SOUTH TEXAS COLLEGE

November 2015 Division Activity Reports

Board of Trustees
Board Meeting
December 15, 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: **December 15, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **November 2015 Activity Report**

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

- Participated in weekly President's Cabinet meetings, Administrative Staff meetings, Planning & Development Council Meetings, Coordinated Operations Council meeting, STC Board of Trustees Public Hearing & Special meeting, STC Board meeting and STC strategic Planning committee meetings
- Community Board meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee, and Lower Rio Grande Valley Development Council Board meeting
- 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:

  - Paul Hernandez, Dean of Student Affairs
  - Matt Hernandez, Dean of Enrollment Services & Registrar
  - Dr. Anahid Petrosian, Interim VP for Academic Affairs
  - Nancy Garcia, Director of Comprehensive Advising & Mentoring Services
  - Rick De La Garza, Senior Facilities of Planning & Construction Project Manager
  - Alonzo Cantu, Cantu Construction
  - Stella Garcia, Interim President of Texas State Technical College, Harlingen, Texas
  - Mike Carranza, Associate Dean of Student Financial Services, Testing & Veteran Affairs
  - Hector Irlas, Coordinator of Testing Services

Attended:

- Banner XE Presentations
- Dual Report (Revisions) Executive & Dean Line-Item of the Financial Summary
- HIS Steering Committee meeting
- Title IX Consultant meeting
- Conflict Resolution Center Ombudsman Charter 2015
- Board Committee Presentation Planning meeting
- NaBITA Conference in San Antonio, TX

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

- McAllen Economic Development Council Board Retreat
- 27th Annual Partners in Excellence Breakfast McAllen ISD
- IE Budget Raining for President's Administrative Staff
- Review of Selective Admissions Policy Meeting
- Architect meeting (reviewing Student Activities Building Starr Campus)
- Weslaco Economic Development Council Board meeting
- Admissions Policy meeting
- MEDA Scholarship meeting
- Strategic Plan for Progress Committee meeting

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; **13,403** students have registered for Spring 2016 semester, to date, after being cleared by OAR.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders and Board of Trustees meetings.
- Director held a staff meeting on November 3, 2015 to introduce the new Records Technician.
- Director and Transcript/Graduation Analyst attended TACRAO 2015 Annual Conference, which was held in Houston, Texas on November 8 - 11, 2015.
- Director attended RGV Focus Meeting, "Convening of Leaders," held at UT-RGV in Edinburg, Texas on November 13, 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.
- Attended various meetings/events to work on special projects, such as Banner XE migration presentation by Ellucian, Data Standards Committee (enrollment work group), Enrollment Appeals Committee, Faculty Advisors training on student services, Hobson's Assessment Report, IE/Budget training, Title IX training for administrators & Annual Counselors Workshop.
- 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 **12** students during November 2015.
- Processed *Change of Grades* for **16** students during November 2015.
- Processed *Schedule Change Forms* for **3,803** students during November 2015 through the last day to withdraw from the Fall 2015 semester on November 13, 2015.
- Downloaded, reviewed and verified **9,429** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during November 2015.
- Processed **1,891** high school and **430** college/university transcripts during November 2015.
- Evaluated **188** transcripts from other colleges and universities during November 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,390** STC transcripts during November 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Scanned and indexed **8,533** documents submitted by students during November 2015.
- Processed **135** online *Course Substitution Forms* during November 2015.
- Graduation Analyst, Director and Coordinator worked on plans for the December 2015 Commencement Exercises to be held at State Farm Arena on December 12, 2015, including but not limited to the use of MrchingOrder, web-based software to facilitate the ceremonies.
- Began distribution of graduation regalia and tickets on November 23, 2015 to December 2015 graduates, who accepted the invitation to participate in the Commencement Exercises, which was sent electronically via MarchingOrder.

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Student Financial Services & Veteran Affairs assisted with the Veteran Day Ceremony held at all 5 campuses
- Scholarship Coordinator held a meeting with a future scholarship donor at the Technology Campus
- SFS Director, Coordinators Anna Barrera, Rebecca Cano, Yesenia Garcia & Specialist Elizabeth Salinas attended the 2015 Federal Student Aid Conference November 30th through December 4th
- SFS department hired additional 6 work-studies to have enough coverage for the upcoming Spring semester
- SFS Staff assisted with 15 Financial Aid presentations throughout the month of November

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Activity Report November 1st – November 30th, 2015					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 24, 2015**
Pecan Campus	**372**	**819**	**691(84%show)**	**TSI EXAM**	**1284**
Mid- Valley Campus	**380**	**744**	**674(90%show)**	**TSI EXAM**	**821**
Starr Campus	**126**	**219**	**204(93%show)**	**TSI EXAM**	**277**
Pecan Plaza	**311**	**46**	**46(100%show)**	**GED/ PEARSON**	**275**
Pecan Plaza		**500**	**412(82%show)**	**TSI EXAM**	**412**
TOTAL:	**1189**	**2328**	**2027(87%show)**		**2910 – All Campuses YTD**

Walk-ins and Testing Report cont.

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Continue to work on TSI compliance enrollment reports
- Director of Testing presented TSI updates to the College Advisor training program at the STARR campus
- Coordinator of Testing attended a professional development seminar titled: "Leadership, Team-Building and Coaching Skills for Managers and Supervisors"
- Testing staff continues to work with IS&P to create more efficient TSI reports, HB5 reporting and TSI automation

Assessment Center cont.

TSI Enrollment Report Nov 1-Nov 30							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/24/2015	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/24/2015	YTD Number of Students not TSI Complete Weekly	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	51	271	22	93	59	188	0
Nursing	11	41	10	38	27	29	0
Technology	9	181	4	46	54	151	0
Starr	15	54	10	35	35	30	0
Mid-Valley	16	40	10	24	29	23	0
Total	102	587	56	236	204	421	0

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score November 2015			
READING			
Monthly (11/01/15 - 11/30/15)		**Year To Date (08/24/14 - 11/27/2015)**	
College ready (351+)	205	**College Ready** (351+)	1997
Holistic Placement (349-350)	67	Holistic Placement (349-350)	533
Developmental Ed (342-348)	325	Developmental Ed (342-348)	2136
ABE Level 6 (Developmental Ed)	82	ABE Level 6 (Developmental Ed)	594
ABE Level 5 (Developmental Ed)	188	ABE Level 5 (Developmental Ed)	1445
ABE Level 4	56	ABE Level 4	389
ABE Level 3	4	ABE Level 3	47
ABE Level 2	5	ABE Level 2	36
ABE Level 1	1	ABE Level 1	5
Total	**933**	**Total**	**7182**
MATH			
Monthly (11/01/15 - 11/30/15)		**Year To Date (08/24/14 - 11/27/2015)**	
College Ready (350+)	107	**College Ready** (350+)	1133
Holistsic Placement (348-349)	36	Holistic Placement (348-349)	380
Developmental Ed (336-347)	224	Developmental Ed (336-347)	2399
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	69	ABE Level 5 (Developmental Ed)	1549
ABE Level 4	47	ABE Level 4	941
ABE Level 3	6	ABE Level 3	138
ABE Level 2	1	ABE Level 2	21
ABE Level 1	1	ABE Level 1	10
Total	**491**	**Total**	**6477**
Writing			
Monthly (11/01/15 - 11/30/15)		**Year To Date (08/24/14 - 11/27/2015)**	
College Ready (363 & 4+ Essay or 5+)	386	**College Ready** (363 & 4+ Essay or 5+)	2439
Holisitc Placement (361-362 & 4 Essay)	13	Holistic Placement (361-362 & 4 Essay)	137
Developmental Ed (350-362 & 0-4 Essay)	155	Developmental Ed (350-362 & 0-4 Essay)	1759
ABE Level 6 (Developmental Ed)	56	ABE Level 6 (Developmental Ed)	543
ABE Level 5 (Developmental Ed)	14	ABE Level 5 (Developmental Ed)	235
ABE Level 4	44	ABE Level 4	367
ABE Level 3	27	ABE Level 3	143
ABE Level 2	3	ABE Level 2	43
ABE Level 1	2	ABE Level 1	21
Total	**700**	**Total**	**5687**

Data retrieved from College Board Accuplacer
Date: 11-30-2015

Dual2Degree

ADMISSION & REGISTRATION SUPPORT:

- **Spring 2016 Processing and Registration:**
  - All Schools
- **Fall 2015 Dual Enrollment Roster Reconciliation:**
  - All High School Sites
- **Admission Application Drives:**
  - McAllen HS
  - McAllen Memorial HS
  - Nikki Rowe HS
  - Palmview HS
  - PSJA North HS/ECHS
  - Valley View HS
  - Veterans Memorial HS
  - Weslaco HS

SUPPORT SERVICES & ACTIVITIES:

- **Dual Enrollment Student Orientation:**
  - Mid Valley Academy
  - IDEA HS
- **Student Success Workshops:**
  - Donna HS
  - Edcouch Elsa HS/ECHS
  - Weslaco HS

COLLEGE-BOUND EVENTS:

- **Events:**
  - College Presentation – Vanguard Academy, Progreso HS
  - Dual Enrollment Student College Visit and Presentation: (Grulla HS, Rio Grande City HS, Roma HS)

MEETINGS AND PRESENTATIONS:

- **College Events/Meetings:**
  - SAEM Counselors' Update (100+ Attendees)
  - IE/Budget Planning Meeting
  - Multidisciplinary Studies Meeting
  - FERPA Statement Meeting

- **Meetings with Schools/ISDs:**
  - Weslaco HS
  - Weslaco East HS
  - Weslaco 21st Century ECHS
  - Weslaco East ECHS
- **Presentations:**
  - PSJA ISD College for All Conference – Dual Enrollment
  - GEAR UP 4th Annual Financial Literacy Summit Presentation
  - College Advisor Training Program – Starr County Campus

DEPARTMENT SPECIAL PROJECTS:

- **Project Planning Meetings:**
  - Dual Enrollment Video Production Planning Meeting
  - Dual2Degree Enrollment Redesign Planning Meetings
  - Dual Enrollment Reconciliation Redesign Planning Meeting

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Distinguished Leadership Academy
  - Ambassadors Leadership Academy

The Dual2Degree Upcoming Events for the remainder of the Fall Semester Include:

- Spring 2016 Dual Enrollment Processing & Registration

Collection Connections

- **Call Center**
  - Inbound Calls - 9,968 calls
  - JagChat - 547 chats
  - WebLeads – 118 emails
- Ambassadors Leadership Academy
- 4th Annual Region One Gear Up Financial Literacy Summit
- Weslaco ISD Match & Fit Conference
- South Texas College SAEM Counselors' Update
- Texas Completes Pathways Summit
- Nursing and Allied Health Program Chair Meeting
- Child Development Department Workforce Solutions Orientation
- Nursing and Allied Health Campus Harvest of Health
- Texas Association of Collegiate Registrars and Admissions Officers State Conference
- **Campus Tours**
  - Pecan Campus – 435 visitors
  - Mid-Valley Campus – 285 visitors
  - Technology Campus – 107 visitors
  - Nursing Campus – 69 visitors
  - Starr Campus – 223 visitors
- **College/Career Fair**
  - Sharyland North Jr High School
  - Mission Options Academy
  - Monte Alto High School
- **Apply Texas**
  - Valley View High School
  - Progreso High School
  - Mercedes High School
  - Lamar Academy
  - Edcouch Elsa High School

Collection Connections cont.

- **College Bound Presentation**
  - Donna North High School
  - Valley View High School
  - Mercedes High School
  - Vanguard Academy
  - Mission High School
  - Palmview High School
  - PSJA North High School
- **Parent Event**
  - Region One Migrant Parental Involvement Workshop
  - La Joya ISD Family and Community Engagement Fair
- **Dual Enrollment Support**
  - Weslaco High School Apply Texas
  - Nikki Rowe High School

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
158	Student Contacts & Outreach
415	Student & Alumni Registered on CCN
96	Student & Alumni Resumes Revised/Uploaded on CCN
53	Employer Contact and New Employer Registered on CCN
46	Jobs posted to CCN
6,640	Total Students Registered to date
3,248	Total Alumni Registered to date
2,747	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 1 On Campus Recruitment, Vector Marketing, Pecan Campus
- 2 U.S. Customs and Border Protection classroom presentations, Criminal Justice, James Blair
- 1 Resume Writing & Interviewing Skills presentation, HMAS program, Rosa E. Solis
- 1 Resume Writing presentation, Valley Scholars program, Jessica Garcia
- 5 Resume Writing & Interviewing Skills open workshops, NAH Campus, Technology Campus, Mid-Valley Campus, Pecan Campus and Starr County Campus
- 1 Resume Writing Workshop, SLA, Starr County Campus

Current/Upcoming Activities & Events:

- 2 Internship Essentials Workshops, Latino/Latinas Club, Sylvia Flores
- Collaborative effort with Student Activities for How to Tie you Tie Event, Starr County Campus
- Presented at Occupational Wellness Workshop
- Career & Employer Services Staff Meeting to discuss and plan future events
- Serving on one hiring committee

Career Planning & Employer Services cont.

- Supporting initiative with Community Partner WorkForce Solutions-Red, White & You Hiring Event-Nov. 12th
- Suited for Success-Coordinating clothing drive for November 16-19
- 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 "Career Discovery 2016" event committee
- Beacon Mentoring program
- Job Development (Advanced Kids Care, PA; CSM Companies, Inc.; Hidalgo and Cameron Counties Irrigation District #9; Hillsborough County Public Schools; iSoftStone; StudySoup; Texas Impact; Tropical Texas Behavioral Health; APC Home Health, City of Hidalgo, Course Hero Inc., Frost Bank, Higdon Law Firm, P.C., NBCUniversal/Telemundo Rio Grande Valley, Packback LLC, RGV Retina, Productive Properties; Allco Finance Group, Elite Employment Services LLC, Entravision Communications, Manpower, Southern Stone LLC, Vsolvit, Kids in Progress Rehabilitation; Children's Speech and Language Center, CSM Companies Inc., Edinburg ISD, Frost Bank, IMCSGroup).
- Developing Career & Employer Services video on networking with employers
- Manage Social Networking pages.
- **Please see Photos below**

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of November				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		66	34	32
*Mediation		14	0	14
Title IX: Requesting Pregnancy Accommodation		114	113	1
Title IX: Victim Advocacy Support		11	8	3
Written Complaints/Maxient Referred to Human Resources Student to Employee		22	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**213**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of November		
		YTD Cases
Pecan		104
Nursing & Allied Health		42
Technology		8
Mid Valley		30
Starr County		14
Internet		13
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**213**

Office of Judicial Affairs and Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of November			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	51	24	75

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

Student Conduct Cases per Campus for the month of November		
		YTD Cases
Pecan		36
Nursing & Allied Health		11
Technology		9
Mid Valley		13
Starr County		2
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		2
Total		**75**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of November		
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

	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

- Soccer Playoff and Finals (Mission)
- 5 0n 5 Basketball Tournament (MID)
- Student Leadership Academy Workshops (District Wide)
- Student Volunteers participated at the HEB Feast of Sharing
- Student Government Executive meeting with Salinas Elementary Student Council visitors (PCN)
- Autumn Music Festival (STR)
- Assisted Student Info with classroom presentation for visiting high school students (PCN)
- Student Government Association meeting with UTRGV SGA at the Edinburg campus.
- Collaborated with all the Veterans Day Flag Raising ceremonies district wide
- Student Government Association info table for Students Helping Students (PCN)
- Fitness Academy workshop (PCN & MID)
- Jersey Day (NAH)
- Stress Free Zone (NAH)
- Participated in the National Intramural and Recreational Sports Association at Texas A&M
- Club Olympics (PCN)
- Starr County Campus Student Government Meet and Greet (STR)
- Collaborated with the Kinesiology Department for the Turkey Trot (PCN)
- Started registration for First Year Connection

Counseling and Advising

Advisor Student Contacts

Campus	# of Students
Pecan	2347
Weslaco	1134
Rio Grande	610
Total	**4091**

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	**409**	**131**	**86**	**139**	**63**	**181**	**18**	**1027**
Weslaco	**3**	**2**	**13**	**41**	**146**	**97**	**163**	**465**
Rio Grande	**32**	**7**	**7**	**23**	**17**	**14**	**103**	**203**
Tech Ctr.	**9**	**67**	**77**	**2**	**9**	**1**	**0**	**165**
NAH	**4**	**8**	**17**	**2**	**163**	**2**	**11**	**207**
Total	**457**	**215**	**200**	**207**	**398**	**295**	**295**	**2067**

Counseling and Advising cont.

Meetings/Consultations

- Meeting with Education Club for Gift Drive – MVC
- Meeting with Mayra Avila and PFLAG – MVC
- South Texas Assessment call Medicat Implementation/Training – Starr/Tech/NAH/Pecan
- Project HIRE monthly and regular meetings – Tech
- NAH Program Chair Meeting – NAH
- Supervision of Counseling Cases & ADA Meeting – Pecan
- Title IX case load - NAH
- Pop Culture Club Social – MVC
- Appeals Committee with Police Department – Pecan
- Assisted Sandra Ledesma's EDUC 1300 Class with Career Cruising – Pecan
- Faculty Advising Steering Committee – Pecan
- Search Committee Meetings – Pecan
- Title IX Meetings & Trainings (Comprehensive Advising)– Pecan
- Monitoring Carl Perkins –
  - Meetings with PASS Program Staff for review of program guidelines and practices
- Monitoring College Advising Training Program – Pecan
  - Coordinated new training cohort from Starr County High Schools
- Monitoring THECB Work Study Mentorship Grant – Pecan
  - Supervised student mentors and activities currently assigned to Starr Campus
- Monitoring Beacon Mentor Program – Pecan
  - Met with mentors and completed schedule for early registration

Workshops/Presentations

- A.D.N. Spring 2016 Class Orientation (100 Attendees) – NAH
- Harvest of Health Event – NAH
- LVN-ADN Transition Orientation/Counseling Services – NAH
- Information Table – Veterans Day – MVC
- Career Presentation/Career Cruising - Starr
- Workshop: Academic Status and Calculating GPA – MVC
- Domestic Violence Prevention Day - Starr
- Workshop: Stress Management – MVC/Tech
- Workshop: Develop Resilience During Difficult Times - Starr
- Workshop: How Important is Your GPA – Starr
- Workshop: Emotional & Social Intelligence for Gateway Students – Tech
- Workshop: The 5 Stages of Grief & Loss - Tech
- Workshop: An Apple A Day - NAH
- Workshop: Turkey & Stuffing & Pie, Oh My! - NAH
- Workshop: Intro to PTA – Appreciating Our Diverse World - NAH
- Workshop: Emotional Intelligence – Pecan
- Workshop: Enhance Your Social Skills – Pecan
- Workshop: Tips for a Successful Transfer – Pecan

Professional Development

- Title IX Consultant Training for Administrators at Pecan – NAH/Pecan
- NaBITA Conference – Pecan
- Maxient Training at CRC – Pecan

PASS

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
PCN PASS Program	**235**
Total	***235***

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Departmental Meeting Dean Reyna
- Safety Committee Meeting Dr. Alisa A. Fernandez
- Search Committee Diesel Department

B. Participated in the Following:

- Orientation for ADN to LVN
- Priority Registration Technology Campus
- Orientation for ADN at Pecan Campus

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
- Send out general email regarding PASS application dates and deadlines
- Generated childcare contracts for the month of December for participants
- Notified students via-email/about Spring 2016 Childcare assistance
- Generate Booklist for purchase of Spring 2016 books

Veterans Day
Wednesday, November 11, 2015
Time: 9:00am
South Texas College Starr Campus Flag Pole bldg. E

Introduction/ Welcoming ……Dr. Arturo Montiel

Master Ceremony Speaker ……..……Gilbert Cuellar

Guest Speaker / "Being a veteran"..……..……Eloy Rosalez

Guest Speaker ……..……Colonel Rosbell Barrera

Invocation .....……..…… Pastor Jon Herrin

Flag Raising ……..……...……...……... Erasmo Rios

Pledge of Allegiance ……...…..…… Kimberly Lopez

The National Anthem ……..…… Aileen A. Peña

21 Gun Salute ……...……..……..... Erasmo Rios

Play taps ……...……..…… Taps

Closing Remarks ……...…..…...……Dr. Arturo Montiel

Join Community Veteran's Ceremony at County Cemetery Fairground 11AM

SOUTH TEXAS COLLEGE

VETERANS DAY

Wednesday, November 11, 2015
Time: 11:00 AM
South Texas College
Pecan Campus
3201 West Pecan Blvd., McAllen, Texas 78501
Main Entrance

Welcome	Javier Arredondo Coordinator of Veterans Affairs Corporal, USMC Sergeant, US Army
Presentation of Colors	SGT Cortez, Leonel SGT Ubaldo, Ace CPL Ramirez, Ruben L/CPL Ortega, Jessie
National Anthem	Albeza Barrera STC Student, Music Major
Invocation	Yerika Maldonado Student, EMT Major
Keynote Speaker	Dr. Garcia Jr., Rufino College Success Instructor Major, U.S. Army Retired
Special Presentation	Valerie Gamez National American University
TAPS (Moment of Silence)	
Closing Prayer	Yesenia Guzman STC Student, Biology Life Sciences

Thank you for your Service

VETERANS DAY

Wednesday, November 11, 2015
Time: 11:00 AM
South Texas College
Mid-Valley Campus
400 N Border Ave, Weslaco, Texas 78501
Main Entrance

Welcome	Daniel Montez Campus Administrator Mid-Valley Campus
Opening Remarks	Daniel Montez Campus Administrator Mid-Valley Campus
Invocation	Danny Yanez Jr. Senior Pastor, MGM- Christian Center
Presentation of Colors	CSC Garcia, Teresita CSC Lopez, Manuel CSC Flores, Chris CSC Tovar, Samuel
National Anthem	Amanda Barron Faculty Secretary Mid-Valley Campus
Keynote Speaker	Francisco Gomez Master Chief Quartermaster, U.S. Navy Retired
Recognition	Daniel Montez Campus Administrator Mid-Valley Campus
TAPS (Moment of Silence)	
Closing Prayer	Danny Yanez Jr. Senior Pastor, MGM- Christian Center

South Texas College
Nursing and Allied Health
Veteran's Day Celebration
Program

Introduction ……..... Mr. Jayson T. Valerio

Invocation …….... Ms. Daphine Mora

Presentation of Colors …… STC Veteran's Office

Flag Raising ……... STC Veteran's Office
Ms. Mardia Castro

Pledge of Allegiance …..... Ms. Myra Davenport

Honorary Speaker …….. Mr. Darnell Miller

Closing Remarks …… Ms. Diana Hernandez

Benediction …… Ms. Abigail Rodriguez

Small refreshments will be served at the NAH atrium after the ceremony.

Dr. Christie Candelaria
Master of Ceremony

Nov. 11, 2015; NAH Flag Pole; 11:30-1:00

Veteran's Day

Wednesday, November 11th, 2015
Time: 1100 hours
South Texas College
Technology Campus Bldg. B - Atrium

Master of Ceremonies	First Sergeant Ricardo R. Olivares United States Army Retired, DAV
Presentation of Colors	PSJA Memorial JROTC Led by: SFC Rodriguez
Pledge of Allegiance	First Sergeant Ricardo R. Olivares United States Army Retired, DAV
National Anthem	Mighty PSJA Memorial Choir Group Led by: Ms. Manzano
Invocation	Father Jose Rene Angel Resurrection Catholic Church - Alamo, Texas
Welcome Address	Dean Mario Reyna United States Air Force Retired
Keynote Speaker	Mayor Diana Martinez City of Alamo, Texas
Veteran's Prayer	Mrs. Rebeca Olivares
Playing of Taps	Mighty PSJA Memorial Trumpet Section Led by: Mr. Moyeda
Special Presentation	MIA Table Jorge Saenz – Honor Flight Chair
Closing Remarks	First Sergeant Ricardo R. Olivares United States Army Retired, DAV

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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Office of the Vice President for Academic Affairs
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Memo

Date: December 9, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **NOVEMBER 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 December 15, 2015 Board of Trustees meeting.

Academic Affairs Highlights November 2015

Division: Academic Affairs
Department: Various Departments and Divisions (HSPS, OPOD, ISP, SAEM)
Highlight: PSJA "College for All" 2015 Annual Conference

On Thursday and Friday, **November 5 - 6, 2015**, **various departments and divisions** participated in the **PSJA "College for All" 2015 Annual Conference**. The conference was held at the McAllen Convention Center with the focus on 'building pathways to post-secondary success'. The presenters participated in a total of 8 sessions.

Title of Presentation	Presenters Name	Department
Transforming Communities Through Dual Enrollment	Anahid Petrosian Nick Gonzalez	Academic Affairs HSPS
Enrollment & Student Services	Tony Matamoros Zachary Suarez	D2D D2D
Early College High School	Sofia Pena	HSPS-ECHS
Dual2Degree	Kristina Wilson Nancy Garcia	Curriculum Advising
HS Nursing	Jayson Valerio	NAH
Data Sharing	Matthew Hebbard David Plummer	SAEM ISP
Faculty Credentialing & PD	Anahid Petrosian Lee Grimes Christopher Nelson	Academic Affairs OPOD LASS
Scale-Up	Anahid Petrosian Wanda Garza	Academic Affairs SAEM

SOUTH TEXAS COLLEGE
PSJA COLLEGE3 READY.CONNECTED.COMPLETE

Division: Business and Technology
Department: Culinary Arts, Pecan Campus
Highlight: **Culinary Wars Week 2015**

On, **November 9th - 13th, 2015**, the **Culinary Department** held their annual **Culinary Wars Week 2015**. This event is held once a semester to showcase friendly student competitions, which are designed to push the students and allow them to showcase their skills and talents to the community. New to this semester, was the availabity to stream live what was "cooking" in the kitchen.

The events for the week were as follows:

- Monday, Nov. 9th, **Pastry Competition**: where 10 teams (two students per) battled it out over three rounds till one came out victorious. Winners included Claudia Kneer and Myrna Navarro.
- Tuesday, Nov. 10th, **Cake Decorating Competition**: where 10 teams (three Students per) over the course of three weeks designed and completed a display cake. Winners included Laura Gonzalez, Jaime Martinez, Teresa Gallegos Campos.

