cooperative Program has become nationally recognized and has a growing number of applicants each year is very competitive. Pre-pharmacy students asked about ways to prepare themselves for acceptance into the program.

## Academic Affairs Highlight October 2015

**Division:** Business & Technology
**Department:** Fire Science, Emergency Medical Technician, Criminal Justice & Police Academy Programs
**Highlight:** 3rd Annual Public Safety & First Responders Expo

On Wednesday, **October 28, 2015**, the **Business & Technology Division**, along with the Office of Career & Employer Services hosted the **3rd Annual Public Safety and First Responders Expo**. The Expo does an excellent job of showcasing our Fire Science, Emergency Medical Technician, Criminal Justice and Police Academy Programs to the public. The students and community members have an opportunity to meet with program instructors, try on gear, tour the emergency vehicles and get a better idea of what these programs have to offer.

As the Public Safety & First Responders Expo continues to grow each year, its purpose has also expanded to reach current students, high school students and potential employers who are seeking skilled and qualified individuals to join the workforce. Representatives from local, state and federal agencies participate in order to discuss the many careers that are currently available and what academic paths are needed to get there.

## Academic Affairs Highlight October 2015

**Division:** Liberal Arts and Social Sciences
**Department:** Political Science Department
**Highlight:** Countdown to the 2016 Presidential Elections Panel Discussion

On Thursday, **October 29, 2015**, the **Political Science Department** hosted a **panel discussion on the status of the 2016 Presidential Election campaign**. The panel was moderated by various faculty members from the political science department, along with the history department. Each speaker highlighted policy issues that were relevant to the election thus far such as education, campaign spending, foreign policy, health care etc. **Around 60-80 students attended the event** and several of them stopped by after the event to chat more about election issues that they were most interested in**.**

Nearly all the students expressed an interest in having more discussion on campus on issues that they find relevant. The panel discussion fulfilled an important component in making our student well rounded citizens who are actively engaged in community issues.

## Academic Affairs Highlight October 2015

**Division:** Academic Excellence
**Department:** Phi Theta Kappa
**Highlight:** Fall 2015 Induction Ceremony

On Friday, **October 30, 2015**, **The Beta Epsilon Mu Chapter of Phi Theta Kappa** welcomed **97 new students** into the **International Honor Society during the Fall 2015 Induction Ceremony** held on the Pecan Campus. Each student inducted into the Honor Society received an exclusive invitation from PTK extending membership due to their outstanding academic achievements.

Phi Theta Kappa is recognized by the American Association of Community Colleges as the official honor society of two-year colleges and more than 2.5 million students have been inducted since its founding in 1918. Membership is by invitation only and is extended to high achieving students who have a cumulative GPA of 3.5 and have completed at least 12 credit hours.

The Induction Ceremony provided friends and family of the students an opportunity to learn more about Phi Theta Kappa and South Texas College. E**ach student was awarded a certificate and recited the oath of membership** which formally inducted them into the Beta Epsilon Mu Chapter of Phi Theta Kappa. South Texas College Coordinator of Valley Scholars and Phi Theta Kappa lead advisor, Jessica S. Garcia, presented information about the Honor Society and an overview of the College's accomplishments over the past 20 years. **Dr. Christie M. Candelaria, ADN Program Chair, served as the keynote speaker for the evening and guests enjoyed light refreshments after the ceremony.**

**Academic Affairs Report** **October 2015**

**Mario Reyna**
**Division Dean - Business & Technology**

- **Division Dean's Updates:**
  - Met with Robert Cuellar and architects to review schematics for the conference room in the workforce area and main doors to be repaired – October 1st
  - Attended the RAND Site Visit – Workforce Administrators held by Kristina Wilson, Associate Dean of Curriculum and Student Learning – October 1st
  - Met with three candidates for the Business and Technology Lab Assistant position – October 1st
  - Held the Business and Technology Program Chair Meeting to discuss office space, faculty evaluations, and auxiliary funds and attended the President's Administrative Staff Meeting, held by Dr. Reed – October 2nd
  - Visited with Victor Fonseca, Fire Science Chair and Victor Valdez, Police Academy Chairs at the CCTA Center individually to discuss their performance and updates on their programs on Monday, October 5, 2015
  - Attended the HESTEC Excursion, a group of people from the valley came to Technology campus to learn more about the programs offered – Monday, October 5th
  - Attended Coordinated Operations Council – Tuesday, October 6th
  - Attended Dean's Enrollment Team Meeting - Tuesday, October 6th
  - Met with Human Resources to discuss faculty issues – Wednesday, October 7th
  - Met with Human Resources personnel to discuss faculty issues and submit documents – Thursday, October 8th
  - Did classroom observation for Paul Gaytan, Paralegal, Program Chair– Thursday, October 8th
  - Meeting to discuss and present to Dr. Reed South Texas College's proposed training and instructional opportunities in Reynosa at Internacional de Estudios Superiores (IIES) - Friday, October 9th
  - Attended Future is Today at UTRGV – Friday, October 9th
  - Attended Energy Forum at UTRGV – Saturday, October 10th
  - Met with Kristina Wilson, Associate Dean of Curriculum and Student Learning, to discuss the Welding program – October 12th
  - Attended the Veteran's Day Planning Celebration Meeting held by Miguel Carranza, Associate Dean of SFS Testing and VA, to discuss the progress for the Veteran's Day events – Tuesday, October 13th
  - Attended the Border Energy Forum in San Diego, California on October 14-16, 2015. The forum offered the opportunity to interact with leaders in the energy industry from both sides of the border.
  - Attended the Dual Enrollment Faculty Issue meeting to discuss the outcome – Monday, October 19th
  - Spoke with Lic. Martinez from Integrity School in Reynosa to discuss a future meeting – Tuesday, October 20th
  - Met with Daniel Morales, PMT Program Chair, and Esmeralda Adame, PMT Instructor to discuss the new building layout for the program – Tuesday, October 20th
  - Attended the College-Wide Curriculum Committee Meeting – Tuesday, October 20th
  - Attended the PSJA Geraldine Palmer Elementary School – Ribbon Cutting Ceremony & Open House – Wednesday, October 21st
  - Participated in the Administrative Student Conduct Review Panel for student at the Technology Campus – October 21st
  - Participated in the Veterans Day Meeting held by Ricardo Olivares, Human Resources Specialist Instructor, to discuss the plans for the Veteran's Day event – October 22nd
  - Held the Business and Technology Program Chair Meeting to discuss new programs development, early registration, faculty evaluations, and advisory committee meetings, attended the Veterans Day

Planning Event Meeting held by Miguel Carranza, and attended the Planning and Development Council meeting – October 23rd

- Attended meeting at Human Resources to discuss student issue – Tuesday, October 27th
- Conducted classroom observation for Culinary Arts Program Chair – Tuesday, October 27th
- Participated in the Public Safety & First Responders Expo held at the Cooper Center – Wednesday, October 28th
- Held tour for Railroad Commissioner Christi Craddick visit at the Technology Campus – Wednesday, October 28th
- Met with Ruben Villescas for updates in public safety – Thursday, October 29th
- Held the Business and Technology Program Chair Meeting receive updates from departments – Friday, October 30th

➢ **Business Area:**

**<u>Business Administration:</u>**

- On Friday, October 2, 2015 Presented to Grade Appeal Committee evidence and details of interaction with BAS-OL student
- On Friday, October 2, 2015 the ACBSP planning team held an all-day review session
- On Friday, October 2, 2015 met with representative Jimmie Smith from the Institute of Managerial Accountants (IMA) in preparation for our February 5, 2016 RGV Student Leadership & Networking Conference sponsored by the department and the Certified Managerial Accountant (CMA) student organization
- On Saturday, October 3, 2015 the Business Administration department participated in the Mission Pink Breast Cancer Walk/Run (faculty member Griselda Solis is breast cancer survivor). We had faculty members and their families participate in the 7th Annual event.
- ACBSP Review Meeting with Cynthia Sanchez on Monday, October 5, 2015 on Standard 5 – received clarification from the ACBSP office that a candidate with a BBA needs to meet two additional professional requirements to teach the upper level courses (1) 18 SCH in 3000 or higher course level in teaching area, (2) 2 yrs. of work experience, (3) Teaching award/recognition in teaching area, (4) Professional certification in teaching field, or (5) In-field research and publication
- Met with Officers of the American Society for Quality on Monday, October 5, 2015 to discuss a possible Plant Tour at South Texas College focused on the manufacturing / technology areas (PMT, Festo, Welding, Automotive, etc.)
- ACBSP Review Meeting with Ana Valladarez on Tuesday, October 6, 2015 on Standard 3 to identify appropriate evidence for student satisfaction – will utilized results from Smart Evals to capture student satisfaction
- Attended AAWCC Meeting on Thursday, October 8, 2015 – all of the faculty represented at the meeting were from the Business Administration department
- Submitted changes to the course description for ECON.2301 and ECON.2302 to match description found in Academic Course Guide Manual (ACGM)
- Met with representative from the PASS Program on Thursday, October 8, 2015 to discuss concern regarding textbooks that require access codes – PASS program provides the student with the book combination that is provided by the bookstore. If access code is part of the package the student will receive this as well
- On Thursday, October 8, 2015 participated in "Pink Thursday" event where Business Administration faculty work pink in support of Breast Cancer Awareness Month (pictures to the right)

- Met with representatives from Continuing Education to discuss the addition of Marketable Skills components to two Business Administration courses (MRKG.1301 - Customer Relationship Management and BMGT.1301 - Supervision). If we are able to build in the skills components (24 hours) the students in these courses will be able to pay $2 to get a Marketable Skills certificate in Customer Service or Supervision.

- Processed Intent to Hire for Lillian Reyes - Dual Enrollment Business Administration faculty at La Joya High School
- During the remainder of the month we will have one activity each week for Breast Cancer Awareness Month (Week 1 - Mission Pink Walk/Run, Week 2 - Business Administration Faculty for Breast Cancer (faculty wear pink one day during the week), Week 3 - Business Administration students for Breast Cancer (students wear pink one day during the week), and Week 4 - T-shirt Design competition for 2016)
- Priority Registration will begin the week of October 12, 2015
- Performance Evaluations for Dual Enrollment and Adjunct Faculty will begin the week of October 12, 2015
- Performance Evaluations for Full Time Faculty began the week of October 12, 2015
- October Business Administration Department Meeting on Thursday, October 15, 2015
- Laura Leal will represent the department at the ENACTUS Fall Training Conference on October 17, 2015 in Naperville, IL
- Worked on Articulation Agreement elements for UTRGV with Business Administration and Computer Science.
- Participated in Super Saturday event at the Weslaco Campus on Saturday, October 17, 2015
- Mehdi Kolahdouz invited a guest speaker to present to two sections of his Business Principles Course. The visitor is the President of the local Toastmaster's organization and a motivational speaker. He addressed presentation skills necessary to sell your business to investors. (picture to the right)

- During the entire week eight (8) Priority Registration sessions were held at the Weslaco Campus. Focus this year is on having each student run their Degree Works Report, receive advising, and register for at least one class.
- On Monday, October 12, 2015 held an individual ACBSP Session with Beth Dietz on a review of Standard 6 for the re-affirmation
- On Wednesday, October 14, 2015 participated in an interview with Dr. Kevin Peek for the Chronicle for Higher Education on Competency-based programs
- On Thursday, October 15, 2015 held the monthly Department Meeting (reviewed Title IX policy, had Speaker from Continuing Ed discuss offering students in BMGT1301 and MRKG1301 a skills based certificate for $2, etc.)
- On Friday, October 16, 2015 the ACBSP team had an all-day session to put finishing touches on the preliminary document that will be delivered for an internal review prior to being forwarded to Laura Talbot for an internal college level review
- Began review of WECM course offerings to identify potential course offerings for Purchasing Certificate / Associates degree
- On Tuesday, October 13, 2015 conducted interview with Dual Enrollment candidate Jennifer Garza
- Priority Registration will continue the week of October 19, 2015 at the Pecan Campus with nine (9) additional sessions planned
- On Wednesday, October 14, 2015 Kappa Beta Delta sponsored a visit from a representative from National American University. Kappa Beta Delta also wore pink in support of Breast Cancer Awareness Month

- Connected a student with representative from Alps Logistics for a Purchasing opportunity. Student scheduled interview, but did not show. Had a conversation with student about professional behavior and communication.
- Conducted 9 Priority Registration sessions with BMGT.1301, ECON.2301, BUSI.1301, and ACCT.2401 students
- Tuesday, October 20, 2014 worked on ACBSP Standard 3 graphs and Standard 2 narrative
- Began review of WECM course offerings to identify potential course offerings for Purchasing specialization
- Began review of WECM course offerings / Workforce needs for e-Commerce Administration specialization
- Began review of WECM course offerings / Workforce needs for CBE Import/Export/Logistics
- Processed paperwork for three new Dual Enrollment instructors: McAllen Memorial H.S., Premier H.S., and Nikki Rowe H.S.
- On October 26th and 27th interviewed Dual Enrollment candidates
- On Thursday, October 29, 2015 presented two workshops on Ethical Leadership for the Gateway Students
- On October 24, 2015 KBD Honor Society did community service project at Sacred Heart Church
- On Thursday, October 22, 2015 met with Cengage Regional and Local representatives to discuss Adaptive Learning platforms and CBE Associate degrees
- On October 30, 2015 attended the Business & Technology Program Chair meeting
- On October 30, 2015 the ACBSP Team met this week to finalize content on all six standards in order to consolidate and move to internal department review by a team led by Dr. Salvador Martinez. Upon completion of the internal department review the document will be passed to the Laura Sanchez for an internal college level review.
- Attended Division Curriculum Meeting to present changes to ECON courses – changes were approved

**Information Technology:**

- Two instructors traveled to Martinez Elementary on October 21st to present on anti-cyber bullying.
- The proposed dates I was given are October 16th or October 21st.
- Instructor visited Martinez Elementary for discussion of Community service event in October
- Meeting with Assoc. Dean Kristina Wilson to discuss creation of new specialization on 10/16/2015.
- Information Technology Advisory Committee Meeting on Thursday, October 22, 2015.
- Held Advisory Committee Meeting for Information Technology Program on Thursday, October 22, 2015
- FBI Training at Security First Credit Union in Edinburg on October 28, 2015.
- Two instructors presented twice on cyberbullying at O. Garza Elementary on October 23rd
- October 28th, 8:15-10:00 am, FBI Training for Cyber Security Degree at Security First Credit Union. Mr. Adolfo Lozano, Mr. Francisco Salinas and Ms. Patricia Pomares attended.
- Business & Technology Division Curriculum Meeting on Thursday, October 29, 2015
- Tech for Toys committee meeting, attending Gabriela Peña, Maby Rosenbaum and Angelita Teniente

**Human Resources:**

- Attended the Hispanic Medal of Honor reception – MVC – October 5th
- Conducted the HR Advisory Committee Meeting for Fall 2015 at Technology Campus – October 15th
- Attended the Distance Learning Advisory Council Meeting at Pecan Campus – October 22nd
- Met with Sotomayor High School (PSJA) students in the Human Resources program and the future ahead – Recruitment drive. – October 7th

**Office Administration:**

- Attend College Wide Curriculum Committee Monthly Meeting
- Attend Council of Chair Meeting
- Attend Faculty Senate Monthly Meeting

- Attend [3] Program Chair Meetings
- Held Monthly Departmental Meeting with Faculty
- Advising/Registering Students
- Midterm Meeting with Capstone Students
- Conduct Faculty Evaluation – Andres Garza, Ernesto Pena, Santa Serna {PSJA Ballew High School}, Stephanie Garcia {Weslaco High School}
- Met with possible Adjunct Candidate – Amadita Zamora
- Revised/Completed/Submitted Summer 2015 Schedule
- Initial Meeting with BPA Sponsors for January 2016 Event
- Answering Students who submit Program Inquiry
- Meeting with Cengage Publisher – Alex Caballero

**Paralegal:**

- Paralegal Program presentations at PSJA High School – Friday, October 23rd

➢ **Technology Area:**

**Automotive/Diesel Technology:**

- Automotive Technology Club Meeting: discussed the activity for the Fall Festival October 6, 2015
- Diesel Advisory Committee Meeting was held on Oct 7, 2015
- TCCIL Conference October 6-7, 2015 - The TCCIL Conference is a collaboration between TACE, TCCIA, and TACTE that is focused on issues that community college instructional leaders are facing right now. The conference is designed to be informative, motivational, and fun for all different types of instructional leaders.
- HESTEC Excursion - A group of people from the valley came to your campus to learn more about the programs offered in the Technology campus. October 5, 2015
- The Kenedy Memorial Foundation Scholarship was presented to 2 Automotive and two Diesel Students on Oct. 15th
- Attended the GM ASEP Conference for updates and workshops from October 18-21, 2015 in Detroit, Michigan
- Participated in the "Teen Super Saturday" career exploration event on October 17th. Setup table with activity
- 10 Instructors attended O'Reilly Professional Technician Seminar on Oct. 28th
- The 5 Hour training was on Diagnose and Repair Vehicle Networks, which will count towards the 21 hours of Instructor training a year that's required by NATEF on Oct. 28th
- Held Ford Advisory Meeting on Oct. 29th
- Attended San Benito Automotive Advisory Meeting on Oct. 29th
- Edinburg High school students visited our Campus on Oct. 29th
- Participated in the Railroad Commissioner Christi Craddick Visit at the Technology Campus on Oct. 28th

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

- Design & Building Technology Department created and put together the Texas Community College Instructional Leaders conference booklet that was held in Austin, Texas on October 7-9, 2015. Coordinating efforts with the various committee members involved with colleges across the state of Texas on 10.1.2015
- Met with Mr. Gonzalez, teacher at Esparza Elementary (Edinburg CISD), in efforts to host an "Educational Rally" with DBT Faculty and 3rd, 4th, & 5th Graders. The event was scheduled for October 23, 2015 at Esparza Elementary.
- Primary Advisor and co-advisor Title IX training for the Construction Supervision Association. 10.2.2015
- Met with selected Business & Technology Chairs to discuss upcoming visit from HESTEC-STEM Excursion to be held on October 5, 2015.

- Met with Dean Mario Reyna and Angelita Teniente in planning efforts to start the kick-off meeting for "Women in Technology". The event has a tentative date for last week of March or April 2016.
- DBT Lab Assistants are attending a CPR/First Aid Training session at Human Resources. 10.2.2015. (picture to the right)

- CADD Faculty will be participating at the annual AIA Building Communities Conference at South Padre Island, Margarita Vanguelova presented at the conference.
- C23-09 AutoCAD is Still Everywhere – Tips and Tricks for Greater Productivity, Presenter: Margarita Vanguelova, 1 LU / PDH
- DBT Department participated at the Annual Harlingen Career Expo on Thursday, October 8th from 8:30 am -12 pm.
- DBT Department participated at Super Saturday event to be held on Saturday, October 17th from 9 am -3 pm at Mid-Valley Campus.
- CADD Department Faculty presented 3 scholarship recipients on behalf of the Kenedy Foundation Scholarship. Students will be awarded $1,000 on 10.9.2015
    - Dassahed Marines – Design & Technical Graphics; Casssandra Chapa – Civil Drafting; & Marcelo Iglesias- Architectural Drafting
- Electrician Technology students continue to help Proyecto Azteca. Faculty/Staff/and Volunteers are wiring up three 950 SF homes for low income selected families. 10.2.2015
- Construction Student Association made Cancer Awareness Ribbons (plywood) and displayed them around the Technology Campus. 10.3.2015
- DBT Department participated in the Annual Harlingen Career Expo held on Thursday, October 8th from 8:30 am -12 pm. All DBT Programs participated. An estimated 1,400 students participated.
- Women in Technology kick-off Planning Committee meeting was held on October 30, 2015. Angelita Teniente will be chairing the committee for upcoming semester event.
- DBT Clubs will be participating during the Fall Carnival at the Technology Campus.
- Electrician Technology student with the leadership of Lead Instructor, Felix Sandoval, helped wire a house for Buckner International (non-profit organization). Student's volunteer their time every Friday of October to practice their skills at the job site.
- Attended Habitat for Humanity Re-Store grand opening in Harlingen, Texas on October 15, 2015. Rey Sanchez is currently serving a 2 year Executive Board Member commitment. (picture to the right)

- Collaborating with Buckner International, Proyecto Azteca, and Habitat for Humanity to assist a family who lost their home last week during a thunderstorm. The strong winds ripped their roof apart. Working with other non-profit organizations to help the family rebuild their home. Some students from the Construction Supervision program are getting involved with the rebuilding efforts. (picture to the right)

- All DBT Programs participated in the Annual Mid-Valley Reading Night held at Weslaco Mid Valley Campus. Departments had engaged activities for children of all ages. Wednesday, October 21, 2015.
- CADD Department Faculty met with Kristina Wilson, Associate Dean of Curriculum and Student Learning to review curriculum changes for upcoming academic year. Thursday, October 22, 2105.
- Arnold Perez, HVACR Lead Instructor, continues to meet with team players to assist with EPA Certification Exam proctoring process. Exam will be provided to HVACR students during the month of November. Wednesday, October 21, 2015.
- Rey Sanchez, DBT Program Chair, presented "Student Leadership/Volunteerism" to participants from the Leadership Academy. Presentations were made at the Technology Campus and Pecan Campus. Thursday, October 22, 2015.