- Wednesday, Nov. 11th, **Iron Chef:** where 8 teams (three students per) competed by coming up with an Entrée Plate and a dessert showcasing the secret Ingredient (chili peppers). They had an hour and a half to complete their meal. Winners included Maria Rasmus, Claudia Kneer, Myrna Navarro.
- Thursday, Nov. 12th, **Chopped**: where 9 teams (two students per) had three rounds Appetizer, Entrée, and Dessert, each had four secret Ingredients that had to be used in the dish. Winners included Lavell Johnson, and Samantha Minarro.
- Friday, Nov. 13th, **"The Perfect Bite":** where 12 team (three students per) came up with what they thought the perfect bite of food was. Once they decided what they were going to do they made 300 portions. The Perfect Bite was out in the courtyard and was open to all STC employees, students, and guests. We had the people go around and taste all 12 of the team's creations, then vote for their favorite. Winners included Alberto Salazar, Vividiana Ibarra, and Dalia Daw.

We had a good turnout for the whole week in students willing to volunteering to be in the events, students volunteering to help out with the event, and the STC community gave us so much support. The Cafeteria was full of spectators all week, and on Friday there where **over 300 people** that got to try some food prepared by our culinary students.

Division: Liberal Arts & Social Science
Department: English
Highlight: Mid-Valley Speaker Series

On Wednesday, **November 11, 2015**, the **English Department** and the **Literary Arts Society Page Turners English Club** welcomed **Juanita Valdez-Cox**, Executive Director of La Union Del Pueblo Entero (LUPE). Ms. Valdez-Cox spoke to the audience about th**e history of LUPE, the legal battles and victories won by the organization, and about the on-going struggles faced by many communities in the Rio Grande Valley.**

Mrs. Valdez-Cox explained how the LUPE membership operates and various ways LUPE assists families and how students might get involved by voting, volunteering, or become members of LUPE. She offered students the example of loans for home building available to members at zero interest. The homes are constructed on LUPE's 10 acre site and the families themselves participate in the construction of the home. "Sweat equity," Mrs. Valdez-Cox stated, substitutes for the interest charge.

The **presentation concluded the six-part ISSUES series** that took place this semester.

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: Liberal Arts and Social Sciences
Department: Center for Mexican American Studies
Highlight: Ballet Folklórico South Texas College Presents: Amistades 2015 with Special Guest: Nadia's School of Dance, Academia de Danza Zapateadores, and Paloma Limas & Company

On Saturday, **November 14, 2015**, ***Ballet Folklórico* South Texas College** shared the stage with *Nadia's School of Dance, Academia de Danza Zapateadores, Paloma Limas & Company* at the Edinburg City Auditorium. It was the first time that these three dance companies from our region shared the stage along with Ballet Folklórico South Texas College.

The purpose of the *Amistades Concert Series* is to **showcase and introduce the talented students** of our partnering school districts, private dance academies, and/or institutions of higher education to our local communities. This is an excellent way in which students can also be rewarded for their hard work and dedication to the fine arts, in particular folkloric dance. We believe this concert series can also serve as a way to create an educational bridge into college and hope that participating students gain a positive and rewarding experience to continue their education. The event had **a total of about 400 attendees** who were very pleased with the concert series.

Division: Liberal Arts & Social Science
Department: Psychology
Highlight: Annual PsycTalks Lecture Series

On **November 16 & 18, 2015**, the **Psychology Department** held their **Annual PsycTalks Lecture Series**. The event was created to **provide students with an opportunity to learn about psychology outside the classroom** and to hear from other professionals about the different topics under the field of psychology. There were a total of 6 presenters from South Texas College, along with external presenters.

There was **a total of over 625 students** attending both nights: about 180 people attended the event at Pecan Campus Cooper Center each night, while over 90 attended the live streaming broadcast in Weslaco, and 48 attended the broadcast in RGC. Members of the Pecan Campus Psyc Club were involved in the planning of the event, and were outside the conference room selling refreshments and snacks.

PSYC TALKS

Monday November 16

5:00 pm to 5:50 pm Erica Perez Bonura, Ph.D., Licensed Psychologist
"Through the Cultural Looking Glass: Reflections on Integrated Care with Immigrants and Latinos"

6:00 pm to 6:50 pm Valerie James Aldridge, Ph.D.
"How to Be A Mom: Gorilla Maternal Behavior at the Gladys Porter Zoo"

7:00 pm to 7:50 pm Robert S. Luckett,
"The FAQ's of Life (in the Helping Professions): What Can I Do with My Degree?"

Wednesday November 18

5:00 pm to 5:50 pm David Shepard, M.A., LPA **"Get in Control of Your Own Mind"**

6:00 pm to 6:50 pm Pedro Cantu, M.S. **"Archetypes: Heroes and Villains in Comic Books"**

7:00 pm to 7:50 pm Andrea Fuentes M.A. **"Smart Phones and Relationships: Learning to Look Up"**

Presented by
The Psychology Department
Free and Open to all Students and the Public!!
Pecan Campus - Cooper Center North Conference Room
Mid-Valley - G-191 Auditorium (Live Stream)
Starr Campus - Auditorium (Live Stream)

Academic Affairs Highlight November 2015

Division: Academic Advancement
Department: Academies and High School Projects
Highlight: Hidalgo ISD TexPREP Students participate in a STEM-based trip

On **November 19-20, 2015**, the **Academies and High School Projects** department took the **Hidalgo ISD TexPREP students** to visit San Antonio, TX for a **STEM-based trip**. To be eligible for the STEM-based trip, students had to complete four summers of the South Texas College TexPREP Program, which a **total of 29 students** participated and completed the program.

The STEM-based trip **focused on students applying their math, engineering and science skills** with hands-on learning at four different sites:

- Toyota Plant
- Witte Museum
- University of Texas at San Antonio, Engineering Department
- Natural Bridge Wildlife Ranch

Division: Academic Affairs
Department: Nursing & Allied Health Division
Highlight: 8th Annual Harvest of Health

On Thursday, **November 19, 2015**, the **Nursing & Allied Health Campus** held their **8th Annual Harvest of Health**. This event was initiated by the Community Health Outreach Committee (CHOC) in the Fall of 2007 and has been a yearly event ever since. **This year's theme was celebrating Nursing & Allied Healthcare Programs**. In correlation with our theme, we opened our doors to the community and even went to the TV stations to invite everyone to come and explore our facility and programs.

One of the **goals of the CHOC organization is to raise money for scholarships that will benefit our Nursing & Allied Health students**. This year we were very happy to award 5 scholarships to students from different departments like: EMT, VN, A.D.N., PTA, and HMAS. It was a very successful event! Thanks to NAH faculty and staff,

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Fall 2015 FOCUS Academy Graduation Ceremony

On Friday, **November 20, 2015**, the **Office of Professional & Organizational Development** (OPOD) **hosted a graduation ceremony** for the **5th cohort of the FOCUS Academy** held in the OPOD's Active Learning Training Lab in the Pecan Campus.

This day marked the completion of a one semester-long academy which consisted of 8 sessions including 1 FOCUS Academy kick-off event which began the journey on August 21, 2015. Throughout the Academy, **participants were introduced to the six Common Instructional Framework Strategies, Blackboard Collaborate, how to integrate classroom content with classroom technology, and how to utilize active learning spaces effectively.** In addition, participants were also able to build from each other's teaching tools and techniques through sharing and observations during the "Rounds" process.

In attendance was the Interim Vice President of Academic Affairs, Dr. Anahid Petrosian, who offered a sincere gratitude for faculty choosing to continue their professional development as well as the Director of Instructional Technologies, Marie Evans. Amongst the FOCUS Academy graduates was the Hispanic Serving Institution Grant Project Director, Yolonda Jaramillo, who delivered a brief presentation with the Associate Dean of Professional & Organizational Development, Lee Grimes, regarding some of the expectations with the new Active Learning Classrooms.

The Office of Professional and Organizational Development was pleased to **graduate a total of 34 South Texas College faculty participants** and 1 PSJA faculty participant by awarding them with a certificate of completion.

Division: Liberal Arts and Social Sciences
Department: Kinesiology
Highlight: 10th Annual Turkey Trot

On Saturday, **November 21, 2015** the **Kinesiology Department** hosted the **10th Annual Turkey Trot**. The event was a 2.2 closed course walk/run/trot event. The event is unique in that in order to participate, **participants were asked to bring 8 non-perishable food items which would serve as the entry fee.** The food was then donated to the Rio Grande Valley Food Bank. The event was a huge success and **yielded 3,034 lbs of food** for the Food Bank and **460 people participated**. Dr. Margaretha Bischoff was the official starter for the Trot. The top three female and males finishing the trot were given a frozen turkey and the top 10 participants in both categories were also given finisher medals.

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus
Highlight: Starr County's Got Talent 8 (sponsored by Starr Psych Club)

On Tuesday, **November 24, 2015**, the **Starr County Campus Psychology Club** of South Texas College **hosted Starr County's Got Talent 8** at the South Texas College Auditorium in Rio Grande City, TX. It was completely sold out **with over 250 people in attendance**! The event **showcased about 13 contestants** from all over Starr County (Roma, RGC, La Grulla, Garciasville, Escobares) that included 7 singers, 4 dance groups, 1 dancer, 1 musician, and 1 duet.

The judges for the event included, TV Host of Telemundo 40 Mayra Galvan, Radio Hosts of Digital 101.5 Christian Mata & Claudia La More, Vocalist of Los Gallitos Gerardo Alvarez, Singer Eliseo Robles, and Opera Singer Alberto Esco.

The **admission and participation fees will benefit the annual Starr Psych Club Scholarship**.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Visited Victor Valdez, Police Academy Program Chair, for the Faculty Classroom Observation – Monday, November 2nd
  - Attended the Dean's Enrollment Meeting held by Matt Hebbard, Dean of Enrollment Services & Registrar, at the Pecan Campus – Monday, November 2nd
  - Participated in the Food Pantry Project Planning Meeting serving as an advisor for the Ambassador's Academy team working on a food pantry project – Monday, November 2nd
  - Attended the National Institute for Metalworking Skills (NIMS) Board Meeting in Fairfax, VA – November 3-5, 2015. As a board member, I help establish and refine skill standards, vote on certification of individual skills and accreditation of training programs.
  - Participated in the STC Bond Program – Technology Campus – Equipment Layouts at the Pecan Campus – Friday, November 6th
  - Attended the President's Administrative Staff Meeting at the Pecan Campus – Friday, November 6th
  - Started the planning process for Women in Technology Night Event – Scheduled for March 2016
  - Attended the Organization of Accounting and Financial Professionals at the Pecan Campus to review travel documents and other key documents required for out-of-state travel for a student-advisor trip to Orlando, FL – Monday, November 9th
  - Participated in the Veterans Day Event Planning Meeting at the Technology Campus – Monday, November 9th
  - Held the Veterans Day Event at the Technology Campus – Wednesday, November 11th
  - Participated in the Interview for Coordinator for Curriculum and Scheduling at the Pecan Campus – Thursday, November 12th
  - Attended a lunch meeting with Tito Torres from Torres, Cantu & Associates, P.C. to discuss the STC-IIES joint venture initiative – Thursday, November 12th
  - Visited Conexion Universitaria Integrity School in Reynosa, Tamaulipas to discuss courses offered at South Texas College – Friday, November 13th
  - Met with Robert Cuellar to discuss the portable buildings at the Technology Campus – Friday, November 13th
  - Attended the Planning and Development Council Meeting – Friday, November 13th
  - Visited Mid-Valley Campus for updates on programs – Tuesday, November 17th
  - Participated in the RGV LEAD Board Meeting in Harlingen – Tuesday, November 17th
  - Participated in the STC-IIES Discuss Plan of Action Going Forward Meeting to discuss a preliminary plan of action to be presented to Dr. Reed sometime the first part of December, in order to move forward with the planned Joint Venture Initiative
  - Visited Preparatoria Instituto Colon in Reynosa, Tamaulipas to discuss courses offered at South Texas College – Wednesday, November 18th
  - Attended the AACT Board Meeting – Wednesday, November 18th
  - Presented at the VI Symposium Internacional de Administración in Reynosa, Tamaulipas – Thursday, November 19th
  - Met with Pharr Chief Fire Department to try to get his support for the Regional Center for Public Safety Excellence – Monday, November 23rd
  - Meeting with Dr. Petrosian – Monday, November 23rd
  - Attended the Facilities Committee, Finance and Human Resources Committee, and Regular Board Meetings – Tuesday, November 24th

- Met with Alex Meade at Mission Economic Development Corporation to discuss the scholarship fund – Monday, November 30th
- Participated in the Academic Affairs Council Meeting held at the Technology Campus – Monday, November 30th

➢ **Business Area:**

<u>Business Administration:</u>

- On November 2, 2015 interviewed Dual Enrollment candidate for Business Administration (McAllen Memorial, High School)
- On November 4th & 5th Laura Leal traveled with 5 students to Florida to participate in the IMA Student Leadership Conference. This will be an opportunity for us to see how a conference is conducted in preparation for the IMA Conference that we will host in February 2016
- On November 9, 2015 Cynthia Sanchez showcased a Blackboard course developed to meet Quality Matters guidelines at the National Distance Learning Week Conference. I will attend this presentation which will be presented from the Mid Valley campus, but recorded via Collaborate.
- On November 12, 2015 attended the AAWCC Meeting
- On November 19, 2015 held the Monthly Department Meeting for Accounting, Economics, & Business Administration
- On November 9th, attended the National Distance Learning Workshop held by Cynthia Sanchez where she demonstrated a course shell design that will be used as a standard format for all courses offered by Business Administration
- On November 10th attended the Annual BEDES Conference held by the University of Texas – Rio Grande Valley. This is an annual Border Economic Development and Entrepreneurship Conference. The conference this year was co-hosted by UTRGV, the McAllen Chamber, and Dallas Federal Reserve.
- On November 10th held the first Leadership Mentoring session with Becky Owens. She asked me to mentor her as part of her work in the Leadership Academy. The first session was a review of her long range career plan and discussion of areas in which she would like to improve as a leader
- On November 11th attended the Veteran's Day ceremony at the Technology Campus
- On November 11th our ENACTUS team held their first meeting
- On November 11th Kappa Beta Delta held a Veteran's Day meeting where one of the members gave a presentation and spoke about their experience in the military
- On November 13th the ACBSP Team held the weekly review meeting
- On November 13th attended the IE/Budget Training for Program Chairs at the Technology Campus
- On November 13th attended the Planning and Development Council Meeting
- On November 16th had second meeting for Leadership Mentoring with Becky Owens. We will focus on development of visual perceptions. This is an area of opportunity that Becky identified that she would like to improve. We also plan to work on utilizing Microsoft Project to run her various projects in a more efficient manner and to free up time to focus on more strategic activities.
- On November 17th participated in the Counselor Resource Day at the Cooper Center
- On November 18th conducted the Economics Faculty Interviews
- On November 18th attended the ENACTUS meeting
- On November 19th supported campus visit by LaJoya High School. Will give an overview of the business programs to the students
- On November 19th held the Monthly AEB Department Meeting
- On November 12th Ana Valladarez participated in the Career Day held at Sharyland Jr. High School.
- On November 12th I participated in the Career Day held at Sharyland Pioneer High School. Discussed with representatives opportunities to develop Dual Enrollment programs for the High School

- On Tuesday, November 16 & 17, 2015 participated in the College-wide Curriculum Meeting. Approval to update the description for the ECON courses was on the agenda
- On November 16 & 17, 2015 participated in a Plant Tour at Royal Technologies sponsored by the American Society for Quality (ASQ).
- On November 17, 2015 interviewed candidates for the Economics Faculty position
- On November 19, 2015 gave a presentation to 40 – 50 students from Lincoln Juarez High School on Business Administration
- On November 19, 2015 held the monthly department meeting for Accounting, Economics, and Business Administration
- ECON.2301 and ECON.2302 course descriptions presented and approved as part of the college-wide curriculum meeting
- Participated in the Counselor Resource Conference and had three high schools (Mission, PSJA, and Sharyland) request the addition of a Business Academy similar to that of the DECA, DEMSA, etc.
- On November 23, 2015 held an information session in the cafeteria at the Starr County Campus
- On November 24, 2015 participated in a dissertation interview regarding Competency Based Education
- On November 25, 2015 had the third mentoring session with Becky Owens which will focus on Strategic Planning
- On November 24, 2015 participated in an interview on CBE as part of participation in CBE ListServ
- On November 25, 2015 met with ALA mentee Becky Owens. Focus this week on learning Microsoft Project in order to free up time to work more strategically.
- Conducted research and provided Continuing Education with information for a potential Customs Broker prep course
- Working on presentation for CBE dual enrollment approach for Premier H.S.

Culinary Arts:

- Culinary Wars was held November 9-13th. The agenda includes: Pastry, Cake Decorating, Iron Chef, Chopped, and Perfect Bite competitions.

Information Technology:

- Women in Technology Planning Meeting was held Friday, November 6th at Technology Campus
- Attended the Sharyland High School Career Fair Thursday, November 5th
- Attended the Sharyland ISD Advisory Meeting Friday, November 6th
- Pioneer HS Career Fair November 12th (Attended: Norma Zaragoza, Angelita Teniente, Francisco Salinas)
- Career Presentations at PSJA November 13th (Attended: Norma Zaragoza, Angelita Teniente, Gabriela Peña)
- November 13 – IT Workshop on "Handling Personal Finances with Excel" –Patricia Pomares
- November 12 - Meeting with Distance Learning Instructional Designer – Mike Ayala, Adolfo Lozano and Patricia Pomares
- Sharyland North Junior High Career Fair-November 12-Maby Rosenbaum and Norma Zaragoza
- Mr. Francisco Salinas traveled to New York, New York to attend a Black Light Tool Course for Digital Forensics on November 17-19, 2015 Mr. Salinas got certified in BlackLight Certified Examiner for Digital Forensic Class and Mobilyze Operator.
- Nov. 18th met with PR regarding Tech for Toys event
- Tech for Toys Meeting with staff and faculty Nov 20th
- Chris Borrero from The Ascend Group and Scott Ponton from Graybar were here to speak to our students about cabling and the new trends coming within that field on November 18, 2015.
- Counselors Update at Pecan Campus on November 17, 2015 Maby Rosenbaum and Patricia Pomares attended.

- Meeting with Christina Cavazos to review curriculum for Cybersecurity - Patricia Pomares - November 30th
- College-wide Curriculum Committee Meeting - Pecan campus - Adolfo Lozano and Patricia Pomares - November 30th
- Academic Council Meeting – Technology Campus Room A120 - Presentation on Dual Enrollment, New Cybersecurity Degree and Tech 4 Toys Event – Adolfo Lozano - November 30th
- Mrs. Teniente was featured on Alegre Despertar to promote Tech4Toys 1 Mile Walk/Run

Human Resources:

- Mid-Valley Veterans day Celebration – Keynote speaker
- NaBita Conference (behavior Intervention team) November 17 to 19m 2015 in San Antonio TX

Office Administration:

- Attend College Wide Curriculum Committee Monthly Meeting November 17, 2015
- Attend Faculty Senate Monthly Meeting November 24, 2015
- Attend Banner XI Migration Presentation (Mr. Reyna) November 2, 2015
- Attend Title IX Training November 4, 2015
- Held Monthly Departmental Meeting with Faculty November 20, 2015
- Conduct 5 Faculty Evaluations all month
- Attend IE Budget Training November 13, 2015
- Answering Students who submit Program Inquiry
- Presented to Grulla High School at Office Admin. Lab November 16, 2015

Paralegal:

- Power of Attorney Clinic was held in Brownsville on Thursday, November 12th. Sixteen students from paralegal program partnered with Texas Rio Grande Legal Aid to prepare power of attorney and living wills for approximately 38 low income clients from Cameron County.

➢ **Technology Area:**

Automotive/Diesel Technology:

- November 3, 2015 participated in the PSJA ISD Advisory Committee Meeting
- November 4, 2015 attended the Title IX Training for Program Chairs
- November 5, 2015 participated in the Sharyland Rattler High School Career Fair
- November 12, 2015 participated in Career Day at Sharyland North Jr. High School
- November 12, 2015 participated in Career Day at Sharyland Pioneer High School
- Participants in the Fall Festival the Automotive Club had two Activities one was the pie toss and the other was the jail house which were very successful
- Attended IE/Budget Training.
- Met with Mrs. Sandra Avila at Weslaco High School to go over the CTE Diesel classes for the Spring 2016.
- Attended Career Fair in Mission High School.
- Automotive Department Job Fair: Students had the opportunity to learn about the dealers and job opportunities in the field. The following dealers attended the Job Fair.
    - Audi
    - Bert Ogden Infinity
    - O'Reilly's
    - Volkswagen
    - Firestone
- Jpro Training for diesel instructor Diagnostic software. 6:00pm-8:oopm 11/18/15
- Automotive instructor attended RGV GM PARTS AND SERVICE Manager Meeting11/19/15
- Ben Valdez Operations Manager for Pueblo Tires invited Mr. Juan Alfaro (Automotive Instructor) to promote the Automotive and Diesel Program on Radio Station 1170 AM on 11/03/15 at 5:00pm.
- Donna ISD HS visited the Technology Campus to tour the Automotive and Diesel areas

- RGVUT GED Edinburg Students visited the Technology Campus to tour the Automotive and Diesel areas

Computer and Advanced Technologies

- Attended Title IX Consulting Training for Administrators, Program Chairs and Supervisors (11/4/2015)
- Attended Sharyland Career Day (11/5/2015)
- Conducted CAAT Department Meeting (11/6/2015)
- Interviewed prospective Dual Enrollment Faculty for PSJA (11/9/2015)
- IE/Budget Training at the Technology Campus (11/13/2015)
- Classroom Observation for Welding Chair (11/16/2015)
- Attended College-Wide Curriculum Committee Meeting at the Pecan Campus (11/17/2015)
- Attended Academic Affairs Council Meeting held at the Technology Campus (11/30/2015)

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

- Construction Supervision Program had the semi-annual Advisory Committee Meeting with members. Faculty shared the continuous success of the program and were able to make curriculum changes for upcoming Fall 2016. November 4, 2015.
- South Texas PR Department video production team was at the Technology Campus on Wednesday, November 4, 2015. The team was video-taping raw footage for the Construction Supervision Promotional Marketing Video. November 4, 2015 (picture to the right)

- DBT, Margarita Vanguelova, represented the Computer Aided Drafting & Design programs in the semi-annual PSJA CATE Advisory Committee meeting held at PSJA. Tuesday, November 4, 2015.
- Mr. Felix Sandoval and Mr. Sanchez participated in the Construction Bond Meeting with Professional Design Team. Meetings were scheduled in efforts to provide input for the new buildings at Mid-Valley Campus and Technology Campus. Friday, November 6, 2015. Former CADD Graduate, Gilbert Zuniga with EV Architects, conducting meeting. (picture to the right)

- CADD Student's, presented "Little Free Libraries" project to Sara Lozano, Margarita Vanguelova, Laura Salas, and members of the STC English Department.
- November 3, 2015 "Little Free Libraries" student presentations. (picture to the right)

- Assistant Professor Margarita Vanguelova assisting students during "Food-Structure" event.
- Women in Technology kick-off Planning Committee meeting was held on November 6, 2015 at the Technology Campus. Angelita Teniente is leading the group, the event is attentively schedule for the 2nd week of March. Ashley Gonzalez, Faculty Secretary, represented the DBT Department. November 6, 2015.
- Sharyland ISD CATE Advisory Committee meeting was held Friday, November 6, 2015 at PSJA Administrative Building. The DBT Department was represented in order to continuously assist with dual enrollment student within the district.
- Sharyland High School hosted the annual Career Day on their campus on November 7, 2015. Laura Salas, Sara Lozano, and Ashley Gonzalez represented the CADD Department and Rey Sanchez the DBT Programs.
- Attended information session for Banner XE Migration at the Cooper Center. November 2, 2015.
- Telephone Conference session with planning committee members for the Annual TACTE Conference to be held in April 2016 in Austin, Texas. November 3, 2015.
- DBT Faculty will be participating in the following career days for upcoming week:
    - Sharyland Pioneer High School – November 12, 2015

    - Mission Options High School – November 12, 2015
    - Esparza Elementary – November 13, 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.
- Professional Development "Strength Finders" scheduled for DBT Department on November 13, 2015.
- Electrician Assistant Program (Faculty/Staff/Students) continue to volunteer their time and effort with Proyecto Azteca this week. November 6, 2015.

- Construction Supervision Association students had their first social network on November 1, 2015 at West Side Park in McAllen, Texas. Approximately 24 students, family, and friends attended the event. (picture to the right)
- Construction Supervision Association students volunteered their time in the Annual Turkey Festival in Edinburg, Texas. November 7, 2015.
- South Texas PR Department video production team produced the DRAFT version of the DBT Department. Coordinating efforts with Ray Pedraza to finalize video. DRAFT: https://youtu.be/GwYuRD_qcLE; DRAFT #2: https://youtu.be/aclcAVblslo
- All DBT Faculty and Staff, took part in a "Strengths Finder" training provided by Lee Grimes with Professional Development. November 13, 2015.
- DBT Faculty participated in 2nd Annual Esparza Elementary DBT Career Fair. All 3rd, 4th, and 5th graders participated in the event. November 13, 2015.

- Construction Supervision hosted Girl Scouts Troop from McAllen. Students actively participated by presenting on construction supervision careers and assembled/painted bird houses. November 15, 2015. (picture to the right)
- HVACR Students took the EPA Exam and 11 out of 14 students successfully passed the exam. The exam was proctored by Arnold Perez. November 15, 2015.
- ELPT instructor, Arnulfo Flores, actively participated in planning committee for Veteran's Day event at the Technology Campus. Event was very successful. November 11, 2015.
- Arturo Zamarripa and Guadalupe Hernandez will be at a HVACR training in Houston, TX upcoming week.

- Samuel Solis and Rey Sanchez attended JN. Seguin Elementary (Palmview) 11th Annual Career Fair. Provided 3rd, 4th, and 5th graders with hands on activities from our DBT Department. November 18, 2015. Sam Solis sharing the principles of electricity with 4th graders at Seguin Elementary Career Fair. (picture to the right)
- Assistant Professors Sara Lozano & Margarita Vanguelova along with students from the Computer Aided Drafting and Design program were able to take part at current job site visit to the McAllen Performing Arts Center construction site. Hosting the jobsite visit: SpawGlass Construction. November 18, 2015. (picture to the right)

- Computer Aided Drafting & Design students at McAllen Performing Arts Center.
- Rey Sanchez – Habitat for Humanity Board Member - attended monthly Habitat for Humanity Board Meeting on November 19, 2015.
- DBT Faculty Representatives, attended the College –Wide Curriculum Committee in efforts to support curriculum changes submitted by Computer Aided Drafting & Design, Electrician Technology, and Construction Supervision programs. November 17, 2015.
- Jose R. Ybarra, HVACR Department, shared and provided a walking tour of the HVACR Lab to

- Mr. Villanueva, Houston Community College –HVACR Faculty. HCC is seeking advice from South Texas College HVACR Department in designing their new HVACR Lab at HCC. November 19, 2015.
- Electrician Technology Students - Mr. Arnulfo Flores ELPT students have been displaying class projects. Class projects will be on display until November 25, 2015.
- DBT Faculty and Staff, participated in the annual Business & Technology Annual Thanksgiving Dinner at the Technology Campus. November 19, 2015.
- HVACR Department, hosted semi-annual Advisory Committee Meeting in Weslaco, November 20, 2015 at 11am.
- Arturo Zamarripa and Guadalupe Hernandez completed 3 day "Rudd New Platform Training" in Houston, TX. November 17-19.
- Electrician Association members – continue to volunteer by wiring 900 SF residential house at Proyecto Azteca. Faculty & Staff members assisting with project: Mr. F. Sandoval, Mr. D. Sanchez, and Ms. C. Aguilar.
- Construction Supervision Association members and Irma Rosales– worked on a fundraiser to raise funds and donate to needy families over the holiday. They estimate of donating approximately $600 in toys and turkey dinners to selected families from La Joya Lincoln Juarez High School and J.M. Seguin Elementary in Palmview.
- ACD2 Club members – continue to work and collaborate with South Texas College English Department in efforts to promote "Little Free Libraries" community service project.
- HVACR Association members volunteered their time and efforts by grilling a hot meal for veterans at the Technology Campus on Veteran's Day.
- HVACR Association members are planning and coordinating an AC system maintenance checkup at the Aurora House the first week of December. In conjunction, they will be donating $300 dollars as well as canned good items on behalf of the association.
- Construction Supervision and Electrician Technology students collaborated on a community service project to assist US Army Veteran Juan Gonzalez in Peñitas, Texas. November 24, 2015.
- Construction Supervision Association members and Irma Rosales– donated 4 warm Thanksgiving Meals to families in need. Collaborated efforts with McAllen ISD, La Joya ISD, and Veteran's Office to identify the families.

Precision Manufacturing Technology:

- On11/2/15, PMT Student Victor Velasquez achieved the NIMS special merit under the MCHN2341 Advance Machining course taught by Mr. Mario Olivera. Victor achieved 4 credentials during the current semester and now after 7 credentials, has received the full Special Merit "NIMS Machining level 1".
- On 11/4/15, PMT faculty Mario Olivera setup with manufactures Cinch Connectivity Solutions and Universal Metal Products, a tour day for PSJA and Donna students. Donna UMP tour date is scheduled for 12/4, and PSJA at Cinch on 12/3.
- On 11/5/15, PMT Chair Daniel Morales met with STC Engineering faculty to discuss interdepartmental assistance with CNC machines at Pecan campus.
- On 11/5/15, PMT faculty member Esmer Adame met with company President and Quality Dept. Eco Plastics is interested in hiring students for Capstone experience.
- On 11/5/15, PMT faculty and CLE Teams discussed NIMS Test Proctoring. CLE staff has agreed and registered as NIMS test proctors for PMT courses.
- On 11/6/15, PMT Chair attended construction meeting for new proposed layouts of PMT labs.
- On 11/12/15, PMT hosted yearly STEM workshop for K12 teachers and administrators to participate in hands on manufacturing activities.
- On 12/2/15, PMT will host the 4th annual National Calibration Standards Laboratory – International conference. Faculty member Esmer Adame will be leading conference proceedings and agenda.

- PMT Faculty Member Edgar Turrubiates attended Shary Land North Career Fair with PMT Club Members. Students interested in Manufacturing Technology were able to speak with faculty about career opportunities in Technical fields.
- PMT Faculty Achieves NIMS Level I Safety Module–Nov 11th
- PMT Faculty Member Javier Loyde completed the stage in the NIMS credentialing system.
- PMT Student Manufacturing Company Tours – Week of Nov 16th
- PMT faculty setup a tour day for traditional students with manufactures Alpha XL and Humanetics.
- Meeting with Advisory Committee Member Manufacturing Companies
- On 11/10/15, PMT Chair Daniel Morales met with Plant Manager of Royal Technologies regarding fall 2015 Committee meeting.
- On 11/13/15, PMT faculty and CLE Teams discussed candidates for additional CLE PMT tutors.
- On 11/12/15, PMT hosted yearly STEM workshop for K12 teachers and administrators to participate in hands on manufacturing activities.
- Club members attended Counselors' Update College Resource Fair with Chair Daniel Morales
- Club members began assisting UTRGV Mechanical Engineering students with Mini Baja off road race vehicle transmission case machining
- PMT Faculty Complete NIMS Level I credentials – Week of Nov 16th
- PMT Faculty Member Mario Olivera completed the NIMS Metal-Forming certification.
- PMT Faculty Member Enrique Camarillo completed the NIMS Milling certification.
- PMT Faculty Member Armando Sierra completed the NIMS CNC Milling certification.
- PMT Student Manufacturing Company Tours – Week of Nov 16th
- PMT faculty setup a tour day for traditional students with manufactures Alpha XL and Humanetics.
- Meeting with Advisory Committee Member Manufacturing Companies
- On 11/20/15, PMT Chair Daniel Morales met with Quality Manager of Regal Beloit to review inspection and production methods.
- On 11/20/15, PMT Faculty Member Edgar Turrubiates graduated from STC Focus Academy
- On 11/19/15, PMT hosted the yearly STEM workshop for K12 teachers and administrators. 5 participate (2 CTE Counselors & 3 STEM Teachers) completed a hands on manufacturing activity. A math problem was given to solve with a manufactured being produced to complete the solution.
- NCSL-I 4th annual conference scheduled for December 2nd – Continued planning

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- **Dean Distance Learning**
  - **Online Student Registration**: Effort to register online students for the Spring semester is on-going. There are 6,767 students registered so far and 6,608 seats available. (picture to the right)

  - Had a meeting with Representatives from Blackboard to discuss how they can help the distance learning department and the college to leverage the functionalities in Blackboard in support of student success and retention. Following that, a conference call was initiated with the technical team of Blackboard to discuss the next steps in Blackboard Analytics for Learn implementation project. We hope that the Blackboard Analytics for Learn will support and improve student persistence in online learning by providing real time actionable data
  - A new Associate Degree became available fully online: Graphic Arts.
  - A new Distance Learning Orientation Video was created for students to allow them to get familiarized with the website and log in procedures. More orientation videos are being created to improve student success.
  - **College Fair in Doral Florida**: The Distance Learning Student Development Specialist participated in a Career and Education Fair sponsored by the Joint Education Services of United States Army Garrison – Miami where our 30 Online Programs were advertised and showcased to the military community. (picture to the right)

  - The collaborative effort between Distance Learning, Instructional Technology, and ADA Office to strengthen support for students with disabilities in both online and traditional face-to-face classes continued with meeting between the collaborating departments and Facilities Planning and Construction. The purpose of the meeting was to discuss the extent to which current classroom furniture are ADA compliant.
  - Had a meeting with SmarterMeasure representative to discuss renewal plans for South Texas College subscription. SmarterMeasure is an assessment that quantifies and identifies a student's levels of readiness to take an online or technology rich course. The tool is currently being used for advising in the BASOL program
  - Participated in the Harvest of Health Event in the NAH Campus, in order to promote the new BASOL program as well as the other online programs available in the Distance Learning Department.
  - Visited Integrity School in Reynosa to discuss areas of partnerships between the school and South Texas College. Through its College Connection initiative, Integrity School is seeking to established a partnership with South Texas College that will enable high school students from the school to enroll in college courses. The school is also in discussion with Dallas Baptist University to establish similar partnership.
  - Quality Matters Conference, attended by Mike Ayala and Jessica Gonzalez both Instructional Designers
  - Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.

- **Projects:**
  - Blackboard Learn Analytics Implementation
  - Organizing OCRA Academy for Spring Semester
  - eTeach revamp and recertification
  - New Videos for Faculty and Students

- **Distance Education – Technologies**
  - Banner Integration for eLearning
  - eLearning has been stable for the month of November. IS&P continues to do manual updates for Spring 2016 semester, just to make sure we have the courses and enrollments up to date with banner.
  - 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 November 27, we installed new CP 3 (cumulative patch) to the production server and updated all building blocks listed below. It required a 2 hour downtime for the upgrade.
    - Building Blocks: The following were updated in staging environment to review and test before installing to production
      - Assessments
      - Assignment
      - Authentication Provider – LDAP
      - Blackboard Core
      - Blackboard Mobile Web Services Building Block
      - Blogs and Journals
      - Discussions
      - Portal
      - Portfolios
      - Retention Center
      - SafeAssign
      - Wikis
    - Added Blackboard Analytics building block on production.
  - Started a data clean-up on the system since we are over our quota. DL will backup courses from the following terms: 201220, 201230, 201240, 201310, 520132 and 520133. This will help reduce the size on the storage.
    - All courses are still unavailable for the month of November.
  - Started a user clean-up on the system as well. Any user that has not log in to the system for more than a year and a half will get their account purged. 89,534 users will be disable from the system in the month of November.
  - Downtime
    - Tuesday, November 3 at 11:07am Blackboard lost connection to the authentication LDAP server due to an in-house expire certificate.
    - TR provided a new certificate to Blackboard and got resolved at 2:45pm.

- **Blackboard Analytics**
  - Blackboard Analytics: tool that combines the extensive data from Blackboard Learn with student and course attributes from Banner to create comprehensive reports and dashboards for your students, instructors, staff and leadership.
  - Blackboard Outcomes: comprehensive assessment solution to support your institution's need to systematize and automate the collection of student work for evaluation and reporting related to your accreditation and improvement efforts.

- Throughout the month of November, TR department has been working closely with Blackboard managed hosting to set up the VPN tunnel and requirements that are needed for Blackboard Analytics.
    - No successful connection has yet been established.

➢ **South Texas College Online – Website**

- New Bachelor's program added to the list.
    - Medical and Health Services Management which makes a total of 30 fully online degrees.
    - Updated the website, Blackboard News feed and distance learning fliers.
- Updated Distance Learning Welcome letter for all online students.
    - As a reminder, a second letter is being sent for all online mini-mester students; 7 days prior to the start date.

➢ **Distance Learning Helpdesk**

Agents	August-2015	
	Calls Handled	**Missed Calls**
DL Students	318	27
DL Faculty	105	75
Advisor	15	8
Total Per HelpDesk	438	120

- Numbers for the month of November
    - Chats: 160
    - Tickets: 178
    - Online Trainings
        - Blackboard Collaborate

DATE	FACULTY	ADJUNCT	STAFF
Nov. 4, 5 6	9	0	2

    - Face to Face Student Training
        - Blackboard Collaborate
        - Nov. 9 and 10 – 48 Vocational Nursing Students.

➢ **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	122
Academic Advising	0
Career Advising	30
Transfer Advising	0
Degree Plans	0
Graduation	0
Distance Education Walk-Ins	18
Distance Education Chats	12
Telephone Contacts	532
Virtual Campus Advising Email	122
Spring 2016 Registration Emails	8,953
Total	9,789

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**
  - Chair evaluations and reviews continue. They include a classroom observation, a review of student evaluations, chair surveys, and self-evaluation, and a discussion on needs and accomplishments.
  - A Banner XE Migration Presentation by Ellucian informed us on what to expect when the new XE Banner is available. It seems like forms will be easier, no more strange sounding codes, and a generally more user friendly approach will be presented to us.
  - During the Dean's enrollment meeting we discussed how we can reach students to register for Spring. From the instructional side I committed to creating flyers to be posted on Blackboard and notices on classroom doors when faculty are absent will also encourage students to take advantage of the unexpected free hour and register.
  - The HSI steering committee meeting provided an update on what has been done with the HSI grant money. An impressive presentation was shown for each of the elements: Advising, Learning, and Technology and the progress is tremendous. Kudos to the team members.
  - Another Title IX training was held for deans and vps, where engaging consultant from the University of Minnesota explained her views on what is right, required, and not necessary with regards to Title IX issues. Later that day she presented for chairs and other supervisors. Unfortunately, questions and grey areas still remain that can probably only be answered over the years when cases present themselves. (picture to the right)

  - The PDC meeting discussed the comprehensive operational plan, the tuition and fees for the coming year, the student travel revisions, the fraud awareness and prevention tools, and an all hazard emergency plan. A meeting was held to discuss overlapping responsibilities for BASOL classes between Chair Dr. Peek and the individual discipline chairs. It was decided that Dr. Nelson will create a set of guidelines for all to follow with regards to staffing, course evaluations, course substitutions, and grade changes. Furthermore, faculty of the different lower level classes should not try to change either content or logistics of a course and should be available to students to help them succeed.
  - A variety of student and faculty personnel matters was discussed and handled.
  - The rest of the week was devoted to a conference organized by the Association for Behavioral and Cognitive Therapy. An amazing amount of research projects was presented with practical implications for interviewing, addressing cultural differences in cognitive behavioral therapy, and interactive skills with young adults and adolescents, which can all be put to good use even as a Dean but also in the teaching of Psychology.
  - The Dean attended a Puente meeting to discuss ongoing logistics of the Puente activities and class scheduling. Surveys will need to be prepared for the post survey cycle.
  - The Dean met with department chair Lubben and Assistant Dean Bill Buhidar to discuss an art work claim. The conclusion was that for the future we will need to be more selective with what artwork we can display.
  - The College-Wide Curriculum meeting served to approve several course descriptions and changes in degree plans.
  - The LASS division chairs met to discuss an array of issues with regards to BASOL courses, Flyers that could support enrollments efforts, our present evaluation process, mileage claims, and more.

- The College Wide Academic Classification Committee met to approve several portfolios of aspiring assistant, associate, and full professors. Discussions evolved about the quality of community and college service and the need to further clarify what "teaching effectiveness" means.
- In the afternoon an IE/Budget Training was held to remind us how to submit budget requests for items in addition to what we requested last year.
- At night the Dean attended the "Ms. Firecracker Contest" production. While the production was executed with the usual precision, excellence, and talented actors, choice of topic may not have been ideal for everyone, even though the choice was geared towards the winter Texans, who apparently had requested this play and enjoyed it greatly.
- Saturday it was time for the Turkey Trot. At 6:30 AM registration started and the runners were off one hour later for the 2.2 mile run. The mood was terrific and the first runners returned after 15 minutes or less. Turkeys were distributed to the first three winners of male and female categories. The Dean had the honor of handing out prizes and medals to the winning 9 in both categories.(picture to the right)

- A meeting was held to discuss the FERPA rules for Dual Enrollment faculty. While it seems clearly allowable that faculty share records with appropriate school officials as defined by STC, it is still unclear to what extent faculty are obliged to talk to the parents.
- A meeting was held to discuss BASOL classes. A number of issues were discussed and solutions were found. The LASS division will submit three names for every discipline so the BASOL leadership has more faculty to choose from. Any extended delay in reaction when a BASOL student tries to reach faculty is unacceptable and needs to be reported to the Chair/Dean immediately. Faculty can also not alter the content of the courses. From the BASOL leadership end, no non-BASOL majors should be added to the B sections.
- A Board meeting celebrated Congress Representative Hinojosa for his fundraising efforts and we were happy to see Attorney Guerrero return to help us with personnel matters.
- The Ad-hoc faculty committee met to discuss the newly created Personal Trainer Certificate. All were in favor of proceeding.
- A TSI meeting was held with Adrian Lozano and one of his testing technicians, the developmental chairs and Serkan. The folks from Testing claimed too many students were able to get by without testing. It was very unclear how many students we are talking about. Therefore, Serkan will ask his folks to come up with a summary of students who were dropped from their developmental classes and how long it took them to retake the developmental class. We asked the Testing staff to please send any students with waiver requests to the developmental chairs (Reading and Writing). It appeared that there is confusion on who can issue the waiver, because it seemed that chairs of Bachelor programs also issue waivers.
- The dean met at HR and with chairs to discuss a variety of personnel matters

➢ **Social and Behavioral Sciences Area:**

<u>Political Science</u>

- The Mid Valley Political Science Club participated in the Reading Week's Club Discussion. This event helped to increase student engagement as well as to raise student awareness of the various programs at Mid Valley and the interconnections between academic disciplines.
- Chair Ballinger continued to meet with faculty members to discuss how the results of their classroom observations and student evaluations could be used to increase student learning and success in their classes.
- The Mid Valley Political Science Club hosted a watch party for the Republican presidential debate that took place on November 10. 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.

- The Program Director for Public Administration participated in the Red, White and Blue Veteran's Job Fair on November 12 to promote the Public Administration program. He also met with the director of Keep McAllen Beautiful to promote the Public Administration program among non-profit organizations.
- The Public Administration Program Director and members of the Political Science Department met with the Public Administration Advisory Board to review and approve course and program learning outcomes.
- The department chair continued to meet with faculty members to discuss how the results of their classroom observations and student evaluations could be used to increase student learning and success in their classes.
- The faculty of the Political Science Department attended presentation about two Texas Government textbooks as part of the effort to determine which textbook might help faculty best achieve their goals with respect to student learning.

Kinesiology Department

- The Kinesiology Department held its 10th Anniversary Turkey Trot which took place on Nov. 21st in front of the Cooper Center. A record amount of non-perishable food items were collected, 3,034 lbs. of food for the Food Bank! (picture to the right)
- Attendance at the three wellness centers has been very strong. Attendance is as follows:

  Pecan: since 8/24/15: 2,917 people have attended
  Mid-Valley: since 9/28/15: 1,906 people have attended
  Starr: since 9/8/15: 310 people have attended
  TOTAL ATTENDANCE AT ALL THREE CENTERS: 5,133

- Attendance at special programs at Pecan Plaza is as follows:

  SPINNING 153 PEOPLE
  500 ABS 162 PEOPLE
  KICKBOXING 168 PEOPLE
  DANCE FITNESS 125 PEOPLE
  TOTAL ATTENDANCE AT SPECIAL FITNESS PROGRAMS: 608

Criminal Justice

- Chair Blair created a CRIJ class at the Hidalgo Border Security Training Center for Spring 2016. This class is intended for police academy cadets to take during academy time and earn academic credits. This required creating a new location code (HTTC) for the schedule, and a new section code (HT#) for classes at that location. This also allowed STC to renew our lease at this location and make full use of the classrooms covered under the lease.
- David Arizmendi, Sociology Faculty was pleased to inform that the report, "Las Colonias in the 21st Century: Progress Along the Texas-Mexico Border" is now posted to the Dallas Fed's website. Please access the report at this link, http://www.dallasfed.org/assets/documents/cd/pubs/lascolonias.pdf . Mr. Arizmendi has been serving on the Federal Reserve Texas Border Colonia study steering committee for the past two years.
- Marc Hughes, Criminal Justice Faculty, is representing Criminal Justice at the Sharyland ISD CTE (Career and Technology Education) Advisory Committee meeting November 6th.
- Social Work students at Pecan and Mid-Valley campuses met with representatives from Our Lady of the Lake University to discuss transfer opportunities.

- Criminal Justice faculty hosted guest speakers from U.S. Customs in the classes to speak with students about career options.
- Mid Valley Political Science Club Hosts Watch Party For Republican Presidential Debate on November 10. The event was attended by STC faculty and students.

The watch party helped students to better understand the issues involved in the election and the positions of the various candidates on those issues. (picture to the right)

- Robert Luckett (Social Work) participated in the PSYC Talks series on 16 November. He did a presentation "The FAQs of Life (in the Helping Professions): What Can I Do with My Degree

Psychology

Starr County Psychology Club

- The Starr County Campus Psychology Club participated in Relay For Life of Starr County at RGC Joe Sanchez Stadium from 1:30 pm to midnight on a rainy/cold day. The Psychology Club received an honorable mentions medal for "Best Campsite" of 2015 Starr County Relay For Life. (picture to the right)

- The Starr County Campus Psychology Club of South Texas College hosted Starr County's Got Talent 8 at the STC Auditorium in Rio Grande City, TX from 6:00 – 8:00 pm. It was completely sold out with over 250 people in attendance! (picture to the right)

Mid-Valley Psychology Club

- Psych Club met to discuss Club business included participation in the "Great Condom Give Away" sponsored by the Valley Aids Counsel, which was held on November 9rd. Volunteers helped package the condoms and prepare for the event. Dates for upcoming Coat Drive and Toy Drive were also given to members at the meeting. Items being donated were discussed and locations were announced.
- On November 11, 2015, the Psychology Club @ Pecan hosted a Veteran's Day event that included two guest speakers: Ms. Ana Castillo, LPC from Tropical Texas Behavioral Health and Ms. Brandi Cruz, UT-RGV Rehab Counseling Intern. The event was to create awareness about psychological issues that surround veterans and college student veterans. Ms. Castillo presented over Post-Traumatic Stress Disorder, Anxiety Disorders, and Depression among veterans. She also included anecdotal information about her work with Veterans at Tropical Texas. Ms. Cruz discussed issues with college student veterans and the issues they may have when they return to the classroom after active duty, as well as the services that the South Texas College Counseling Center has to offer all students. The event took place in the West Academic Building with a turnout of over 50 students. (picture to the right)

Communication Arts

- Laura Nunn met with faculty advising coordinator regarding the development of the training modules and attended TLA training for the student services module.
- Chair Cantu attended a meeting with Yoelia Nava, the Career and Technical Education Director for Sharyland I.S.D. Ms. Nava is working on the logistics for our Fall CTE Advisory Committee Meeting, and she invited Dr. Cantu, to become a member of their CTE Advisory Committee. As Ms. Nava stated, "I am trying to make a very concerted effort to increase our staffs' and students' knowledge regarding the programs South Texas College can offer our students if they so choose to stay in our region after graduating from high school. I am seeking individuals for the following career clusters listed to the right."

CTE Career Cluster Sub-Committees
Architecture & Construction
Arts, A/V Technology, and Communications
Business Management and Administration
Education and Training / Human Services
Health Sciences
Information Technology
Law, Public Safety, Corrections & Security

- Communication Club provided pictures from their recent charity which was also covered by RGVInformation Magazine. Also last two key seminar speakers: David Longoria recruiting club members to be judges at a UIL competition, and Carlos Jaramillo Center for Disease Control representative and former RGV TV anchor for FOX and UNIVISION.

- Andrea Fuentes will hold an AD/PR student advising event November 20th from 9:00 am to 3:00 pm. in L-160. Students who are AD/PR majors have been invited to attend to discuss their degree plans and receive advice regarding their classes.
- Irma Garcia's class honored the Veterans who are a part of her Fall 2015 class. (picture to the right)

- Dr. Cantu, Laura Nunn, Moraima Cardenas and Irma Garcia are attending the National Communication Association 101st Annual Conference in Las Vegas, NV November 18 to November 22.
- Laura Nunn received her Certificate of Completion for the Fall 2015 Focus Academy. (picture to the right)

Education

- Dr. Juan R. Ramirez presented to the Developmental Math department (during their departmental meeting) on his dissertation findings.
- Dr. Lydia Bean's students volunteered at the Palm Valley Animal Shelter (PVAS) in Edinburg. Students also attended a 2+ hour orientation at the PVAS.
- Dr. Juan R. Ramirez accompanied the Puente students to a tour of UTRGV. Students were introduced to the various areas of the university.
- Dual Enrollment students in Dr. Ramirez' and Mr. Zuniga's classes from Jimmy Carter Early College high school and La Joya Early College high school volunteered all day at John F. Kennedy Elementary in La Joya ISD.

- Rene Zuniga and Dr. Sandra Ledesma participated in STC's National Distance Learning Week by showcasing his online courses. (picture to the right)
- Students in Dr. Bean's Student Leadership Academy (SLA) class listened to a guest speaker concerning volunteering with the Red Nose Foundation.
- Education club members at the Mid-Valley campus met to discuss their service project for November.
- Dr. Rufino Garcia Jr., Major, U.S. Army Retired, delivered the keynote speech during the Veterans Day ceremonies at the Pecan campus. (picture to the right)

- Chair Zuniga attended the Convening of Leaders meeting at UTRGV to network with leaders from the community, universities, school districts, RGV focus to discuss collaboration among area leaders in addressing the educational needs of the community.
- The Dual Enrollment students in Dr. Ramirez' and Mr. Zuniga's classes from Jimmy Carter Early College high school and La Joya Early College high school volunteered all day at Cesar Chavez Middle School in La Joya ISD. Students assisted teachers, worked with individual students, spoke to students about high school and dual enrollment, and helped with other duties as assigned.
- Chair Rene Zuniga met with Dr. Olivia P. Modesto from Texas A & M University – Kingsville to discuss admission initiatives, advising concerns, and orientation to TAMUK for Spring 2016.
- The Education/College Success Department met to discuss program information, initiatives, and conduct technology training:
- Dr. Gary Low-Principal and Dr. Rick Hammett- Principal, from Emotional Intelligence Research and Training Institute gave an overview of their program and about the upcoming Annual Conference in April 18-22, 2016 in Corpus Christi.
- Cybele Beckham and Alex Caballero Learning Consultants from Cengage Learning informed faculty of the new On Course textbook and all the new resources. They also briefly explained the Mind Tap feature.
- Maria E. Gonzalez- Talent Recruitment Strategist from IDEA Public schools, provided information about their school and the opportunities for students to co-teach.
- Mr. Zuniga reviewed the Degree Works process with faculty and how to use Power Point to record videos.