- Arnulfo Flores, Electrician Assistant Instructor, is a member of the Veteran's Day Planning Committee. Preparations are underway for event to be held on November 11, 2015 at the Technology Campus. Thursday, October 22, 2015
- CADD Faculty participated in a Blackboard Training, October 23, 2015 from 1:30 to 3:30pm at the Technology Campus.
- CADD Department is planning a community service project with "Little Free Libraries Movement", City of McAllen, and various departments of South Texas College. CADD students will actively be engaged with research, design, and build.
- Women in Technology kick-off Planning Committee meeting will be held the first week of November Angelita Teniente will be chairing the committee for upcoming semester event.
- DBT Clubs (HVACR Association, ADC2 Club, and Electrician Association) are actively meeting and making preparations for the Fall Carnival to be held at the Technology Campus. Date of Event: Wednesday, October 28, 2015.

**Law Enforcement:**

- Public Safety & First Responders Expo was 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.

**Precision Manufacturing Technology:**

- PMT held an Open House on 10/14/15, Technology Campus students will participate in Open house event and activities. Subsequent PMT Open House events have been discussed for later in the semester at High school locations. (picture to the right)

- Manufacturing Day Event on 10/2/15, 180 Junior High, High School and traditional students attended presentations and manufacturing company tours(3 PMT graduates were the guest speakers, presentations centered around work experiences in manufacturing and students visited: Royal Technology, Priority Tooling, AEF Plating, Universal Metal Products, Alpha XL and Grand Rapid Foam.
- Meeting with STMA/Workforce - 10/1/15 in regards to a possible formation of Automation/Maintenance Technology Program
- Jaguars Manufacturing Club company visit - 10/1/15 Members visited company Royal Technologies
- DFTG1325 Blueprint Reading class company tour 10/1/15, instructor took students to visited Regal Beloit
- HAAS Tool room mill installation has been completed 10/9/15. Donna ISD recently added a HAAS Tool room CNC mill to PMT lab, air, coolant, and power connections are complete.Lab updates reflect new Computer Numerical Control additions to 2015/2016 degree plan Lab additions and setup are valued at $45K (approximately)
- National Science Foundation – Regional Industry and Technician Support Grant application re-submitted 10/8/15. Instructor E. Adame worked with Engineering Dept. and Grants Office to update and re-submit grant proposal. Chair D. Morales worked with IAM and NAMREI office to update grant proposal
- HESTEC Teacher visit 10/5/15
- Welding Faculty Math Training – 10/16/15 - PMT Faculty Member E. Adame organized a 4 part Math training for Dual Enrolment Faculty teaching the newly added MCHN1343 Machine Shop Mathematics at PSJA school district. Following Sessions were held on 10/23, 10/30, 11/6
- PMT Club – Community Service 10/17/15 - Club members participated in a Habitat for Humanity house painting activity
- PMT Faculty – Super Saturday: Teen Career Exploration Event 10/17/15. Presentation Topic was- Quality Control in Manufacturing: Blueprints, Precision Tooling, & Measurement Applications. Faculty presented to teens about careers in manufacturing and had a hands-on activity that included a metrology exercise.

**Academic Affairs Report** **September 2015**

**Erasmus Addae**
**Dean – Distance Learning and Virtual Campus**

- **Dean Distance Learning**
  - Distance Learning Week Celebration: The annual Distance Learning Week was observed on November 9-13, 2015 to create greater awareness of distance learning and recognize faculty and best practices in the field. More than 6,024 of the approximately 34,000 students in the fall 2015 enrolled in at least one online course. The number enrolled fully in online degree programs at South Texas College is 2,206 students. Some of the activities for the week included webinars, faculty spotlights, course showcases, student scavenger hunts, and open house. (picture to the right)

  - **Online Student Registration**: Effort to register online students for the Spring semester is on-going. There are 3,719 students registered so far and 9,288 seats available.
  - **Banner XE Migration Presentation**: Attended the Banner XE Migration presentation by Ellucian.
  - **HSI Grant Steering Committee Meeting**: Attended the HSI Grant Steering meeting and provided an update on the technology component of the grant implementation.
  - **Blackboard Learn Analytics and Outcomes strategic planning**: The Distance Learning department, Curriculum and Student Learning, Institutional Research, and Technology Resources hosted a Blackboard Learn Analytics and Outcomes strategic planning from October 13 - 15. The strategic planning was to develop use cases and business drivers for the implementation of Blackboard Learn Analytics.
  - **Professional Development**: A new distance learning professional development course - Universal Design and Accessibility for Online Learning was launched. The new professional development course is designed to introduce online faculty to the principles of universal design and how they can be applied to online learning environments to create accessible materials that are presented in ways that individual learners can use to achieve their educational outcomes..
  - **Distance Learning Advisory Council**: The Distance Learning Advisory Council met on October 22, 2015 to discuss online faculty professional development, and mandatory orientation for all first time online students.
  - **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.
  - Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.
  - **Projects:**
    - Blackboard module tabs projects for divisions. Divisions can use the tabs for targeted messaging to students and faculty.
    - 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
- **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 October. The following building blocks were updated in staging environment to review and test before installing to production
        - Assessments
        - Assignment
        - Authentication Provider – LDAP
        - Blackboard Mobile Web Services Building Block
        - Blackboard Core
        - Blogs and Journals
        - Discussions
        - Portal
        - Portfolios
        - Retention Center
        - SafeAssign
        - Wikis
    - **Modules** – Cleaned up and updated all sections of landing page tab, student tab and faculty tab.
- **Distance Learning Helpdesk**

| Agents | October-2015 | |
|---|---|---|
| | Calls Handled | Missed Calls |
| DL Students | 220 | 36 |
| DL Faculty | 71 | 86 |
| Advisor | 10 | 3 |
| Total Per HelpDesk | 301 | 125 |

    - Numbers for the month of October
        - Chats: 477
        - Tickets: 253
        - Online Trainings
            - Blackboard Collaborate
            - Collaborate Launcher issues at NAH campus; working with IS&P to get it resolved.

| DATE | FACULTY | ADJUNCT | STAFF |
|---|---|---|---|
| October | 23 | 2 | 21 |

    - Kayako
        - TR updated Kayako 4.66 to version 4.70 which included many bug fixes and security improvements to the system.
        - Data cleanup was also perform to the system. Removed all tickets older than a year and a half.

- Clean up menu for ticket system by only having tickets for Open, Pending and Closed instead of every semester listed.

- **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:**
  - Puente peer reviewers came from El Paso and the Alamo Colleges to evaluate our compliance with the licensed Puente program. The Dean attended a luncheon, the Data meeting, and a wrap-up session. Mostly reviews were raving and comments were made how much "ahead of the game" we are, especially with Pre-Puente, the program that is offered at the lower level developmental classes. A luncheon with several Puente faculty revealed some tweaking points that we can make for upcoming semesters. RAS, as usual, was extremely helpful in providing data and helping us evaluate our program.
  - The Coordinated Operations Council provided interesting discussions on the portable moves, continued concerns about the cost of Dual Enrollment, the controversial policy on reporting of criminal charges, and a review of crisis management procedures.
  - The LASS chairs met and discussed, among other things, the Dual Enrollment cost report, supervision over the sites, the future of BASOL classes, and the new Board policies. Much of the Dual Enrollment discussion evolved around what it would mean for upcoming traditional enrollment, how to motivate DE faculty to be better marketers for STC. Overall, thoughts about the high schools taking over the instruction of our college classes are not considered favorable.

  - On October 7, a reception to open our own STC Human Rights exhibition, now featured at IMAS was held. The Dean visited and was amazed at how global and high quality the artwork is. Mr. Lubben deserves kudos for putting the whole thing together. (picture to the right)
  - The Dean completed the Cyber security training. It was short, well put together, and rather interesting. Definitely a good addition to our training needs.
  - Dean Bischoff attended ITP/DSS Club, Hand In Hand annual Silent Dinner event from 6-8 pm. In the cafeteria.
  - The LASS division held its curriculum committee meeting and approved several needed and efficiency changes. Among others, the Political Science department changed it degree plan somewhat with field of study electives, the English Department and Child Development departments needed to update their catalog descriptions and offerings due to THECB course deletions, and the Education and Psychology Departments co-authored a change in core electives from Social and Behavioral Sciences to Component Area option for the EDUC/PSYC1300 class.

  - It is Noche de familia week for the Puente program. The three cohorts in Mid Valley, Starr, and Pecan all held their Noches. Parents and loved ones joined the Puente students for a night of pizza, presentations, and motivational quotes. The dean attended all in gratitude for the tremendous work the Puente faculty teams are engaged in. (picture to the right)
  - Furthermore, the dean continued chair evaluations and reviewed and handled several student complaints and faculty misunderstandings.
  - The Bond construction meeting on the North Academic Building provided an opportunity to further clarify needs for a Communication Arts lab as well as Sign Language labs in the new buildings.
  - IPAS2 (CSM) representatives visited to assess the needs for software to increase communication with students. Representatives from Admissions, Advising, IT, Outreach and Instruction came up with main goals and strategies.
  - The Dean traveled to Weslaco twice to discuss Puente issues and Wellness Center logistics.
  - The LASS support staff attended two days of travel workflow training. As so often occurs with automation, more forms need to be completed than before, and while the system probably is practical when it comes to encumbrances, the support staff will need to work approximately 1 hour more on

every travel request with an ongoing need to submit names to be put in the system by IT. Hopefully this can be taken in account when staffing requests are submitted for next Academic year. (While the Business Office probably needs less staff because of this automation, the support staff needs in the rest of the institution will increase).

- The Friday PDC meeting sparked more interesting discussion over the future of Dual Enrollment, the ongoing Title IX training, and Policy 4112.
- The Dean visited the Alamo colleges in San Antonio as part of a Puente site visit. Their EDUC1300 and INRW class was observed for student/faculty interaction, a sense of familia, and cultural inclusion in the curriculum. Also included in the criteria are administrative support and the way the mentoring functions.
- The Puente Fall institute was held in El Paso, where Puente faculty teams went through professional development and the dean was asked to provide guidance to first year Puente college administrators on the Pre-Puente effort, the logistics of forming cohorts, and scheduling the learning communities. (picture to the right)

- South Texas Theater gave a most excellent performance of Crime and Punishment which received raving reviews from scholars. While Dostodjevski is rather heavy material, the actors and set creation were superb, and performed their sometimes several roles with great skill and seemingly at ease. Costumes were right on as well. Overall a true accomplishment and much of the kudos should go to Jason and Alfredo Garza for tackling such challenging literary work. Our theater staff is truly world class!

➢ **Social and Behavioral Sciences Area:**

**<u>Political Science</u>**

- The Political Science Department submitted a request to add GOVT2389 (Academic Cooperative) to the course catalog. This class would allow our students to experience first-hand the work that political scientists do in the real world.
- The Political Science Department worked with the ADA Office to make arrangements to move a student who was seriously injured in an accident onto an online class so that he can continue his studies from home while he recuperates.
- The Public Administration Program Coordinator attended the RGV Lead Career Expo on October 8, which was attended by more than 1600 students. Students were provided with information about the Public Administration Program and how it could help them to achieve their desired career goals.
- The Mid Valley Political Science Club hosted a watch party for the Democratic presidential debate. The watch party allowed students and community members to learn more about the candidates and to better understand the presidential campaign and the positions of the various candidates.
- Members of the Political Science Department met with representatives of Mercedes Early College High School to discuss ways to help their students be more successful in their GOVT class.
- Members of the Political Science Department met with representatives of the Political Science Department from TAMUK to discuss a possible articulation agreement that would allow our majors to seamlessly transfer to TAMUK.
- The Program Coordinator for Public Administration met with Irma Garcia, Deputy Director of VIDA to discuss adding the Public Administration Program to the list of VIDA approved educational programs. VIDA provides financial and other assistance to low-income students enrolled in approved programs. This assistance would help to increase the number of students enrolled in the program and would help our students to me more successful in their studies.
- Members of the Political Science Department and the History Department participated in a panel discussion on the state of the presidential election on October 29. This event helped to raise awareness about the presidential election among our students and among community members, as well as to educate students and community members about the candidates and the issues in the election.

- The Mid Valley Political Science Club participated in the Mid Valley Fall Festival. This event brought community members to the Mid Valley campus and raised awareness about South Texas College within the community.
- The Program Director for Public Administration worked with Public Administration majors, with the division's retention specialist and with advisors to ensure that students are registered for the classes that they need in the spring semester.
- The Kinesiology Department has established a Volunteer/Employment Opportunities bulletin board for majors who may need employment or who would like to volunteer in their communities. Several schools and organizations have contacted the department concerning these opportunities and have provided information materials. (picture to the right)

- The Kinesiology Department has also developed a "Student Spotlight" to showcase and highlight our students during activity classes and any other notable accomplishments.
- The first meeting to organize the 10th Annual Turkey Trot was held between the Kinesiology Department and Office of Public Relations and Marketing. This year efforts are underway to make this a special and exciting event to commemorate the 10 year anniversary of the event. The Kinesiology Department's efforts have yielded well over 10,000 pounds of food for the Rio Grande Valley Food Bank and over 1,400 people have participated in the Turkey Trot since it began in 2005. Contact has been made with the President's office to invite Dr. Reed to be the official starter for this year's event. The Turkey Trot will be held on November 21st at the Cooper Center with registration beginning at 6:30am and trot to begin at 7:30am. Entry fee is 8 cans of non-perishable food items. The course is a 2.2 mile fun run/walk or trot. (picture to the right)

- Robert Martinez, Kinesiology Faculty member and Janice Perez, Coordinator of Kinesiology Wellness Facilities were interviewed for the KRGV inside the Valley show to promote the Kinesiology Department's 10th Annual Turkey Trot. The show will air on Sunday morning 10/18/15 at 10:00am. See attached. The photo includes Mr. Martinez, Ms. Perez and Mr. Alan Campbell of KRGV.
- The number of participants (faculty/staff/administration/students) who are participating in special fitness activities at the Pecan Wellness Center are as follows:
  Spinning—43 500 Abs—52 Kickboxing—62 Dance Fitness—49
- The Kinesiology Department developed a small lab with refurbished computers for students to use to do their work. The lab is located in the main building of the Kinesiology Department at Pecan Plaza. Kinesiology students are constantly using the computers to finish homework or for research. (picture to the right)

**Criminal Justice**

- Chair Blair initiated transfer agreement dialogue with program chairs from several universities across the SWACJ area (and beyond). Universities include University of Mary-Hardin Baylor, Texas A&M Texarkana, Texas A&M Corpus Christi, Texas A&M Central Texas, Texas A&M International, Texas A&M Kingsville, Texas State University, Prairie View A&M University, University of Houston – Downtown, University of Texas – Dallas, Sam Houston State University, University of Incarnate Word, Stephen F. Austin State University, Sul Ross State University, Tarleton State University, University of South Carolina, University of Arkansas – Little Rock, Southwestern Oklahoma State University, and others.
- Chair Blair met with SGT Alberto Cruz from the Lower Rio Grande Valley Police Academy. He has requested that we provide academic CRIJ classes for his cadets. The cadets all have STC A#s as a holdover from when our Workforce Development grant helped pay for their academy. The location of the academy is at a building that STC uses to teach GED classes, and more rooms are available for

our use. Each credit hour the cadets earn counts as 20 hours towards their TCLE certification, allowing the cadets to graduate with more hours than other academy cadets, and put them well on their way towards earning their higher level certifications.

- Chair Blair followed up on the meeting with SGT Alberto Cruz from the Lower Rio Grande Valley Police Academy. He has requested that we provide academic CRIJ classes for his cadets. The cadets all have STC A#s as a holdover from when our Workforce Development grant helped pay for their academy.
- Wendy Branwell met with her Anthropology counterpart from TAMU-Kingsville to discuss joint participation at dig sites.
- Criminal Justice students were invited by McAllen PD to assist with the upcoming Christmas Parade. The request has been referred to the Delta Sigma Psi Criminal Justice Club for consideration.
- Mid-Valley Criminal Justice students participated in the National Night Out event in Weslaco last week.
- On Saturday, October 17, 2015 STC's Mid-Valley campus hosted "Super Saturday," an event aimed at inspiring local valley youth to go to college. Jenny Chamberlain, a sociologist from the Criminal Justice and Social Science's Department, planned, organized, and oversaw the event. Over 30 academic programs were represented by faculty member who gave up their Saturday to present hands-on, interactive workshops dedicated to helping the attendees learn about careers in their field and experience the focus of their major.
- Chair Blair discussed the possibility of student internships with Homeland Security Investigations (previously known as ICE).
- Chair Blair Discussed criminal justice career opportunities with students at PSJA Memorial, emphasizing the role STC can play in achieving those goals
- The Social Work Club under Bob Luckett is receiving clothing donations for their coat drive, and have already collected over 200 items. The Social Work Club also participated in the Fall Festival on Pecan campus October 29th.
- Delta Sigma Psi Criminal Justice Club under Lisa Andre and Marc Hughes represented the CJSS department at the Emergency and First Responder Expo held in and around the Cooper Center October 28th.

**Psychology**

- The Starr County Campus Psychology Club attended the Anti-Bullying and Drug Free Rally sponsored by Rio Grande City CISD at the Multipurpose Center. Among the speakers were RGCCISD Superintendent of Schools Mr. Joel Trigo Jr., Rio Grande City Mayor Joel Villarreal, and 229th Judicial District Attorney Omar Escobar Jr. There were also several performances by the school district's mariachi and cheerleaders. The main message was the importance of standing up to bullying and remaining drug free – and how the family and community together can overcome the issues of bullying and drug usage among the youth. The picture shows RGCCISD Superintendent, Board Members, and Guest speaker. (picture to the right)
- On October 22, 2015, the Starr County Campus Psychology Club participated at STC Starr County Campus' Fall Festival from 6-9 pm. Some Psych Club members dressed up as Greek Gods and Goddesses (this year's theme), whereas others used their Pink Relay for Life Cancer Awareness "Tackle for the Cure: Hopecoming" shirt. Psychology Club members sold pizza as well as our pink cancer awareness shirts, and were in charge of the fishie ride for children.

- The annual Psychology Retreat was held on Friday, October 23, at the Cooper Center. Team-building activities and professional development opportunities headlined the event. Guest presenters included Rachel Brown (2014 Faculty of the Year) and Robert Sean Kennedy (2014 e-Facuty of the Year). The agenda included using drawing to reduce stress (Rachel Brown), tools and tips for organizing your blackboard class (Sean Kennedy), a precview of LaunchPad

and Learning Curve (textbook enhancements), and several team building activities (superhero related!) (picture to the right)

- Several Psychology faculty have been participating in weekly **professional development** activities this fall. A partial list:
    - Wilfrido and Alex Sarabia have been attending the Fall FOCUS academy, which focusses on active learning techniques and using the new active learning classrooms. This seminar lasts one semester and meets (on average) every other Friday.
    - Jose Sanchez has been invited to participate in the first "Quality Matters" seminar that is being offered through the distance learning department. The training involves 16 hours of training skills for those who teach the top ten courses on-line
    - Yvonne Chapa has been attending the Teaching/Leadership Academy. This academy trains new faculty members at STC in the organization and structure of STC, and shares teaching pedagogies.
    - The Starr County Psyc Club Activities planning continued for the STC Starr County's Got Talent 8, to take place on Tuesday November 24th from 6:00-8:00 pm with the theme of "Roaring 20's". This theme was selected by the club members after voting for a theme during a meeting earlier this year. There will be a $5 admission fee and $5 participation fee to benefit the annual Starr Psych Club $1,000 Scholarship.
    - Starr Psych Club hosted its 6th regular meeting of the semester from 4:00-5:00 pm. During the regular club meeting, upcoming events the Starr Psych Club will participate or volunteer in were mentioned—including tomorrow's Fall Festival, La Borde House Film, Food & Music Event on October 27th invited by STC Board Member Rose Benavidez, RGC Boys & Girls Club 3rd Annual Halloween Monster Mash on October 30th, 2nd Annual City of Roma's Walk All over Cancer on October 31st, Starr County Relay For Life on November 7th, and Starr County's Got Talent 8 on November 24th with the theme of "Roaring 20's" to benefit the annual $1,000 Starr Psych Club Scholarship. There was also a group activity of writing anti-bullying messages for a social media awareness campaign, since Unity Day Against Bullying is on October 21st. The Quote and Message of the Meeting was also discussed, which is on perseverance and the importance of never giving up. A discussion on Psychology Club Core Value of Reliability was also on the meeting's agenda. The Relay For Life of Starr County Decorations Committee also provided the members with an update of what has been planned/discussed on the Campsite and Spirit Stick decorations—and asked them to help out in the upcoming weeks.
    - Relay For Life of Starr County Decorations Committee, along with other Psych Club Members, stayed working on decorations for Relay For Life- Campsite and Spirit Stick following the regular club meeting.
    - Starr Psych Club was invited to an Anti-Bullying and Drug Free Rally that RGCCISD is sponsoring at Multipurpose Center of Ft. Ringgold from 5:30-7:00 pm and some Psych Club members attended this event in support. Psych Club also attended this event last year.
    - Starr Psych Club participated in the STC Starr County Campus Fall Festival for the 7th consecutive year—selling pizza, distributing pink cancer awareness shirts (Tackle for the Cure: Hopecoming), and in charge of the fishie ride. Some members got dressed as Greek Gods & Goddesses, which was the Halloween costume theme selected earlier this year after voting for the theme during a club meeting. The event took place at the campus from 6:00-9:00 pm.
    - Congratulations to the Psyc Clubs on all campuses for their excellent Mental Health Awareness Week activities (discussed in previous highlights!) Starr County Psyc Club had a speaker, and Pecan and Weslaco Campuses had posters hung around campus.
    - All of the psychology clubs are active with social media. Starr County campus psychology club has an active presence on the sites listed above. Pecan campus has been active on twitter

for over three years. Social media has proven to be useful a useful communication system for the clubs.