Child Development

- On Friday, November 6th, Veronica Rodriguez attended the Sharyland ISD Career and Technology Advisory Committee meetings held at the Sharyland ISD administration Annex Building. The committee that I sat on was the Education and Training/Human Services. I met with Family and Consumer Science teachers and discussed the work that they and we do as well as future collaborations.
- Chair Rodriguez attended the Sharyland North Jr.High Career Day. I spoke with 7th and 8th graders on the importance of furthering their education and the career opportunities that are open to them in Child Development.
- The members of the Child Development Center Advisory Committee met with Dr. Norman, the evaluator for the CCAMPIS grant. Dr. Norman reviewed all of the goals and objectives stated in the current grant cycle and provided feedback on data submitted in meeting the goals and objectives.
- Chair Rodriguez attended the RGV Focus & UTRGV College of Education & P-16 Integration: Convening of Leaders. We discussed the importance of collaborating with school districts and higher education in establishing regional priorities.
- On Wednesday, the Child Development Center staff held a Veterans Day Recognition Ceremony for all those who served in the military. (picture to the right)

- The STC students in our Child Development Program participated in group discussion, lectures and completed exam in all three critical areas: 1) definition of child abuse and neglect, 2) recognizing signs of abuse, and 3) the role of CPS and treatment for abused children and families. This certificate will provide proof of valuable course work and training mandated by the State of Texas.

➢ **Assistant Dean of Humanities**

- Assistant Dean of Humanities and Chairs in the Humanities disciplines all attended and participated in more Title IX supervisor training (11/04)
- World Languages Chair met with 35 out of the 39 dual enrollment teachers to sign the classroom observations – it was a great opportunity to talk to each faculty about the challenges they are facing, textbooks, etc.
- World Languages Chair met with Dr. Davis from University Relations to explain the Study Abroad Process.
- Spanish faculty began working on the next edition of "Tierra Firme"
- The World Languages department supported and participated with the English Dept. to host Gonzálo Baeza, author of "La ciudad de los hoteles vacíos
- WILD presented the play Tiger in the Valley, written by Beat literature researcher Dr. Rob Johnson, which depicts Beat writer William S. Burroughs' time in the Rio Grande Valley
- As a part of the NEFA initiative, the Assistant Dean of Humanities took (and passed) the first three faculty advising assessments and gave feedback to the Director of Faculty Advising (11/10)
- The Assistant Dean of Humanities participated in Part II of the “Century of the Self” documentary and panel discussion (11/10)
- The Assistant Dean of Humanities met with the Chair of the History Department to review the degree plan revisions to the History A.A. necessary to facilitate the execution of 2+2 style articulation agreements with both TAMUK and UTRGV (11/12)
- The Assistant Dean of Humanities met with a team from the English Department to review the first draft of a 2+2 style articulation agreement that would work with English programs at both UT and TA&M system schools (11/12)
- The Assistant Dean of Humanities met with the Course Owner of the Humanities Courses (World Languages Chair) to review and finalize the necessary changes to the course descriptions for all HUMA courses (11/12)

- The Literary Arts Society Page Turners English Club went to Scholastic Books in Mission to pick up $250 worth of books. They will be donating them to a day care in Santa Rosa. This same club met to discuss its agenda, including development of its oral history project (they are waiting on IRB approval from RAS)
- The Study Abroad faculty met with students; the Chair of World Languages attended and gave a brief presentation.
- The Assistant Dean of Humanities represented the LASS Division at the BASOL faculty meeting (11/18), and participated in discussions regarding online course development and capstone course revision
- The Assistant Dean of Humanities represented the Faculty of the College at the Hobsons assessment report meeting (11/19), and began sketching professional development plans with the Interim Vice-President of Information Services and Planning tentatively scheduled for January and February of 2016
- The Assistant Dean of Humanities participated in the Fall 2015 FOCUS Academy Graduation (11/20)
- The Assistant Dean of Humanities participated in the semester's meeting of the CWACC (11/20), and reviewed, discussed, and voted on eight different portfolios submitted for academic classification
- The Assistant Dean of Humanities convened and chaired the first meeting of the FERPA Statement Committee (11/20), charged with designing a statement on FERPA-related issues for distribution to faculty
- WILD held its annual film contest on 11/17, and a puppet show on 11/21
- The English Department posted their first department meeting video on the department's Blackboard page. The goal is to further integrate adjunct and dual enrollment instructors into the department. In particular, we wanted to make the professional development activities/discussions we do at meetings available to all department faculty.
- World Languages faculty attended the ACTFL Conference
- The Charles Robinson Memorial Scholarship has been established for History majors, and will be awarded to its first recipient in the Spring of 2017
- Philosophy faculty met (11/19) to discuss their plans for hosting the inaugural "Philosophy Across the Americas" conference in the Fall of 2016, and the Assistant Dean of Humanities assumed the responsibility of submitting a more detailed account of the nature and purpose of the conference to the VPAA
- The Assistant Dean of Humanities continued to lead a cross-functional team in the preparation and composition of a FERPA statement for distribution to faculty (11/23)
- The Assistant Dean of Humanities, the Dean of Liberal Arts and Social Sciences, the Chair of the BASOL Program, the Dean of Bachelors Programs, and the Vice President for Academic Affairs met again to discuss the administration of lower division courses offered in the BASOL degree plan (11/24), and agreed upon a provisional manner of faculty assignment, curriculum revision, and faculty orientation
- English Faculty Juan Ochoa gave an invited talk at Lamar University discussing the impact of the drug wars in Mexico
- English Department Chair sent out a summary of the CCSSE Survey results to the department, and pointed out the areas of note, asking faculty to consider how they might address this in planning for next semester
- The English Department also began gathering volunteers to conduct brief recorded training sessions for CLE tutors in approximately 15 different writing-related areas that were determined in collaboration with CLE tutors and administrators
- Chairs in Developmental English, Developmental Reading, English, History & Philosophy, and World Languages, neared completion on their annual faculty evaluation packets

➢ **Assistant Dean of Fine & Performing Arts**

- Assistant Dean Buhidar conducted several faculty evaluation for as part of their yearly performance review
- Assistant Dean Buhidar completed the video interviews with Full Time Art Instructors. The videos will be shown in Building B as part of the Art Faculty Exhibition.
- Assistant Dean Buhidar met with Planning and Construction team for an update on the Ceramic Arts Kiln Building. Things are progressing well. Walls are going up! (picture to the right)

- Chair Lubben had a teleconference meeting regarding a proposal to present the STC Human Rights Collection at the University of Wisconsin, Madison WGSC Annual Conference (April)
- Chair Lubben contacted UTRGV regarding setting up faculty meetings to better align course content for improved student success after transfer
- Marcela Garza and Jason Rodriguez are continuing to advise their majors for Spring2016 registration. They have already identified 7 students who will be graduating this academic year.
- The entire Drama Department was working to prepare for the Fall main stage production of The Miss Firecracker Contest. The production has officially moved to the main stage and set build has begun.
- Chair Rodriguez and Marcela Garza submitted two course proposals to include Acting I and introduction to costume into the core curriculum for next year. Acting I would be a reinstatement as it was removed from the core beginning the 2014-2015 academic year.
- Assistant Dean Buhidar met with UTRGV Education Leaders in a "Convening of Leaders" to discuss and find solutions to teacher improvement and bridging the Higher Ed Institutions to public schools.
- Assistant Dean Buhidar attended the Curriculum Committee meeting that included some changes to courses in the Music Degree program
- Assistant Dean Buhidar met with the Fine Arts Facility Committee to discuss the update on the presentation. Progress is being made. The Music Department presented its Composers Forum which allowed new student composers to share their works with the public.
- Chair Lubben presented catalog description changes to the Division Curriculum Committee for Drawing I and Photography I
- Chair Lubben interviewed with a freelance writer wishing to cover the IMAS human rights art exhibit
- Chair Lubben participated in a teleconference with the College Art Association's Taskforce on Advocacy
- Chair Rodriguez and Marcela Garza attended the LASS Division Curriculum Committee meeting to present their proposal for Acting I and Introduction to Costume into the core curriculum. Both were accepted by the committee and will presented to college wide on November 17th.
- Chair Rodriguez met with the Drama Department and the Miss Firecracker Contest production team to discuss the final preparations before opening night on Thursday, November 19th.
- The Drama Department has reached out to Davila & Associates, Inc. to interpret the Sunday November 22nd matinee performance of The Miss Firecracker Contest. Davila & Associates, Inc. are vendors with the college. Jason Rodriguez had to hire them for this performance as there were no one available in the Interpreting Training Program.
- Jason Rodriguez submitted the production notice for The Miss Firecracker Contest and sent it out their contacts. The Monitor will be contacting us to take photos for the newspaper. Jason Rodriguez submitted the audition notice for Romeo and Juliet and is waiting for approval by PR so it can be sent to their contacts.
- The Drama Department's fall main stage production "Miss Firecracker" was performed from Thursday November 19 through Sunday. (picture to the right)

- The Symphonic Band Woodwind Ensemble performed a recital on Wednesday November 18th. Included in the ensemble was Dr. Robert Ballinger, Chair of the Political Science Department.

- Dr. Bischoff, Dr. Esmaeili, Dr. Odeh and Assistant Dean Buhidar participated in Jackson Elementary School's Annual Science Fair. Experiments and new inventions were judged by the STC team on Wednesday November 18th.
- Full-time and adjunct/DEF art faculty met on Saturday, November 14 from 9am-3pm for a professional development workshop and discussions on pedagogy. The 25 faculty shared a potluck lunch and attended faculty led workshops on 3D printing, using Bb in the classroom and silkscreen printing. Clarissa Torres from the Dual Enrollment Office attended for a Q&A session with DEF art instructors and heard some of the challenges and concerns faced in the high schools and from high school administration.
- The Music Department held its monthly faculty meeting. Discussions centered on the proposed Articulation Agreement with UTRGV and the significant changes in the UTRGV music degree. Also, there was a discussion on creating a mission statement for the music department.
- The Drama Dept. met for their monthly meeting where we discussed issues regarding student success, new campus policy, budget transfers, and upcoming events.

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

- **Division Dean's Updates**
  - November 18th, participated in a conference call with Kelty Barbee and Kirsten Delay from Educate Texas regarding the progress of the South Texas Regional Team of the Texas Regional STEM Degree Accelerator Grant. The topics discussed/questions asked in this meeting include:
    - Our current status, to which we informed them that we had held our first Consortium meeting the day before to inform our partners of how the grant developed, and the different aspects and focuses of it.
    - Has a meeting schedule for the Consortium been developed? Our reply was that we were still identifying the Leads from each institution who would be the point of contact and assure the right people were notified for upcoming events. As soon as this person is identified, the meeting schedule will be created.
    - Have we read "Redesigning American Community Colleges"? No one on the steering team had yet, but committed to do so before the next conference call on December 4th.
    - Kelty expressed the desire for the regional teams to build a network to support and help each other.
    - We were asked what sort of technical assistance we would need, to which we replied that it was too early in the activities to anticipate that, but we would contact them as the need presents itself. Kelty mentioned Lillie Brock from The Change Cycle as a resource that they were considering, as well as Collaborative Economics.
    - The Regional Press Event will need to be held sometime in the first half of the Spring 2016 semester, Educate Texas with work with us and our Public Relations Department to identify a location, co-develop a list of partners who should be represented and coordinate with the media.
    - With regard to the Texas Community College Teachers Association (TCCTA) Conference, Educate Texas is working with the coordinators to hopefully create tracks for each of the regions involved with this grant so that each can get the most benefit from it.
    - A question was asked regarding the wording of the grant in which it was stated that there needed to be a 30% match. Some confusion still exists as to whether the match must be donated to a partner or from a partner. Kelty stated that it needed to be made from a partner to strengthen the buy-in to this grant, however the wording of the contract stated that it must be donated to a partner, so again, confusion still exists.

<u>University Relations</u>

- Articulation Activities
  - November 10th, held a conference call with Kevin Konency from Baocheng Education Group in China regarding The China Project, a program being undertaken by the Community College Baccalaureate Association to bring Chinese students to the United States to get their bachelor's degrees.
- Transfer Visits
  - November 4th, November 10th, and November 18th Ms. Berta Maldonado from Our Lady of the Lake's La Feria campus visited Pecan Campus to recruit students.
  - November 4th and November 18th, Dr. Gina Garza-Reyna from Texas A&M University – Kingsville's Education Department visited Pecan Campus to recruit and advise students for her program at the Citrus Center.
  - November 5th, November 12th and November 19th, Dr. Maria Oralia De Los Reyes from Texas A&M University – Kingsville's Rio Grande Valley Engineering Initiative visited Pecan Campus to recruit students for her program in Weslaco.

- November 9th, Vanessa Villalpando from University of the Incarnate Word visited Pecan Campus to recruit students.
- November 9th, Julieta Flores from the University of Texas at San Antonio visited both Pecan Campus and Mid Valley Campus to advise students on transfer.
- November 10th, Jessica Cunningham from Texas Tech University visited the Pecan Campus to recruit students for transfer.
- November 24th, Dr. Maria Oralia De Los Reyes from Texas A&M University – Kingsville's Rio Grande Valley Engineering Initiative visited Mid Valley Campus to recruit students for her program in Weslaco. She will now also be recruiting on the Mid Valley Campus once a week (Tuesdays from 10:00 AM to 2:00 PM)
- November 24th, Cristina De Leon from the University of Texas – Rio Grande Valley visited Mid Valley campus to meet with students interested in transfer.

- Study Abroad Activities
  - During the month of November, a marketplace was created for students interested in the Study Abroad in the United Kingdom to be able to make their payments online.
  - November 6th, met with Delia Magdaleno to start getting all of the paperwork necessary for Study Abroad in the United Kingdom ready to go.
  - November 19th, a meeting for students interested in Study Abroad United Kingdom was held in the University Relations, Transfer and Articulation Center. A good number of students showed up, they were given the application.
- Special Projects
  - November 2nd, attended the presentation given by Eluican regarding the migration of Banner to XE Edition.
  - November 5th, chaired a meeting with the members of the Texas Regional STEM Degree Accelerator Grant's Steering Committee to develop the 1st meeting agenda.
  - November 10th, met with staff from the Grant Office for the Grant Initiation meeting and review of the budget for the Texas Regional STEM Degree Accelerator Grant.
  - November 12th, attended a meeting for the Edinburg Environment Advisory Board as a voting member and representative of South Texas College.
  - November 12th, chaired a meeting with the members of the Texas Regional STEM Degree Accelerator Grant's Steering Committee to develop the 1st meeting agenda.
  - November 16th, chaired a final meeting to finalize the events for the 1st meeting of the South Texas Consortium for the Texas Regional STEM Degree Accelerator Grant.
  - November 17th, attended the first meeting of the South Texas Consortium for the Texas Regional STEM Degree Accelerator Grant (picture to the right)

  - On November 18th, attended a conference call with Educate Texas regarding our status with working with our partners on the Texas Regional STEM Degree Accelerator Grant.
  - On November 20th, attended the first module of the new enhanced Faculty Advising Training.

BASOL

- Periodic meetings with NSLS and the club officers to coordinate student activities and prepare for the upcoming induction ceremony, where 52 students will be inducted (a number that is significantly greater than that of most student academic organizations at STC).
  - Prepare for the induction ceremony.
  - Replace officers that are leaving the group.
  - Interview new officers and provide them with relevant club information and training.

- Invited by Dean Reyna to give a presentation in Reynosa to 200 students from El Technologico de Reynosa and, after my presentation, I discussed the BASOL Program with interested students.
- Prepared for the C-BEN Conference in San Diego, where our academic coach and I were selected to participate in a project to develop national guidelines for colleges and universities creating competency-based programs. (picture to the right)

- Collaborated with Texas Higher Education Coordinating Board, Technical Writer, Dr. Carolyn F. Austin, by providing data on TAB program
- Assisted Mario Jaramillo, President of NSLS with reviewing Success Networking Teams, Speaker Broadcasts, and other steps towards induction of the members

MHSM

- Delivered a lecture entitled "Cancers and Their Natural Treatments" on November 1, 2015 at the Edinburg Community and Better Living Center during the monthly Health and Wellness series. More than 70 participants from the community attended the seminar. (picture to the right)
- Participated in the Career Week Celebration at Sharyland North Junior High School at 100 Dove Avenue, McAllen, TX on November 12, 2015. More than 80 students were served. (picture to the right)

TMGT

- NIMS, Rio Grande Section meeting. The National Institute for Metalworking Skills (NIMS), Rio Grande section, held its annual meeting at the Business & Technology campus of STC. Professor Benito Garza represented the TMGT program. Some students pursuing associate degrees have interest in membership with the APICS/TMGT.
- Annual Economics Teaching Conference, Dallas, Texas. 11th Annual conference sponsored by the National Economics Teaching Association (NETA) Best practices, instructional innovation, instructional technologies, current discipline topic
- B.E.D.E.S. 2015: We received an invitation to join the Border Economic Development & Entrepreneurship Symposium held at the McAllen Country Club

Physical Sciences

- The American Chemical Society (ACS) student chapter at South Texas College under the direction of Dr. Avila and Dr. Studer was selected to receive an outstanding award for its activities during the 2014-2015 academic year. Over 400 chapter activity reports were review and only 55 were deemed to be Outstanding by the selection committee. The chapter will be honored at the 251st ACS National Meeting in San Diego, CA on Sunday, March 13, 2016.
- Department meeting was held on Nov. 29th. The agenda included Spring 2016 academic schedule which was updated and provided to Faculty, CLO requirements were updated, Dr. Nandigam presented a summary of the Geology Conference, other various topics were covered such as travel, and others relevant topics were discussed and resolved.
- The Engineering Program introduced the Chemical/Environmental/Petroleum track and submitted the proposal to the Division Curriculum Committee for approval.
- Dr. Avila, Dr. Lamichhane, and Dr. Studer graduated from the Fall 2015 Focus Academy. The instructors learned active learning techniques which may be incorporated into their classes.
- The Chemistry faculty, Dr. Xu, Mr. Knecht and Lab personal attended an ACS Webinar hosted by Dr. Studer on Undergraduate Research programs at 2 year institutions.
- Dr. Avila, Dr. Studer and Dr. David Brown from Chula Vista Community College had hands on science demos for the kids of the Boys and Girls Club Hands on Demos.

- Dr. Ali Esmaeili, Dr. E. Cortez, Mr. Knecht, Mr. Benavides, and Mr. Garza participated in Engineering Transfer Student Project Focus group sponsored by Virginia Tech concerning a research graduate study on endeavors that college students undergo when transferring to universities.
- Dr. E. Cortez and Dr. Avila participated in Student Spaceflight Experiments Program Mission 9 Step 1 Review Board Meeting. Proposals submitted by McAllen ISD high school students were review and three proposals were selected.

Chemistry

- The Chemistry Club held weekly meetings (officers and advisors only) and Wednesday (full club). During these meetings we planned for fundraisers and events in December. Participated at in the Club Olympics. A team of 5 members competed against 4 other STC clubs in several athletic and intellectual events. The team placed 4th out of 5. The club held one fundraiser on November 24 selling various Mexican and American snacks.
- Chemistry Club held their annual canned Food drive to benefit the RGV Food Bank. Cans were collected in several chemistry classrooms and were delivered on Nov. 24. Over 2000 lbs were delivered. (picture to the right)

- Chemistry faculty participated in the NMR training session provided by Magritek on the new NMR system. The NMR will be used by students in their organic chemistry courses.
- Dr. E Cortez attended two Hidalgo County Child Welfare board meetings as a board member. The board agreed to assist financially with the purchase of Christmas gifts.
- Dr. Avila and Dr. Studer attended ACS Meeting held at UTRGV Brownsville campus on Nov. 20th. The Speaker was Dr. Curtis Taylor from the University of Florida.
- Dr. Avila and Dr. Studer attended McAllen Chamber of Commerce Inventors and Entrepreneur's (I&E) Network meeting on Nov. 19th. Dr. Studer held several I&E Club meetings.
- The American Chemical Society (ACS) student chapter at South Texas College under the direction of Dr. Avila and Dr. Studer was selected to receive an outstanding award for its activities during the 2014-2015 academic year. Over 400 chapter activity reports were review and only 55 were deemed to be Outstanding by the selection committee. The chapter will be honored at the 251st ACS National Meeting in San Diego, CA on Sunday, March 13, 2016.

Physics

- Physics students designed a motorized vehicle that was capable of transporting a Yeti cooler without having the need to carry it. (picture to the right)

- Dr. Nandigam attended the Geological Society of America Annual Conference from November 1 to November 4 in Baltimore, Maryland, USA. Participated in the professional research presentations that covered the topics geodynamics, geochemistry, Martian geology and geo-education. Discussed with professional colleagues about the current status/trends of/in geology programs at the USA institutions of higher education.
- Dr. Wahid, Mr. Lee, Mr. Doney, Dr. Nandigam, Dr. Xu, Mr. Gassem, and Mr. Lopez met to discuss the Physics Lab manual to conclude proper manual format for the physics courses. The first draft copy for College Physics I and II was presented and University Physics I and II lab manual was also drafted. Essential labs were finalized.
- Mr. Lee continued with his course work at UTRGV Brownsville campus. He expects to complete his doctoral work in the next semester.

Engineering

- Mr. Knecht continues his work on the Watershed project partnership with TAMUK. He also worked closely with Dr. Nix, Dean of Engineering at TAMUK to prepare 2+2 Articulation agreements.
- Mr. Benavides and Mr. Garza held Engineering club meetings on weekly basis in preparation for the Shell Ecomarathon tournament on Apr. 2017

Developmental Math

- Three faculty members attended NMP conference for new faculty teaching the course offered by Dana Center in Austin
- Two faculty members attended national conference of American Mathematical Association for Two Year Colleges (AMATYC) in New Orleans, Louisiana

Mathematics

- Mario Morin represented South Texas College at the Rio Grande Valley Council for Teachers of Mathematics 50th annual conference held at the University of Texas-Rio Grande Valley this past Saturday, November 7th. The event was attended by teachers of mathematics from all areas of the Valley and representing all grade levels from K-16. For next year's event, we will prompt STC faculty to host workshop sessions.
- Dr. Hanan Amro and Dr. Kelli Davis completed the first Online Course Re-Design Academy, hosted by our STC Distance Learning team. The course re-design focused on MATH 1414-College Algebra and follows guidelines set-forth by the Quality Matters protocol.
- Dr. Andres Padilla-Oviedo, Developmental Math instructor (FTT), has been accepted to present a talk at the upcoming HETS conference in Puerto Rico in January 2016. The focus of his research is the STC QEP Developmental Math course structure re-design. Associate Dean Laura Sanchez is being asked to possibly attend and co-present with Dr. Padilla-Oviedo.
- Four Academic Mathematics and three Developmental Mathematics faculty will be attending the New Mathways Project training workshop this upcoming November 13-14 in Austin, TX. The training will provide our faculty with insights into the NMP overall design, the NMP course structure and imbedded active learning modules, as well as the learning support software (MyMathLab by Pearson).

COSC/CITP

- Robotics Competition at Thelma Salinas STEM Early College HS (picture to the right)
- November 10, 2015 CBE: Employers and Employability Webinar that was presented by Austin Community College as part of the National Distance Learning Week.
- November 12, 2015 10 Signs That the Shift to Digital Is Underway – and 5 Ways to Get Ahead of the Curve! Webinar that was sponsored by Berkeley and Pearson as part of the National Distance Learning Week.
- November 18, 2015 South Texas College, Roma ISD, and Valley Metro representatives met this week to discuss the success of the newly established Valley Metro Route 60 offered to help students travel from Roma to South Texas College every half hour. Mr. Gabriel Zuniga – Valley Metro Program Administrator noted the better than average use of Route 60 that has helped Roma ISD students as well as the general public access higher education in the region. Mr. Carlos Guzman – Roma ISD Superintendent welcomed the new service and offered his continued support for the new route. Dr. Montiel – South Texas College Campus Administrator and Mr. Juan Hernandez – Computer Science Instructor shared the future increased possibilities of access to higher education through Dual Enrollment as well as traditional course offerings now available through quality and reliable Valley Metro services.
- Nov 16: Robotics Competition Thelma Salinas STEM ECHS, La Joya ISD. In this competition, students demonstrated their programming abilities by developing A.I. that would effectively traverse a maze, knock-down obstacles within a parameter, sumo wrestle, and race. For this event, I helped with the setup, and I was score and time keeper. The event was from 1:15PM until approximately 4:00PM.
- Nov 17: Texas Regional STEM Accelerator Grant Meeting at PCN, Bldg. F – Rainbow Room. During this meeting, the plans for Phase II of the STEM Initiative were discussed. The areas of focus are healthcare and information technology, and faculty would be supported in this endeavor through

professional development and employer engagement. A commitment from faculty to support this initiative to produce sufficient STEM graduates is required. The meeting started at 12PM and ended at 4PM.

- Nov 20: 11:30AM Teaching & Learning Academy at PCN, Bldg. F – Rainbow Room. During this session, we went over the SACS Fifth Year Interim Report and how it impacts faculty.
- South Texas Consortium meeting (Educate Texas – Texas Regional STEM Degree Accelerator) on Tuesday, November 17, 2015 at the Rainbow Room Pecan Campus.
- NXT Robotic Night Class Competition -Thursday, November 19. (picture to the right)

Jayson Valerio
Division Dean – Nursing and Allied Health

- **Nursing & Allied Health Division:**
  - 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.
- **Division Activities:**

  - A.D.N. Advisor assisted the Super Saturday Event for Jr and High School Students-presented NAH Programs to approximately 65 students (picture to your right)
  - Attended a training to assist student with test taking skills
  - Attended Career Fair in Pioneer High School in Mission and presented to two groups (50 student each) the different programs at South Texas College
  - Attended Career Fair at Valley View High School, distributed South Texas College NAH Program information to 48 students.
  - The level 3 and 4 students of the Associate Degree Nursing Program were treated by the UHS Health System to a welcome back night at Double Tree Suites. The Nurse recruiter and other human resources personnel and directors of nursing departments were present to welcome the students.

  - students meet to de-brief, discussing their individual experiences, how their perceptions of the dementia client has changed, and how the experience will influence their future interactions with dementia clients.
  - November 2, 2015: Patient Care students are getting ready for our annual Harvest of Health! Patient Care program will be providing educational sessions on how a person with dementia and Alzheimer's. (picture to the right)

  - South Texas College's Beta Epsilon Mu Chapter of the Phi Theta Kappa (PTK) International Society held its Fall 2015 Induction Ceremony last Friday, October 30, 2015. Sandra Lylia Garza-Escamilla, a student of the Associate Degree Nursing (ADN) Program was inducted into office as the President of the honor society. During the ceremony, Ms. Jessica Garcia, one of the advisors of the chapter showcased the history, mission, and vision of the PTK, and emphasized the benefits of membership. The Interim Program Director of the ADN Program, Dr. Christie M. Candelaria addressed the new members of the chapter and encouraged them to work hard with passion to be successful in their education. She advised them to embrace failures, learn from them, and never give up or settle. Dr. Candelaria challenged the new members and officers to join her in the never-ending race for excellence. (picture to the right)

  - The Vocational Nursing Program, faculty and staff, was happy to receive Dr. Caparusso with some of his staff. Dr. Caparusso, had a great presentation on Diabetes and how it effects our health and feet. This information proved to be of great value and got the attendees to thinking how to improve their health. (picture to the right)

- The Nursing & Allied Health Division has been asked to attend many schools like: PSJA Memorial High School, Gonzalez Elementary, and Sharyland High School. These visits help inspire and educate students who are interested in the Medical field.
- The Radiologic Technology Program celebrated The National Radiologic Technology Week (NRTW) by providing educational presentations to all of Nursing & Allied Health Students. Students demonstrated different techniques learned from their courses with actual equipment.

- November 12, 2015 – the MAT program attended a career fair at Mission Options High School. MAT students interacted and discussed different aspects of the program and their successes. (picture to the right)
- November 14, 2015 - the Level II Medical-Surgical students attended a seminar "Nursing Perspective: To lead, Empower and Transform Nursing Practice", hosted by the Philippine Nurses Association of South Texas-RGV Chapter; A non-Profit Organization; at STC Cooper Center. It was a full day event. The seminar fulfills one of the student's clinical requirement/objective: Nurse as a Member of Profession: "Indicate the activities that promote the development and practice of professional nursing. Serve as a positive role model for students, peers, and members of the interdisciplinary health care team. Participate in activities that promote consumer awareness of nursing's contribution to society." The seminar was attended by several our ADN Faculties and Nurses all over RGV and spearheaded by our Program Chair: Dr. Christie Candelaria, who is the current President of PNAST, RGV. (picture above)

- November 19, 2015 – The Nursing & Allied Health Campus celebrated its 8th Annual Harvest of Health event! There was also food to enjoy while exploring different games, shows, and fun events that the faculty and the students presented to the public. Our Nursing & Allied Health Campus buzzed with excitement and many of our faculty and the students alongside with their families came to enjoy this great event!
- November 19, 2015 – The CHOC Committee also raised monies to award 5 scholarships to students in the Nursing & Allied Health Programs. Students chosen were from the EMT, VN, ADN, and HMAS. (picture to the right)

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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.
  - Annual Thanksgiving Luncheon for MVC Faculty/Staff - November 19th

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.

- Hoop it Up – every Wednesday & Thursday 10am
- Student Fitness Academy – every Monday at 3pm
- SLA Club Meetings – Tuesdays at 3pm
- SGA Club Meetings – Tuesdays and Thursdays at 4pm
- Kahoot Contest – November 4th
- 3 on 3 Basket Ball – November 10th,
- Veteran's Day Ceremony – November 11th, 12th, 17th, 19th, 24th
- Club Olympics – November 23rd
- SGA Toy Drive – November 18th

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 – November 3rd, 17th
- Great Condom Giveaway – November 9th & 10th
- Page Turners Club Meeting – Every Thursday at 4pm
- Political Science Club Meeting – November 10th
- Debate Watch – November 10th
- Fundraiser – November 16th & 17th
- Criminal Justice Club Meeting – Every Wednesday at 1pm
- Photography Club Meeting – Every Tuesday at 1pm
- Fundraiser – November 17th
- Mid Valley Campus Spanish Club Meeting – Every Thursday at 3:30pm
- Dia De Los Muertos Altars – November 1-4
- United Methodist Student Movement – Every Wednesday at 12:00pm
- Social Work Club Meeting – Every other Tuesday at 4pm
- Pop Culture Club Meeting – Every Wednesday at 12pm
- Club Socials – Every Friday at 11am
- Education Club Meeting – November 11th

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.
  - Computer Science Cyber Security Club – Nov. 6th, 13th, 20th,
  - Texas A&M University Recruitment Presentation – November 13th
  - Stress Management Workshop – November 20th

Counseling Department

- Throughout the month, counseling department organize a variety of workshops for students in different areas of disciplines.
- Veteran's Day Information Table – November 11th

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, Employability, Keyboarding, Computers, OSHA, CPR, Forklift Technology

Library Services celebrates Hispanic Heritage Month

- South Texas Harvest of Health – November 18th

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.
    - South Palm Gardens Tour – November 11th
    - Rico Elementary 4th graders Tour – November 12th
    - Donna High Seniors Tour – November 24th
- **STC Departmental Trainings and Workshops:** Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
- University Relations Dept.
- UTSA Advising Session – November 9th
- UTRGV Recruitment – November 24th
- Office of Judicial Affairs Department
- Awareness Booth – November 12th
- ARTS Dept. – Creative Wellness Class – November 4th & 17th
- Distance Learning Dept. – eTeach Training – 12th,
- Distance Learning Week Showcase – November 6th, 10th, 11th
- Child Development Center – Parent Workshop – November 20th
- Psychology Department-Psych Talks – November 16th, 18th
- Mentor Training – Oct 5th
- Oversight Committee Meeting – November 12th
- ELCT Department – Help Desk Troubleshooting – every Wednesday at 8:30am
- Career and Employer Services Department
- Resume and Interviewing Workshop – November 5th
- Suited for Success – November 17th
- High School Programs and Services
- Fall Bridge Program Meeting – November 20th
- Developmental Reading Department
- Book Swap – November 23rd & 24th

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

- VIDA- Hosts counseling sessions for NAH students several times a week.
- RGV Quilt Guild holds their classes and organization meetings several times throughout the month.
- Texas A&M Kingsville Engineering Initiative Information Table – November 17th & 30th

Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement**
  - Communicating w RGCCISD Director of Counseling to be present at Dual Enrollment Advisor Training
  - Communicating w BAT to present at dual enrollment recruiting visits from high schools
  - Attend bond construction plans for building H expansion
  - Contacting TMC Head Start to recruit BAT candidates
  - Early registration yard signs
  - Contacting PR Roma ISD to promote new bus route
  - Fliers went out to promote Roma bus route
  - Enlace and Town Crier PO in process for recruiting
  - Preparing for Holiday Luncheon scheduled for December 10, 2015
  - Preparing for RGCCISD November meeting with Counselors
  - Preparing for meeting w Roma ISD Superintendent and Valley Metro on new bus route
  - Discussions with food bank to participate in storage area
  - Discussions with Roma ISD ROTC for next Veterans Day celebration
  - Counseling Advising continue to work with RGCCISD & Roma ISD counselors for academic advising training.
  - Meeting set for discussion regarding Valley Metro bus route for Roma to Starr County Campus
  - Second recruiting flier mailed out to Roma ISD 2013, 2014, 2015 HS graduates
  - PO complete for newspaper ad for recruiting
  - Early registration continues
  - Schedule being prepared for recruiting in class for early registration
  - Roster for Spring 2016 enrollment requested for comparison and recruiting

- **Campus Events**
  - Comprehensive Advising & Mentoring Services 11/2
  - Prominence Health Plan Training 11/3
  - How important is your GPA? 11/3
  - Comprehensive Advising & Mentoring Services 11/4
  - TMC Staff Meeting 11/4
  - Student Leadership academy "Servant Leadership"11/4
  - Texas A&M Agrilife WOW Coalition Meeting 11/5
  - College Advisor Training 11/6
  - Valley Scholar Student Meeting 11/6
  - Region One Gear Up 11/16
  - Career and Employer Services "Clothes Donation" 11/16
  - Phycology Department Annual Lecture Series 11/16
  - Student Government Association "Meet & Greet" 11/16
  - Ramiro Barrera Middle School Campus Tour 11/17
  - Alcohol & Drug Prevention 11/18
  - Student Leadership Association "Environmental Leadership" 11/18
  - Head Start TMC 11/18
  - Blood Drive 11/18
  - Phycology Department Annual Lecture Series 11/18

- Ramiro Barrera Middle School Campus Tour 11/18
- Inside Out Movie 11/18
- Blood Drive 11/19
- SCRSEA Professional development 11/19
- Texas A&M Agrilife Extension Service 11/20
- South Texas Promotions Association “Health Event” 11/21
- All Clubs Meeting 11/09
- Texas Dept. of State Health Services 11/10
- How to tie a tie 11/10
- Veteran’s Day Celebration 11/11
- Student Leadership Academy “Ethics in Leadership” 11/11
- Resume Writing & Interviewing Skills 11/11
- Region One ESC Gear Up 11/11
- Conflict Resolution Awareness 11/11
- United Health Plan 11/11
- CAB- Autumn Music Festival 11/11
- Prominence Health Plan Training 11/12
- Comprehensive Advising & Mentoring Services 11/12
- Dual 2 Degree Presentation 11/12
- Psychology Club Orientation/ Rehearsal 11/12
- Valley Scholar Student Meeting 11/12
- Dual 2 Degree Presentation 11/13
- Ladies Conference 11/13
- Ladies Conference 11/14

➢ **Facilities Related**

- Checking security cameras on campus report sent to VP Elizondo and Paul Varville
- Repair roof on E building continues
- Roof leak building E auditorium continues
- AC building J down rapid response fixed
- AC repair for E.2-712 work order complete
- Meet with Technology Resources to plan for update on podium technology
- Request for new technology C building classrooms
- Request for new technology Building C conference room
- Coordinating with Maintenance Department to repair roof leaks in building E
- Landscaping request for proposal for landscaping rocks for entrance to campus
- Landscaping complete for Veterans Day event

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:
    - "College for All" 2015 Annual Conference: Nov. 5-6th
    - "College for All" 2015 Annual Conference: Nov. 5-6th
    - Culinary Wars: Nov. 9-13th
    - Mid-Valley Speaker Series: Nov. 11th
    - Mid-Valley Speaker Series (6 out of 6): Nov. 12th
    - Annual PsycTalks Lecture Series: Nov. 16th
    - FOCUS Academy Graduation: Nov. 20th
    - 10th Anniversary Turkey Trot: Nov. 21st
  - Continue to email supervisors, department/program chairs to submit student/program successes
- **Projects (development, data compilation, design, publication)**
  - Continue working on BAT booklet to gather data and student testimonials
  - Continue working on the informational booklet for Starr County Campus
  - Assist with STC presenters' regarding their presentation development for the upcoming South Texas College & PSJA "College for All" Conference for Nov. 5-6th
  - Finalized Dual Enrollment Program Booklet
  - Submit PR request to update Electrician Technology webpage
  - Preparation for meeting with NAH regarding ADN perspective student packet is underway
- **Reports (development, data compilation, design, publication)**
  - Communicating with RAS regarding submitted requests for Dual Enrollment PSJA ISD participation, sections, award and ECHS success rate.
  - Submitted data request to RAS for updated graduate information for Bachelor Programs to update annual report.
  - Updated Faculty Status Report for Fall 2015
  - Reviewed and followed-up with two honor program applicants.
  - Submitted a web request to PR to update Academic Affairs front webpage.
  - Resubmitted data request to RAS for updated information for Bachelor Programs to update annual report.
  - Reviewed and updated requested changes for Dual Enrollment Program Booklet for 2015 including data updates.
  - Received follow-up from RAS on data request for Bachelor Programs to update annual report. Some items pending clarification from program and others will be provided at the end of the Fall 2015 term.
  - Updated list of topics for Education & Workforce Development Committee (EWDC)
  - Compile Academic Affairs monthly activity report for Presidents Office
  - Compile faculty list by campus and division
  - Compile new and cont. staff vacant list
  - Emailed Leadership team to submit their FY 2015-2016 (year one) status report on Comprehensive Plan
  - Compiled FY 2015-2016 (year one) status report on Comprehensive Plan for VP approval
- **Student Course Evaluations**
  - Communicate with Reporting Team and Curriculum & Student Learning Dept. regarding scheduled uploads, drop uploads, & other items related to the Smart Evals site for Fall 2015.

- Facilitate with email distribution for scheduled Fall 2015 course evaluations and send updates for ongoing evaluation periods to Curriculum & Student Learning Dept for the week. The Regular Term and M0 sessions are currently available for students to evaluate.

- **Honors Program**
  - Assist Academic Excellence office review two Honors program participants' file (November 23rd and 25th) who completed program requirements and provided graduation regalia for Fall 2015.
  - Submitted two NOEs for participating Honors program Instructors for Fall 2015.
- **Meetings**
  - Attended HSI Steering Committee: Nov. 3rd
  - Attended the Academic Affairs search committee meeting for AA position: Nov. 4th
  - Attended ALA session Nov. 6th
  - Attended NAH –EWDC Rehearsal presentation Nov. 09th
  - Attended EWDC board meeting Nov. 10th
  - Attended RFP Steering Committee for ISP Division: Nov. 12th
  - Attended the Academic Affairs AA interviews: Nov. 13th
  - Attended STLA for Staff Steering Committee meeting: Nov. 17th
  - Attended Public Relations meeting to discuss AA Division webpage: Nov.18th
  - Attended the iPAS Grant Committee meeting: Nov. 19th
  - Attend the Project Managers meeting: Nov. 20th

Jessica S. Garcia
Coordinator – Academic Excellence Program

- **Valley Scholars Program**
  - Fundraising – Sent invoices to any 10th Annual ANWTS sponsors pending payment.
  - Retention – Held Valley Scholars Meetings at the Starr and Pecan Campuses on November 6th and 12th to go over upcoming events and program information. Held Fall Social on November 20th to wrap up the semester and provide networking opportunities for Valley Scholars. Students met with the Student Success Specialist for advisement and early registration for Spring 2016.
  - Marketing – 10th Annual ANWTS Thank You ad featured in Texas Border Business November edition. 10th Annual ANWTS featured in November issue of Socialife Magazine. Presented Valley Scholars Program information to Starr County high school counselors and administrators at the College Advisor Training Program at the Starr Campus on Nov. 12th. Participated in the College Resource Fair for high school counselors at the Pecan Campus on Nov. 17th.
  - Trainings – Attended Banner XE Migration training and Title IX Training. Attended Academic Council on Nov. 30th.

- **Phi Theta Kappa**
  - Meetings –Held Nov. Officer and General Meeting on Nov. 23rd. Collected graduation regalia pre-orders through the Academic Excellence Office for PTK students graduating in December.
  - Recruitment – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. 139 new members joined by November and additional students are still accepting. The final deadline to join is Dec. 11, 2015.
  - Hallmark Awards – Met with officers to discuss progress on Chapter's College Project to promote the online transfer tool, College Fish, to South Texas College students.

- **Honors Program (Yvette Gonzalez)**
  - Assist Academic Excellence office review two Honors program participants' file (November 23rd and 25th) who completed program requirements and provided graduation regalia for Fall 2015.
  - Submitted two NOEs for participating Honors program Instructors for Fall 2015.

Officer - Academic Grants and Projects

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

- **Component 1**
  - **Active Learning Classrooms/Training Rooms**
    - Worked on an extensive and revision to Deliverables with Lee Grimes and Dr. Petrosian.
    - Researching price differences between standard and active learning furniture.
    - Working with NAH to select a room to convert to an ALC Tier 2. 3.422 was the proposed room, but Jayson Valerio would rather spread the ALCs to different floors instead of having them on one floor. Researching whether 203 is a good fit for a Tier 2. The room capacity is 40 students with 527 sq. ft. combined with extra square feet from the attached SIMS lab.
    - Continued research of the price differences between standard and active learning furniture.
    - ALC Feedback meeting with faculty. They would like to begin scheduling spring courses in the ALCs as soon as possible.
    - Reviewing the inventory of the ALCs and condition of equipment and furniture.
    - Created an observation from to begin evaluation of the ALCs. It was the recommendation of the grant evaluator, Laura Sanchez, to calibrate the instrument of measure by conducting observations with the two same people completing the observation.
    - Reviewing the schedules of faculty in the ALCs, Sandra Ledesma, has offered to help me conduct the observations. About 5 this fall and then an additional 5 in the spring to calibrate the observation form.
    - A meeting with the faculty schedulers needs to be planned to ensure that FOCUS graduates are scheduled in the ALCs.
    - Communication with purchasing to review how the furniture for the ALCs in Year 3 can be purchased in compliance with the bond and grant. A meeting is scheduled.
    - Communication with Diana Bravo Gonzales with Broaddus and Associates to follow up on the two ALCs at the Mid-Valley Campus.
    - Quotes were received to compare the prices between standard table and mobile tables.
    - Assisted in revising the presentation request for the Faculty Development Trainer interviews scheduled for December 1st.
    - Observation form was revised per the recommendations of the grant evaluator, Laura Sanchez.
    - First observation was scheduled and attend with Sandra Ledesma. The observation will need to be rescheduled as the class met in G101 and moved to the computer lab for an assessment.
    - Meeting with Purchasing, Business Office, and Facilities to review furniture needs for ALC construction with in bond.
    - New location for NAH Tier 2, 4.426.
  - **FOCUS Academy**
    - Reviewed application for Faculty Development Trainer. Will began 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, Nancy Garcia, and Dr. Laura Sanchez
    - Working on recruitment efforts to fill the spring cohort. Rick Torres is working on a Form Stack to streamline the registration process. At current time there are 3 faculty members from Lass and 5 from Math.
    - Contacting Chairs for a list of participants.
    - Contacted applicants for the Faculty Development Trainer position.
    - Reviewed the inventory of the ALCs and conditions of equipment and furniture.

- Continued work on recruitment efforts to fill the spring cohort. An updated graduate list by division was sent along with the online link to all department chairs and deans. Currently there is 1 from BT, 6 from LASS, and 2 from MSB
- NOEs for graduates has been started, with all faculty successfully graduating and eligible for the stipend. A total of 34 faculty graduated with 1 PSJA instructor and myself.
- Presented at the graduation.
- Discussions with Karen at NAH to promote recruitment. An invite to present at the NAH division meeting is planned for December.
- NOEs for graduates are in process for the 34 graduates.

➢ **Component 2**

- **Redesign and Expansion of Faculty Advising**
  - Worked on an extensive review and revision to Deliverables with Lee Grimes, Nancy Garcia, and Dr. Laura Lopez.
  - Met with Dr. Laura Lopez to check the progress of the Faculty Advising Program and Lead Faculty Advisors. Discussed a future meeting to review the evaluation plan.
  - Continued to work with Dr. Lopez to review progress and goals.
  - Presented the HSI Grant at Faculty Advising session.
  - Working with Laura Lopez to use FOCUS Academy to promote Faculty Advising and Faculty Advising to Promote FOCUS Academy. A meeting is planned to move her current sessions to G101 and possibly one session to C111. Had a meeting to review C111 for the Degree Works training and review the technology requirements.
  - IS&P requests were sent to add the Moxilla Firefox browser to the laptops and additional laptops needed for training.

➢ **Component 3**

- **Enhancement of Technology Infrastructure**
  - 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.
  - Forwarded the AV specs to IT and TR. The AV looks to be good standing for new construction and Lucio will send a quote for data drops needed in NAH and PCN T 1.506.
  - Met with Dr. Addae to review the progress of his projects.
  - Meeting with IT staff to discuss options for the Tier 2 upgrade in Pecan G101. Quotes for the different options were submitted. Additional information for TR is required to determine which option they would be able to service.
  - Communication with Alex to begin submitting quotes for the additional technology equipment and supplies needed to improve infrastructure.
  - Quotes were received for interactive monitors for Tier 2 ALCs. TR support for these units is still pending.
  - Meeting with Eddie Diaz to test the Click and Share equipment and software for C111.
  - Meeting with Eddie Diaz to review alternative approach for towers in ALCs.

<u>Management/Compliance</u>

➢ **Department of Education**

  - Drafted a new proposal of projects and a budget to support the goals of the grant and schedule scope of the bond.
  - Reviewing the Annual Progress Report due February 1, 2016. Beginning to draft the report.
  - G5 review and updates.
  - Title III part F and Title V grant webinar was rescheduled.
  - Review of Annual Progress Report template and evaluation plan.
  - G5 review

➢ **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.
- Reviewed applicants for Faculty Development Trainer.
- Planning Steering Committee Meeting and preparing summative booklet.
- Participant and presenter for Academic Affairs Council Meeting.
- Participant for FOCUS Academy
- 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.
- Continued work with David Passero and Samantha Uriegas, to review the financial forecast of the grant and future projects regarding new construction.
- Planning Steering Committee Meeting and preparing summative booklet.
- Participation in FOCUS Academy, Jaguar Academy, and the Planning and Development Council.
- Contacted all applications for the Faculty Development Trainer position to verify interest, as some of the applications were from 2014. Organized screening committee to review applicants and list who they wanted to interview. Compiled results of all screening committee members. All information and conversations with applicants was documented for HR. The contact information for the top three applicants was given to Lee Grimes, the hiring committee chair, to contact applicants for interview on December 1st.
- Participation in FOCUS Academy and Jaguar Academy.
- Completed HSI Comprehensive Plan Year 1 and 2.

Meetings

- HSI Steering Committee Meeting November 3rd.
- FOCUS Academy Graduation November 20, 2015
- December 1st – Interviews for Faculty Development Training position.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Curriculum**

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

Curriculum Changes

- The Curriculum Specialist added a missing Development Fee to INRW 0304 sections for Spring, Summer and Fall 2016.
- An audit on course rubric inventory in Banner was completed in order to ensure only active course prefixes are displayed.
- The Curriculum Specialists updated the core curriculum in Banner for 2015-2016 reporting and worked on the curriculum revisions for the 2016-2017 implementation.

Faculty Handbook

- The Curriculum Specialists completed the conversion of the faculty handbook from InDesign to Word in preparation for the 2016-2017 academic year.

College-Wide Committee Meetings for Fall 2015

- The College-Wide Curriculum meeting was 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 was November 15, 2015. The December College-Wide Curriculum meeting is scheduled on December 3, 2015.

Program Development

The Curriculum Specialists and Associate Dean met with the following departments:

- Culinary Arts Program Chair - Discussed his program brief for the proposed Bakery and Pastry Arts AAS.
- Engineering Department Chair - Finalized revisions to the Engineering field of study.
- Kinesiology Chair and Division Dean - Reviewed the program brief for Personal Trainer Certificate. The program brief was finalized and sent to the Dean for approval.
- Met with the Patricia Pomares to finalize the Cyber Security Specialist and Emergency Management Certificate program briefs. The program brief for Cyber Security was finalized and forwarded to the Dean for approval.
- Met with the Law Enforcement program developer to review curriculum and documents for AAS – Crime Scene Technology.

Training

- The Curriculum staff met with the former Associate Dean to discuss SCANS profiles, program briefs/summaries, students earning multiple AAS & AA degrees, and any pending curriculum issues.

Curriculum Software

- Demos for curriculum management software tools were setup with the following vendors:
  - CourseLeaf
  - SmartCatalog

Meetings & Conferences

- The Curriculum Specialist provided presentation on curriculum updates at the College Advisor Training Program at the Starr Campus.

Miscellaneous

- Assistance was provided to the department of Human Resources with updating the faculty roster in preparation for the conversion to the Xitracs Credential module.
- The Curriculum Specialist worked with the Public Relations department and finalized the new departmental webpage. http://academicaffairs.southtexascollege.edu/curriculum/index.html
- The statuses on proposed programs for the Academic Affairs comprehensive plan were updated.

- **Student Learning Outcomes and Assessment**
  JagPride Reporting Deadline for Fall 2015: December 14 (Adjuncts & Dual Enrollment Faculty) & January 29 (Full-Time faculty)
  JagPride Trainings
  - Twelve trainings were offered during November at Mid-Valley, Starr, and Pecan, with a total of 37 faculty and chairs in attendance. The Learning Outcomes staff assisted faculty with registering for upcoming trainings and using the system through the JagPride help line. An additional training was provided to review the process of submitting data. Faculty had the option to begin entering their activities for Fall 2015

  Reporting
  - The Learning Outcomes staff conducted an additional JagPride PLO & CO Chair reporting AY 2014-2015 audit to update the list and provide department chairs and deans with the update. The Learning Outcomes staff assisted departmen chairs in completing their program reporting. Chairs who have not completed their PLO reporting were sent reminders.

  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. The SACSCOC 5-Year reports were reviewed and sent back to the Reporting Analyst with the modifications needed. Reports completed. The next set of reports will be completed in December.

  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
  - Met with Mark Gadson and Diana Lucio from Public Administration to follow up on their pending curriculum map. The Learning Outcomes staff provided guidance on creating new learning outcomes and the department is now pending approval from their committee.
  - Met with Rey Sanchez, CADD department chair, to discuss PLO reporting for programs in his department.
  - Met with Monica Alaniz, coordinator for Mexican American studies, to review the JagPride reporting database and PLO reporting.
  - Met with Mr. Hilaire Saint-Pierre, instructor for Health Services & Management, for a one on one training on JagPride. Started entering data for Fall 2015

- **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 mini-mester 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.

- The Scheduling Technician coordinated with Baylor University to finalize Summer Reading Program room reservations. Operations and Maintenance department will ensure STC facilities/classrooms are properly equipped. Summer Program will begin June 11, 2016 through July 18, 2016.

Fall 2016 Schedule

- The deadline to submit changes for the Fall 2016 semester was November 16, 2015. The Scheduling Technicians deleted all cancelled courses from Banner, and began processing all the change requests received.

➢ **Departmental Activities**

- Department Meeting took place on November 19, 2015 to discuss pending projects, deadlines, and address any pending issues or questions.
- The department attended a Banner XE Migration demo

➢ **Institutional Activities**

- The evaluation session for the regular semester became available on November 9th and will remain open until December 4th. A total of 80,530 evaluations are available to students, and 31,881 have been submitted, equaling a 40% response rate as of 12/4/2015.
- The Curriculum and Student Learning staff finalized documentation required for the SACS 5th Year Report - 1st Draft Deadline – December 2015. The Associate Dean submitted the documentation in Xitraxs as requested by the SACSCOC Liaison.