**Communication Arts**

- Andrea Fuentes' class hosted Christina Ochoa, creator of the Social Butterfly Gal Blog and PR Firm. Ms. Ochoa is a Valley Native, now residing in San Antonio. After gaining her degree in Broadcast/Journalism from Texas State, she created her own blog and then launched her own Public Relations Digital Firm. Her insight on how to utilize Social Media, become your own entrepreneur, and navigate the working world post-graduation was inspiring! Students were able to ask questions and gain inspiration thanks to the Technology Dept. setting up SKYPE in the classroom. (picture to the right)
- Andrea Fuentes' Advertising/PR students attended an American Advertising Federation RGV luncheon where guest speaker Advertising Executive Leo De Leon, Jr. gave a presentation titled **Beyond The Barrio: A review of Hispanic Marketing from its beginning to the present**. He encouraged our students to stay in school and stressed that we need more educated Hispanics in the field of Advertising.
- As part of The Mid-Valley Reading Committee, Communication Arts speech instructor Carmela Jimenez helped organize and moderate their annual Open Mic event which took place at South Texas College-Mid-Valley Campus on Wednesday, October 21, 2015. The committee promotes literacy both at the college and community. Mrs. Jimenez wanted to give her speech students an opportunity to practice their public speaking skills by reciting their favorite poems, book readings and song in a public performance format. Students were encouraged to participate to help them continue to enhance their presentational skills and also develop a greater appreciation for reading.
- Debra Wyatt and Carmela Jimenez also took part in the Super Saturday event which took place at the MVC on October 17, 2015. This event brought in high school students to explore career interests and understand how communication plays a key role in all career choices. This 45 minute, hands-on workshop for a group of 15-25 young people will help the participants know what the field of Communication is all about and discover what kinds of careers are available if a choice to major in Communication is identified. Included in the workshop is a packet handout designed to further the critical thinking process toward deciding on the most appropriate career for the participant
- Laura Nunn met with student who is the president of the newly approved Young Republicans at South Texas College club. She also attended Focus Academy and conducted class observation for the academy. In addition Laura worked with Faculty Advising Coordinator as part of her Lead Faculty Advisor assignment.

**Education**

- The Education club volunteered during the 28th Annual Rio Grande Valley Science Association Conference at PSJA high school.
- Dr. Ledesma and Graciela Sanchez, Coordinator of ADA Services, provided ADA simulations for students in EDUC2301 – Introduction to Special Populations.
- Dr. Gina Garza-Reyna, Representative from Texas A&M University - Kingsville, provided information to our Education majors on options at TAMUK
- Dr. Ledesma met with Catch the Next consultants to discuss mentoring/community service activities, and a classroom visit, for the Puente Project EDUC 1300 course.
- Dr. Lydia Bean presented a workshop in Intellectual Wellness to STC's Student Fitness Academy.
- Dr. Gina Garza-Reyna, Representative from Texas A&M University - Kingsville, provided information to our Education majors in the Pecan and Mid-Valley campuses.
- Students in College Success classes and Education Majors at Mid-Valley are participating in priority advising/registration.

- Dr. Bischoff and Steve Schiefelbein attended the Puente's Noche de Familia at Starr County campus. Dr. Arturo Montiel started the ceremony welcoming parents and stressed the importance of family support to achieve student success.
- Students in Dr. Bean's classes participated in the Leadership Academy workshop discussing Emotional Intelligence.
- Dr. Juan Ramirez and Rene Zuniga presented two workshops on the education profession during the Mid-Valley's Super Saturday Conference
- Dr. Lydia Bean's College Success class is featured in Student Activities & Wellness' Facebook page (picture to the right)

- Mid-Valley Education Club members volunteered during the MVC Library's Open House. Members read stories to children of the Weslaco community.
- Dr. Sandra Ledesma presented during the Roma High School Conference "RHS Future Leaders" at the Starr Campus.
- The Roma High School Dual Enrollment EDUC 1301 students participated in a field trip. The presentation was "RHS Future Leaders".... Students participated in skill building activities, received motivational speeches from special guests, received important college information, and a tour around the Starr campus (see picture below).

**Child Development**

- The Child Development Club met this week to install officers for the 2015-2016 school year. The officers pledged to be leaders in organizing and implementing activities for children that promote literacy on the STC campus and the Rio Grande Valley. The officers were escorted by Dr. Jaqueline Worley, advisor of the club, to the Office of Student Affairs and Wellness to personally meet Maritsa Morales, the individual they will work with to schedule events for children on the STC Campus.
- Cecilia Villagran and Veronica Rodriguez met with PSJA ISD Early Head Start Administrators regarding future enrollment in Child Development Associate Infant/Toddler Credential classes in the Spring Semester. Teachers will be required to have a CDA Infant/Toddler Credential before August 2016. There is a possibility of up to 25 candidates that starting classes in January. We reviewed the process of Admissions and Enrollment at South Texas College. We would be willing to have an orientation similar to the one conducted for Workforce Solutions. They will be meeting with the grantee soon to determine the next steps for them.
- The Mid Valley Campus Child Development Center Oversight committee met on Thursday at 1:30 pm at the CDC. In attendance was Dr. Bischoff, Dr. Schmalzried, Cecilia Villagran, Aida Lozano, Sylvia Serrano,, managers for CDC, and Veronica Rodriguez. The agenda included budget review, September and October events planned, CCAMPIS grant Audit in November, Budget reconciliation, and enrollment.
- Chair Rodriguez met with BETA High School Counselors to discuss the possibility of offering TECA 1354 Child Growth and Development for dual enrollment students as a Social/Behavior Science elective. We will continue to discuss scheduling and instructor's available for teaching for Fall 2016.
- The Child Development Department had their 7th Child Care Conference "Infant and Toddler Care: Identity and Culture in the early years". We will create a highlight page soon. There were 130 participants in attendance. Christina Morgan Lopez from DeAnda Community College in California was the speaker.
- Dr. Bevelry Schmalzried, STC Mid-Valley will be participating in "Super Saturday" for 150-200 teenagers between the ages of 12-18 who are excited about exploring career and educational possibilities. These young people come from 7 congregations in the RGV and are inviting some of

their friends of other faiths (or non-faiths) to participate in this all day event. She presented on Careers in Early Childhood.

- Veronica Rodriguez and Cecilia Villagran attended the TDFPS Child Care Minimum Standards stakeholder meeting on October 20, 2015 from 9:00 am – 11:00 am at the STC Cooper Center. Child Care Licensing is conducting a review of all the minimum standards and as a part of this review are holding public meetings throughout the state for input.
- The MidValley Child Development Center hosted its Fall Festival for students parents and their children who are enrolled at the center. There were games, face painting, food, and music. The event began at 6:00 pm until 7:30pm.
- Cecilia Villagran, Veronica Rodriguez and a representative from the STC Grants office attended a grant negotiation conference call with Workforce Solutions on Friday October 30th on the CDA classes and Child Care Training Grants. Once the negotiations are completed, contracts will be signed by the President.
- Cecilia Villagran, Veronica Rodriguez, Maria Aida Lozano, and a representative from the STC Grants office had a Child and Adult Care Food Program audit review on Friday, October 30th. Information was reviewed on submissions, budgets, new proposal, and child eligibility.

- The children at the Child Development Center dressed up for Halloween. Due to the rain, the candy come to them, provided by the different departments at the Mid Valley Campus. (picture to the right)
- Cecilia Villagran met with CCAMPIS student parents for academic progress reports this week. There were about 50 parents who attended their schedule academic progress meeting. Cecilia reviews their degree, addresses any concerns, reviews their schedule, and advises on what their next step is for classes in the Spring.

- South Texas College Child Development Department hosted its 6th Annual Child Care and Early Childhood Conference on Saturday, October 17, 2015 with 135 participants form across the Rio Grande Valley registered for the event. This conference is held annually and provides various topics in the area of Early Childhood Education. This year's focus was on Infant/Toddler Care. The conference provided training hours to local early childhood providers/caregivers. (picture to the right)

➢ **Humanities Area**

- The Assistant Dean of Humanities and the Associate Dean of OPOD began work (10/05) on their presentation for the upcoming "College For All" Conference
- The Assistant Dean of Humanities met with the SAEM VP's "Enrollment Team" (10/06) and assisted in finalizing the division make-up for the two December commencement ceremonies
- Discussions continued (10/08) regarding certain particulars of the North Academic Building, and the Assistant Dean of Humanities was charged with determining the nature of the "Large Speech Lab" requirement therein
- The Hand on Hand Interpreters Club hosted their Silent Dinner for students and their families (10/10)
- Tom Fuschetto's WILD English club held an International Animation Festival featuring cartoons from all over the world (10/07)
- WILD also began accepting short films for WILD's Original Films Contest. Awards will be provided by Barnes & Noble. This is an excellent means of integrating technology and multi-media literacy into English activities!

- The Hispanic Medal of Honor Exhibit opened on Monday (10/05)(picture to the right)

- Program Chairs for English, History, Mexican American Studies, and Spanish met with their counterparts from TAMUK (10/15) and began lining up coursework for their respective 2+2 articulation agreements, all of which should be completed and ready for signing by the end of November
- WILD held its short film festival on Wednesday (10/14), highlighting the creative and multimedia works of student writers
- The Mid-Valley speaker series had its latest installment with Astrid Dominguez, Advocacy Coordinator for the America Civil Liberties Union, discussing "Campaigning for Fairness and Justice for All"

- The World Languages Dept. celebrated the National Hispanic Heritage Month with its annual Hispanic Food Festival in Weslaco and Pecan campus (10/15), where students had the opportunity to taste the cuisine of 10 Spanish-speaking countries (picture to the left)
- The Hispanic Medal of Honor Exhibit opened on the Pecan campus on Monday (10/12)
- The Assistant Dean of Humanities and the Associate Dean of Curriculum worked to design a draft of Title IX "Incompletes" procedures for faculty, to be reviewed at AAC at its next meeting

- WILD began accepting contributions for its annual short film contest, which happens in two week (picture to the right)
- The English Department Retention & Advising Committee began calling all English majors to check up on their degree progress and answer any questions they might have.
- The English Department's Mid Valley Speaker Series continued on Wednesday with Kelsey Snapp, a staff attorney at Texas RioGrande Legal Aid discussing LGBT issues, rights, and concerns
- The Chair and Assistant Chair in History at STC met with Chair and Graduate Director in History at UTRGV to continue developing plans for their regional Dual Enrollment History Conference, scheduled for February 26, 2016
- The World Languages Faculty began planning their participation with Sin Fronteras Book Fair
- The Humanities courses affiliated faculty (from Art, English, History, Philosophy, and Spanish) convened to discuss new textbook selections for HUMA 1301, and the matter of describing the course content for HUMA-1301 and HUMA-1302, respectively – the decision was made to pursue and develop a geographical division (Western / Non-Western), rather than a historical or thematic one
- An informative meeting was held for the Professional Development Abroad, including an email to the PSJA district
- The Spanish students celebrated El Día de Muertos and created a Catrina and Altares in Weslaco, building G
- The Chair of World Languages was invited as a guest speaker for la Sociedad Honoraría Hispánica in Juan Diego Academy

**<u>Fine & Performing Arts</u>**

- Chair Lubben appeared on the local Fox TV news to promote the Human Rights Art Exhibit at IMAS
- Chair Lubben and Assistant Chair Neumann attended the IMAS Members Only Art Reception and met with Dr. Cahn, IMAS Art Curator regarding the desire for the Art Gallery Steering Committee to

work more closely with IMAS to better serve our art community. PR from the IMAS Art Exhibit: http://imasonline.org/welcome/?portfolio=human-rights-art-exhibition-works-from-the-permanent-collection-at-south-texas-college (picture to the right)

- Chair Lubben submitted art course and graphic arts degree plan revisions to Dean Bischoff to be included in the October Curriculum Committee meeting. The changes will better align our AA in Graphic Arts to the UTRGV revised degree track and delete several 2000 level art courses from the STC catalog in the fall (scheduled for ACGM deletion)

- TASA Annual Conference, Texas Tech University: Chair Lubben was elected as the President of the Texas Association Schools of Art for 2016-17 (TASA) and moderated a panel discussion on the creative arts core curriculum and a proposed field of study in art (picture to the right)
- Chair Lubben met with Dr. Peek and Dr. Nelson regarding the BASOL course and posttest/assignment issues. There seems to be a disagreement on if assignments can be mandatory; however, a solution was found on how to revised the posttest and course structure

Art Xchange showcases artwork by STC visual arts faculty

- The STC Art Faculty Exhibition at Laredo Community College was featured in the Laredo newspaper (picture to the right)
- Chair Lubben attended the Council of Chairs meeting and briefly discussed the proposal for a lecture-lab equivalency at most large Texas community colleges
- Assistant Dean William Buhidar was the Master of Ceremonies at the 10th Annual "Night with the Stars". Music Faculty members Jaime Garcia, guitar, and Ron Schermerhorn, percussion, also participated in providing music for the event.
- "An Evening of Jazz" was held on Friday, October 9, 2015 in the Cooper Center Theatre. Daniel Cather, pianist, was joined by other Music Faculty and local jazz musicians performing traditional and original compositions.
- A Fine Arts Facility Committee meeting was held to discuss the extensive needs of the music program. Members shared ideas that would best affect students experience as they progress through the music program at STC.
- Assistant Dean William Buhidar attended the December Commencement Committee Meeting and gave input on the music to be provided by the Music Department. Music student Albeza Barrera has been tapped to sing the National Anthem at the December graduation.
- Assistant Dean William Buhidar attended the Program Chair Meeting where several topics of interest were discussed. Mandatory training for security was stressed, Dual Enrollment Cost analysis was reviewed, and potential additional supervision at the Mid-Valley and Starr County campuses were discussed. A highlight of the meeting was a discussion of the potential approval of a policy that would give the college the authority to dismiss an employee who was falsely accused, creating a storm of bad publicity in the press, and then acquitted.
- Assistant Dean Buhidar attended a construction meeting to review the progress of the Ceramic Arts Kiln Building. It was reported that the work is one week ahead of schedule. There is a concern regarding obtaining brick that matches the surrounding buildings.

- The Fine and Performing Arts videotaped interviews with Art Instructors have begun. These interviews will be shown in the Art Building during the upcoming Art Faculty Exhibition. Kyle Chaput and Scott Nicol have completed their interviews with Assistant Dean William Buhidar.
- Assistant Dean Buhidar attended the Faculty Advisor Steering Committee Meeting on Friday, October 9, 2015. Discussion included the implementation of training for TLA members and those who have previously been certified as advisors.
- Nancy Amaro did a presentation on the Drama Department's Season Subscription for TLA on Friday, October 9th. The focus of her presentation was to introduce the new faculty to the Drama Department and the productions we provide to the community.
- The foundation was laid for the Ceramic Art Kiln Building being constructed for the Art Department. Assistant Dean William Buhidar met with Hochemont Construction owner Michael Montalvo as the foundation was being laid. At this point the construction is a week ahead of schedule. The only anticipated delay is regarding the availability of the burnished brick that will need to be used for the north side of the building. (picture to the right)

- Rachael Brown gave a talk of Mexican Folk art at Quinta Mazatlan and three creative wellness workshops at Mid Valley campus, while Patricia Ballinger exhibited art in two local collective exhibits.
- Chair Lubben did a TV interview for Fox2 news and their Spanish language partner channel at the Cooper Center. Afterwards, Chair Lubben did a follow up TV promo for Fox2 news at the IMAS
- Chair Lubben discussed degree plan changes and articulation agreement proposals with UTRGV School of Art Director. Chair Lubben set-up an articulation meeting for next week.
- Chair Lubben presented AA GART field of study changes and art elective course catalog deletions to the Division Curriculum Committee to better align with UTRGV's revised degree plan and ACGM schedule course deletions.
- Chair Lubben submitted a justification memo to reduce online studio caps to support a fully online AA in Graphic Arts degree
- Chair Lubben and art faculty member Daniel McInnis continued to organize a November 14 adjunct/dual enrollment and FT faculty Saturday PD day to better connect part-time faculty to the department.
- Chair Lubben spoke with the Dual Enrollment Office regarding continuing issues at high schools such as students being enrolled after the census date without Chair or faculty permission, inadequate number of textbooks in classes and students being pulled out of classes for school activities. A follow up in-person meeting will be scheduled for next week.
- Chair Rodriguez and two of their Drama Majors met with Fox news to do an interview for Crime and Punishment on Tuesday, October 13th.
- The Crime and Punishment cast and crew began dress rehearsals for the production in preparation for opening night on October 15th. The entire department rallied together to make sure everything was done by opening night. (picture to the right)

- Assistant Dean William Buhidar helped to organize a special broadcast from the Cooper Center Theatre on Fox 2 Rio Channel that highlighted the Fine and Performing Arts area and the new concert grand piano in the Music Department. Featured were representative from each area including Jason Rodriguez – Drama, Richard Lubben – Art, Daniel Cather – Music, and William Buhidar – Fine and Performing Arts.
- A meeting with Assistant Dean Buhidar and Planning and Construction was held to review the remodeling needs of the Music Department Building. With a growing number of enrolled Music Majors and space at a premium the building will have to use up every bit of unused space to add three new practice rooms and a small storage area. Once completed there will be no space left to accommodate increasing enrollment. The target date for completion is the beginning of Spring 2016 before classes begin.
- A meeting with the Music Fine Arts Facility Committee was held to prepare a future presentation for Academic Council. The committee consists of Dr. Benjamin Coy, Ron Schermerhorn, Gilbert Cruz and William Buhidar. The committee will be presenting data that supports the addition of a new facility that would accommodate the activities of the growing fine arts area.
- The Music Department held its October Faculty meeting. Items for discussion included the hiring of one new music instructor for Fall 2016, the Spring 2016 Schedule, budget update, and articulation agreements with UTRGV and TAMUK. There was also discussion regarding the creation of new certificates in Arts Administration, Sound Recording, and Electronic Music. All music faculty were in attendance.
- Assistant Dean Buhidar attended the College-Wide Curriculum Committee Meeting on Tuesday October 20th, the Construction Meeting with Michael Montalvo and Planning & Construction on Thursday October 22nd, a Veterans Day Planning Event Committee on Friday October 23rd, as well as the PDC on Friday October 23rd.
- Several art faculty reported their high school dual enrollment class outreach visits were very successful. Degree brochures were given to the art students and the benefits of attending STC after high school graduation were explained. It is hoped this will help our traditional enrollment growth in the near future.
- The Fine and Performing Arts Chairs met to discuss activities. Discussion included advising potential fine arts students, dual enrollment professional development, and the upcoming production "Los Valientes".
- The STC Mariachi performed at the Mid-Valley Campus Annual Family Reading Night. The ensemble is under the direction of Jaime Garcia. (picture to the right)

- Chair Lubben and key art faculty met with UTRGV counterparts to discuss a new articulation agreement for the fine and graphic arts area. After discussion a new articulation was tentatively agreed upon that will create a seamless pathway for our student into UTRGV fine and graphic arts programs in Fall, 2016. Both UTRGV and STC art Chairs will begin to organize STC-UTRGV faculty work groups to discuss common course content and how to best prepare our student for transfer and success into upper level courses at UTRGV.
- Chair Lubben attended the Distance Learning Advisory Committee meeting, the Kiln Building construction weekly meeting, and the College-Wide Curriculum meeting.
- Chair Lubben staffed all FT art faculty for the spring semester. An evaluation of unstaffed sections and course offerings will be done next week to determine if we have sufficient

adjuncts to staff the remaining courses.

- Assistant Dean Buhidar continued the videotaping of art faculty interviews for the upcoming Faculty Art Exhibition.
- Assistant Dean Buhidar attended Academic Affairs Council Meeting to discuss the enrollment cap justification on online art studio courses. The request was approved by Dr. Petrosian.
- Assistant Dean Buhidar met with Associate Dean Laura Sanchez and music instructor Michael Gersten to discuss the viability of creating new certificate programs in sound recording and arts administration. There will be a follow up meeting with Kristina Wilson.
- Assistant Dean Buhidar attended and welcomed the audience for the dramatic production of "Los Valientes". The event was cosponsored by the LASS Division and the Center for Mexican-American Studies.
- Assistant Dean Buhidar conducted faculty evaluations of music studio courses that included Jaime Garcia and Daniel Cather.
- Assistant Dean Buhidar prepared the forms and memo for changes in the music curriculum that will include a new ensemble course, a renaming of one applied instrument course, and the removal of redundant class piano courses.
- Chair Lubben visited the MV Campus and observed two FT art faculty for their yearly evaluations
- Chair Lubben visited the ECHS dual enrollment class and spoke about the benefits of attending STC after high school
- Chair Lubben met with a member of the Distance Learning Advisory Committee to discuss a new FT online faculty contract proposal lead by the committee
- Chair Lubben continued plans on the November 14 dual enrollment Saturday PD activities
- Jason Rodriguez and Marcela Garza have begun meeting with their Drama Majors individually for advising for Spring 2016. This will continue for the next few weeks.
- The Miss Firecracker Contest production team met to discuss tasks and responsibilities needed to be done for the week. This was led by Jason Rodriguez
- Marcela Garza and Jason Rodriguez had a FaceTime meeting with Michelle O'Connor and Brisa Munoz from Applied Theatre Collective to discuss phase two of their collaborative project – "We're Here Now".
- The Division of Liberal Arts and the Center for Mexican American Studies had their co-sponsored event – Los Valientes – on Thursday, October 29th.
- Marcela Garza and Jason Rodriguez met to discuss their proposals for Acting I and Introduction to Costume to be considered into the Core.