➢ **Associate Dean**

- Presented at the PSJA College for All Conference at the McAllen Convention Center.
- Attended the Multidisciplinary Studies Update to discuss the development of procedures for advising students as required by the THECB.
- Participated in a conference call meeting with the RAND representative and the Director of Comprehensive Advising, Nancy Garcia to discuss advising at STC and provide more information to be used in the RAND ABE study.
- Participated in the IPASS (2) grant meeting with Hobsons.
- Participated in the Data Standards Enrollment workgroup.
- Met with the Digital Services Manager to discuss updates to the departmental webpage.
- Attended the FERPA statement composition team meeting.
- Attended the IE/Budget Training.

➢ **Travel by Associate Dean**

- Attended the 2015 Community State and Technical Colleges Liaison Meeting at THECB offices in Austin, TX.

➢ **Upcoming Travel**

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

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs**
  - Created and completed the rollover schedule that we designed to expedite the enrollment of students who have received a grade of at least a "C" this fall into the spring follow up sections. We expect to rollover 1,223 sections to be run after grades are posted for the fall. Because some instructors may not submit grades on the due date, we will run the first rollover the 18th of December and a subsequent one after the new year.
  - Approximately 584 sections are new to the spring and students will be enrolled manually by Admissions and ECHS Coordinators for these section. This makes for a total of 1,807 dual sections for this coming spring.
  - Last year we rollovered 1,054 from fall '14 to spring '15, had 449 sections that needed manual enrollment, for a total of 1,503 sections. These amounts to an increase of 304 sections form spring '15 to spring '16. Due to fall drops, we anticipate dual enrollment to be equal to or slightly higher than the fall '15 total of 15,267.
  - Dual Enrollment Academy Program Recruitment has started for the Pecan and Mid Valley Campuses. Presentations are currently being held for both students and parents for the upcoming academic year.
  - 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.
  - 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.
  - 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.
  - We are in the process of creating the DECAs used to charge the schools that are using STC faculty to all sites for the spring term. We anticipate a continuation on the increase in the revenue collected, and will report this to Cabinet when figures are finalized.
  - The Recovery program started on Oct. 26th. We are adding La Joya back with one Automotive class for this fall and hope this to continue for the spring.
  - Counselors from BETA met with Ms. Veronica Rodriguez, Child Care program chair, on promoting a new CDA certificate for dual students.
  - 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 will include over 300 sessions focusing on tools and strategies that can be incorporated with our current programs to ensure student retention and success.
  - 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.
  - 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 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.

- **Alejandra Cantu – Dual Enrollment Planning and Scheduling Manager**

Workshops/Meetings

- Meet with the Women and Technology committee.
- Attended PSJA College For All Conference
- Attended the Title IX Counseling training at the Rainbow room.
- Meet with the pre pharmacy club to discuss recruitment with DE students.

DE Scheduling and Planning

- Created two new sociology section and one criminal justice online for La Joya ECHS.
- Worked with McAllen ISD dual enrollment department to make changes on some of the courses on the spring schedules.
- Spoke to Director or Progreso ECHS to request a new history and math sections at their campus. Both chairs approved the sections.
- Had a phone conversation with principal from CCTA to discuss spring schedule.
- Worked with counselor at Ballew Hs to finalize the spring schedule.
- Spoke to CTE Director from Mission ISD to clarify time conflicts on the PMT courses.
- Worked with PMT program chair to finalize all the dual enrollment PMT sections we offer at the high schools.
- Finalized Sotomayor's HS spring schedule.
- Created a new chemistry 1412 for PSJA Memorial HS.
- Requested an organic chemistry on campus for Thelma Salinas's students. Chair approved section.
- Made some room changes and faculty changes for the Academies' spring schedule.
- Finished pairing up the fall rollover classes with the spring sections.
- Worked together with Lupita to finalize the 2015-2016 rollover schedule.
- Added all the Recovery sections to the DE Web System.
- Worked with IT department on a glitch on the DE Web System. (operators not able to see rosters) Problem was resolved.

- **Clarissa Torres – Dual Enrollment Program Specialist**

Dual Enrollment Faculty

- Four more dual enrollment faculty were submitted for the spring 2016 semester. Currently thirteen candidates are seeking DEF status for spring 2016. Two interviews were conducted in November and one candidate was approved.

ACTA

- Continued participating in the Ambassador's cross training academy through professional development. The academy will consist of 11 Thursday morning meetings that will be completed on December 4th.

Pathways Summit, Houston, TX

- Attending the Texas Completes Pathways Summit in Houston, Texas for two days. General Sessions included eliminating road blocks for students. We broke up into teams by college to evaluate and come up with best practices to better serve our students.

Dual Enrollment Academies, Case Management

- Met with dual enrollment academy students throughout the entire month of November. 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. In addition, met with dual enrollment academy course instructors regarding grades and student concerns.

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 Palmview, BETA, Mission, and Roma in the month of November. Answered student questions and provided information regarding the Dual Enrollment Academy Program.

Hidalgo ISD, TexPREP Year 4 Trip, San Antonio, Texas

- Hidalgo TexPREP students who completed all four years of the program were invited to attend a trip to San Antonio, Texas. The students toured UTSA, attended the Witte Museum, and National Wildlife Ranch. The tours and activities at the locations were STEM based to encourage students to encourage careers in those specific fields.

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

Conference/Workshops/Meetings

- Attended CTE Advisory Committee Meeting – Sharyland ISD
- CTE Directors Networking Meeting – Region One
- Meeting with various Program Chairs
- Attended ACTA Training
- Counselors Update

- 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 November 24, 2015. FS noted that partner school ads are at times not crediting STC as the institution providing the college degree. FS summarized progress made on DE issues and that STC is a leader far and above other institutions that are providing dual enrollment.
- Developed the 2015-2016 Charges/Action Plan for the Dual Enrollment Taskforce Steering Committee after the meeting on October 29, 2015.
- Responded to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Collecting basic guidelines for STC faculty to mentor dual enrollment faculty. Participating in mentoring program in the History Department.
- Working on draft of dual enrollment faculty rights and responsibilities and providing input on FERPA that was referred to a separate work group.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as scheduled.
- Continue 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 webpages: http://academicaffairs.southtexascollege.edu/highschool/summit.html
- Dual Enrollment Principals Agreement (out of date version)
- Partnership Sign (has prior STC logo)
- Contact Information for HSPS (out of date information)
- Contact Information – Student Services and Enrollment Management (out of date information)

Sofia M. Peña
Director - Early College High Schools

- The ECHS Staff attended a meeting with several school districts in preparation for the submission of new designation applications. As part of the designation process the schools must meet as a team with the higher education partner in filling out the application.
- The ECHS Staff hosted Sharyland Advanced Academic Academy (A3) for their Fall Bridge which included a tour of the campus and presentations from student life, student affairs, financial aid and the CLE.
- ECHS Staff attended the Ribbon Cutting ceremony at Mission Collegiate Early College High School. Mission CISD built a brand new school for the early college and it was formally presented to the community along with tours and student presentations. This is the first Early College Campus that has a new facility built for them from the ground up. Very exciting for the entire community.
- ECHS staff participated in the mandatory Title IX training to ensure compliance is clear with this law.
- ECHS Director and Staff attended and participated in the PJSA College for All Conference. The staff also manned an information table at the conference.
- ECHS staff are closely working with their respective schools to assist with the redesination application for ECHS
- ECHS Director attended a meeting with Administration from Denver and San Antonio Schools and Higher Education administrators to discuss best practices and lessons learned from Dual Enrollment and ECHS partnerships.
- ECHS Team attended, presented and manned a vendor table at the 2nd Annual PSJA/STC College for All Conference.
- ECHS Staff attended an ACT Informational session at UTRGV for purposes of gaining information to share with our ECHS students.
- ECHS Staff attended the mandatory Title IX training this past week to ensure that everyone understands this important information.
- 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 has been working on graduation and all seniors have been through a degree audit to determine eligibility to walk at the May 2015 Commencement.
- ECHS Director attended the RGV Focus Leadership meeting where topics such as the new tuition structure at UTRGV were discussed.

Rebecca De Leon
Director – Academies and HS Projects

- **Completed: Projects / Activities**
  - Completed twenty Dual Enrollment Academy Program Recruitment presentations with partnering campuses in November.
  - Coordinator of Academies and High School Projects, Rebecca De Leon attended the PREP Site Directors Training on Thursday, November 5th and Friday, November 6th at the University of Texas at San Antonio Campus. The Training included new tools and strategies that can be incorporated with our current program to ensure student retention and success.
  - Spring 2016 Registration for DE Academy students has been completed.
  - Revision of Memorandum of Understanding has been completed and sent to new partnering districts for summer 2016.
  - A Grant Proposal was submitted on Monday, November 21st for a Cyber Camp through Texas Workforce Commission to be held summer of 2016.

- **TexPREP:**
  - TexPREP Program traveled with Hidalgo ISD to San Antonio for an overnight STEM trip on November 19-20th with 29 students who successfully completed all four years of the program. The participants visited the Toyota Plant, University of Texas at San Antonio Engineering Department, Natural Bridge Wildlife, and The Witte Museum. Photos have been attached.
  - Finalization of travel paperwork is in progress for a STEM based trip to Houston, Texas for the fifteen Roma ISD students who successfully completed the program on December 12-15, 2015.
  - A student/parent meeting was hosted on Tuesday, November 10th at Roma High School for the STEM based trip to Houston, Texas for the fifteen students who successfully completed the program on December 12-15, 2015.

- **Academy Programs:**
  - Case Management was completed at the three sites with Academy students.
  - Required tutoring for students earning below 80 in classes.
  - Dual Enrollment Academy Workshops held at Mid-Valley Campus:
    - Texas A&M Representative provided DEA Juniors and Seniors information about degrees offered, life on campus, scholarships, and admissions requirements on the afternoon of November 13th.
  - Dual Enrollment Academy Workshops held at Starr County Campus:
    - South Texas College Financial Aid Presentation was held for students on November 6, 2015.
    - Texas A&M University Public Health Degree Presentation was held on November 13, 2015 for the purpose of college readiness.
    - DEMSA Senior Workshop was held on November 20th to work on college essays and scholarships.
  - Dual Enrollment Academy Workshops held at Pecan Campus:
    - Presentation was held on November 6th for Academy juniors and seniors on "Dual Enrollment Academy Sessions Recap".
    - Dual Enrollment Academy students were provided a University Admissions Presentation by Texas A&M Kingsville RGV Engineering Initiative on November 13th.
  - Meeting was held on November 12th with Med High Administration to discuss the opportunity to recruit their students for the Dual Enrollment Medical Science Academy.

- **Professional Development/Continued Learning:**

- Title IX Consulting Training was attended by department coordinator on November 4th.
- Dual Enrollment Academy Specialist, Mr. Castaneda attended the 3rd Annual South Texas College Counselors' Update on Tuesday, November 17th.
- Staff Meeting was held on Monday, November 23rd.

➢ **In Progress: Projects and Major Activities**

- Roma ISD TexPREP Trip on December 10-12, 2015
- Submission of final grades to school districts for Academy students.
- High School Programs Administrator, Mr. Nick Gonzalez and Coordinator for Academies and High School Projects, Rebecca De Leon will meet with representatives from Doctors Hospital at Renaissance to discuss internship opportunities for DEMSA students.
- Planning of College Tours for Spring 2016.

Lee Grimes Etheridge

Associate Dean - Office of Professional and Organizational Development

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

- **Pharr Teaching Center**
  - Coordination of Hp8150 printer relocation from STC warehouse to PTC computer lab 145 continues.
  - Set-up of new office area in PTC is on-going and pending transfer of equipment and furniture.
  - Coordinated replacement of broken media cart in room 144.
  - Helped faculty set-up Wi-Fi lap connections to Secured access from lap tops.
  - Hosted Construction Supervision Association project build.
  - Participated in providing sides for CCTA student traditional Thanksgiving luncheon.
  - Set-up of new office area is on-going and pending transfer of equipment and furniture.

- **La Joya Teaching Center**
  - Jagprint installation finalized in computer lab 236.
  - Met with ECHS Principal Sepulveda, DE Coordinator, Gracie Lopez and LJISD Marketing Coordinator to discuss possible course offerings for the La Joya Teaching Center. Will need to initiate with community survey and data analysis of district students.
  - Met with LJISD Director of Guidance & Counseling, Myriam Tellez to discuss possible program offerings.
  - Pending meeting with data staff to initiate community survey and data analysis of La Joya district students.
  - Follow up meeting pending with LJJC administrators and PR office to promote Teaching Center.
  - Pending removal of old computers from storage areas.

- **Other Activities:**
  - Attended Campus Technology Webcast: Learn the 5 Most Important Things About Deploying a Fast, Reliable Wi-Fi Network at a College or University.
  - Attended Business & Technology PC meetings.
  - Attended Academic Affairs Council meeting.
  - Attended Banner XE Migration Presentation held at the Cooper Center.
  - Attended Construction Supervision Advisory Committee meeting.
  - Attended College for All Conference.
  - Attended Campus Technology Webcast: Fostering Learning Through Furniture & Interior Design.
  - Attended College-wide Curriculum Committee meeting.
  - Attended Business & Technology Thanksgiving luncheon.
  - Attended HVAC& R Advisory Committee meeting.
  - Coordinated Construction Supervision Association Thanksgiving meal donations to STC student and Veteran J. Hernandez, McAllen Family on 28th street near Pecan Campus, Gutierrez Family and Torres family both in the Mission / La Joya areas. Meals to be delivered on Wednesday, November 25, 2015.
  - Coordinated and assisted with community build projects together with student volunteers to assist needy families in need of home improvements and social services.

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
November, 2015

Alicia Gomez, CIO
Technology Resources

Applications Development
The 2014-2015 Comprehensive Technology plan was reviewed and updated. The statuses; (Completed, In-Progress, and Cancelled) were provided and carried over to Technology Plan 2015-2016. The Comprehensive Technology plan for 2015-2016 was reviewed and updated as well. One out of the ten pre-approved new Technology projects for 2015-2016 has been postponed to a later date. The new Technology projects for FY 2015-2016 deployments are as follows:

Student Success and Persistence Initiative Projects
Constituent Relationships Management system (CRM) – Radius by Hobsons
The CRM implementation team held a conference call with Hobsons representatives to go over all the information complied during their visit on October 20, 2015. The team will review Hobson's recommendations for an implementation plan and follow up with the consultants on questions and/or modifications to the documentation. The next steps in this project includes business process and mapping sessions with STC stakeholders. Radius is expected to go live 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 January 2016 and is expected to be completed by May 2016.

Continued Education Enrollment system
The period to receive vendor proposals for a new Enrollment application system for Continuing Education has been extended. The implementation team expects to complete the RFP process and have a decision made before the end of the calendar year in order to begin implementing in January 2016. This project is expected to go live in fall 2016.

NOE Automation
This project has been postponed to a later date per Cabinet recommendation. The STC technical and functional teams will be trained on business process mapping, project management, and other general accountability concepts before moving forward.

Safety and Security Parking and Citation system
The Request Proposal for a new Parking and Citation system was completed and advertised; however, due to the Holiday break the Purchasing department recommended to extend the advertisement period. All the responses will be reviewed early January and once a recommendation is made it will be sent to Board for approval. This project is expected to be completed and rolled out to production next summer.

Luminis 5 upgrade - JagNet
The Research office will be supporting TR in conducting student focus groups to gather feedback on the current JagNet platform and find opportunities for improving the next JagNet release. While new ideas for the JagNet re-design and content are gathered, the technical team continues to work on the portal platform update. The current platform solution, Luminis, will be upgraded to the next version starting January 2016. The new Luminis version will allow the TR team to transform JagNet to a better and improved student portal.

Banner XE upgrade
The TR team together with Ellucian consultants are planning a Banner assessment project. Ellucian experts will lead the Banner assessment which will consist of electronic surveys and follow up visits with STC Banner stakeholders to find opportunities for improvement before the new Banner XE transformation project begins. The assessment is expected to begin January 2016.

Timekeeping System
The Finance and Technology Resources teams continue working on a plan to migrate the current Time Force Keeping system to a new system. The functional and technical teams conducted a conference call with Time Clock Plus consultants to go over a proposed implementation plan. The STC implementation team will begin to map the current process and formalize a project plan before the new system acquisition. Implementation and go live dates will be reviewed and modified accordingly.

Infrastructure

STARR Data Center for Disaster Preparedness/Recovery Planning
The Technology Resources department continues to work on a project plan to create a Data Center in Rio Grande. Hardware specifications and quotes are being finalized and will 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 department continues to work on a project plan to virtualize 300 podiums. The team is finalizing the equipment and license quotes with the vendor for a scalable solution and expects to include this item for January Board approval.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 11/2/2015: Project Update Conference Call, Banner Presentation
- 11/3/2015: HSI Steering Committee meeting
- 11/4/2015: Title IX Consultant Training
- 11/5/2015: ACTA Training
- 11/9/2015: Project Update Conference Call
- 11/10/2015: Digital Signage Meeting
- 11/11/2015: ADA Planning Meeting, Starr Campus Visit
- 11/12/2015: ACTA Training. ADA Position Meeting
- 11/13/2015: Focus Academy, ALC Feedback Meeting
- 11/16/2015: Project Update Conference Call, Library Services Group Meeting
- 11/17/2015: TR Collaboration Meeting, G101 Meeting
- 11/19/2015: ACTA Training
- 11/20/2015: FOCUS Academy, Teaching and Learning Academy
- 11/23/2015-11/25/2015: Vacation

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	263
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	185
Dec	

SOUTH TEXAS COLLEGE

November-2015

Reservations by Campus:	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	118	35	0	120	6
Data Projector	65	0	2	3	1
Laptop	216	10	21	0	16
PA System	7	4	3	4	5
CD Player	0	0	0	1	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	1	2	0	0	0
TV	0	0	2	0	3
Microphone	105	15	13	3	7
Direct Box	10	2	1	0	0
Digital Camera	0	0	0	0	1
Speakers	112	10	0	120	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	1	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	10	6	2	3	3
Document Camera	59	0	109	0	11
DVD/VCR Player	14	0	2	1	1
Wireless Lab	0	35	0	0	0
Keyboard/Mouse	15	0	14	0	2
Sympodium	0	0	8	0	0
Hard Drive	0	0	0	0	0
USB Hub	1	30	0	0	0
CPS	0	5	0	0	0
Mixer	18	2	0	2	3
Tripod	1	2	0	0	0
WebCam	1	2	1	1	1
Computer	45	0	0	0	0
Portable Table	24	2	3	3	4
Microphone Stand	7	15	1	0	0
HD Video Streamer	3	0	0	0	0
Polycom Phone	1	0	0	0	3
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	12	57	0	0	1
TOTAL	*845*	*234*	*182*	*262*	*68*

Victor M. Gonzalez, CISO
Information Security

- **In-house vulnerability management program**
  Summary: The use of Nessus Cloud and Acunetix Web App Vulnerability scanners have been implemented and tested. Weekly scans of our perimeter and DMZ network have been taking place for some time now and have proven to be very useful in assessing our external security posture. The web application scanning is just getting underway, but will also be used as a tool to verify that our internal and forward facing applications are secure and are using best practices in regards to secure coding.

- **Center for Internet Security Membership**
  Summary: The Technology Resources team was introduced to the features of the CIS software and portal that is available to them. This will be used to determine baselines for configuration management. The membership will provide several resources that can help our effort to harden our systems 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**
  Summary: The purchase of DUO, a two-form factor authentication software, is being purchased. This will allow us to complete 2 of the 4 issues with our PCI compliance. The file integrity monitoring will finalize the last 2 remaining requirements. 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 month has ended, but the team is still working on Security Awareness plans to engage more of the STC community. Our Securing the Human portal licensing has been renewed as well.

- **SharePoint site development**
  Summary: InfoSec Department 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.

Institutional Effectiveness & Assessment

IE Related Activities:

- Assisted Associate Degree Nursing chair with FactBook data
- Updated name of North American Advanced Manufacturing Research and Education Initiative Department in Xitracs.
- Attempt to contact Construction and Facility department for follow up their IE planner
- 2015-2017 IE Budget Request training for:
  - Bachelor Programs & University Relations
  - Math & Science
  - Business & Technology
  - Human Resources
  - Nursing & Allied Health
  - General audience (presentation for faculty/staff who did not attend previous training)
- Collection of Fact Book data for 2013-2015 IE Reports
- Audit of 2015-2017 IE Plans including a professional development component
- Continue working on data audit from report. Ensure collect data with corresponding departments
- Xitracs assistance for IE Plan Writers' budget requests

IEA Reporting Analyst's Activities:

- Continued Work on the CBM Sharing network drive configuring with TR
- Provided report scripts for HR per request
- Assisted on the IE/Factbook data request for NAH – Associate Degree Nursing Job placement
- Tested IEA website and reported the error
- Found and fixed login issue for IEA website.
- Updated IEA website
- Updated Job Placement Rates/Graduate Placement Rates reports for STC Factbook
- Worked on the Factbook report scripts update

Factbook Related Activities:

- Updated and posted the Graduate Awards Summary by Academic Year and by Program (2006-2015) report for internal STC Factbook
- Provided reformatted report results for NAH request for internal STC Factbook
- Worked on the Graduate Awards Summary for external STC Fact book
- Continued work on the new version of STC Factbook data collecting
- Updated the Data Release Timeline
- Updated and posted the Graduate Awards Summary for external STC Fact book
- Updated the report scripts for STC Factbooks
- Continued work on the new version of STC Factbook data collecting
- Updated and posted the CCSSE Benchmarks of Effective Educational Practices Trends (2008-2015) for both internal and external STC Fact book
- Uploaded and posted the CCSSE 2015 Key Findings for internal STC Factbook
- Updated and posted the 2015 CCSSE Benchmarks of Effective Educational Practices for external STC Fact book
- Continued work on the Transfer Rate of STC Students to other Universities reports for external STC Fact book

- Continued work on the Transfer Rate of STC Students to other Universities reports for STC Fact book
- Coordinated with RAS for the Job Placement Rates/Graduate Placement Rates report updating for STC Factbook
- Updated Job Placement Rates/Graduate Placement Rates reports for STC Factbook

Meetings and Trainings:

- Observed the THECB - Music Field of Study Advisory Committee
- Continued Self-training on the CBM Reporting Manuals
- Observed the THECB meetings
    - Health-Related Institutions Formula Advisory Committee Meeting (HRIFAC)
    - General Academic Institutions Formula Advisory Committee Meeting (GAIFAC)
    - Community and Technical Colleges Formula Advisory Committee Meeting (CTCFAC)
- Observed the THECB - Texas Association for College Admissions and Counseling and DTC70
- 2015 National Distance Learning Week Webinars:
    - USDLA State Chapter Overview
    - Virtual Presence: Inspire and Engage in the Virtual Classroom and Beyond
    - Distance Learning Resources in Telehealth
    - "Company's Coming. Get Out The Good China!"
    - 10 Signs That the Shift to Digital Is Underway – and 5 Ways to Get Ahead of the Curve!
- Attended the Puente Conference Call
- Observed the THECB - Uniform Pre-Nursing Curriculum Advisory Committee meeting
- Observed the THECB - Apply Texas Advisory Committee meeting
- Attended ACTA

Miscellaneous:

- Attended training with David for data collection.
- Title IX presentation
- Cleaned-up, defragmented, and virus scanned PC
- Reviewed the Budget Training with Mrs. Sanchez
- IE Analyst Hiring Committee
- Attended Sleep4hearth webinar
- Evaluating applicants for IE Analyst position using PeopleAdmin

Cody Gregg, Dean
Library and Learning Support Services

Dean's Meetings:

- 11/2/15: CLE Manager Recommendation Meeting; Schematics Meeting; IS&P Leadership Team Update Meeting.
- 11/3/15: Bond Program Planning Meeting; HSI Grant Meeting.
- 11/6/15: Bond Program Planning Meeting.
- 11/9/15: NAH Library Design Meeting.
- 11/10/15: CLE Manager Interviews; Meeting to Review Layout of Pecan Library Tutoring Area; Board Meetings.
- 11/11/15: Steering Committee Meeting; Starr County Campus Technology Needs Meeting.
- 11/12/15: Meeting with VP-ISP&SI; CLE Manager Interviews.
- 11/13/15: Meeting to Discuss CLE Manager Recommendations; Lunch with Open Labs.
- 11/16/15: Meeting to discuss tutoring attendance; CCUMC Board Meeting Conference Call; Library Services' Group Meeting.
- 11/17/15: Bond Program Planning Meeting; Meeting to Discuss Compact Shelving.
- 11/18/15: Librarian Job Descriptions Meeting; Meeting to Review Furniture Proposal for CLE.
- 11/19/15: Bi-Monthly Meetings with Directors.
- 11/20/15: Meeting to Discuss Compact Shelving; Conference Call with 720 Design.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with library furniture vendors regarding the Pecan Capital Improvement Plan.
- Prepared for Collection Development Advisory Committee meeting.
- Continued configuring the BLUEcloud Suite in the Symphony test environment.
- Began creating custom Desk Tracker reports for reference staff scheduled duties.
- Continued updating several library webpages to include new code and guidelines from the PR and Marketing department.
- Continued researching and testing trial versions of several staff scheduling platforms.
- Began researching the feasibility of adding a phone number field to the holds screen of the online catalog.
- Continued working on a large project to update catalog field indicators so that records can be validated correctly.
- Continued working with EBSCO and Gale concerning ebook usage statistics.
- Continued updating photos of CLE tutors on the website.
- Continued to modify the online test proctoring form.
- Continued creating proposed CLE usage reports.
- Began working on the online Tutoring Button.
- Continued to work on the serials usage survey.

Collection Development Balances:

- Library Acquisition…… $ 148,312.00
- BAT & BAS/ Materials- …… $ 27,112.00

Information Commons and Open Labs:

Highlights:

- Dell Precision T5810 computers have been installed at all campuses.
- Apple computers are pending software setup at several campuses, but they have all been set up.
- Internet Explorer 11 is being tested in our areas.