**Academic Affairs Report** **September 2015**

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

- **Math, Science, and Bachelor Programs**

- **University Relations**
  - Articulation Activities
    - Completed a rough draft of the correlation between South Texas College and the University of Texas – Rio Grande Valley degrees to initiate the writing of the new articulation agreements.
  - Transfer Visits
    - The following schools participated in the Fall 2015 College Fair: University of Phoenix, National American University, Grand Canyon University, Stephen F. Austin State University, Texas State University, University of Houston College of Pharmacy, Texas A&M University – Kingsville, Texas A&M International University, the University of Texas Rio Grande Valley, Texas A&M University Rio Grande Valley Engineering Initiative, the University of Texas at San Antonio, Texas A&M University School of Public Health, Texas A&M University College of Nursing, Our Lady of the Lake, and Instituto Tecnológico de Reynosa.

  - Fall 2015 College Fair: (flyer to the fight)
    - Pecan Campus, approximately 80 students attended
    - Starr County Campus, approximately 60 students attended.
    - Mid Valley Campus, approximately 60 students attended
  - Campus Visits
    - Dr. Maria Oralia De Los Reyes from Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative visited Pecan Campus on October 1st, October 8th, October 22nd, and October 29th.
    - Mr. Joseph Sanchez from Texas A&M University's Education Department visited the Mid Valley Campus on October 1st.
    - Ms. Bertha Maldonado from Our Lady of the Lake's La Feria Campus visited Pecan Campus on October 7th, October 22nd, and October 27th.
    - Dr. Gina Garza-Reyna from Texas A&M University – Kingsville's Education Department held her weekly office hours on October 8th, and October 28th.
    - Ms. Kathy Gonzalez from Grand Canyon University visited the Pharr Teaching Center on October 13th and the Technology Campus on October 14th.
    - Ms. Jessica Cunningham from Texas Tech University visited Mid Valley Campus on October 26th.
  - On Thursday October 15th, the College of Arts and Sciences from Texas A&M University – Kingsville visited the Pecan Campus. Representatives from the following departments were in attendance: Areas represented: History, Political Science, Criminal Justice, Math, English, Spanish, Modern Languages, Mexican American Studies, Southwest Borderlands Studies, Criminology, Anthropology, and many others.
  - Ms. Cristina De Leon from the University of Texas – Rio Grande Valley hosted a One Stop Shop on the Pecan Campus on October 26th and on the Mid Valley Campus on October 29th
  - Groundbreaking ceremony for the new Our Lady of the Lake site in La Feria (picture to the right)

- **Biology**
  - Jorge Cantu: Planta Nativa was an event that consisted of poster presentations followed by the guest speaker Douglas Tallamy. In this event, I presented my previous work from the University of Texas- Pan American, which looked at ecosystem services provided by urban trees. The poster session lasted about an hour and a half and I introduced the importance of my project to the many spectators. I also attended an in-depth presentation by Douglas Tallamy, an expert in biodiversity studies. His talked revolved around the importance of biodiversity and the steps we can take to improve the diversity in our surrounding areas. This was a great event, in which helped strengthen the main points from my previous work.

  - Shima Chaudhary: Submitted manuscript of my research in Journal, Scientia Horticulturae for review and publication.
  - Sandra Y. Espinoza: Volunteered at United Blood Services during the blood drives on campus signing people up, passing out snacks, and answering questions. (picture to the right)

  - Dr. Ruben Garces: Attended Fall festival in Starr County Campus. This is an activity designed to showcase the different clubs and student organizations in campus and as a way to raise funds for our club's activities. In the attached photos there are members of the Biology Club in Starr County Campus serving in the hot dog sales and at the rides.
  - Dr. Mehrzad Mahmoudian Geller: Biology Club meeting and training for the Mobile Biologist missions, October 8, 4:15 -6:40 pm at Pecan J3-604: Students learned how to present hands on activities to the elementary school students. The mission of the Mobile Biologist is to spark interest of elementary school students in science and biology, by offering experiences that help them relate biological science with their everyday life. In this training session the club members are encouraged to deepen their own understanding of the concepts that they are going to use in their presentation to the elementary school students.

  - Biology Club Breast Cancer Awareness Tables October 13th and 14th. (picture to the right)
  - Biology Club's Mobile Biologist Team presented at William J. Clinton Elementary School in La Joya, October 16, 7:00 am – 12:00 pm: Club members deepen their own understanding of the biological concepts in order to offer hands on experience on these concepts to the fifth graders and to spark the fifth graders' interest in Biological science, which also nurtures their own sense of community as well. The Mobile Biologist team of the club received a certificate of appreciation from the school for their support for the development of science interest in their students. (picture to the right)

  - Dr. Murad Odeh: I have had the pleasure of participating with Dr. Reyes Executive Director - Texas Graduate Center and members of Mercedes District high schools during our visit to Washington University in St. Luis OCTOBER 7-10, 2015 to learn more about the Master of Science in Biology for Teachers as well as explore the chances that the University offers for our High School students and STC Students. Using the NSF program as its benchmark, the M.S. in Biology degree is a vivacious one and now available and open to teachers nationwide. Some of the strengths of this program is that biology faculty include accomplished scholars and teachers from the University and the St. Louis community. The M.S. in Biology for Teachers would facilitates interaction among teachers, which can encourage change in classroom practice and growth as a professional. Teachers in the program continue working together throughout the summer and online courses,

using social media to develop a professional networking group. (picture to the right)

- Priscilla Saenz-Hinojosa: October 1, First official meeting for Catholic Campus Ministry. Discussed goals for club and potential future events. Also discussed was the upcoming fall festival and arrangements for priest to visit with youth. We discussed issues that impact a college student's daily life. Father Tom visited with CCM members. Discussion on upcoming on-campus mass. Father Tom will be present every other Thursday during early hours to visit with students on campus.
- Luci Simpson: RGVDSA 3rd Annual Step-Up for Down syndrome Awareness Walk. STC colleagues, Raquel Pena, Maritza Reyes, Ana Castillo, & Jermaine Guerrero joined me in supporting and advocating equality for my daughter and all persons with Down syndrome. Queen Charlotte was escorted by her royal entourage which included her grandfather, her past and current therapist, her teachers, her classmates, some of Dr. Villalon's Biology students, and some of my A&P 1 students. The 1.5 mile walk was hosted by the RGV Down Syndrome Association at Edinburg Municipal Park. Over 120 teams and over 2000 people attended.

- **TMGT**
  - Dr. Benito Garza attended an APICS (American Production Inventory Control Society) conference and the Terra Grande District meeting in Las Vegas, Nevada. This is a joint meeting of the Southwest and West District of the Association for Operations Management (APICS). Dr. Garza is the Student Club representative for Terra Grande Chapter in the Rio Grande Valley. The conference provided operations information regarding supply chain management.
    - October 3, Terra Grande District Meeting
    - October 4, Leadership Summit
    - October 5 -7, 2015 APICS Conference
- **MHSM**
  - Dr. Edwin Tamayo: Delivered lectures entitled "Snooze To Dreamland," and "Eat to Beat and Treat" on October 6 and 13, respectively at 6:30 – 8:00 P.M. held at the Knapp Medical Center. The lectures tackled how to gain quality rest and sleep for the body's complete rejuvenation and restoration; and how to beat and treat chronic lifestyle diseases through well-balanced vegan nutrition. The seminars were delivered separately to KMC employees as community outreach.
  - Dr. Edwin Tamayo interviewed two MHSM graduates namely, Jeremy Roman (class of Spring 2014, now working as department manager at DHR) and Adriana Julie Benson (class of Spring 2015, now working on a Master's degree program). These interviews were conducted as initial efforts to showcase our MHSM graduates in BAT-MHSM Marketing Activities.
- **Physical Sciences**
  - The Physical Science program chair presented at HESTEC's Latina day on October 7th. The purpose of the session was to encourage young women to pursue careers in STEM related fields.
  - Physical Science Program Chair served as an interviewer for the Irma Rangel School of Pharmacy Early Decision Interviews held in Kingsville, Tx on October 9, 2015. Interviewers met with perspective Pharmacy school candidates and evaluated each candidate based on criteria established by the School of Pharmacy. The Program Chair took the opportunity to meet with Dr. Reddy, Dean, Dr. Sawyer, Assistant Dean of Student Affairs, and Maria de Leon, Director of Admissions, to discuss the possibility of developing a coop agreement and other bridge connections between South Texas College and Irma Rangel School of Pharmacy.
  - The Pre-Pharmacy Club hosted Ms. Maria de Leon, Director of Admissions, from Irma Rangel's School of Pharmacy and the University of Houston's Ms. Shauna Owens, Director of Pharmacy Student Services, Nekesa Sapp, Director of Recruiting, Ivy Bejarano, Academic Advisor. These speakers presented the requirements for their programs and gave students insights on how to prepare to succeed in pharmacy school. The club advisor and program chair met with these individuals to discuss hosting a one day event that would include STC dual enrollment

students. The club advisor and president are currently working to meet with dual enrollment office personnel to find a suitable date. (picture to the right)

- Super Saturday: The Physics, Chemistry and Engineering programs all participated in the Mid-Valley Super Saturday held on Oct 17th,. Some students enjoyed a little hands on experiments and also watched and participated in Chemistry demonstrations. Engineering did the bottle rockets.
- Palmfest: The Chemistry Club, Engineering club and the Pharmacy Club members and advisors participated in the Palmfest Event on October 3rd. Each club hosted hands-on activities for community children. The purpose was to engage young children to STEM related activities. The events included making lava lamps, slime, testing pH of food and drinks using cabbage juice, checking rocks for phosphorescence using UV light and Engineering LEGO MindStorms. (picture to the right)

- Fall Festival: The Chemistry Club, Pre-pharmacy Club, Engineering Club, and the Inventor and Entrepreneurs Club participate in the Fall Festival on October 29th.The chemistry club members and Dr. Avila held their 2nd annual Mad Science Lab for the Fall Festival. They filled the room with eager kids and parents wanting to see exciting experiments and demonstrations including the flaming pumpkin and glowing pickle. (pictures to the right)

- The Inventors and Entrepreneurs Club had the Pirate Ship which was one of the main attractions at the Festival. Dr. Joe Studer and club members wore their eye patches and got the kids excited about the ship.

➢ **Chemistry**

- Together with the ACS local section, the club sponsored an ACS Program in a box webinar. STC students and faculty attended the webinar regarding safety in the laboratory. (picture to the right)

- New chemistry faculty participated in the Club Adviser's Risk Management training on October 23, 2015. This training was necessary for advisors to effectively manage student club organizations. The advisors learned how to identify areas where students and advisors could be in non-ideal situations. The type of activities that could be considered dangerous were also discussed.
- Chemistry Faculty members, Dr. Richard Sniatynsky, lesson at Thelma Salinas Early College High School was recorded for broadcast on Channel 17. The purpose is to demonstrate the value of dual enrollment education to La Joya residents.
- For National chemistry week, The Chemistry Club celebrated National Chemistry Week by giving away cupcakes that formed the periodic table. This year they tied it in with Breast Cancer Awareness month and decorated the cupcakes pink and white.
- The Chemistry Club members and their advisors, Dr. Avila, Dr. Moreno and Dr. Studer participated in Mims Elementary OctoberFest. They presented 6 science demo shows which featured the glowing pickle, smoking pumpkin, bending water, growing marshmallow man, dry ice explosions and more. Kids of all ages and their parents enjoyed all the demonstrations and had tons of fun. (picture to the right)

➢ **Engineering**

- Assistant Chair participated in Project Lead the Way Partnership meeting at Sharyland High School: Sharyland has a Project Lead the Way curriculum and for them to be able to offer it they need to have and advisory board that meets with them each semester consisting of representative from higher education and industry. I am a member of the advisory board. The board reviews the program and are

given updates on how the program is doing. Here is a link to Project Lead the Way website: https://www.pltw.org/.

- **Physics**
  - Dr. Wahid: Participated in the second Distance Learning Advisory Council Committee (DLAC) meeting. The role of DLAC is to improve our distance education teaching by incorporating robust and proven online teaching methodologies and use of latest technological tools. Discussed topics included: 1) providing eTeach I and II training for new faculty; 2) developing new Student orientation template to guide students who may be unfamiliar with the online classes; 3) removal from online teaching tasks for those faculty who do not meet a minimum requirement for teaching such as not maintaining online office hours, not logging-in often enough to answer questions or not maintaining appropriate rigor as offered in regular class, as well as not maintaining proper course contact hours; 3) providing department chair an activity log of all online instructors and for the chair to take proper disciplinary action against those who are derelict in their duties; 4) suggestion to create a guideline for online office hours; 5) determining a deadline for online registration; 6) requiring timely preparation of shells and/or allowing automatic rolling of previous classes; and 7) promotion of Quality Matters faculty training. The committee members were tasked to go back departments and come up with minimum expectations for an online faculty.
- **Developmental Math**
  - Monthly Departmental Professional Development with speakers Dr. Juan Ramirez from STC Education Department. He presented on his research "Factors that Contribute to Dropout Rate in Online Classes: A Faculty Perspective" and Fidel Rodriguez from developmental math on "Teaching NMP Courses"
- **Mathematics**
  - Meeting with Texas A&M University-Kingsville Mathematics Professors, Dr. Reza Ahangar and Dr. Khairul Islam, to discuss STEM grant opportunity for students pursuing a teaching certificate. Dr. Mahmoud Fath El-Den and Biology Program Chair, Dr. Murad Odeh, joined the meeting
  - Held a conference call with UT Dana Center representatives, Dr. Tina Jackson, Frank Savina, and Monica McIver, to discuss the STEM Accelerator Grant NMP Assurances. Dr. Aparna Ganguli, Celina Esparza and Dr. Kelli Davis joined the call and we were given the Dana Center's expectations for this upcoming implementation. They will be attending the Kick-Off meeting in Dallas on Thursday, October 29th
  - Mario Morin presented two session presentations to students attending the UTRGV HESTEC Week at UT-RGV. Information was presented on STEM careers and the opportunities to study Math & Science at STC
  - Mario Morin and David Passero, Grants Accountability Officer, attended a meeting with Educational Research Institute (ERI) in Harlingen, TX to discuss a grant that STC was written-into. The grant was asking for various workshops to be created and delivered by the Mathematics Department to three community ISDs (Weslaco, La Villa, and Mercedes). This program is currently being reviewed in more detail by the Grants Office as there was no initial review by the STC upper Administration prior to the grant being awarded
- **BAS-OL**
  - Interview with the Chronicle of Higher Education over the BASOL Program. A senior reporter for the Chronicle of Higher Education (with whom I made contact during a previous conference in Phoenix on competency-based education) contacted me for a phone interview. This information was solicited for inclusion in an article on competency based education. The importance of this article is that it will be transmit information about our program across the entire country. The Chronicle of Higher Education is the most widely-read publication on higher education in the country.
  - Attended an NSLS retreat in San Antonio. I transported two club officers to this event and attended the component dedicated to club advisors (10/23). The students obtained training involving member

recruitment, financial management and contacts that will enable them to more successfully manage NSLS.

- Met with the photographer sent from San Antonio by the Chronicle of Higher Education to photograph our classes, campus, and students in the BASOL Program.
- The article on competency-based education, which focused a national spotlight on our program, was published in the Chronicle of Higher Education. In particular, the article demonstrated emphasized the growth of our program and the unprcecnedet opportunities that it offers our students.

➢ **COSC/CITP**

- Saeed Molki: Visiting Hidalgo Academy High School, it is fascinating to see high school students take college classes. The visit was to Hidalgo Academy High School, which is part of the Recovery Program targeting out of school adults, age 18-24. South Texas College full-time Assistant Professor, Robert Ho, teaches COSC 1301-Introduction to Computing at Hidalgo Academy to help bring them to the level of other high school students. (picture to the right)

- Saeed Molki: Visiting La Joya Teaching Center, Thelma Salinas T-STEM. These days, 9th grade students are writing computer code. Thelma Salinas T-STEM is one of the most growing campuses with T-STEM classes that I have ever seen in the valley. There are 25 students in the classroom who are motivated and hungry to learn Computer Programming C++ from Mr. Guillermo Flores. He is the full-time instructor at Thelma Salinas and is also teaching part-time in the evenings at South Texas College. He is one of the many instructors who want to transform the lives of our students for brighter future.
- Annette Martinez: On Saturday, October 17th STC Mid-Valley hosted “Super Saturday” for 150-200 teenagers between the ages of 12-18. These young people came from 7 congregations in the RGV. During my presentation I discussed careers in Computer Science.

**Academic Affairs Report** **September 2015**

**Jayson Valerio**
**Division Dean – Nursing and Allied Health**

- **Nursing & Allied Health Division:**
  - The Radiology Program has been busy preparing for this year's National Radiologic Technology Week presentations to be held at the Nursing & Allied Health Campus on Thursday, November 12th. The second year radiology students created a flyer that will be used to advertise the event.
  - The PR and Marketing Department are working with the Radiology Program in spreading the word to all of the RADT majors. Both the RADT and DMS Programs will be highlighted. (picture to the right)

  - The PTA & OTA programs were represented by Ms. Mari Vargas at the Thelma Salinas STEM Early College High School in La Joya. Students were given information about the different requirements for these programs.
  - Kudos to Ms. Laura Singleterry who was able to get her MDCA 1315 Procedures in a Clinic Setting class prepared and completed a Material Safety Data Sheets for every single liquid item utilized in our lab! A feature that is so necessary in any working lab and required by OSHA standards! This information is organized and accessible to our students.
  - The Nursing and Allied Health Division Office is hard at work! Below are some stats for this office:
    - Students assisted in Clinical Affairs: 63
    - Presentations presented for clinical affairs: 12
    - Students advised by Student Success Specialist: 112
    - Students advised by Student Success Specialist: 71
  - September 30-October 3, 2015: Interim Dean for NAH, Interim Program Chair of ADN, and two other LVN faculty attended the National League for Nursing Summit 2015 in Las Vegas, Nevada. This year's theme is focused on Innovation and Technology in Nursing Education. There were about 1300 nurse and hospital educators attended the summit. Aside from all the meaningful evidence-based teaching strategies that the Summit had to offer, the nursing faculty across the nation discussed the impact of nursing education in the health care delivery system.
  - October 6, 2015 – The Medical Assistant Program (MAT) participated with the Culinary Arts department in surveying their food preparation and service.
  - October 7, 2015 – and so it begins, the Pharmacy Program is excited to announce the site survey for the accreditation on the Pharmacy Technology program! Preparations have begun to properly showcase all documentation needed for this site visit.
  - The Associate Degree Nursing program Level III pediatric students presented a health promotion project through the use of puppets to school-age children of Vanguard Academy. Topics included Halloween safety, Tooth Decay/Dental Hygiene and Dentist Visit. The school was so impressed that they asked the A.D.N. students to return next year for this same presentation!
  - October 08, 2015: Interim Dean for NAH met with the nurse recruiter from South Texas Health System (STHS) and informed me that they have 263 health care job openings in the coming months. In line with this, the nursing management department expressed that they exclusively want our products. Of the 263, STHS needs one hundred fifty (150) registered nurses (RNs). South Texas Health System, Inc. covers McAllen Medical Center, McAllen Heart, South Texas Behavioral System, Edinburg Children's Regional Hospital, and their free standing ER facilities. Below are the events that they plan for our students:
    - October 9, 2015 (11:30-1:30) - Luncheon for the ADN Level IV (graduating) students at the Renaissance Casa De Palmas Hotel.
    - October 21, 2015 (5:00 to 7:30) – Hors d 'Oeuvres Level III and Level IV ADN nursing students at the Double Tree Hotel (used to be the Embassy Suites Hotel).

- December 7 [Monday] & 8 [Tuesday], 2015 (7:30-10:00) – Free breakfast for all the NAH students at the cafeteria and atrium.

- October 9, 2015 - South Texas Health System (STHS) provided a luncheon for all the ADN summer graduating class at the Casa Del Palmas Hotel. The event was well attended by both the institution and the different administrations and nurse managers of (STHS).
- October 5-9, 2015 - The A.D.N program are getting ready for their 8 weeks finals so Simulation is been postponed. Simulation Lab saw action with level 3 experience of SimMom (pictured right). We had a total of 5 simulation scenarios of Obstetric with a total of 25 students in about 6 hours. Also, Medication Simulation with Ms. Karen Fuqua. 10 students and 8 hrs. of patient medication administration. (picture of the right)

- October 15, 2015 STC Occupational Therapy Assistant Program (pictured to the right) Welcomed Gustavo Salinas from The Department of Aging Services to discuss the services there are to prevent abuse and neglect among our elder population. Mr. Salinas explained what Aging Protective Services were and how as future health care professionals what could we do to protect our patients. A great presentation was given which shared a wealth of information to our students as they prepare for the upcoming year to participate in their fieldwork rotation.

- Interim Dean of NAH Jayson Valerio and Interim Chair of ADN Program, Christie Candelaria attended the Texas Deans and Directors of Professional Nursing Programs Meeting in Austin, Texas, October 15 and 16, 2015. Numerous updates from the Texas Higher Education Coordinating Board, Texas Board of Nursing, Texas Center for Nursing Workforce Studies, and the Texas Nurses Association were presented and discussed during this important networking event. Dean Valerio and Dr. Candelaria will disseminate the information to the NAH faculty and staff.
- October 20, 2015 The Pharmacy Program students had a taco Breakfast and student presentations on Poison Prevention.
- October 23, 2015 The Pharmacy Program students had s taco Breakfast and a movie “Cracking the Code” by NOVA.
- Kudos to the Diagnostic Medical Sonography (DMS) Program faculty in obtaining a new clinical affiliation agreement with IC Imaging, LLC!
- The Diagnostic Medical Sonography students had a photoshoot with Ben Briones from the Public Relations and Marketing Department. The RADT Program is currently working with PR in spreading the word about our newest program and current applications for the second class of students that will be accepted in the Spring of 2016.

**Academic Affairs Report** **September 2015**

**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.
  - Held a Mid Valley Campus Faculty Advisory Meeting – Oct. 22nd
  - Gave a tour of MVC for the Jaguar Academy – Oct 29th
- **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.
    - SGA Campaign Speeches & Elections – Oct. 1st
    - Hoop it Up – every Wednesday & Thursday 10am
    - Wellness Center CoEd Volleyball – Oct 1st & 8th
    - Student Fitness Academy – every Monday at 3pm
    - Breast Cancer Awareness Day – Oct 6th
    - Domestic Violence Awareness Day – Oct. 13
    - SLA Club Meetings – Tuesdays at 3pm
    - SGA Club Meetings – Tuesdays at 4pm
    - Student Health Fair – Oct. 14th
    - Fall Festival Drawing/All Clubs Meeting – Oct 14th
    - Hispanic Heritage Celebration – Oct. 15
    - Fall Festival – Oct 27th
    - Risk Management Training – Oct 15th
- **Active student organizations at Mid-Valley Campus**
  - 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 – Oct. 13th & 27th
    - Page Turners Club Meeting – Every Thursday at 4pm
    - Political Science Club Meeting – Oct. 13th, 20th & 28th
      - Debate Watch
    - Criminal Justice Club Meeting – Every Wednesday at 1pm
    - Photography Club Meeting – Every Tuesday at 1pm
    - Mid Valley Campus Spanish Club Meeting – Every Thursday at 3:30pm
      - Dia De Los Muertos Altars – October 26-30
    - United Methodist Student Movement – Every Wednesday at 12:00pm
    - Social Work Club Meeting – Every other Tuesday at 4pm
      - Candy Sale – Oct. 28th
    - Pop Culture Club Meeting – Every Wednesday at 12pm
      - Pop Culture Club Socials – Every other Friday
      - Bento Food Contest – Oct. 30th
- **Dual Enrollment Academies Program**
  - 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.
    - Dual Enrollment Academy Program Summit – Oct 2nd
    - Dual Enrollment Computer Science Academy/Cyber Security Meetings – Oct. 6th – 10th
    - Texas State University Recruitment – Oct 2nd
    - University of Houston Recruitment – Oct. 9th
    - Victor Gonzalez Presentation for STC Students – Oct. 15th

        - Texas A&M Health Science Center-School of Public Health Recruitment Presentation – Oct 23rd
        - Texas A&M Corpus Christi Recruitment Presentation – Oct. 30th
- **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.
        - Depression Screening – Oct. 8th
        - Relationship Building – Oct. 20th
- **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: Welding.
        - Blueprint
        - Keyboarding
        - Computers
- **Library Services** celebrates Hispanic Heritage Month
    - "Virtuosa" Exhibit at Gallery
    - Guest Speaker Antonio Castaneda – Oct. 5th
    - Guest Speaker Lalo Alcaraz – Oct. 19th
    - Family Reading Night – Oct. 21st
- **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.
- **STC Departmental Trainings and Workshops:** Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
    - University Relations Dept.
        - TAMUK Education Rep. Visit – Oct 1st
        - College Fair – Oct. 14th
        - Texas Tech Rep. Visit – Oct 26th
        - UTRGV One Stop Shop Recruitment – Oct 29th
    - English Department
        - ACLU – Astrid Domingues guest speaker – Oct 14th
        - CGVT and the Law – Kelsey Snapp guest speaker – October 28th
        - MV Reading Week Activities – Oct. 19th – 22nd
    - Office of Judicial Affairs Department
        - Awareness Booth – Oct 15th
    - ARTS Dept. – Creative Wellness Class – Oct. 28th
    - Distance Learning Dept. – eTeach Training – Oct. 15th & 29th
    - Child Development Center – Parent Workshop – Oct 16th
        - Fall Festival – Oct. 29th
    - History Dept. –
        - Hispanic Heritage Month Display – Oct 1st-2nd
        - Hispanic Medal of Honor Exhibit – Oct. 5th -9th
        - Hispanic Medal of Honor Opening Ceremony – Oct. 5th
    - Psychology Department-Mental Awareness Week Poster Display – Oct 12th – 17th
    - Retention & Transfer Services –
        - Priority Registration (EDUC, BUSI, KINE) – Oct. 12-15th
        - Mentor Training – Oct 5th
    - Spanish Department - Hispanic Food Festival – Oct. 15th

- ELCT Department – Help Desk Troubleshooting – every Wednesday at 8:30am
- Dev. English-Puente Club Noche De Familia Celebration – Oct. 8th
- PASS Program – Turn in Applications – Oct 15th
- Curriculum and Student Learning Department – Jag Pride Training – Oct. 2nd
- Career and Employer Services Department – Oct. 14th
- Sociology Department
    - Super Saturday – Oct. 17th
- Human Resources – Meeting – Oct. 21st
- Child Development Department – Oct. 22nd

➢ **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:

- Educate Texas ECHS Meeting – Oct. 26th
- VIDA- Hosts counseling sessions for NAH students several times a week.
- Vector Marketing Information Table – Oct. 20th
- RGV Quilt Guild holds their classes and organization meetings several times throughout the month.
- Weslaco Public Library set up an information table.
- US Marine Corps. Information table – Oct. 29th

**Academic Affairs Report** **September 2015**

**Arturo Montiel**
**Site Coordinator – STC Starr County Campus**

- **Community Engagement**
  - Meet w Roma ISD HS Principal and Superintendent to discuss Dual Enrollment growth.
  - Meet w RGCCISD head counselor to discuss Dual Enrollment growth.
  - Meet w Roma ISD Facilities Director to discuss Metro Valley Bus route in city and high school.
  - Meet w RGC mayor to discuss STC participation in city events
  - Meet w Roma ISD CATE Director to encourage new program.
  - Preparing for Fall Festival Student Activities
  - Working w Music instructor for performance for events
  - Building committee to install new wall art for campus
  - Working with RGCCISD Director of Counseling to offer training in Academic Advising
  - Working w Roma ISD to present Dual Enrollment opportunities
  - Attended RGCCISD Anti-Bullying & Drug Free Bash (picture to the right)
  - Meeting w Roma ISD Superintendent to discuss dual enrollment for Spring 2016
  - Working w Juan Hernandez (Computer Science Faculty) to recommend new dual enrollment certificate
  - RGCCISD Campus Tour for Early College High School
  - Successful Fall Festival October (picture to the right)

- **Campus Events**
  - Comprehensive & Advising & Mentioning Services 10/12
  - Ping Pong Tournament 10/12
  - Domestic Violence Prevention 10/13
  - University Relations 10/13
  - Noche de Familia 10/13
  - Spring 2016 Applications 10/13
  - Head Start TMC Readiness Leadership Advisory Committee Meeting 10/13
  - Hispanic Heritage Chalupa Bingo 10/14
  - Student Leadership Academy Personality Types 10/14
  - Comprehensive Advising & Mentoring Services 10/14
  - 5th Starr County Mental Health Awareness Conference 10/14
  - Campus Ministry Club Dance Off Contest 10/14
  - SCRSEA (Teacher Retirement) 10/15
  - Texas Department of Public Safety 10/15
  - Student Activities Wellness present "Health Fair" 10/15
  - Bachelors of Applied Science and Organizational Leadership 10/15
  - Valley Scholar Students Meeting 10/16
  - Student Government Association "All clubs meeting" 10/19
  - Lalo Alcaraz cartoonist 10/20 (picture to the right)
  - Reap the benefits of a Positive attitude 10/20
  - Strategic thinking 10/21
  - Comedy at Noon 10/21
  - University of Phoenix 10/22
  - Rio Grande City Consolidated Independent School District Early College High School 10/27
  - Dual 2 Degree "Future Leaders Presentation Field Trip" 10/27
  - Halloween Costume Contest 10/29
  - New Staff Tour 10/29

- Vaccine Clinic 10/30

- **Facilities Related**
  - Pending work order for Gator not working
  - Pending work order for golf cart not working
  - Evaluating security camera positions and views for director
  - E building roof work order-water leaks
  - F building roof work order-water leaks
  - Lawn Maintenance company continuing tree trimming
  - AC in building J not working 10-12-2015 early morning
  - Work completed on parking lot #3 to drain rain water quicker
  - New Golf Cart delivered to transport special guests or provide for disabilities
  - Attended meeting Planning & Construction for new Operations Plant
  - Attended meeting for Workforce building design
  - New lighting installed parking lot North side campus
  - Working with Jag Security to check operation of campus security cameras
  - Gator returned repair complete
  - Golf Cart returned repair complete
  - Security Gator returned repair complete
  - Parking lot 3 repaired temporarily with drainage ditch for run-off water
  - Roof repair in progress for building E second floor

**Academic Affairs Report** **September 2015**

**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:
    - Psychology Club attends 229th Court 1st View of Our Crime Victims Documentary: Oct. 1st
    - Music Recital: Emily Dickinson in Song: Oct. 2nd
    - 10th Anniversary DE Academy Summit-MV Campus: Oct. 2nd
    - Texas State University Representatives Visit with Dual Enrollment Academy Students: Oct. 2nd
    - Business Administration participates in the Mission Pink Breast Cancer 5K Run/Walk: Oct. 3rd
    - Education Dept. Students Volunteer at RGVSA Conference: Oct. 3rd
    - Various Departments participate Palm Fest 2015: Oct. 3rd – 4th
    - MV Campus host Hispanic Medal of Honor Exhibit: Oct. 5th
    - Psychology Club Volunteers at 2 National Night Out Events: Oct. 6th
    - 10th Annual 'A Night with the Stars': Oct. 8th
    - Building & Design Department participate in College & Career Expo: Oct. 8th
    - Art Department Exhibition at IMAS: Oct. 8th
    - Academies & Special Projects TexPREP students attend in HESTC-STEM: Oct. 9th
    - Psychology Club Attends 2 Domestic Violence Awareness Candlelight Vigils: Oct. 13th
    - Mid-Valley Speaker Series (4 out of 6): Oct. 14th
    - 5th Annual Starr County Mental Health Awareness Conference: Oct. 14th
    - Precision Manufacturing Technology Program host Open House: Oct. 15th
    - 4th Annual Silent Dinner: Oct. 15th
    - Drama Department opens season with Crime and Punishment Play: Oct. 15th
    - World Languages Department host 13th annual 'Food Festival': Oct. 15th
    - 10th Anniversary DE Academy Summit-Pecan Campus: Oct. 16th
    - Chief Information Security Officer visit Dual Enrollment Academy Students: Oct. 16th
    - Mid-Valley Campus host 'Super Saturday': Oct. 17th
    - Valley Scholars Host Chess Tournament: Oct. 17th
    - Child Development Department host 6th Annual Childcare Conference: Oct. 17th
    - Mid-Valley Campus Child Development Center participates in RGVDSA walk: Oct. 17th
    - Starr County Campus Administrator earns AACRAO's Endorsement: Oct. 20th
    - Psychology Club participates in 2 Anti-Bully Events: Oct. 21st
    - Academies & Special Projects-Starr County Campus Academy students attend 'Pre-Pharmacy Requirements' workshop: Oct. 23rd
    - 3rd Annual Public & Safety Expo: Oct. 28th
    - Political Science Department hosts 'Presidential Discussion Panel': Oct. 29th
    - Phi Theta Kappa Fall 2015 Induction Ceremony: Oct. 30th
- **Projects (development, data compilation, design, publication)**
  - Create a design cover and NAH Division Information Booklet
  - Continue working on design cover and informational booklet for Starr County Campus
  - Create a design cover and informational booklet for OPOD
  - Create a design for Starr County DE Brochure
  - Finalized cover and annual report for Dual Enrollment Program
  - Finalized Dual 2 Degree HB5 Report
  - Assist and communicate with STC presenters' regarding their presentation development for the upcoming South Texas College & PSJA "College for All" Conference by scheduled deadline submission.

- Assist with development of presentation for Dual Enrollment Academy Program 10th Anniversary Summit for Oct. 16th

- **Reports (development, data compilation, design, publication)**
  - Data Request – Submitted request to RAS for Dual Enrollment PSJA ISD participation, sections, award and success rate.
  - Updated tables and graphs for Fall 2015 regarding Enrollment, DE enrollment, and section offerings for PSJA presentations.
  - Compiled information from division deans on new vacant faculty positions for Spring 2016 and Fall 2016
  - Compiled September's Monthly Activity Report for Board Packet
  - Updated Faculty Status Report for Fall 2015
  - Created & submitted NOEs for signature for participating Honors program Instructors for Fall 2015.
  - Review and update program information and data for November 2015 EWDC proposed presentation "Selective Admission Process for Associate Degree Nursing Program"
  - Prepared report on Differential Courses for Fall 2015.
  - Prepared report on Early College High School Associate Graduates Success Points
- **Degree Progress Report Assignment**
  - Emailed Student Success Specialist to contact students that are requesting assistant via the degree progress report assignment
- **Student Course Evaluations**
  - Communicated with Reporting Team and Curriculum & Student Learning Dept. regarding scheduled uploads, drop uploads, & other items related to the Smart Evals site for Fall 2015.
  - Facilitated with email distribution for scheduled Fall 2015 course evaluations and send updates for ongoing evaluation periods to Curriculum & Student Learning Dept.
- **Meetings**
  - Attended the North Academic Building Schematics Meeting: Oct. 8th
  - Assisted Academic Excellence Dept. with A night with the stars event on Oct. 8th
  - Met with OPOD to discuss creation of OPOD information booklet: Oct. 12th
  - Met with Academic Excellence Dept. for department meeting Oct. 12th
  - Attended the North Academic Building Schematics Meeting: Oct. 15th
  - Met with NAH interim Dean and interim VP Academic Affairs to review upcoming EWDC presentation Oct. 13th
  - Attended iPAS Webinar Meeting: Oct. 13th
  - Met with ALA group for monthly meeting to review project proposal and findings Oct. 16th
  - Attended the Digital Signage Committee Meeting: Oct. 20th
  - Attended the iPAS Site Visit Meeting: Oct. 20th
  - Attended the SmartEvals Meeting with Curriculum & Student Learning: Oct. 21st
  - Met with Facilities about Portable Requests for spring 2016 faculty office needs: Oct. 22nd
  - Attended the North Academic Building Schematics Meeting: Oct. 22nd
  - Attended Academic Affairs Council Meeting: Oct. 26th
  - Assisted OPOD in facilitating ACTA: Oct. 29th
  - Attended Dual Enrollment Taskforce Meeting: Oct. 29th

**Academic Affairs Report** **September 2015**

**Jessica S. Garcia**
**Coordinator – Academic Excellence Program**

**Academic Excellence Office**

- **Valley Scholars Program**
  - Fundraising – Held annual fundraiser "A Night with the Stars" on October 8, 2015. AEP Texas and La Joya ISD were recognized as Distinguished Supporters of the Valley Scholars Program. Entertainment was provided by Fantasia Flamenco which includes STC music faculty and local area musicians. STC Ballet Folklorico also performed at the event and desserts were provided by the STC Culinary Arts Program. Valley Scholars students volunteered to participate at the event and helped escort sponsors during the evening. Continued sending invoices to all sponsors pending payment. The Valley Scholars Program raised of $130,000 through cash, in-kind, and ticket sales from the 10th ANWTS. The total breakdown of funds raised is below:

| | |
|---|---|
| Sponsorships - Cash and In kind | $ 130,172.00 |
| Tickets | $ 2,250.00 |
| Silent Auction | $ 3,350.00 |
| STC Employee One-Time Donations | $ 300.00 |
| **Total** | **$ 136,072.00** |

  - Held a Valley Scholars Club fundraiser, the South Texas College K-12 Chess Scholastic, on Sat. Oct. 17, 2015. The event was a great success with over 100 local elementary, middle and high school students participating. National American University sponsored the event and provided all trophies and medals for winners.
  - **Retention** – Held Valley Scholars Meetings at the Starr and Pecan Campuses on October 15, 2015 to go over upcoming events and program information. Students wrote thank you cards to all sponsors who donated to the 10th Annual ANWTS. The Valley Scholars Program sent early alert forms to faculty to track the progress of students for Fall 2015 and continues to follow up with students in need of assistance. Students met with the Student Success Specialist for advisement and early registration for Spring 2016.
  - **Marketing** – Participated in several television and print interviews at the 10th ANWTS to discuss the fundraising event. Submitted Thank You ads for the 10th ANWTS to Mega Doctor News for their October edition.
  - **Scholarships** – Graduating Valley Scholars students submitted UTRGV Transfer Scholarship applications for Spring 2016.
  - **Trainings** – Held in office Xerox training with AE staff and Dahill representative to learn functions of new copier.

- **Phi Theta Kappa**
  - **Meetings** –Held Oct. General Meeting on Oct. 27, 2015 and Officer Meeting on Oct. 20, 2015.
  - **Induction** – Held Fall 2015 Induction Ceremony for new Phi Theta Kappa members on Oct. 30, 2015. 98 students were inducted and Dr. Christie M. Candelaria was the guest speaker for the evening.
  - **Hallmark Awards** – Met with Chapter president to discuss progress on College Project and Honors in Action Project. Emailed College Fish coordinator to request guest speaker and promotional items for a College Fish presentation on campus.

- **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

**Yolonda Jaramillo**
**Project Director-HSI Grant**

**Title V Grant & Projects**

- **Component 1**
  - **Active Learning Classrooms/Training Rooms**
    - Researching furniture and technology needs for future ALCs and Trainings Rooms.
    - Hosted a Blackboard Collaborate meeting with faculty currently instructing in Active Learning Classrooms. There were concerns about the document camera at the Pecan Campus, G101.
      - Inability to turn the unit on, where the remote is located, how to zoom and if the platform can be written on. G101 has a protective covering on the platform so it can be used as a white board. One of the other four ALC classrooms is missing the protective covering.
    - Previously there were concerns about the lack of white boards in the ALCs. The order for whiteboards is in process with pending board approval in November.
    - Completed the justification and supporting documentation for November board approval to purchase whiteboards.
    - Reviewed the whiteboard color choices with Graciela, the ADA coordinator compliance.
    - Worked with Lee Grimes to have her department pay for 21 Clarus Go! Mobile Whiteboards.
    - The mock-up for the instructor's table arrived, but it did not meet the requirements for an ALC. Collected feedback from Lee Grimes and shared the concerns with Priscilla.
    - Meeting with Rolando Garcia with Broadus & Associates to review the ALCs plan in the new construction, North Academic, South Academic and Mid-Valley.
    - Completed one qualitative RAS request for focus group survey. Met with Monica Alaniz and Lee Grimes to discuss classroom observations and individual interviews. The focus group interviews draft questions were completed with a fall and spring semesters scheduled.
    - Researching furniture and technology needs for future ALCs and Training rooms.
    - Completed information necessary for the November board packets to purchase the Clarus Go Mobile glassboards. Worked with Lee Grimes to address the issues with the lock on the door in G101.
    - Completed the IRB application and supporting documents to begin the evaluation process for the Active Learning Classrooms student focus groups survey.
    - Hosted the ALC Feedback meeting with faculty. Positive feedback on the rooms, furniture and technology. Some requested more training with the technology. Learning to use the document camera took a little time, but overall faculty appreciate having this equipment and the quality of the images that it provides. Mid-Valley likes the large Post-its and will need more before the end of the semester. The group was told about the mobile whiteboards that with board approval in November, would be available in the ALCs.
    - Worked on an extensive review and revision to Deliverables with Lee Grimes and Dr. Petrosian.
  - **FOCUS Academy**
    - Recruitment for the spring cohort was started. Faculty has expressed concerns with the Friday schedule, not all departments are available for training on that day. Waiting upon feedback to consider other options.
    - Reviewed applicants for the Faculty Development Trainer position. Recommended that the applicants be contacted to verify interest as some applications were from 2014.
    - Completed RAS Requests for Improved Student Performance and Increased Student Persistence.
    - Met with Monica Alaniz and Lee Grimes to review the qualitative RAS request.
    - Completed two data requests for RAS for FOCUS Academy (improved Student Performance and Increased Student Persistence).
    - Met with Lee Grimes and Sandra Ledesma to review the rounds process for arrangements for the Active Learning Classrooms and a new approach to scheduling FOCUS.

- Met with Monica Alaniz and Sandra Ledesma to review the rounds process for FOCUS Academy and rubric.
- Met with Sandra to begin drafting an e-Letter for FOCUS Academy participants to support the growth of a learning community.
- Worked with Lee Grimes to complete the FOCUS Academy Survey and draft of faculty interview questions.
- Reviewed applicants for Faulty Development Trainer. Will begin contacting applicants to verify interest as some applications are from December of 2014.
- Worked on an extensive review and revision to Deliverables with Lee Grimes and Dr. Petrosian.

➢ **Component 2**

- **Redesign and Expansion of Faculty Advising**
  - Attended the Faculty Advising Steering Committee meeting to discuss and review the evaluation plan. Part two and three will need further review and additional planning to develop a process to collect the data needed.
  - Communication with Laura Lopez to review faculty advising and the expectations for the HSI steering Committee Meeting.
  - Follow up on evaluation, part two and three will need further review and additional planning to develop a process to collect the data needed.
  - Worked on an extensive review and revision to the Deliverables with Lee Grimes, Nancy Garcia, and Dr. Laura Lopez.