November 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,299	12,190	30,191	25,794
Pecan Internet Café	972	2,991	14,152	12,867
Pecan T. Info. Commons	835	1,933	13,724	6,084
Mid-Valley Open Lab	1,715	7,431	15,413	
Mid-Valley Open Area E-117	789	1,735	6,946	
Mid-Valley G-144	393	896	6,815	
Starr County Open Lab	551	2,276	18,759	
NAH Open Lab	1,350	6,160	8,142	
Technology Open Lab	734	2,877	4,787	
Technology Internet Café	225	661	2,036	
District Total:	**10,863**	**39,150**	**120,965**	**44,745**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,702	10,275	46,714
Pecan F-222	22	39	32
Mid-Valley Info. Commons	1,386	4,384	13,663
Starr County Library	631	2,678	24,758
Technology Library	331	1,087	2,995
District Total:	**6,072**	**18,463**	**88,162**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	815	1,228	1,675
Pecan F-130 Group Stations	835	1,933	13,724
Mid-Valley Library Group Stations	318	494	650
Mid-Valley Open Lab Group Stations	36	50	59
NAH Group Stations	739	2,023	5,687
District Total:	**2,743**	**5,728**	**21,795**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	3,744	16,817	34,280
Mid-Valley CLE Open Labs	623	2,472	4,022
NAH CLE Open Labs	699	2,915	4,351
Starr CLE Open Labs	306	1,168	4,469
Tech CLE Open Labs	196	700	1,030
District Total:	**5,568**	**24,072**	**48,152**

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

- 11/01/15 – 11/4/15: Attended the STEM Tech Conference in Phoenix, AZ.
- 11/02/15: One employee conducted a walkthrough for the Tech Library study rooms.
- 11/04/15: Five employees attended the Title IX Training at the Pecan Campus.
- 11/09/15: Met to discuss furniture quotes; attended a meeting to discuss NAH's Library Design; had a telephone conference call with a hiring committee to discuss the CLE Manager position.
- 11/10/15: Attended a meeting to review the layout of the Pecan Library tutoring area for the CIP Purchase.
- 11/13/15: Coordinated our annual Thanksgiving department meeting.
- 11/16/15: Traveled to the Technology Campus to attend a CLE meeting.
- 11/17/15: Traveled to the Mid-Valley Campus to attend a meeting regarding the Library move.
- 11/18/15: Met with a hiring committee for the CLE Manager position; met with the Library Directors to review the furniture proposal for the Pecan CLE area in the Library.
- 11/19/15: Attended a webinar entitled, "Improve Your Library Using the 5 Phases of Project Management; met to discuss the JagPrint Web Printing configuration.
- 11/23/15: Met to discuss furniture quotes; met with a hiring committee for a phone interview for the CLE Manager position.
- 11/24/15: Attended an STC 2013 Bond Program Planning meeting.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings including several Library Job Descriptions Meetings.

Library Services Data:

Library Services Data: 11/1/2015 -11/30/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	62	0	145	n/a	39	0	246
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	714	14,969	16,552	43,991	1259	7266	3034	87,785

Library group stations/media stations/study rooms this week:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	n/a	1115	254	1736	n/a	73	50	3228
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1881	616	3847	n/a	291	247	6882
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	18	1	25	n/a	12	1	57
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	497	61	860	n/a	346	38	1802

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Proctored exams for 7 instructors during the week of October November 2-7.
- Began evaluating employee performance.
- Participated in a Title IX training for supervisors.
- Presented at Teaching and Learning Academy (TLA).
- Attended a training for CLE and Library Technical Services staff on creating pivot tables and analyzing data.
- Participated in the Innovative Educator Training Fundamentals for Impacting Student Success, Retention and Completion.
- CLE Staff attended ALA meetings and ACTA academies.
- Proctored exams for 8 instructors during the week of November 9-15.
- Issac Garza began evaluating employee performance.
- Issac Garza and Belinda Torres participated in meeting to review the layout of Pecan Library Tutoring Area.
- CLE Staff attended ALA meetings and ACTA academies.
- MVC CLE Proctors assisted 4 Instructors with test proctoring requests. Worked on promotions and flyers for MVC-CLE for Nov. 23-Dec. 4th leading up to finals week.
- Participated in ACTA Training Nov. 19th
- MVC CLE staff provided tours to 65 High School students.
- MVC CLE and MVC Library staff attended meeting to discuss Library's tentative move into the CLE due to construction.
- Proctored exams for 6 instructors during the week of November 23-29.
- Meeting to discuss hiring and budget of MVC staff.

Workshops:

- Student Success Workshop Small Study Groups Nov 4th.
- Student Success Workshop Small Study Groups Nov 10th.

Staff Trainings:

- Vectors training for math tutors on November 6.
- Finalized CRLA trainings for staff certification level up opportunities.
- Tutor Lingo hosted the Nature of Helping Relationships.
- Jagtrax and SharePoint – Testing Tech Procedural Training.

NAH:

Meetings and Events:

- NAH CLE spoke at orientations for the spring 2016 cohort of new ADN students, both traditional and transfer track (from LVN to RN).

Pecan:

- Proctored exams for 13 instructors during the week of October November 2-7.
- Pecan CLE supervisors met to review employee performance and discuss NOEs for spring semester.
- Participated in a Title IX training for supervisors.
- Participated in a conference call with Upswing representative.
- Presented at Teaching and Learning Academy (TLA).
- Provided a training for CLE and Library Technical Services staff on creating pivot tables and analyzing data.
- CLE Staff participated in the Innovative Educator Training Fundamentals for Impacting Student Success, Retention and Completion
- CLE Staff attended ALA meetings and ACTA academies.
- Proctored exams for 13 instructors during the week of October November 9-14.
- Pecan CLE supervisors met with library staff to plan setup of Writing Center that is scheduled to open in the library in 2016.
- CLE Staff participated in the Innovative Educator Training Creating a One-Stop Support Center for Veterans.
- Proctored exams for 12 instructors during the week of October November 16-21.
- Pecan CLE supervisors met with library staff to review furniture proposal for CLE area in library.
- CLE Staff participated in Counselors' Update College Resource Fair
- Proctored exams for 8 instructors during the week of November 23-29.
- Pecan CLE supervisors met with library staff to plan setup of Writing Center that is scheduled to open in the library in 2016.

Workshops:

- TSI Workshop—Interpreting Data on November 3.
- TSI Workshop—Essay Revision on November 3.
- TSI Math Quick Review—Geometry and Measurement on November 6.
- TSI Workshop—Agreement on November 9.
- TSI Workshop—Statistical Measures on November 10.
- TSI Workshop—Probability on November 16.
- TSI Workshop—Measurements on November 18.
- Math Quick Review—November 20.
- Writing Quick Review—November 19.
- TSI Quick Review Reading Workshop Nov. 23.

Tutor Trainings:

- Vectors training for math tutors on November 6.

- Finalized CRLA trainings for staff certification level up opportunities. Test Proctoring was provided for clerks on November 13.
- Finalized CRLA trainings for staff certification level up opportunities.

STARR:

Meetings and Events:

- CRLA: Started working on SLA files for College Reading and Learning Association leveling up certification for tutors that are complete. A total of six employees will be leveling up this semester.
- Promotion: Continued distributing flyers around campus for students to be aware of the services.
- New Hire: new hire Student Learning Assistant paperwork was approved by Business office and he attended orientation on Friday November 13, 2015.
- New Hire: Trained new Student Learning Assistant at the Starr County campus CLE.
- Manager: CLE manager on vacation from November 17-20, 2015

TECH:

Meetings and Events: PMT/CLE - NIMS Certified Test Proctoring: Working in conjunction with the Precision Manufacturing Technology (PMT) department, Technology CLE staff has completed the process to become NIMS (National Institute for Metalworking Skills) certified test proctors. As part of the Precision Manufacturing Technology department's NIMS certification, students must take periodic NIMS exams that cannot be proctored by PMT instructors or anyone directly affiliated with the program. Effective immediately, those proctoring services will be provided by select Technology CLE staff.

Jagtrax Data (November 2015)						
	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	10972:34	3045:43:00	1895:51:00	724:51:00	2122:04:00	3220:04:00
Independent Study (**D**uplicated)	1893	278	550	67	935	63
Independent Study (**U**nduplicated)	669	146	200	39	268	26
Proctoring	293	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	3173:52:00	1909:34:00	406:54:00	340:03:00	106:49:00	410:32:00
Tutoring Visits/Sessions (**D**)	6382	3534	881	277	362	1328
Tutoring Visits/Sessions (**U**)	2335	1383	372	142	203	259
Workshop Attendance	146	19	125	0	0	2
Workshops Hosted	17	9	7	0	0	1

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data via Clearinghouse
- CB116
- Gainful Employment
- PACE-VIDA Cohort Tracking
- SACSCOC 4.1 write-up
- Success points by Campus

Surveys

- Cafeteria Survey
- CLE Survey Staff
- Faculty Satisfaction Survey Report
- Information Common Labs Survey
- Library Events Survey
- Puente Post Fall 2015 Survey
- Training Assessment Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

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

Data Requests

- BAT Fact Sheet Data
- Data Set for Study (IRB Approved)
- Declared Kinesiology majors and graduates by year
- Dual Enrollment High School Seniors' Matriculation
- Fall 2015 FTIC in ABE
- Form STC Enrollee and Dual at UTRGV Fall 2015
- FYC Contact List
- Hidalgo ISD Former High School Grads Transcript Data
- Matriculation to UTRGV and STC by High School Seniors
- McAllen ISD Fall 2015 Dual Enrollment counts
- SACS Data (from CCSSE)
- TSI Waiver Data
- Starr County - Registration Update
- Tutoring Overlap: Custom function
- Unduplicated Enrollment AY 2015 CE by Coordinator

Data Analysis

- AY2015 Stop-outs ‘Subsequent Enrollment Status

- BAT CAAP Data Analysis
- CCSSE Analysis
- CLE Fall 2014-Spring 2015 Analysis
- College-going rate
- ECHS May 2015 graduates, dual hours
- Fall Drops
- UT Dallas Potential Transfer Student Contact

Meetings

- ABE study phone call
- ALA group Meeting
- Banner XE Migration Presentation
- Data Standards Committee - Enrollment Workgroup
- High School Program Coding System Meeting
- IE/Budget Training for President's Administrative Staff
- Immigrant data and EDUC 2301 Survey Meeting
- PAS Meeting
- PDC Meeting
- Puente call
- RAS weekly Meeting
- SSG Meeting
- Title IX Training
- Assoc. Dean IR Weekly Meeting

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

11/02/2015: Banner XE Migration
11/02/2015: ISP&SI Leadership
11/04/2015: IPASS(2) Weekly Round Up
11/04/2015: GoToWebinar Using Active Learning Analytics to Increase Student Engagement and Improve Learning Outcomes at Indian River State College
11/05/2015: ACTA
11/05/2015: Strategic Initiatives
11/06/2015: ALA11/9/2015: Strategic Services Group
11/09/2015: GoToWebinar - iPASS Webinar: Next Steps for Implementation and Cross-Grantee Connections
11/10/2015: RT Survey Planning
11/11/2015: Hobsons
11/12/2015: ACTA
11/12/2015: RFP for Trainings
11/13/2015: Hobsons11/16/2015: IPI-KPI
11/16/2015: HOBSONS Weekly Conference Call
11/17/2015: Texas Completes Summit (Houston, TX)
11/18/2015: Texas Completes Summit (Houston, TX)
11/19/2015: ACTA
11/19/2015: MODO Webinar
11/19/2015: HOBSONS Assessment Report
11/20/2015: Project Managers Meeting

ONGOING PROJECTS

1. HOBSONS: On Site Assessment report delivered to STC on 2/19/2015. Information shared with project team, feedback, questions and any changes from project team are pending.
>>>Next Step(s): Work on Attributes for Inquiry Form and STC New Student Form

2. HESMA: RFP has been released. RFP remains open.
>>> Next Step(s): Respond to RFP Questions.

3. TRAINING: Bids have been scored and board has approved vendor (Global Knowledge).
>>>Next Step(s): Work with vendor to begin scheduling trainings.

4. IPI-KPI: Bids have been scored and board has approved vendor (Global Knowledge).
>>>Next Step(s): Work with vendor to begin scheduling trainings.

ACTIVITIES

ACTA
ALA

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:

- **Departmental Coordination:**
  - Participated in weekly meeting with the Director of Research and Analytical Services to coordinate ongoing and upcoming projects.
  - Met with IEA Analyst to discuss upcoming timing for 2013-2015 Budget/IE Planning Cycle.
  - Participated in weekly meeting with Vice President to review ongoing and upcoming projects, and finalize the IE/Budget training agenda.
- **IS&P Leadership Team:** Participated in IS&P Leadership Team meeting to discuss ongoing and upcoming projects.
- **President's Administrative Staff**: Participated in the President's Administrative Staff meeting and presented overview of the upcoming IE/Budget training.
- **ALA Presentation:** Presented on time management and productivity to the Ambassador's Leadership Academy.
- **Cabinet:** Attended Cabinet to Hiring Committee Participation: Participated in the Hiring Committee for the Curriculum and Scheduling Coordinator for Academic Affairs.
- **Oral History Student Project:** Participated in an interview with History Major Capstone student for completion of an Oral History Capstone project, at the request of a History faculty member.

Accreditation Related Activities:

- **Policy Development:** Drafted and presented policy on Definition of Semester Credit Hours for approval by Academic Council.
- **XITRACS Coordination:** Met with staff from IS&P to discuss the data load process into the HR Credentials Module of XITRACS, and to provide background information regarding each module and their functions.
- **5th Year Report:** Continued drafting assigned responses for the 5th year report. Due date for 1st drafts is December 4th.
- **Policy Development:** Presented on the Definition of a Credit Hour Policy to the Planning and Development Council.
- **5th Year Report Activities:**
  - Met with the Director of RAS to review standard 4.1, and outline data sources to include in the narrative.
  - Provided additional information to the primary writer for standard 2.10 related to off-campus sites
  - Presented on SACS Accreditation and the 5th Year report to the Teaching and Learning Academy
  - Continued drafting 4.1 response

IE Related Activities:

- **IE/Budget Training:**

- Coordinated with the Accounting Group Manager to develop a schedule for the IE/Budget Training schedule for November and December.
- Facilitated a meeting with the IEA Department staff and Business Office representative to review the IE/Budget training and assign updates.
- Provided IE/Budget Alignment training to the following Departments/Divisions:

    - NAH Division
    - President's Administrative Staff members.
    - MS/Bachelor's Division
    - Business & Technology Division.
    -

- **IE/Budget Alignment:** Updated timeline for Budget/IE at the request of the Vice President for Finance and Administrative Services
- **IEA Analyst Hiring:** Reviewed applications for the Institutional Effectiveness Analyst position, and coordinated with the committee chair to schedule out committee meetings and interview dates.
- **IEA Director Hiring:** Updated the Job description for the IEA Director and initiated the process through HR to gain approvals for posting the position.

RAS Related Activities:

- **Research/data requests:** Coordinated with Director of RAS on incoming data requests and responses.
- **Process for approving research requests**: Drafted a statement regarding data support for research requests for consideration by Cabinet.
- **LBB Study:** Submitted methodology for assigning *Success Points by Campus* to the Vice President for consideration by Cabinet.
- **CLE Research Agenda:** Met with the President of Faculty Senate to review the CLE Research agenda.
- **Faculty Satisfaction Survey:** Met with the Director of RAS to review the initial data from the Faculty Satisfaction Survey. Initial results were forwarded to Faculty Senate representatives for review.
- **RAND ABE Study**: Participated in Conference Call with RAND to review initial findings from October site visit and to prepare for upcoming activities.
- **Faculty Satisfaction Survey:** Communicated with Faculty Senate and Academic Affairs stakeholders regarding the qualitative data analysis process.
- **RAS Department meeting:** Participated in weekly meeting with RAS Analysts to discuss ongoing data request. Also discussed need to formalize approval process for studies and creation of an approval form that will be initiated upon IRB review.

Institutional Projects/Activities:

- **Banner XE Migration:** Attended the Banner IX Integration Stakeholder session
- **Title IX Administrator Training:** Participated in required administrator training for Title IX.
- **Human Resources Training:** Complete required online Title IX Training.
- **HSI Grant:** Participated in the HSI Steering Committee meeting and presented on the evaluation plan components.
- **Data Standards Committee:** Co-facilitated meeting of the Enrollment workgroup of the Data Standards Committee. The workgroup reviewed enrollment data elements from the CBM reports and identified next steps for review of additional reporting elements, including IPEDS, clearinghouse data, and key departmental reports from the stakeholders. The Enrollment workgroup discussed data consistency issues with:
    - High school graduation dates and discusses ways to improve the accuracy of this data element.
    - Dual enrollment
    - Bachelor's program

- Puente program
- Mathways program definitions.

- The committee also discussed the process for moving forward with conclusion of enrollment data definitions and working with stakeholders to design dashboards.

Meetings and Conferences:

- **Moving the Needle:** Attended the Moving the Needle Conference sponsored by St. Petersburg College. The focus of the conference was developing strategies for improving performance on institutional Key Performance Indicators.
- **TACTE Board Activities:** Participated in a conference call with the Spring 2016 TACTE Conference Planning committee to outline the agenda and finalize Keynote Speakers.

Miscellaneous:

- **Training Provided:** Met with the Associate Dean of Curriculum and Student Learning and the Curriculum Specialists to provide training on curriculum development and revision, and to review the schedule roll process.
- **TACTE Board:** Participated in Phone conference with representative from WECM Leadership committee to discuss placing WECM Leadership on the agenda for the next TACTE board. This is to ensure TACTE is fully involved in potential process changes that are being considered for the WECM course revision protocols.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: December 7, 2015

Subject: November 2015 Activity Report

The major activities of my office this month were:

1) Attended TWC Skills Development Fund Announcement Ceremony in Laredo Community College. 2) Presented robotics program at Sharyland High School. 3) Met with IIES, Reynosa personnel to further develop partnership agreement. 4) Met with multiple community stakeholders to discuss economic and workforce development issues. 5) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 6) Collaborated with UTRGV Engineering Dept. 7) Attended Annual Man and Woman of the year banquet 8) Attended Santana Textiles Grand Opening. 9) Attended STC IE Plan/Budget Training Session 10) Continued Corporate Training initiative with Regal, McAllen 11) Participated in Data Standards Committee 12) Met with Governor's Representative 13) Had lunch meeting with attorney to discuss Reynosa Training initiative. 14) Met with STMA executive director 15) Implemented TPEG training initiative 16) Further developed Manufacturing Seminars Series Program

<u>Summary of Activities for November 2015:</u>

- Attended TWC Skills Development Fund Announcement Ceremony in Laredo Community College. LCC was awarded a grant for the development and training of HVAC trainees. LCC invited NAAMREI as a special guest.
- Attended the 61st Annual Man and Woman of the Year banquet at the Valencia event center.

- Attended the Santana Textiles Grand Opening presentation and tour and their plant in Edinburg. Edinburg EDC recognized South Texas College as a partner during the event.
- Conduced a robotics demonstration at Sharyland High School.
- Implemented IAM TPEG training initiative.
- Further developed proposed IAM Manufacturing Seminars Series. Several speakers and consultants have been identified and committed to participate in the seminars as presenters.
- Participated in the South Texas College Data Standards Committee meeting.
- 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 Attorney, Tito Torres, Dean Mario Reyna and Carlos Martinez from STC to discuss the on-going initiative to partner with Instituto Internacional de Estudios Superiores (IIES) in Reynosa.
- 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 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.
- Met with staff and Grants Office to discuss forthcoming TWC monitoring visit scheduled for the week of December 7, 2015. TWC will be conducting an audit of NAAMREI's Wagner-Peyser grant.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Finance and Administrative Services

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

P. O. Box 9701 ◆ McAllen, Texas 78502 (956) 872-3558 Fax (956) 872-8304

TO: Dr. Shirley A. Reed
President

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

DATE: December 10, 2015

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

The following is a summary of activities from November 1, 2015 through November 30, 2015 for the Division of Finance & Administrative Services.

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

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Regular Board of Trustees Meeting, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Finance and Administrative Services Director's Meeting, Planning and Development Council Meeting, and President's Administrative Staff 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 HR Director and Associate Director of Purchasing on HIPAA Compliance
  - Facilities Planning and Construction staff:
    - On a weekly basis with Broaddus & Associates and FPC staff on bond construction projects, budgets, and activities
    - With Vice Presidents, several Deans, Broaddus and Associates staff, FPC staff, and Architects to review schematics that will be presented for Board approval
    - With Senior Project Manager to review Facilities Committee packet

- With Legal Counsel and Senior Project Manager on a conference call to discuss Pharr Property Location and Technology Cooling Tower concerns

- Business Office:
  - With Staff on FY17 Budget
  - With Comptroller, Accounting Group Manager and Dean of Student Affairs to discuss Student Travel
- Risk Manger
  - With Risk Manager, Comptroller, Accounting Group Manager and Dean of Student Affairs to discuss Student Travel
  - With Risk Manager to review pending items and student travel policy
- Accountability Department:
  - With Director and Consultant on a conference call to discuss the Interlocal Agreement for Texas Manufacturing Assistance Center (TMAC)
- Other Meetings:
  - With FAS Staff – Retreat
  - With VP Student Affairs and Enrollment Management, Associate Dean Student Financial Services, and Comptroller on MEDA Scholarship
  - With Project Manager and Associate Director of Purchasing on Continuing Education RFP
  - With Dean of Student Affairs, Director of Judicial Affairs, Chief of Police Department, HR Director, Employee Relations Officer, and Risk Manager on Title IX Meeting
  - With Dean of Continuing Professional and Workforce Education on items for the President
  - With VP Student Affairs and Enrollment Management for the Deans Enrollment Meeting
  - With Rebecca Leitman Veidlinger, the Title IX Consultant, and President, Vice Presidents, and Instructional Deans
  - With External Auditor on several issues
  - With TR on Banner XE
  - With College's Risk Management Consultant to review Owner-Controlled Insurance Program
  - With Texas A&M Health Science Director on use of alley
  - With VP for Academic Affairs on New Faculty Positions for FY17

- **Worked on the following items**:
  - Board Policies:
    - Preparation and Reviewed Policy 4112 Self-Reporting of Criminal Conduct
    - Preparation and Reviewed Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
    - Preparation and Reviewed Policy #3620: College Sanctioned Travel for Students
  - Budget and Financial:
    - Worked on Budget Guidelines, Timeline and Calendar
    - Worked on FY 15 Expenditures Budget vs Actual
    - Worked on Projected Salary Savings and Adjunct Faculty/Miscellaneous Budget and Expenditures as of August 31, 2015
    - Worked on Annual Investment Report
    - Worked on Position Vacancy Report- FY 2015-16
    - Worked on Establishing a Non-Interest Bearing Account
    - Proposed New Faculty Positions for FY 2016-2017
    - Worked on Tuition and Fees for Students, Employees, and Others
    - Worked on 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties
    - Worked on Appraisal District Allocated Cost Payments for Hidalgo County and Starr County
    - Updated on Status of Fiscal Year 2015 Financial Audit
    - Worked on Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale

- Other:
  - Reviewed UTRGV Interlocal Agreement for Texas Manufacturing Assistance Center (TMAC)
  - Worked on Auction Report for the Sale of Portables at Mid Valley
  - Worked on "Lean Forward at STC" Presentation
  - Worked on "Fraud Awareness" Presentation
  - Worked on Departmental Lean Initiatives (Reduction of Wastes)
  - Worked on Dual Enrollment Report
  - Worked on Differential Tuition
  - Worked on City of McAllen Forestry Program
  - Worked on Tuition and Fee Revenue Analysis
  - Worked on Rider 23 Campus Report
  - Worked on Finance and Facilities Committee meeting motions
  - Worked on Comprehensive Plan
  - Worked on Risk Engineering Survey Agenda
  - Worked on Bookstore Report
  - Worked on MOU Between STC Police and City of Weslaco Police Department
  - Worked on MOU Between STC Police and Rio Grande City Police Department
  - Worked on Texas Higher Ed Co Board Report on the Financial Condition Analysis
  - Worked on Vendor Reference Process for RFP and RFQ
  - Worked on Disposal/Recycle of Technology Items with an Original Value of $1,000 and Over
  - Worked on Police Department Presentation

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - With Accountability department to discuss dual enrollment
  - With Accountability department to discuss HR Process and Child Development
  - With Assistant VP for Strategic Initiatives regarding dual enrollment
  - With VP for FAS to go over dual enrollment revisions
  - With HR Staffing Specialist regarding HR detail process
  - With VP for Student Affairs and Deans regarding dual enrollment
  - With Department Chair and Director for Child Development
  - With HR Staffing and Position Control Specialist regarding HR detail process
  - With VP for Student Affairs and Enrollment Management regarding costs and percentage of time utilized towards dual enrollment
  - With Department Chair and Director for Child Development
  - With TMAC Training and Development Specialist II
  - With Program Manager and Secretary for Child Development Center Mid Valley Campus
  - With Cashier II regarding Child Development payment process
  - With HR Staffing Specialist regarding HR Process
  - With work study cashiers to present the Oz Principle
  - With Consultant & Vice President for FAS in regards to TMAC/UTRGV Purchase Agreement
  - FAS Directors Meeting
  - With Director of Early College High School to discuss sustainability plan per Sharyland ISD Early College High School

- With Search Committee Member for Coordinator of Professional & Organizational Development
- With Human Resource Specialist and Employee Relations Officer on Texas Workforce Commission hearing
- With Accounting Group Manager and Comptroller regarding Child Care current process
- Attended the Texas Workforce Commission Hearing
- Attended the Board Meeting
- Attended the PAS Meeting
- With VP for FAS to go over dual enrollment revisions.
- With UTRGV Consultant, HR Director and Assistance Director for Purchasing regarding new agreement