➢ **Component 3**

- **Enhancement of Technology Infrastructure**
  - Meetings with Eddie Diaz and communication with Marie Evans to problem solve the concerns in C111, as well as plans for Tier 2 Active Learning Classrooms to include budget.
  - Communication with Eddie to review G101 concerns.
  - Contacted Eddie in regards to issues in Pecan G101 with the document camera.
  - Will follow up on the progress of Training Room in C111.
  - Meeting with Cody, Marie, Eddie, and Lee to review the needs for a Tier 2 ALC and the concerns in C111.
  - Worked on review and revision to the Deliverables with Dr. Addae.

**<u>Management/Compliance</u>**

- **Department of Education**
  - The survey for component one is still in progress with a meeting planned with RAS to complete the project.
  - Email sent to Jeffery Hartman, program officer to clarify the purchasing permissions.
  - Email received from Jeffery Hartman, Department of Education Program Officer approving procurement of whiteboards with the grant.
  - Drafted a new proposal of projects and a budget to support the goals of grant and schedule/scope of the bond.
- **South Texas College**
  - Continued work with David Passero and Samantha Uriegas, to review the financial forecast of the grant and future projects regarding new construction and with particular focus to years four and five.
  - Continued communication with Priscilla to facilitate quotes for whiteboards. The number of units was increased from 30 to 36, with additional color changes.
  - Year 1 presentation for Council of Chairs that included the dashboard, Active Learning Classroom remodeling schedule for the next four years, and beginning recruitment for the spring FOCUS Academy.

- Participation in the Jaguar Academy
- Reviewed applicants for Faculty Development Trainer.
- Approved hiring proposal for Instructional Coach.
- Planning Steering Committee Meeting.
- Meeting with Rolando Garcia of Broadus & Associates and Andre de Mattos of PBK to review new construction plans and locations of Active Learning Classrooms for North Academic, South Academic, and Mid-Valley
- Completed updates for the HSI Grant and the ATD Grant.
- Participant in Jaguar Academy, FOCUS Academy, Planning and Development Council and Blackboard Collaborate Training.
- Planning Steering Committee Meeting and preparing summative booklet.
- Participant and presenter for Academic Affairs Council Meeting.
- Meeting with Facilities, Project Manager and Architect for new construction at the Mid-Valley campus. Rooms were designated for a Tier 1 and Tier 2 classroom.

**Kristina M. Wilson**
**Associate Dean - Curriculum and Student Learning**

**Deadline for Curriculum Changes for Fall 2016: November 15, 2016**

- **Curriculum Changes**
  - Met with Anthropology instructor to assist with revision process to curriculum.
  - Completed the Diagnostic Medical Sonography curriculum changes for spring 2016.
  - Completed Visual Arts and Graphic Arts curriculum changes for fall 2016.

- **Faculty Handbook**
  The Curriculum Specialists are in the process of converting the faculty handbook from an InDesign to a Word format in order to make editing easier for 2016-2017

- **THECB Submissions**
  - The Marketable Skills Awards inventory has been updated.
  - Entered and submitted the LVN-RN curriculum to update THECB program inventory.

- **College-Wide Committee Meetings for Fall 2015**
  The next College Wide Curriculum Meeting will be held on November 17, 2015. 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:
  - Biology – Provided market labor reports for a prospective Biotechnology program and met with the Biology department chair to finalize the program brief and budget for an AS-Pre-Nursing.
  - CADD – Provided guidance and information for the merging of their specializations.
  - Kinesiology – Met with the department chair and dean to discuss and review the Personal Trainer program brief and budget.
  - Law Enforcement – Advised on SCANS documents and escrow credit questions.
  - Information Technology – provided labor market reports for Cyber Security occupations.
  - Automotive – Met with the department chair to discuss the development of a new certificate. Provided labor market reports for their program brief.

  A department tracking spreadsheet has been created to monitor progress and provide status updates to the department chairs. The Curriculum Specialists also worked on a timeline for the development of new programs in workforce and academic areas to provide to faculty interested in initiating the process.

- **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.
  - Staff attended Blackboard Collaborate training sessions on general features, application sessions, and creating departmental breakout sessions within the application.

- **Curriculum Software**
  - Met with Assistant CIO to discuss an overview of the process for implementing curriculum management software in the future.
  - Scheduled Curriculum Management Software Demos.

- **Meetings & Conferences**

- Attended TCCIL 2015 Conference: Understanding the Students of the 21st Century in Austin, TX from October 7-9, 2015.
- Attended the Distinguished Learning Academy coaching session.
- Met with the Digital Services Manager to plan and submit additional information for changes to the departmental web page. The PR department created a test page that will be reviewed by the department.

- **Miscellaneous**

- Assisted the department of Human Resources with updating the faculty roster in preparation for the conversion to the Xitracs Credential module.
- 21 new faculty postings were reviewed and approved on People Admin.

**<u>Student Learning Outcomes and Assessment</u>**

**JagPride Reporting Deadline for Fall 2015: December 14 (Adjuncts & Dual Enrollment Faculty) & January 29 (Full-Time faculty)**

- **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.

- **Reporting**

  Summer terms have been closed and signature reports have been completed with the assistance of the reporting team. Summer 2015 completion numbers were: summer I & III 70% submission, summer II 72%. The Learning Outcomes staff conducted an audit of chairs who needed to submit PLO/CO reporting information and sent out reminders to them.

- **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. A meeting was also held to discuss necessary reports for the SACSCOC 5 year report.

- **Faculty Support**

  The Learning Outcomes Specialist and Technician assisted faculty with their assessment in JagPride, registering for trainings, AY data analysis assessment, correcting courses that should be appearing for the 2015 semester, finalizing curriculum maps, PLO reporting, and with general questions. 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**

- Reviewed the submitted AY data analysis for Computer Science dept.; provided suggestions so the faculty can submit revisions.
- Assisted Mr. Roy Trevino (Auto Tech faculty) with his AY data analysis and provided recommendations for resubmission.
- Assisted Dept. Chair, Iris Jasso on curriculum map changes for Fall 2015 and questions on Program AY data analysis.
- Assisted Mr. Daniel Morales with questions and examples for his program AY 2014-2015 data analysis submission

- Met with the Assistant CIO and the original JagPride tech team to discuss current technical issues and methods to resolve them.
- Met with IS & P reporting team, Associate Dean Curriculum and Student Learning, Associate Dean Instl Research & Effc, and Student Learning Specialist to review needed reports for SACS compliance and for institution.
- Met with Dr. Plaza to review submitted 2014-2015 AY PLO data, provided suggestions for activities and action plans. Will proceed with the suggestions and contact us if he has any further questions/concerns.

➢ **Trainings**
Seven trainings offered during October at Mid-Valley, Starr, and Pecan, with a total of 26 faculty and chairs in attendance.

**Course Scheduling**

**Deadline for Scheduling Changes for Fall 2016: November 16, 2016**

➢ **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.

➢ **Schedule Maintenance**

- The Scheduling Technicians continued to process changes to Spring and Summer 2016 schedules, process classroom reservation requests, and update information 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 process room reservations for outside organizations. They also continued to produce ad hoc room utilization reports for Planning and Construction, the Maintenance Departments, and the VPs for Academic Affairs and Finance as requested.
- Worked with Dr. Montiel, Starr Campus Administrator, regarding assignment of additional classrooms that have recently become available. Reviewed course offerings to determine which Division/Department will benefit from additional classrooms.

➢ **Fall 2016 Schedule**
The schedule for the Fall 2016 was finalized and sent out for the first review. The deadline to submit changes for the first review is November 16.

**Departmental Activities**

- Department Meeting took place on October 22 to discuss pending projects, deadlines, and address any pending issues or questions.
- Course Information page was updated to include a template and request form for faculty to update their curriculum vitae information. Edits were made to existing files to correct previous errors.
- A training with the Academic Affairs Project Managers was setup to discuss establishing the session schedule, setting up email notifications, and working with the Reporting team to ensure evaluation sessions are uploaded.
- Department Meeting to discuss pending projects and deadlines – November 19, 2015

**Institutional Activities**

- Online Student Evaluations – The regular evaluation term became available on Monday, November 9th, with a total of 84, 670 registrations uploaded. It will run through Friday, December 4th, 2015.
- SACS 5th Year Report - 1st Draft Deadline – December 2015

- Collection of section outlines for fall 2015 is still in progress. For the period of October 1 – October 31, 2015, 314 section syllabi and 108 curriculum vitae were downloaded from the course information page, according to the Google Analytics Report.

**Associate Dean**

- Presented at the PSJA College for All Conference at the McAllen Convention Center.
- Participated in the Data Standards Committee to review the charter, reporting needs, and set up a timeline.
- Met with the former Associate Dean to train on program briefs, EMSI software, and rolling the Fall 2016 schedule in Banner.
- Met with the FAS Risk Manager to discuss the scheduling procedures for the business impact analysis (phase II).
- Attended the Blackboard Analytics onsite training to discuss the assessment component of the software.
- Met with the LASS Assistant Dean of Program Development & Student Success to discuss the process for issuing incompletes and Title IX procedures.
- Met with the Assistant CIO to discuss potential curriculum management software, requirements, and the timeline for implementation.
- Attended the Title IX Consultant Training for Administrators.
- Attended the RGV Lead meeting at TSTC in Harlingen, TX.
- Attended the College and Career Readiness – RGV Focus meeting in Harlingen, TX.
- Committees:
- Data Standards Committee
- Dual Enrollment Registration
- iPASS Team Meeting

**Travel by Associate Dean**

- Attended the IPASS/Educause Conference in Indianapolis, Indiana – October 25-29, 2015
- Attended TCCIL 2015 Conference: Understanding the Students of the 21st Century in Austin, TX from October 7-9, 2015.

**Upcoming Travel**

- SACSCOC Annual Meeting in Houston, TX – December 4-8, 2015

**Nicolas Gonzalez**
**High School Programs and Services Administrator**

- **High School Programs**
  - On October 20, 2015 - Meeting at PSJA personnel request, concerning establishing an Academy of "Communications Pathway". The chosen areas would be: Associate of Arts in Graphic Arts; Advertising/Public Relations; and, Communication Studies. Those in attendance from PSJA were: Adrianna Hernandez, PR Director, Jessica Salinas and Lupe Chavez from College Readiness. On the STC side, besides me was Dr. Rosalinda Cantu, Richard Lubben, Alejandra Cantu and Dr. William Buhidar. The academy will not start with dual classes until Spring of 2017 at the site on Ridge Rd. Extensive remodeling and equipment would need to be purchased to offer the complete program.
  - On October 2, 2015 - The Academies program hosted a 10th year anniversary summit at our Mid-Valley campus. I spoke to the group on the start of the program, the enactment of the law that made this possible, and the success of the many graduates throughout the year.
  - We are working with the spring schedule and the many changes and additions that are being requested and as affected by the large increase of our fall schedule.
  - The Recovery schedule is set with all participating schools.
  - We have sent the DECA used to charge the schools that are using STC faculty to all sites. We anticipate an increase in the revenue collected, and will report this to Cabinet when figures are finalized.
  - The Recovery program starts on Oct. 26th. We are adding La Joya back with one Automotive class for this fall.
  - This past Friday, Sofia and I were interviewed by The Monitor on an article that would advise parents and schools how better to prepare and plan for college.
  - Tuesday; October 13th the ECHS program is being recognized by the County Commissioners for receiving national award from Excelencia and the Bright White House initiative.
  - Working on spring schedule for la Joya ISD. Mediating between High school administrators and program chairs to finalize the spring schedule.
  - Counselors from BETA with meet with Ms. Veronica Rodriguez, Child Care program chair, on promoting a new CDA certificate for dual students.
  - The 10th Anniversary Dual Enrollment Academy Summit was held on Friday, October 16th at the Pecan Campus for partnering High School Administrators and Counselors. The summit was a huge success with 45 representatives from our partnering districts in attendance. Our department showcased highlights of the great achievements and accomplishments of our Alumni. Two DEMSA Alumni, Ms. Krystal Flores and Mr. Jacob Morado who are both currently working on doctorate degrees presented on their experience. In addition, information was presented on the History of Dual Enrollment, Academy Program recruitment timeline, application process and the future vision of our programs.
  - Coordinator of Academies and High School Projects, Rebecca De Leon and Dual Enrollment Program Specialist, Clarissa Torres will be attending the University of New Mexico: New Perspectives Mentoring Conference on October 20-23rd. The Conference will include over 300 sessions focusing on tools and strategies that can be incorporated with our current programs to ensure student retention and success.
  - TexPREP Engineering Program will be attending the Board Meeting at Roma ISD on Thursday, October 22nd to present on the upcoming STEM based trip to Houston, Texas for the fifteen students who successfully completed the program.

- Dual Enrollment Academy Program will be hosting weekly workshops at each site on Friday, October 23rd focusing on UTRGV/UT Austin Cooperative Pharmacy Program Information Session and Texas A&M Health Science Center-School of Public Health Presentation.
- The preliminary fall 2015 cost analysis is attached. It shows an increase from last fall to now of approximately $577,557.77, made possible with the new increases that were adopted for all STC faculty sections, and an overall increase with contact hours that will be recovered of $986,414.08 more than last fall.
- The Academy department had a successful 10th year Anniversary Summit this past Friday with over 45 school representatives attending. Rebecca has included additional highlights on her report.
- The TexPREP program is planning a tour with Hidalgo students who have completed the four-year session. More info on that report below.
- The Spring dual schedule is larger than last year, since new ECHS 9th graders are starting with dual classes in the spring. Enrollment is usually restricted to one or two courses, but this will add to the numbers from this fall.

**Dual Enrollment Planning and Scheduling Manager**

**Workshops/Meetings**

- Met with Child Development program chair and Counselors from BETA Hs to discuss offering child care classes for next fall.
- Attended the Principal's meeting for ECHS at the Cooper Center.
- Had a phone conversations with PSJA College Readiness Director on implementing a form for STC faculty to submit a midterm grade to high school administrators.
- Met with IT and Dual to Degree department on the pilot registration process for Weslaco East this coming fall.
- Had phone conversations with Mr. Lubben and Mr. Kennedy on dual courses requests for this coming spring to alleviate some scheduling problems.
- Helped the Academies department with their workshop.

**DE Scheduling and Planning**

- Worked on all La Joya schools spring schedules.
- Created a mini semester for Southwest ECHS students that needed to retake Engl 1301. Chair approved the sections.
- Hidalgo ECHS requested changes on the CTE courses for spring.
- Made time changes for Ballew HS on their spring classes.
- La Joya ECHS requested two philosophy, one criminal justice and two sociology classes for spring with STC professors. All three departments approved the sections for spring.
- With the chair's approval, created two medial term for PSJA students under a D4 session.
- Worked on spring schedules for all Mission schools. Mission Collegiate requested three section of Busi 1301 with STC instructors. Chair approved.
- Worked with criminal justice chair on moving some days and times around for La Villa and Mission Collegiate to better staff the sections.
- Entered faculty names for all computer science S sections for spring.
- Requested a new history 1302 section for Progreso ECHS. Chair approved the sections.
- Added three more sections of Govt 2305 for Edinburg HS wit Dr. Rishi.
- Edinburg Collegiate requested an Art sections for spring. The chair denied the section due to lack of staff.
- Principal from Edcouch Elsa sent a revised spring schedule. Added Art appreciations and Spanish classes.

**Clarissa Torres – Dual Enrollment Program Specialist**

- **Dual Enrollment Faculty**: Eight more dual enrollment faculty were submitted for the spring 2016 semester. Currently thirteen candidates are seeking DEF status for spring 2016. One interview was conducted in October and the candidate was approved.
- Continued 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.
- Attending the Mentoring Institute Conference in Albuquerque, New Mexico for a week in October. Attended sessions specific to mentoring faculty and students. I received information regarding how to start mentoring programs and data on the success of mentoring.
- Met with dual enrollment academy students throughout the entire month of October. 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.
- Dual Enrollment Academies, Recruitment: Recruited at Weslaco East, Progreso, and Science Academy in the month of October. Answered student questions and provided information regarding the Dual Enrollment Academy Program
- Dual Enrollment Academies, 10th Anniversary Summit: A program summit was held at both the pecan campus and mid valley campus in October. The summit was for high school counselors and administrators to meet the Dual Enrollment Academy staff, receive information for recruitment and application information for students.

**Minna Montalvo – Dual Enrollment Workforce Program Specialist**

- Conference/Workshops/Meetings
    - Attended PTLW Partnership Team Meeting – Sharyland ISD
    - Meeting with Sandra Avila & Rosie Perez – Weslaco CTE
    - 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.

**Carol Woods – Dual Enrollment Faculty Liaison**

- Attended Faculty Senate meeting on October 27, 2015. An article on the Dual Enrollment Taskforce was included in the new Faculty Senate Newsletter that began publication in October 2015.
- Followed up with President of Council of Chairs to review their representation on DE Taskforce sub-committees.
- Help prepare materials for the Dual Enrollment Taskforce Steering Committee held on October 29, 2015. Attended meeting and wrote a recap of meeting to distribute to Steering Committee. Am developing the 2015-2016 Charges/Action Plan for the Taskforce.
- Responded to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Drafting basic guidelines for STC faculty to mentor dual enrollment faculty.
- Draft of dual enrollment faculty rights and responsibilities and FERPA issues have been referred to separate work groups.

- 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:
- FAQs have been revised according to STC guidelines on HB 505 and have been posted on the HSPS webpages.
- 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 or the bullet items that are out of date simply removed since there are links elsewhere in the HSPS website

**Sofia M. Peña**
**Director - Early College High Schools**

- October 13, 2015 - ECHS staff participated in Achieve Early College High School celebration of their U.S. Department of Education National Blue Ribbon Award. The ECHS Staff was asked to participate with media interviews and in district celebrations of the event.
- ECHS Staff has begun the process of verifying graduation degree plans with all senior students for purposes of Spring semester registration to ensure that those who are in line to graduate have all their coursework in line with their chosen degree.
- ECHS Department hosted all ECHS Principals for a one day meeting on Oct. 23rd to update them on new deadlines, information and changes in Coordinator assignments. The staff from Academic Enrollment and Affairs also presented on enrollment deadlines and requirements.
- ECHS Staff attended Hidalgo County Commissioner's Court Meeting on October 13th for a reading of a resolution in honor of the Bright Spots in Education recognition from the White House Initiative on Hispanic Education.
- ECHS staff had an internal meeting to reassign schools and to decide on the process for assisting Student Enrollment and Affairs with Spring rollover registration.
- ECHS staff have been diligently working closely with all ECHS Counselors to train them on degree works so that they too can assist in registration advising for their students.
- ECHS Staff worked closely in preparing for presentation at PSJA/STC College for All Conference.
- ECHS Staff have met with all their respective schools to ensure that Spring scheduled offerings are staffed and that students meet the TSI requirements to sit in the appropriate class.
- ECHS Staff had a very successful Principal's meeting on Friday October 23rd where topics such as graduation, registration for Spring and scheduling were discussed. The principals were also provided with an STC goodie bag in thanks of their part in our selection as the 2015 Excelencia in Education winners. All thirty ECHS schools were represented by a Principal or a designee.
- ECHS Staff have met with all students or counselors at their ECHS campuses to go over their degree plan and assisted them with making sure their major is correct and that the progress meter on degree works is accurately capturing their progress towards completion.
- ECHS Staff had leadership meetings with their respective schools to go over registration issues and lessons learned so as to avoid the same issues in the future.
- ECHS Director attended the RGV Focus Leadership meeting where topics such as the new tuition structure at UTRGV were discussed.

## Director – Academies and HS Projects

- The 10th Anniversary Dual Enrollment Academy Summit was held on Friday, October 2nd at the Mid Valley Campus for High School Administrators and Counselors. The summit was a huge success with representatives from our partnering districts in attendance. Our department showcased highlights of the great achievements and accomplishments of our Alumni. In addition, information was presented on the History of Dual Enrollment, Academy Program recruitment timeline, application process and the future vision of our programs.
- Dual Enrollment Academy Program held weekly workshops at each site on Friday, October 9th focusing on Texas A&M University Kingsville Admissions Presentation and Managing Time for College Success Counseling Department.
- 170 TexPREP students from our partnering districts of Hidalgo, Roma and PSJA attended the HESTEC Middle School Challenge Event on Friday, October 9th at UTRGV. The students attended sessions to further their knowledge in the STEM field through presentations from Raytheon's MathMovesU, NASA, U.S. Navy, Engineering for Kids, and UTRGV Physics Circus.
- Dual Enrollment Academy Program student recruitment presentations were held at Weslaco East High School, Progreso High School, Vanguard Academy, Juarez Lincoln High School, McAllen Memorial High School, Edcouch Elsa High School, McHi High School and Science Academy.
- Dual Enrollment Academy Program hosted weekly workshops at each site on Friday, October 16th focusing on University Admissions with Texas State, Career Awareness Speaker-Victor Gonzalez, Chief Information Security Officer at South Texas College and Laughter Yoga Session with the STC Counseling Department.
- The 10th Anniversary Dual Enrollment Academy Summit was held on Friday, October 16th at the Pecan Campus for partnering High School Administrators and Counselors. The summit was a huge success with 45 representatives from our partnering districts in attendance. Our department showcased highlights of the great achievements and accomplishments of our Alumni. Two DEMSA Alumni, Ms. Krystal Flores and Mr. Jacob Morado who are both currently working on doctorate degrees presented on their experience. In addition, information was presented on the History of Dual Enrollment, Academy Program recruitment timeline, application process and the future vision of our programs.
- Coordinator of Academies and High School Projects, Rebecca De Leon and Dual Enrollment Program Specialist, Clarissa Torres attended the University of New Mexico: New Perspectives Mentoring Conference on October 20-23rd. The Conference included over 300 sessions focusing on tools and strategies that can be incorporated with our current programs to ensure student retention and success.
- In TexPREP Engineering Program attended the Board Meeting at Roma ISD on Thursday, October 22nd and was approved for a STEM based trip to Houston, Texas for the fifteen students who successfully completed the program on December 12-15, 2015.
- Dual Enrollment Academy Program hosted weekly workshops at each site on Friday, October 23rd focusing on UTRGV/UT Austin Cooperative Pharmacy Program Information Session and Texas A&M Health Science Center-School of Public Health Presentation.
- In October 26, 2015 - High School Programs Administrator, Mr. Nick Gonzalez and Coordinator for Academies and High School Projects, Rebecca De Leon along with State TexPREP Director, Dr. Rudy Reyna met with administrators from Mission CISD, PSJA ISD and Weslaco ISD to discuss future plans with the TexPREP Program.

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

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

- **STC-La Joya Teaching Center**
  - Final installation of software upgrades for computers in LJJC room 236 completed.
  - Completion of software upgrades notification was sent to STC-LJJC faculty, La Joya DE and ECHS administrators regarding new computer lab setup and restrictions. .
  - Jagprint installation in computer labs completed.
  - Initiated process to have remaining old computers in computer lab 238 replaced with refurbished computers.
  - Will coordinate inventory and removal of old computers currently located in computer lab storage area.
  - Held meeting with Mrs. Gracie Lopez and LJJC Principal Sepulveda to discuss spring traditional class offerings and marketing strategies for 2016.
  - Met with LJISD Director of Guidance & Counseling Department to discuss possible program offerings for 2016.
- **STC-Pharr Teaching Center**
  - Received delivery of 5 additional media carts to support current traditional and dual enrollment classes.
  - Coordinated with inventory specialists to document and track new media carts.
  - 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.
  - Re-roofing continues at the Pharr Teaching Center as in nearing completion.
  - Coordinated temporary entry and exit for STC students, faculty and staff due to TAKS Testing Week to be held October 19- 22.
  - Hosted Grand Canyon University visit and class presentations.
  - Hosted new math course training session for welding instructors as led by PMT Assistant Professor Esmeralda Adame.
  - Coordinated relocation of Hp8150 printer from STC warehouse to PTC computer lab 145. Consideration and approval of new printer for current lab is pending.
  - Submitted requested for set up of office furniture and connectivity in new PTC office area
- **Other Activities**
  - Attended Academic Affairs Council meeting and October Council of Chairs meeting.
  - Attended Construction Career Expo in Harlingen, Tx.
  - 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.
  - Attended Construction Supervision Association meetings as Co-Advisor.
  - Attended Business and Technology program chair meetings

SOUTH TEXAS COLLEGE

**Turning Hope Into Reality**

# Information Services and Planning

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# Dr. David Plummer
# Interim VP

## Information Services, Planning & Strategic Initiatives

## Monthly Activity Report
## October, 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. This project which will be championed by Students and Enrollment Services team it was kicked-off on October 20th. Hobsons representatives performed an assessment exercise with STC team to create project goals, targets and success measures. The consultants will create recommendations on an implementation action plan and go over it with all stakeholders next time they visit STC. The CRM implementation is expected to be completed by March 2016.

**Early Alerts – Starfish by Hobsons**
Starfish is a web based application by Hobsons that collects student 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 kick off on January 2016 and is expected to be completed by May 2016.

**Continued Education Enrollment system**
An RFP was created to begin the bid process for an Enrollment application for the Continuing Education program. Finance Services and Technology Resources expect to complete the RFP process and have a decision made 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**
The new web based application will allow all South Texas College faculty and staff perform annual performance evaluations on line. Technology Resources was informed that Human Resources won't need their assistance in implementing the new module by People Admin. This item will be deleted from the Technology plan.

**NOE Automation**
Expert consultants will support the STC team in mapping the current NOE process as well as designing and automating the workflow process. 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 a pilot will be completed by May 2016.

**Safety and Security Parking and Citation system**
An RFP was created to begin the bid process for a new Parking and Citation system. The Finance and Technology Resources 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 completed and rolled out next summer.

**Banner XE upgrade**
Ellucian representatives visited the Pecan campus on November 2, 2015. The consultants conducted three different sessions with STC executives, functional and technical staff to demo the Banner XE system and talk about future plans. Technology Resources will continue planning the Banner transformation 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. The project will not 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 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 and began working on hardware specifications and quotes to be included in the December 2015 board agenda for approval. The new Data Center will be used to mirror critical services such as Banner from the main data center in order to provide continued services in case of a disaster.

**Virtualization Phase II – Podiums**
The Technology Resources is working on a project plan to virtualize 300 podiums. The team met with Dell the first week in October to go over the specifications and come up with a solution that is scalable. New equipment and licenses acquisition will be included in the December 2015 board agenda for approval.

**Victor M. Gonzalez, CISO**
**Information Security**

- **In-house vulnerability management program**
  Summary: We are developing our in-house vulnerability management program, covering both server and application vulnerabilities. Acunetix is the chosen web application vulnerability scanner that was purchased with TR InfoSec monies. The team has received the license key and has installed the software on a designated server. InfoSec will begin testing scan on web applications and then pass the access along to the web applications team for use as well.

- **Dell Security Customer Advisory Council**
  Aaron and Luis were invited to participate in the first ever Dell Security Customer Advisory Council in Austin. The meeting we designed to include a very limited number of current customers of Dell Security. The area we were asked to participate in was specifically for the Dell SonicWALL. We had the pleasure of meeting all the VP's and Engineers of the SonicWALL team and were allowed to speak about the product and our specific usage. We were also asked for details on what we would like to see happen in the future with the product and offered ideas to improve it.

- **Center for Internet Security Membership**
  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. The InfoSec team wants to utilize the software so that systems are configured constantly and create a secure environment for each type of system. The CIS application allows for scanning and implementation of these secure profiles to several different types of systems including network, servers and desktops.

- **Information Security Program Metrics**
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls. The security metrics initiative will help identify risk in the environment and allow resources to target the highest risk areas first based on these metrics.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  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. 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)**
  Summary: The new VPN appliance will allow access to STC employees, vendors and consultants with limited access to only what is required. The idea is to be able to control how these users navigate the network and what resources are available to them. This new product also allows for a "workplace"

portal to be configured which in the future can allow students and out of network access to a variety of specific applications and software in a secure manner without exposing those areas to the internet.

- **Security Awareness Training/Campaign**
  Summary: Cyber Security Awareness month was recognized in the month of October. The InfoSec team sent out weekly emails aligned with the national awareness campaign to promote Cyber Security across a wide range of areas. Including sensitive data, home protection and work related materials. The team also deployed Securing the Human, which is a video portal for employees to receive general security awareness training. The team will continue and expand the Security Awareness program the rest of the year by providing targeted trainings for those who handle sensitive data and FERPA records.

- **Incident Response Table Top Exercise**
  Summary: After the final report was received summarizing the entire table top and areas that need improvement, the team has created an action plan to complete some of the highlighted areas. This plan will be worked on by the TR and InfoSec teams.

- **SharePoint site development**
  Summary: InfoSec has recently been granted access to a SharePoint site that will be used to host all college wide Information Security related documents, guidelines and policies for public access. This is a response to claims that documentation is disorganized and not readily available to people outside of the TR and InfoSec departments. This site will be used as a resource college wide.

- **Deployment of new SIEM solution**
  Summary: We replaced our SIEM hardware to be able to support the number of events that we are currently producing. The new hardware has more than doubled the capacity of retainable logs that will help in a variety of ways. Long term storage of logs is useful in security incidents and troubleshooting. The SIEM software will also be used in the IOC for consistent threat monitoring and overall security events.

**Marie Evans, Director**
**Instructional Technologies Department**

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**Meetings:**

- 10/1/2015: ACTA training, Mid Valley visit
- 10/2/2015: Focus Academy
- 10/6/2015: New Project meeting
- 10/8/2015: Department team meeting, WJHW meeting
- 10/9/2015: ALC Feedback meeting
- 10/12/2015: Project Update Conference Call
- 10/15/2015: ACTA training
- 10/19/2015: Project Update conference call
- 10/21/2015: Data Collection Footprints
- 10/26/2015: Project Update Conference Call, Design Standards meeting,
- 10/27/2015: Active Learning meeting
- 10/29/2015: ACTA
- 10/30/2015: FOCUS Academy

**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 | 187 |
| Nov | |
| Dec. | |

SOUTH TEXAS COLLEGE

**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 | 244.75 |
| Nov | |
| Dec | |

SOUTH TEXAS COLLEGE

| Reservations by Campus: | 10/30/2015 | | | | |
|---|---|---|---|---|---|
| | Pecan | Starr | Mid-Valley | Tech | NAH |
| Projector/Laptop | 122 | 23 | 2 | 125 | 0 |
| Data Projector | 72 | 0 | 1 | 1 | 1 |
| Laptop | 301 | 20 | 14 | 1 | 5 |
| PA System | 9 | 5 | 7 | 6 | 1 |
| CD Player | 1 | 2 | 3 | 4 | 0 |
| VCR's Only | 0 | 0 | 0 | 0 | 0 |
| Smart Board | 0 | 0 | 0 | 0 | 0 |
| Video Camera | 1 | 2 | 0 | 0 | 0 |
| TV | 2 | 0 | 3 | 0 | 1 |
| Microphone | 101 | 10 | 27 | 12 | 4 |
| Direct Box | 5 | 3 | 8 | 0 | 0 |
| Digital Camera | 0 | 3 | 0 | 0 | 0 |
| Speakers | 122 | 10 | 3 | 125 | 1 |
| Overhead Projector | 0 | 0 | 0 | 0 | 0 |
| Remote | 0 | 1 | 0 | 0 | 0 |
| Headphones | 0 | 0 | 0 | 0 | 0 |
| HH Voice Recorder | 0 | 0 | 0 | 0 | 0 |
| Screen | 8 | 23 | 3 | 0 | 0 |
| Document Camera | 84 | 0 | 101 | 0 | 8 |
| DVD/VCR Player | 11 | 1 | 0 | 0 | 0 |
| Wireless Lab | 0 | 42 | 0 | 0 | 0 |
| Keyboard/Mouse | 8 | 0 | 12 | 0 | 1 |
| Sympodium | 0 | 0 | 8 | 0 | 0 |
| Hard Drive | 0 | 0 | 0 | 0 | 0 |
| USB Hub | 4 | 20 | 0 | 0 | 0 |
| CPS | 0 | 0 | 0 | 0 | 0 |
| Mixer | 14 | 3 | 1 | 1 | 0 |
| Tripod | 1 | 3 | 0 | 0 | 0 |
| WebCam | 2 | 0 | 0 | 0 | 1 |
| Computer | 66 | 0 | 0 | 1 | 0 |
| Portable Table | 14 | 3 | 4 | 3 | 1 |
| Microphone Stand | 13 | 12 | 10 | 8 | 0 |
| HD Video Streamer | 2 | 0 | 0 | 0 | 0 |
| Polycom Phone | 1 | 2 | 1 | 0 | 2 |
| Stooges (switcher) | 0 | 0 | 0 | 0 | 0 |
| LANC Controller | 1 | 0 | 0 | 0 | 0 |
| Exposure Meter | 0 | 0 | 0 | 0 | 0 |
| Camera Stabelizer | 0 | 0 | 0 | 0 | 0 |
| Comm. Headset | 0 | 0 | 0 | 0 | 0 |
| Remote Mouse/Clickers | 22 | 60 | 0 | 0 | 0 |
| ***TOTAL*** | **987** | **248** | ***208*** | **287** | **26** |

**Institutional Effectiveness & Assessment**

**IE Related Activities:**

- Worked with the following Divisions/Departments 2015-2017 IE Plan
  - NAAMREI
  - BAT: Health & Medical Services Management
  - Information Services & Planning VP
- 2015-2017 IE Plans Completed:
  - Math & Science
  - Bachelor Programs & University Relations
  - Emergency Medical Technology
- Revised IE planners from 2015 to ensure all departments had completed IE planning request. I created a report and forward to assigned supervisor.
- 2013-2015 IE Report training presentation
- Met with Communication Arts IE Plan writer to discuss 2013-2015 IE Report
- Collection of Fact Book data for 2013-2015 IE Reports
- 2014 Mid-Biennium IE Reports uploaded to site
- Provided IE assistance to the Facilities, Planning & Construction Department
- Following up pending completion IE planning from Facilities, Planning and Construction and Emergency Technology departments. I been contacting departments for additional information
- Continue auditing all IE Plans

**IEA Reporting Analyst's Activities:**

- Worked and continue working on the CTN-Puente Project data reporting format and data collecting
  - Provided the STC CTN-Puente Persistence Rates report
- Worked on the CBM Sharing network drive configuring with TR and RAS
- Updated the IEA website
- Data Requests:
  - Provided the STC Employment-Placement, the Gainful Employment – 2014, and the Fall to Spring Retention by Major reports for Child Development
- Answered IE Plan writer's inquiry

**Factbook Related Activities:**

- Updated the STC Fact Sheet for STC Fact book
- Worked on the data cleaning and on the scripts updating for Factbook reports
- Continued work on the new version of STC Factbook data collecting
- Coordinated with the RAS for the STC Factbook updating
- Updated the Texas Higher Education Coordinating Board 6-year Graduation Rates report for external STC Fact book
- Worked on the Graduation of 2-Year College Transfer Students report for external STC Fact book
- Updated and posted reports for STC Internal Factbook:
  - Graduate Awards Summary by Academic Year and by Program
  - Enrollment: Composition – Fall 2015
- Updated and posted the Enrollment: Headcount by Ethnicity & by Gender - Fall 2015 report for STC Fact book
- Updated the Data Release Timeline

**Meetings and Trainings:**

- Attended IEA Department meeting

- Attended the Accelerating College Readiness and Student Completion webinar Observed the THECB - Board Meeting
- The IBM Webcast: Analytics Made Easy
- Attended the CTN-Puente Site Visit Meeting
- Attended the Appeals Committee Meeting
- Completed the Security Awareness Training
- Observed the THECB – Health-Related Institutions Formula Advisory Committee Meeting
- Observed the THECB – General Academic Institutions Formula Advisory Committee Meeting (GAIFAC)
- Attended the "A Lesson in Predictive Analytics" webinar
- Attended the Recommended Training for the Security Awareness Training
- Observed the THECB – Engineering Field of Study Advisory Committee Meeting
- Attended ACTA

**Miscellaneous:**

- Continue reviewing IE planners and factbook.
- Currently providing assistances for David's transfer phone calls.
- Continuing revising IE website and IEA Sharepoint site.
- IE Analyst hiring committee

**Cody Gregg, Dean**
**Library Services and Information Commons**

## Dean's Meetings:

- 10/1/15: SCUP Proposal Meeting.
- 10/2/15: Implementing the ACRL Framework for Information Literacy Meeting; President's Administrative Staff Meeting.
- 10/5/15: EOMC Meeting.
- 10/6/15: COC; Bond Program Planning Meeting.
- 10/7/15: Library Job Description Review; Library Furniture Review; CLE Survey Meeting; Board Meeting.
- 10/8/15: One-on-One Meeting; Review WJHW Document; Bond Program Construction Meeting; HSI Training Room Evaluation Meeting.
- 10/13/15 – 10/18/15 CCUMC Annual Conference.
- 10/16/15: Met with a search committee for the CLE Manager position.
- 10/19/15: Met in regard to LabTrax.
- 10/22/15: Traveled to UTRGV in Edinburg to tour their Library/Learning Commons facilities; met to review applications for the Open Lab Supervisor position.
- 10/20/15: Bond Program Planning Meeting; CLE Meeting; Meeting to Review CLE Admin Asst. applications.
- 10/21/15: Meeting to Review North Academic; Faculty Senate Input Meeting.
- 10/22/15: UT-RGV Vendor Fair; Infocus Mondopad Conference Call.
- 10/23/15: Bond Program Planning Meeting; CLE Tutor/English Faculty Meeting; ALC Feedback Meeting.
- 10/26/15: Meeting to Review Draft Program for NAH Library; Bond Program Planning Meeting.
- 10/27/15: Bond Program Planning Meeting; Active Learning Classrooms Tier 2 Meeting; Faculty Senate Meeting; Board Meeting.
- 10/28/15: CLE Administrative Assistant Interviews.
- 10/29/15: Meeting to Review MV Library Draft Program; ACTA Presentation; CLE Administrative Assistant Interviews.
- 10/30/15: Meeting to Review Draft Program for NAH and MV Libraries.

## Technical Services

**Key Ongoing Projects of Technical Services Personnel:**

- Corresponded with Choice Online regarding statistics and subscription.
- Continued negotiations with representatives from NewsBank on revisions to Access World News licensing agreement.
- Worked on CLE Manager search committee.
- Continued working on updates to librarian job descriptions.
- Continued testing and working with IT staff to try to find the best way to configure the new mobile devices for library staff.
- Continued investigating how to authorize entries in Symphony.
- Continued researching staff scheduling software.
- Began working on an ARTstor widget for the Discovery system.
- Began testing trial versions of three staff scheduling platforms.
- Continued working on a large project to update catalog field indicators so that records can be validated correctly.
- Began investigating errors when catalog records are imported into Symphony.
- Continued working with IT staff and CLE staff on JagTrax functionality.
- Continued updating photos of CLE tutors on the website.

- Continued working on print and electronic promotional materials to recruit CLE tutors and Supplemental Instruction leaders.
- Began working on the TLA District 4 Meeting brochure.
- Continued to work on the serials usage survey.

**Collection Development Balances:**

- Library Acquisition…… $ 168,729.00
- BAT & BAS/ Materials- …… $ 28,255.00

## Information Commons and Open Labs:

**Highlights:**

- Dell Precision T5810 computers are being set up district wide.
- Apple computers are being distributed and set up district wide.
- Internet Explorer 11 is being tested in our areas.
- Learning Commons and Open Labs Student Satisfaction Survey was distributed from October 25th – October 31st.
- LabTrax was updated to version 3.0 district wide.

**September 2015 Attendance Statistics:**

**Open Labs**

| Campus | Unduplicated Count | Duplicated Count | Total Hours | Gate Counts |
|---|---|---|---|---|
| Pecan | 3,223 | 12,658 | 51,714 | 26,721 |
| Pecan Internet Café | 1,053 | 3,347 | 13,008 | 14,440 |
| Pecan T. Info. Commons | 779 | 1,858 | 19,584 | 6,465 |
| Mid-Valley Open Lab | 1,574 | 7,070 | 28,307 | |
| Mid-Valley Open Area E-117 | 904 | 2,206 | 15,830 | |
| Mid-Valley G-144 | 379 | 889 | 9,513 | |
| Starr County Open Lab | 545 | 2,231 | 14,221 | |
| NAH Open Lab | 1,372 | 6,712 | 11,547 | |
| Technology Open Lab | 760 | 3,397 | 7,813 | |
| Technology Internet Café | 243 | 790 | 4,807 | |
| **District Total:** | **10,832** | **41,158** | **176,344** | **47,626** |

**Libraries and Information Commons**

| Campus | Unduplicated Count | Duplicated Count | Total Hours |
|---|---|---|---|
| Pecan Info. Commons | 3,821 | 11,459 | 107,052 |
| Pecan F-222 | 30 | 66 | 17 |
| Mid-Valley Info. Commons | 1,411 | 4,526 | 30,256 |
| Starr County Library | 642 | 2,958 | 47,662 |
| Technology Library | 368 | 1,260 | 8,831 |
| **District Total:** | **6,272** | **20,269** | **193,818** |

***Group* Stations**

| Campus | Unduplicated Count | Duplicated Count | Total Hours |
|---|---|---|---|
| Pecan Library Group Stations | 677 | 971 | 3,505 |
| Pecan F-130 Group Stations | 75 | 115 | 233 |
| Mid-Valley Library Group Stations | 192 | 282 | 658 |
| Mid-Valley Open Lab Group Stations | 20 | 37 | 34 |
| NAH Group Stations | 793 | 2,334 | 10,110 |
| **District Total:** | **1,757** | **3,739** | **14,540** |

**CLE Open Labs**

| Campus | Unduplicated Count | Duplicated Count | Total Hours |
|---|---|---|---|
| Pecan CLE Open Labs | 3,653 | 17,027 | 71,825 |
| Mid-Valley CLE Open Labs | 591 | 2,449 | 6,975 |
| NAH CLE Open Labs | 781 | 3,408 | 21,786 |
| Starr CLE Open Labs | 320 | 1,296 | 3,872 |
| Tech CLE Open Labs | 216 | 705 | 1,950 |
| **District Total:** | **5,561** | **24,885** | **106,408** |

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

- 10/02/15: Attended an Open Labs Leadership meeting; attended the President's Administrative Staff meeting; The Open Lab Leadership team attended a Blackboard Collaborate meeting and training.
- 10/05/15: Traveled to the Mid-Valley Campus in order to hold interviews for the Open Lab Technician position; traveled to the NAH and Technology Campuses to deliver supplies.
- 10/07/15: Traveled to the Mid-Valley Campus to hold an interview for the Open Lab Technician position.
- 10/12/15: Met to discuss duplicate community user accounts.
- 10/15/15: Several employees attended the TSS Lab Assistant Round Table meeting.
- 10/23/15: Attended a Social Security meeting.
- 10/26/15: Held interviews for the Open Lab Supervisor position.
- 10/27/15: Attended an STC 2013 Bond Program Planning meeting.
- 10/28/15: Held interviews for the Open Lab Technician position; met to discuss JagPrint issues and Web Print progress.
- 10/29/15: Met to review the Mid-Valley Library Draft program; met to discuss furniture quotes.

## Library Services Public Services

**Meetings:** Attended all regularly scheduled meetings including the following:

- 10/1/15: Programming Meeting.
- 10/7/15: New job descriptions review; review of furniture for the libraries; review of community user cards.
- 10/12/15: Community User Card Meeting.
- 10/26/15: Meeting to Review Draft Program for Nursing.
- 10/28/15: Meeting to Review Draft Program for Mid Valley; Job Description Meeting.

**Library Services Data:**

| Library Services Data: 10/1/2015 -10/31/2015 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Information Commons: Laptops** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 45 | 0 | 163 | n/a | 39 | 0 | 247 |
| | | | | | | | | |
| **Library visitors this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | 947 | 17,165 | 18,820 | 52,699 | 2312 | 7135 | 3440 | 102,518 |
| **Library group stations/media stations/study rooms this week:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 1040 | 332 | 1627 | n/a | 78 | 50 | 3127 |
| **Library checkouts this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 1768 | 770 | 3697 | n/a | 261 | 266 | 6762 |
| **Community Users new/renewed this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | 0 | 23 | 2 | 25 | n/a | 4 | 1 | 55 |
| **Community Users total this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 495 | 63 | 855 | n/a | 337 | 38 | 1788 |

## Centers for Learning Excellence

### Mid-Valley:

**Meetings and Events**:

- 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 198 students this week through in-class presentations and tours.
- Staff held a meeting to discuss CRLA credits and tutor status on Sept. 29.
- Mid-Valley CLE Staff offered a workshop on Small Study Groups Sept. 30.
- Mid-Valley CLE Staff planned for upcoming Tutor Appreciation Week Oct. 5-9.
- CLE Staff Participated in International Tutor Appreciation Week and celebrated our tutoring staff district wide by decorating the CLE with appreciative student feedback and by a series of daily events to celebrate tutoring at STC Oct 5th- 10th.
- MVCLE will welcome two new tutor staff joining us starting Friday Oct 9th
- CLE Staff Attended the NCLCA Conference in Milwaukee Wisconsin Oct 5th – Oct 8th.
- CLE Staff had a meeting to discuss CRLA level up opportunities for staff, and began assessing hiring needs and allocations for Spring semester
- CLE Staff had meeting to train select staff on how to access online tutoring (Upswing and Smarthinking) and planned for fall CLE promotional events.
- CLE hired and began orientation for 2 additional writing tutors.
- CLE begun hiring for additional Testing Technician.

- MV-CLE Proctors assisted 12 instructors with test proctoring requests.
- CLE Staff met with English Faculty to discuss training for humanities tutors and the new humanities tutor session summary slip Oct 23rd.
- CLE Staff met with Dual Enrollment academies to discuss tutoring assistance for DE students Oct 19th
- CLE Staff Participated in MVAC meeting Oct 22nd.
- CLE Staff Participated in Reading week Opening Induction Oct 19th.
- CLE Staff Participated in the Reading week Open House Event Oct 21st.
- CLE Participated in the Fall Festival Oct 27th.
- CLE Interviewed Potential SLA Candidates.
- CLE Manager Position was interviewed. Oct 30.
- CLE Staff Participated in ALA and ACTA Training.

**Workshops:**

- Note Taking Study Tips Workshop Oct 6th.
- Student Success workshop Time Management Oct 21st.

**NAH:**

- The NAH will be having a guest presenter train NAH staff at the end of this week on a test taking strategy.
- NAH staff will then teach to students in an effort to increase their chances of success in completion of NAH programs.
- The NAH staff participated in the 8th annual Harvest of Health that's held at NAH every fall semester.

**Pecan:**

**Meetings and Events:**

- Pecan CLE staff provided various in-class presentations and tours to inform students about CLE services. Staff was able to reach over 180 students this week through in-class presentations and tours.
- Pecan staff participated in a RAND site visit to discuss CLE services.
- CLE staff is working with RAS to create a new CLE survey.
- CLE Staff Participated in International Tutor Appreciation Week and celebrated our tutoring staff district wide by decorating the CLE with appreciative student feedback and by a series of daily events to celebrate tutoring at STC Oct 5th- 10th.
- Pecan CLE Interviews for hiring additional tutoring staff in writing and mathematics. Oct 5th -9th.
- CLE Staff Attended the NCLCA Conference in Milwaukee Wisconsin Oct 5th – Oct 8th.
- CLE Staff Met with RAS to discuss CLE Survey Oct 7th.
- CLE Staff met to discuss plans to assist DE students with student success for fall semester Oct 14.
- Met with Library technical resources to discuss Upswing performance Oct 16.
- CLE hired and began orientation for 2 additional writing tutors.
- CLE Proctors assisted 12 instructors with test proctoring requests.
- CLE Staff met with English Faculty to discuss training for humanities tutors and the new humanities tutor session summary slip Oct 23rd.
- CLE Staff met to finalize promotional voucher plans for CLE Oct 23rd.
- CLE Staff Met with the faculty senate to VP Dr. Plummer to promote CLE services and encourage more faculty involvement.
- CLE Participated in Faculty Senate Meeting Oct 27th.
- CLE Participated in the Fall Festival Oct 29th.
- CLE Jagtrax Meeting Oct 27th.

- CLE Manager Position was interviewed. Oct 30.
- CLE Staff Participated in ALA and ACTA Training.

**Workshops:**

- TSI Workshop: Quadratic Expressions—September 28
- TSI Workshop: Algebraic Expressions—September 30
- TSI Workshop: Literary Analysis-October 1
- TSI Workshop: Word Problems and Applications—October 6
- TSI Workshop: Main Idea and Supporting Details-October 8
- TSI Workshop: Quick Review Writing Oct 6th
- TSI Workshops: Word Problems and Applications Oct 6th
- TSI Workshop: Linear Equations, Inequalities and Systems Oct 7th
- TSI Workshop: Main Idea and Supporting Detail Oct 8th
- TSI Workshop: Elementary Algebra and Functions Oct 9th
- TSI Workshop Plane Geometry Oct 14.
- TSI Reading Quick Review Oct 15.
- TSI Workshop: Powers and Radicals Oct 20th.
- TSI Workshop: Inferences Oct 21st.
- TSI Quick Review: Intermediate Algebra Oct 23rd.
- TSI Workshop: Rational and Exponent Oct 26.
- TSI Workshop: Transformations and Systems Oct 29.
- TSI Quick Review: Authors Use of Language Oct 29th.

**Tutor Trainings:**

- Pecan CLE staff has planned a tutor training with Rachel Brown regarding Creative Wellness for October 23.
- Pecan CLE staff has planned a math tutor training on vectors for October 30.
- Creative Wellness Training by Rachael Brown hosted Oct 23rd.
- Will begin preparing to level up eligible tutors' CRLA level for spring semester.
- CLE Rescheduled CLE Math Tutor Training Vectors Oct 30 to Nov 6th.
- CLE Participated in the Innovative Educators Training How to Supervise, Manage and Mentor Peer Tutors.

**STARR:**

**Meetings and Events:**

- New Hires: The Starr CLE added two new staff members to the team. Ms. Selena Alaniz will be tutoring humanities and science. While Mr. Dario Leal will be tutoring math and science. Ms. Alanis started her duties on Thursday and Mr. Leal on Friday.
- Conference Preparation: Prepared all necessary material for all the CLE staff at the Starr county campus for the following week due to the absence of the Manager.
- Conference: Attended the National College Learning Center Association (NCLCA) Conference in Milwaukee from October 5-8, 2015.
- National Tutor Appreciation week: Provided the Starr CLE tutors with small token of appreciation jars and pizza for the hard work and dedication they place on a day to day basis.
- Fall Festival: The Starr County Supplemental Instruction and CLE employee's joined the 2015 Fall Festival festivities to support the community and the students of STC Starr County campus and to promote the services provided by the department.
- Test Proctoring: The Starr CLE proctored over 40 exams in one week's period.

- Tours: The Starr CLE presented to the early college high school students regarding the services that are available at Starr. A total of 120 students came by the CLE for the tour.
- Presented on the CLE services to the Roma High school Alumnus receiving their substitute teacher certification.
- Promotions: Had Starr CLE employees go around campus distributing flyers to students.

**TECH:**

**Workshops:**

- Mechatronics Workshop Series: The Technology Campus CLE, working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the third workshop of the Fall 2015 Mechatronics Workshop Series, entitled "Programming a Seven Segment Display" on Friday, October 2nd.
- 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.
- Mechatronics Workshop Series: The Technology Campus CLE, working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the sixth workshop of the Fall 2015 Mechatronics Workshop Series, entitled "Mechatronics and Servo Motors" on Friday, October 23rd. 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 (October 2015)

| | All Campuses | Pecan | MVC | Starr | NAH | Tech |
|---|---|---|---|---|---|---|
| Total Student Hours Delivered | 13594:48 | 3496:20:00 | 2335:27:00 | 464:02:00 | 3215:07:00 | 3768:32:00 |
| Independent Study (Duplicated) | 2292 | 318 | 594 | 47 | 1237 | 96 |
| Independent Study (Unduplicated) | 764 | 174 | 189 | 36 | 342 | 39 |
| Proctoring | 501 | *Note: Proctoring Requests can be placed for multiple campuses | | | | |
| Tutoring Contact Hours | 3385:31:00 | 1985:32:00 | 457:37:00 | 329:18:00 | 170:33:00 | 442:31:00 |
| Tutoring Visits/Sessions (D) | 7062 | 3670 | 1014 | 340 | 659 | 1379 |
| Tutoring Visits/Sessions (U) | 2451 | 1298 | 436 | 171 | 348 | 243 |
| Workshop Attendance | 2400 | 2068 | 117 | 120 | 85 | 10 |
| Workshops Hosted | 116 | 98 | 8 | 1 | 4 | 5 |

**Serkan Celtek, Director**
**Research & Analytical Services**

## Institutional Projects

- Alamo Colleges CBM9 request
- ATD data via Clearinghouse
- CB116
- CBM9 Edit Check
- Contact Hours by Campus
- Fall 2015 Enrollment Composition
- Five Year Grad, Awards, and Enrollment
- IPEDS Fall Collection

## Surveys

- BAT Graduate Follow-Up Survey
- CLE Survey Staff
- CLE Survey Student
- Faculty Satisfaction Survey
- HSI Focus Academy Survey
- Information Common Labs Survey
- Kinesiology Survey
- STC Library Events Survey
- Training assessment Survey
- 5th Grade Leadership Camp Survey

## Qualitative Studies

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

## Data Requests

- ADN 2015 Graduates and 2010-2014 Placement Rates
- BAT Students
- Base Year 2012-13 Contact Hours
- Board of Nursing NEPIS Survey 2014-15
- Child Care Programs' Retention 2014-15
- Contact Hour by Subject Area
- Contact Information for Students Enrolled at Starr County
- Credit Hours for Sections
- Currently Enrolled Students for Four Majors
- Declared Kinesiology Majors and Graduates by Year.
- Dual Academy Graduates
- Dual Enrollment High School Seniors' Matriculation
- Dual. Traditional, Total Enrollment 2005-2014
- Dual, Traditional, total enrollment 2007-2014
- Dual Matriculation Rates
- ECHS Graduation Rate
- Fall 2014 and 2015 Dual and Traditional FTE
- Fall 2015 Contact Hours Dual by Faculty Type
- Fall 2015 Dual Enrollment by High School & ISD

- Fall 2015 FTE
- Graduates, BAT Graduates, Academy Graduates
- HB5 Math Students
- Historic FTIC in Dev. Ed. & Traditional in Dev. Ed
- Percent of all Students in Dev. Ed.
- Precision Manufacturing Historic Annual Enrollment
- PSJA ISD Dual Enrollment for Upcoming Conference
- PUENTE POST SPRING 2015 Reports
- PUENTE REPORTS Fell 2014-Spring 2015
- STEPUP Grant
- Summer 2015 Dual Counts by Type
- Total historical Awards
- Utilization of Support Services
- Veteran's Graduation Rate
- 2012-2013 Dual, Traditional, Total Enrollment
- 2015 Awards and Dual Awards

## Data Analysis

- BAT CAAP Data Analysis
- CCSSE 2015 Key Findings Presentation
- CLE Fall 2014-Spring 2015 Analysis
- ECHS May 2015 Graduates, Dual Hours
- Open Educational Resources Survey Brief
- TSIA Regional Data

## Meetings

- ABE study phone call: post-site debrief and next steps
- ACTA Presentation
- Blackboard Analytics/Outcomes
- CLE & SI Research Topic Discussion
- Data Insight Webinar Series: Data Discovery
- Data Standards Committee
- Data Standards Committee
- DE Taskforce Steering Committee
- DLA Meeting
- DOE Financial Aid Study
- Dual Enrollment Data Team
- Enrollment Reporting Meeting
- HIS Survey
- ISP/SI Leadership Team
- PAS Meeting
- PDC Meeting
- Puente Meeting
- RAND Site Visit
- RAS Weekly Meeting
- SSG Meeting

**Isaac Garza, Project Manager**
**Office of Strategic Initiatives**

## MEETINGS

- Strategic Services Group
- STC Board Meeting
- IPAS(2) Welcome
- Texas Completes
- Strategic Initiatives
- ACTA Class
- ALA Class
- ISP & SI
- Educause Pre Conference
- Budget
- IPASS Planning
- ATD Data Webinar
- Hobsons Kick Off
- IPASS2 HOBSONS Site Visit
- IPI-KPI Attended "Moving the Needle" Conference St. Petersburg, Florida

## ACTIVITIES

- ALA Assignment: A New Breed of Leader, by Sheila Murray, Ph.D.
- ALA Assignment: Strengths Finder, by Tom Rath
- ALA Workgroup: Research of Proposal Topics
- IPI-KPI Document
- RFP Training Services
- RFP HEMSA
- IPAS(2)Hobsons
- Attended "Moving the Needle" Conference St. Petersburg, Florida

## TRAININGS

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

**Laura B. Sanchez, Assoc. Dean**
**Institutional Research and Effectiveness**

**Leadership Activities:**

- Participated in Strategic Services Group meeting
- Attended Academic Affairs Leadership Council and presented a SACSCOC 5th Year Report Update.
- Participated in IS&P Leadership Team meeting
- **Departmental Coordination:** Participated in weekly meeting with the Director of Research and Analytical Services to coordinate ongoing and upcoming projects.
- Participated in weekly meeting with the Director of Research and Analytical Services to coordinate ongoing and upcoming projects
- **ACTA Presentation:** Presented the RAS and IEA departments to the Ambassadors Cross Training Academy along with the Director of Research and Analytical Services.
- **DLA Presentation:** Presented on time management, delegation and team development to the Distinguished Leader's Academy.

**Accreditation Related Activities:**

- Continued finalizing the Prospectus for the 5 sites to submit first week in October.
- Prospectus for the 5 sites (Edinburg North High School, Mercedes Early College High School, Monte Alto Early College High School, Progresso High School, and Weslaco East High School) was submitted Monday, Tuesday, October 6, 2015 to the Southern Association of Colleges and Schools Commission on Colleges.
- **Professional Development**: Participated in a conference call with El Paso Community College staff to discuss the process for submitting Dual Enrollment Off-Site prospectus documents to SACSCOC and the process involved with a site visit related to off-site location.
- Participated in a conference call with Galveston College Vice President of Instruction to discuss the requirements for the policy on Definition of Semester Credit Hours.
- **5th Year Report Activities:** Reviewed the first draft submitted for Standards 4.7 and 3.10.2 and loaded into XITRACS. Began linking evidence items. Participated in a brief call with the XITRACS support to receive training on linking evidence items
- Met with the Learning Outcomes staff and the IS&P Reporting Team staff responsible for creating Student Learning outcomes reports to finalize the format and prioritize the reporting needs for the 5th year report.

**IE Related Activities:**

- Met with the Institutional Effectiveness Analyst regarding follow-up meetings with departments pending IE Plans.
- **IE Plan & Budget Alignment:** Participated in a meeting with staff from the Business Office to discuss the timeline for releasing the 2016-2017 fiscal year budgets, and to discuss a timeline for aligning IE Plan and Budget training.
- **IEA Department Meeting:** Facilitated a meeting with the IEA Department to coordinated upcoming projects and outline goals and objectives for the remainder of the semester. IEA staff are working to develop data reports that will be required for IE Reports for the 2013-2015 cycle.

**RAS Related Activities:**

- Participated in weekly meeting with the Director of RAS to discuss ongoing projects and timelines.
- Participated in meeting with CLE staff to discuss the CLE Research Agenda for the year.
- Participated in meeting with representatives with RAND related to the ABE study with the THECB and to review data needs for the study.
- **Achieving the Dream Data Insight Webinar**: Participated in a webinar from Achieving the Dream which provided an overview of their new Data Insights Guide for Institutions.

- **Faculty Satisfaction Survey**: Sent out a reminder email to faculty about the Faculty Satisfaction Survey. Current response rate is 34% with 369 faculty responding. The survey closed October 31, 2015.
- Data Requests: Facilitated the completion of a data request from the Dean of Distance Learning for the graduation rate and placement rate for Veterans required for an application for Military Friendly Status.

**Institutional Projects/Activities:**

- Co-lead the first Data Standards Committee meeting with the Assistant Chief Information Officer. The Cross-functional Committee will be meeting bi-weekly to address and resolve issues with data standards and to facilitate better data reporting.
- **Data Standards Committee:** Co-facilitated the second meeting of the Data Standards Committee. The Committee finalized its charter and broke into two workgroups: Communication Plan Workgroup, and Enrollment Data Workgroup. The Committee agreed to begin the data review process with data elements included in enrollment reporting, utilizing the CBM data elements as the template for discussion.
- Met with the Data Standards Committee subcommittee on communication to review and edit a proposed communication plan for the project.
- **Blackboard Analytics Implementation Planning:** At the request of the Distance Learning department, participated in the Blackboard Analytics Planning session to assist with creating timelines and targets for the primary goals of the initiative and to discuss the data needs for the implementation.
- **IPI/KPI Development:** Met with the IS&P Project Manager to continue aligning IPI's and KPI's from various stakeholders. Major Categories for recommending the KPI' have been identified.

**Meetings and Conferences:**

- Attended the TACTE Board meeting in Austin on October 6, 2015. As President of the Association, I am responsible for creating the agenda and providing leadership to the association.
- Attended the Texas Community College Instruction Leaders Conference. This is a joint leadership conference for administrators at Community Colleges sponsored by TACTE, TACE and TCCIA. During the conference, I provided support for the registration process, overall leadership and assisted with coordinating throughout the conference.

**Miscellaneous:**

- Conducted TACTE financials training for the new TACTE treasurer to transition duties, and train on preparing for nametags and conference registration prior to the TCCIL Conference.
- Training: Held two meetings with the new Association Dean of Curriculum and Student Learning to provide training on the Program Development and schedule roll processes.

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 CM
Interim Associate Dean for Industry Training and Economic Development

**Date:** November 15, 2015

**Subject:** October 2015 Activity Report

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The major activities of my office this month were:

1) Attended Manufacturing Day presentation at Royal Technologies 2) Met with McAllen Commissioner Richard Cortez at Technology Campus 3) Presented at Manufacturing Day ceremony at PSJA Jefferson Early College High School 4) Met with IIES, Reynosa personnel to further develop partnership agreement 5) Met with multiple community stakeholders to discuss economic and workforce development issues. 6) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 7). Collaborated with UTRGV Engineering Dept. 8) Met with Texas Railroad Commissioner Christi Craddick at the Technology Campus 9) Attended IAM advisory committee meeting. 10) Attended STMA monthly meeting. 11) Continued Corporate Training initiative with Regal, McAllen 12) Participated in Data Standards Committee 13) Presented Robotics Program at Sharyland Pioneer High School 14) Met with Governor's Representative 15) Met with Dr. Reed and IIES, Reynosa Staff to discuss partnership 16) Met with STMA executive director 17) Participated in conference all with Texas Workforce Commission 18) Assisted in implementation of high school robotics

program 19) Met with Sharyland ISD CTE Director to discuss engineering and robotics programs 20) Created TPEG training initiative 21) Introduced Manufacturing Seminars Series Program

**Summary of Activities for October 2015:**

- Attended the National Manufacturing Day ceremony and tour at Royal Technologies in Mission.
- Presented at PSJA Thomas Jefferson Early College High School. I was asked by the Pharr Economic Development Corporation to present and discuss South Texas College dual enrollment initiatives.
- Met with McAllen City Commission and former Mayor, Richard Cortez. Staff and I invited Mr. Cortez to join us at the Technology Campus for a presentation and tour or our Festo Robotics and Automation Technology Program.
- Presented and conduced a robotics demonstration at Sharyland Pioneer High School.
- Created and introduced IAM TPEG training initiative.
- Introduced proposed IAM Manufacturing Seminars Series.
- Texas Railroad Commissioner Christi Craddick requested a visit and tour of the South Texas College Technology Campus. I participated in visiting with her and provided her with a tour of the Festo Robotics and Automation lab.
- Joined and participated in the South Texas College Data Standards Committee.
- Attended the South Texas Manufacturers Association monthly meeting at the McAllen Country Club.
- Assisted in the implementation of the high school robotics program initiative. This effort is a result of our department's Festo Robotics and Industrial Automation certification.
- Met with Sharyland ISD Career and Technology Administrator Ms. Yoelia Nava to discuss STEM endorsement initiatives and the STC Festo Robotics and Automation lab
- Met with Leticia Flores, regional representative for Governor Abbott, to discuss trends in industry, economic development, and ongoing STC projects.
- Met with staff to get updates on 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 (IIES) 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 Dr. Reed and IIES representatives to discuss ongoing collaboration discussions
- 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.
- 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.

SOUTH TEXAS COLLEGE

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