- **Worked on the following**:
  - Dual Enrollment:
    - Revisions to study per VP for FAS and per VP for Student Affairs and Deans
    - Operating cost for Dual2Degree and High School Program
    - Prepared for power point presentation of dual report
    - Revised appendices
    - Deans, Executive, Programs Chairs time utilized towards Dual
  - Mid Valley Child Development Center
    - Researched on Mid Valley Development Center
    - Prepared Swim lane flow chart
    - Conducted Internal Review
  - HR Hiring Process
    - Prepared Mapping process, defining scope, problems/issues, inputs/outputs
    - Updated Value Stream
    - Prepared Value Stream Charter
  - Oz Principle
    - Presentation
    - Judging of Cashier's Department Oz Principle contest
  - TWC Hearing
    - Reviewed Cont. Ed internal review
    - Prepared for hearing
  - Other:
    - Motion for TMAC/UTRGV Inter-local New Agreement/Purchase
    - Worked on revisions for Comprehensive Plan
    - Formatted data on 2015 Fraud Survey
    - Requested report of Faculty for Sample Selection for SACS Faculty Credentials
  - Trainings:
    - Attended the Oz Principle Webinar
    - Attended the Title IX Training

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - Attended the FAS Retreat
  - With VPFAS, Legal Counsel, Dean of Student Affairs and Director of Student Activities & Wellness to discuss Student Travel
  - With VPFAS to discuss RFP for employee training services

- Attend the PAS Meeting
- With TASB Senior Market Research Analyst regarding the College's coverage in various situations
- With Director of Purchasing and TASB regarding insurance coverage
- With Associate Director of Purchasing and Risk Management Consultant regarding insurance coverage on shuttle buses
- With TASB regarding leased vehicles
- With Management and Legal Counsel regarding Insurance Claim (Art)
- With Digital Services Manager (Public Relations) to discuss updating of FAS Division websites

- **Worked on the following matters:**
  - Student Travel:
    - Revised Student Travel Policy #3620
    - Prepared memo for VP-FAS regarding student travel coverage
    - Researched International Student Travel Policies for VP-FAS
    - Revised Student Travel Policy #3620
  - Create Flowcharts/Process Maps
    - Student Travel flowchart / process map
    - Complaint Procedures Flowchart
    - Non-Title IX Complaints Flowchart
    - Flowchart – TSIA Process for Director of Testing Services
  - Title IX
    - Title IX - Review cases & prepare Transmittal Forms for VP-FAS
    - Memo regarding Title IX Training regarding agenda and ground rules
    - Meeting with Title IX Committee
  - Other:
    - Reviewed Miscellaneous tasks & requests from VP-FAS
    - Researched PD cell phone stipends
    - Researched various items for VP-FAS / consult with TASB Legal
    - Researched STC HIPPA issues in affiliation agreements
    - Business Impact Analysis Phase II
    - SACS-COC Report
    - Researched 15 passenger vans
    - The Hartford Risk Engineering Survey Memo for Cabinet
    - Worked on the Comprehensive Plan
    - Worked on Insurance Claim – Art
    - Requested information from BBVA Compass regarding a Line of Credit for use in disaster situations
    - Requested legal work connected to Insurance Claim (art)
    - Researched Police Department cell phone stipends for VP-FAS
    - Worked on Insurance invoice (TASB)
    - Verified compliance with policies #6427 and #6420
    - Revised Smoke / Tobacco Free Environment Policy #6322
  - Training:
    - Attended the Supervisor Training RFP
    - Attended the Employee Training RFP
    - Attended the Title IX Training
    - Attended the EMS Webinar – "Waste Management"
    - Attended the TASB Webinar – "Understanding School Liability Coverage"

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - STC 2013 Bond:
    - Attended meeting for STC 2013 Bond Construction Program to discuss and review equipment for all new cafeteria projects with Kitchen Consultant, James Cosper
  - Other:
    - Attended FAS Directors Meeting
    - Participated as a Judge for the Culinary Arts Department – Culinary Wars held at the Pecan Campus Cafeteria
    - With Myriam Lopez and Alma Church from Business Office to discuss Auditor's question regarding Starr Cafeteria Register tape
  - Training:
    - Attended Title IX Training for Administrators
    - Attended IE/Budget Training

Security & Police Department
Paul Varville, Chief of Police

- **Attended or held meetings as follows:**
  - With a security company to discuss options available for establishing a state of the art panic button system
- **Worked on the following matters:**
  - Other
    - Requested the STC Police Academy and the Continuing Education Academies to provide a form to be approved by the College Director of Security and President, permitting students of the academies to carry handguns to firearms training
    - Operated the Park and Ride and the Yellow line shuttle buses, providing service to the McAllen campuses
    - Provided active shooter training to Jaguar Academy participants

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Attended an all-afternoon training session on Title IX requirements
    - Participated in a pre-proposal conference on RFP 15-16-1035 – Furniture, Fixtures, and Equipment Consultant
    - Reviewed and negotiated changes on seventeen (17) agreements
    - Conducted a Purchasing Department staff meeting to review encumbrances and discuss on the ongoing audit
    - Completed an auction of surplus property on November 14, 2015
    - Attended a meeting to discuss the OCIP insurance program with VP Elizondo and Raul Cabaza

- Attended a FAS Director's meeting conducted by VP Elizondo
- Presented at the ACTA session on November 19, 2015
- Attended the IE Budget Training conducted by Laura Sanchez and Nicole Perez
- With Ms. Yolanda Jaramillo to review the FY2016 purchases for the HSI grant

- **The following is a list of the request for proposal worked on and public bid openings:**
  - Prepared RFP:
    - 15-16-1035 Furniture, Fixtures, and Equipment Consultant
    - 15-16-1039 Purchase and Installation of Digital Readout Units
    - 15-16-1040 Higher Education Strategic Market Assessment
    - 15-16-1038 Online Registration System for Continuing Education
    - 15-16-1041 Firefighter Equipment
    - 15-16-1042 Sign, Banners, and Related Products
    - 15-16-1043 Purchase of Thermal Energy Plant Chillers
    - 15-16-1044 Parking Permit and Citation Management System
    - 15-16-1045 Internet Service Provider
    - 15-16-1046 Architectural Services
    - 15-16-1047 Civil Engineering Services
  - Public Bid Openings:
    - 15-16-1032 Training Services
    - 15-16-1035 Furniture, Fixtures, and Equipment Consultant
    - 15-16-1039 Purchase and Installation of Digital Readout Units
  - The Purchasing Department processed in excess of five hundred eighty four (584) purchase orders, approved six hundred eighty four (684) requisitions, disapproved one hundred sixty six (166) requisitions, processed change orders for goods and services and completed twenty seven (27) travel authorizations. A total of one hundred ninety eight (198) new vendor W-9 forms were verified and entered into Banner Finance and twenty one (21) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since October 2015. The asset review process was completed as follows:
    - Fixed Assets approved thirty four (34) assets through November 15, 2015
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed eight hundred thirty nine (839) deliveries (purchase orders and complimentary books) and a total of three thousand four hundred sixty two (3,462) packages/boxes. A total of five hundred twelve (512) purchase orders were posted received in Banner. A total of four thousand four hundred sixteen (4,416) items were transferred/relocated as per move/set up request forms.
  - The Mail Services/Copy Center processed the following mail and copy request:
    - Financial Aid - $25.50, President's Office - $425.01, VP Academic Affairs - $71.79, Cashiers - $1,378.56, Valley Scholars – $68.12, Starr County Campus - $418.72, BAT Program - $486.79, and Business Office - $692.46.
    - A total of one hundred sixty one thousand nine hundred nine (161,909) copies were completed at the copy center for the month of November.
    - A total of eight thousand four hundred seventy nine (8,479) letters were emailed out and four hundred eighty two (482) letters were returned to South Texas College due to bad addresses.

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - Attended Banner XE Migration Discovery Session
  - Attended the 7th Annual NaBITA Conference and Campus Threat Management Institute, held in San Antonio, TX.
  - Attended a grievance hearing at the Office of the President.
  - Attended a Title IX Emergency meeting.
  - Attended the President's Administrative Staff meeting.
  - With the Employee Relations Officer regarding various personnel matters.
  - With VP Finance & Administrative Services regarding FAS Directors Meeting.
  - With legal counsel regarding various personnel matters.
  - With VP Finance & Administrative Services regarding Title IX Meeting.
  - With Director of Library and Learning Support Services regarding staffing matters.
  - With LASS department regarding various personnel issues.
  - With PeopleAdmin regarding Performance Management demonstration.
  - With VP Finance & Administrative Services regarding grievance procedures.
  - With VP Finance & Administrative Services regarding HR Policies, Licenses and Certifications for next year.
  - With VP Finance & Administrative Services regarding Title IX meeting.
  - With Custodial Manager regarding consultation of personnel matters.
  - With Information Security regarding personnel matters.
  - With legal counsel regarding TWC Mediation Review
  - With Director of Instructional Technologies regarding position review.
  - With legal counsel regarding various personnel matters
  - Attended and participated in the "Hiring Red, White and You!" Job Fair to support veterans; over 1700 people attended.
  - Attended the PeopleAdmin Regional Round Table at Rice University in Houston, Texas
  - Attended WebFocus to Argos Conversion Meeting.
  - Attended the PeopleAdmin Performance Management demonstration
  - Attended South Texas College Project Managers Meeting
  - Attended PeopleAdmin Classification Changes Meeting
  - Attended Jaquar Academy (three Staff members)
  - Attended Ellucian Weekly Affordable Care Act (ACA) Meeting
  - Attended Weekly TEAM Meeting
  - Attended Internal Revenue Service AIR Monthly Meeting
  - Attended TASB Webinar "Routes, Roads, and Incident Reviews"
  - Attended the XE Migration Meeting
  - Attended Title IX Training for Adminstrators, Chairs and Supervisors
  - Attended TimeClock Plus Meetings
  - Attended Society for Human Resource Management's monthly chapter meeting
  - With Accountability Services regarding the HR hiring processes.
  - With Technology Resources to discuss the email automation process.
  - With PeopleAdmin product manager regarding review of all PeopleAdmin modules
  - With legal counsel regarding various personnel matters.

- With Lynn Sosebee, HR Product Coordinator, Midwestern State University regarding the HR Quarterly Meeting for TCC.
- Trainings:
  - Attended Title IX Training Sessions
  - Attended CoHesion Summit 2015 in Charleston, South Carolina
  - Trained Temporary Agency Employees on processing Termed files.

- **Departmental Staff Worked on the Following:**
  - Worked on Vacancy Report.
  - Worked on FY2016-2017 Pay Plan
  - Worked on Administrative Accountability Report for FY2015-2016
  - Worked on Dual Enrollment Faculty - Comparison report using Argos script & Excel
  - Worked on Affordable Care Act End of Year Report
  - Worked on Faculty Roster database clean-up
    - Position Information Report for Faculty Roster cleanup
    - All assignments for FY2015-2016 to Faculty Roster cleanup
    - Report of roster data by HR Staffing Specialist
  - Worked on Active Employee Report (requested by Human Resources)
  - Worked on Monthly Employee Department of Labor census
  - Worked on Position Extract to PeopleAdmin Performance Management module development
  - Worked on Adjunct Faculty List for VP Finance and Administrative Services
  - Worked on Position Information Report for VP Finance and Administrative Services
  - Worked on Position Classification specifications for PeopleAdmin
  - Worked on Mid-Valley employment statistics for Texas Workforce Commission
  - Worked on Current Employee Ethnicity Report - IPEDS
  - Worked on Promotion of the State Employee Charitable Campaign (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 December report.
  - Worked on Affordable Care Act (ACA) software patches released by Ellucian
  - Worked on PDR Questions, Answers and Changes
  - Worked on Department of Labor Report
  - Worked on Temporary Ending Assignments Report
  - Tested Payroll updates for Banner
  - Coordinated Flu Vaccine Health/Wellness event at the Pecan Campus
  - Presented on Leave Procedures, FMLA, Workers Compensation, and Military Leave for the Maintenance Department
  - Worked on informational flyers for the following policies:
    - 4321 Nursing Mothers
    - 4310 Sick Leave Donations
    - 4317 Military Leave
  - Completed interviews for the Human Resources Employee Relations Officer position.

  - Processed the following:

HR Staffing	
Staff Position w/ Job Description Requests processed	18
Positions posted to HR Website	14
Sunday position advertisements placed	3
Search committees assigned	27
Hiring Proposals reviewed and approved	26

Job offers completed	33
Vacancy Reports completed	3
Faculty/Staff resignations processed	3
Educational supplements processes	2
Direct Wage NOEs processed	157
Trainer NOEs processed	99
Transcripts entered into Transcript database	30
HR Faculty Staffing	
Dual Enrollment NOEs processed	190
Benefits	
New Hire Orientation	8
TRS Records reported	395
Internal Transfers	4
Benefits Credits/Collections	60
FMLA	
New Claims	15
Closed Claims	13
Workers Compensation	
New Claims	6
Closed Claims	0
Tuition Grant Applications	
Employee	0
Dependent	0
Leave Forms	
Exempt	300
Non-Exempt	1,500
Payroll	
Notice of Employment	
Direct Wage (DW)	32
Work Study (WS)	22
Adjunct/Dual Enrollment/Overload	190
Trainers	149
PeopleAdmin Requisitions/Transactions	
Approvals	5
Hiring Proposals	13
Direct Deposit Transactions	95
PDR Notifications	154
Cell Phone Stipends	9
Exits/Resignations	15
Texas Office of Attorney General (TXOAG) Reporting	15
Under Hours/DOC Worksheets	16
HR Support	
Application Processing:	
Staff applications	265
Faculty applications	29

Part-Time applications (DW/PT/AD)	44
Employment Verification forms	25
Verification of Employment letters	4
Phone Calls for Employment Verifications	15
New Hires/Rehires/Transfers processed	41
Temporary Agency Employee Requests	4
Workplace Answers: New Hire registrations	44
Records Technician	
Termed files prepared for Xtender	375
New Hire/DW/WS files prepared:	35
Termed files processed:	45
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	261
Fingerprints, Total FTYD	80
Fingerprints this month	24
DPS Driver's Eligibility Checks, Total FYTD	166
DPS Driver's Eligibility Checks, Total for month	3
TWC Claims, FYTD	18
TWC Claims this month	5
Open Records Request, Total FYTD	1

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

- **Departmental report items**
  - 2013 Bond
    - Received and reviewed schematic design & design development deliverables for various Bond projects
    - Broaddus received a final offer from the Geotechnical Engineering Services consultant and recommending contract be terminated
    - Worked with Purchasing, Broaddus and staff to review RFP for FF&E consultant; Worked with Purchasing, Broaddus and staff to finalize RFP for Chillers
    - Participated in the grant requirements for Active Learning Classrooms within various planned facilities
    - Pharr Regional Center for Public Safety worked on revised master plan and provide additional information as requested by Mario Reyna
    - Pecan Campus Library Shelving and Furniture - Met with Library staff to review possible new furniture
    - Pecan Campus Thermal Plant Expansion – Began review of construction documents
- **Departmental Items:**
    - Worked on November Facilities Committee agenda and motions with staff and VP; Worked on December Facilities Committee agenda and motions; Worked on department's monthly report
    - Performed a presentation to ACTA for the FPC departments services
    - District Wide Leases - Worked with various entities on lease issues and renewals as needed.

- Mid Valley Campus CDC Playground Re-surfacing - Performed site visit to observe demolition and construction progress
- Pecan Campus Ceramics Art Labs Interior Renovation - Contractor worked on Final Completion and received Final Acceptance from Architect.
- Pecan Campus Covered Area for Ceramic Art Kilns – Construction in progress and reviewed submittals; Masonry wall construction in progress.
- Pecan Campus Health & Wellness/Kinesiology Sports Field Lighting – The light poles have been erected; Contractor has completed the majority of work. Light poles and conduit complete and pending AEP service.
- Pecan Campus Infrastructure for the Relocation of Portable Buildings – Received 'Certificates of Occupancy' for four relocated portable buildings. Faculty, staff, and classroom moves have been scheduled. Relocated staff and faculty into the office portable building. Preparations in being made to the building to be relocated; the fifth of twelfth buildings were relocated and coordinated the relocation of the next three portables.
- Pecan Campus Relocation of Electrical Power Lines – Underground conduit installation completed. The contractor concentrated on installing panel boxes and transformer pad. Observed construction progress of improvements. Worked on a general email to reroute vehicular and pedestrian traffic.
- Pecan Plaza Asphalt Resurfacing along the Alley Side of Bldg. B – Contractor installed magnetic locks on rear enclosure personal gates. Conducted a substantial completion punch list walk through with engineer and contractor. Received engineer's punch list, verified completion of punch list items and coordinated IT effort for magnetic lock programming
- Pecan Plaza Parking Area for Police Vehicles – Reviewed scope with engineer and requested a professional services proposal
- Technology Campus Cooling Tower Replacement – Continued operational problems with tower due to vibration abnormalities and worked toward a solution with contractor and engineer, worked with legal counsel on update to Facilities Committee. Observed oil leak repair and clean-up operations; reviewed additional information as provided by the engineer to resolve vibration issue. Site visit to test the equipment for final closeout with engineer, subcontractor and staff
- Technology Campus West Academic Building Re-Roofing – Roof panel placement is nearing completion; continued discussions pertaining to additional flatwork around cooling towers

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended weekly update meeting with Broaddus & Associates; Attended the Mid Valley Campus Science Lab layout; Attended a walk through to conduct the La Joya Jimmy Carter facility assessment with the STC Maintenance staff; Attended meetings with Broaddus and design teams to review the A/V, IT and Security equipment design standards; Attended meeting with VP, Purchasing and Insurance consultant to review OCIP process; Attended meeting to review schematic design presentations with the VP's and administrators; Attended meeting to review schematic design presentations with Facilities Committee; Attended Furniture, Fixtures and Equipment Pre-proposal meeting; Attended meeting with Broaddus and Perez Consulting Engineers to review Pecan Campus Parking and Site Improvement schematic design
    - Mid Valley Campus Health Professions and Science building - With Broaddus, ROFA and FPC staff to review classroom space requirements and review Preliminary Budgets with Contractor
    - Mid Valley Campus – PDRI meeting; with design teams, contractor and Broaddus to coordinate all projects.

- Mid Valley Campus Health and Science - Attended the meeting to review the science lab layout
- Mid Valley Campus Thermal Plant, Pecan Campus STEM and Student Activities & Cafeteria - With Broaddus, design team and staff to review design development.
- Mid Valley Campus Thermal Plant – Attended meeting to review project costs with project team and staff
- Mid Valley Campus Workforce Expansion and Technology Campus Expansion - Attended meeting to review equipment layout
- Pecan Campus North Academic - With Broaddus and design team to review schematic design; attended status meeting with PBK, Broaddus & Associates and staff.
- Nursing and Allied Health Campus Thermal Plant - With Broaddus, design team and Maintenance staff to discuss scope of work.
- Attended meetings on Food Service layouts and equipment for Pecan, NAH and MVC campuses.
- Nursing and Allied Health Campus Expansion – Attended PDRI meeting with design teams, contractor and Broaddus to coordinate all projects.
- Starr County Campus Parking and Site Improvements – Attended meeting to review status of schematic design

- **General Meetings:**
  - Technology Campus Mechanical Room Concrete Floor Repair - With engineer on site and requested a professional services proposal
  - Attended various meetings: Weekly staff meeting, FAS Retreat, October Board meeting, FPC project managers to review status of projects, Monthly Technology Advisory Committee Meeting, Maintenance to review status of Pecan T HVAC issues, Facilities Operations Council meeting, FAS Director's meeting, November Facilities Committee meeting, and Space Management programs meeting; Attended FaciliCad webinar with staff to review product details; Attended presentation meeting with representative from Bolyu Commercial floors to review flooring products.
  - With McAllen Urban Forester and STC Maintenance staff to review Tree Campus USA program; Met with Technology & Nursing and Allied Health Staff to review office space requirements for 2016 Spring and Fall Semesters; Met with Continuing Education staff to review optimizing their current space; Met with GED staff to review CIP scope of work; Met with Library staff to review ADA compliance requirements in classrooms
  - Pecan Campus Covered Area for Ceramic Art Kilns – Construction in progress and reviewing submittals; conducted site visit; masonry wall construction in progress; conducted a site visit with Maintenance, FPC staff and Mary Elizondo to review masonry wall; attended project meeting and site visits.
  - Pecan Campus Relocation of Electrical Power Lines – Attended status meeting and observed construction progress of improvements

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 Bond Program Planning Meeting
    - Attended the Materials Manufacturer Meeting
    - Attended the Meeting to review Schematics that will be presented for Board approval
    - Attended the Mid Valley Thermal Plant Schematic Estimate Review

- Attended the Mid Valley Health and Science - Lab Design Confirmation
- Attended the Valley Campus - Thermal Plant - DD Review
- Attended the Pecan Campus - STEM & South Academic Buildings - DD Coordination Meeting
- Attended the Furniture, Fixtures & Equipment Consultant Pre-Proposal Conference
- Attended the Nursing Allied Health Campus Project - PDRI Coordination Meeting
- Attended the MV Thermal Plant Costs and Scope
- Attended the Pecan Campus - Cafeteria & Student Activities Building Meeting
- Attended the Thermal Plant - Planning and Scope Meeting
- Attended the Pecan Campus Status/Coordination Site Visit/Meeting to discuss electrical underground improvements

- Other:
  - Attended the Title IX Consultant Training for Administrators
  - Attended the ACTA Presentation - Facilities Operations and Maintenance
  - Attended the President's Administrative Staff Meeting
  - Attended the FAS Directors Meeting
  - Attended the Facilities Committee Meeting
  - Attended the Facilities Operations Council
  - Attended the MVC Wellness Center Meeting
  - Attended the faciliCAD Demo for South Texas College
  - Attended the Tech Campus Cooling Tower Inspection
  - Attended the EHS Webinar Training - Waste Management
  - Attended the NAH Thermal Plant Walk thru
  - Attended the IE/Budget Training for President's Administrative Staff
  - With Faculty and Staff to discuss Tree Campus USA
  - With City of McAllen Urban Forester
  - Attended a teleconference with Jeff Turner from Power Quality International to discuss solutions to mitigate storm/power Surge equipment damage
  - With the FOM Managers and Supervisor's for Weekly Meetings

- **Operations Contract Department**
  - Pecan Campus
    - Chiller #1 was repaired by Johnson Controls
    - Building J Fire Sprinkler was repaired by First FP
  - Nursing Allied Health Campus
    - Obtained quotes to remove and replace the air compressor on the third floor
  - Starr Campus
    - Garland Roofing is working with contractor to repair the problems identified in October on the Building E roof
  - District Wide
    - Usual landscaping, pest control and equipment rental issues.
    - Backflow inspection is largely complete, with only a few remaining as of 11/30.
    - Fire extinguisher inspections have been completed.
    - Finalized the schedule for Winter Break inspections. The schedule is complete and has been distributed to appropriate parties

- **Preventative Maintenance Scheduled for Aug (District-Wide)**

Classification	Work Orders Completed	Cost
Carpentry	158	$3,085.96
Electrical	106	$3,761.49
Energy	75	$816.45
HVAC	369	$8,030.15
Locksmith	58	$1,358.36
Painting	33	$501.50
Plumbing	118	$2,836.86
Plant Services	0	-
Total Cost		**$20,390.77**
General Preventative Maintenance	657	
Total Work Orders	**1,574**	

- **Maintenance Department Work Orders and Expenditures**

Work Orders	1,589
Work Orders Completed	1,574

- **Custodial Department**

Set-Ups	458
Moves/Relocations	76

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended the President's Administrative Staff Meeting
  - With Institutional Effectiveness and Assessment to discuss the IE/Budget training workshops
  - With the Comptroller and the Vice President for Finance and Administrative Services to discuss student travel, tuition and fee reports, and the FY 2017 budget calendar and guidelines.
  - Attended the HIS Steering Committee Meeting
  - Attended the TSTC Subcontract and Leverage Meeting
  - Attended the Broaddus meeting to discuss and to schedule a budget projection meeting
  - Attended the Board Meeting
  - Attended the Leverage calculation meeting with Dean of CPWE
  - With cashiers on T-accounts for bank 03 process
  - With Cashiers and Technology Resources to review changes to Spring 2016 unpaid lists
  - With US Bank to discuss the DOE (Department of Education) Cash Management ruling
  - Attended a Conference call with Investment Advisor to discuss the CD solicitation and investment strategies
  - With HR, TR and VP of Finance on Timekeeping system
  - Attended the Child Care Reconciliation meeting with Accountability
  - Attended a JET Grant conference call with Texas Workforce Commission

- With CB Accelerate Texas Grant monthly meeting
- With Data Standard Committee
- With BUG (Banner User Group) Committee

- **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 (journal entry, notes, CAFR schedules etc)
  - Worked on Banner XE Migration Presentation
  - Worked on Foundation set up for Continuing Education
  - Worked on Initiation Briefing – Texas Regional STEM Grant
  - Worked on CPWE payment mapping
  - Worked on NSF process mapping
  - Prepared six CD transfers for operating funds from BBVA Compass to Texas Regional Bank and Inter National Bank
  - Worked on Bond Schedules for CAFR
  - Solved the student refund puzzle (TouchNet presentation)
  - Worked on U.S Bank information update
  - Worked on Budget transfer update
  - Worked on Finance website migration
  - Worked on Process mapping for current CLM Process
  - Worked on Campus Report
  - Completed TWC Summer Merit Closeout Packet
  - Submitted Wagner Peyser and Nursing Mentorship Grant documents to TWC
  - Submitted FY 15 Adm. Cost Reconciliation
  - Submitted FY 15 Accounts Payable Reconciliation
  - Submitted JET Grant disbursement sample to auditor (TWC audit)
  - Submitted Carl Perkins payroll sample to auditor
  - Provided response to auditor's single audit questions
  - Submitted Carl Perkins fiscal reports and reconciliation to auditor
  - Submitted September 2015 check register
  - Submitted CIP Additions sample to auditor
  - Submitted Accounts Payable Cut-Off sample to auditor
  - Worked on W16 Risk Management Note
  - Updated the budget portion of the IE/Budget presentation and forwarded to Institutional Effectiveness and Assessment.
  - Calculated the FY 2017 tuition and fee revenue projections based on proposed rate increases
  - Forwarded the Tax modification information pertaining to a sample request to the auditor
  - Worked on reports needed for the completion of the FY 2015 audit
  - Updated the Student Travel Authorization form with changes recommended by Student Activities and Wellness
  - Submitted The Texas Association of Community Colleges Local Revenue Survey FY 2016 to the Texas Association of Community Colleges on November 12
  - Updated The Levy 2015 tax roll worksheet, tax roll motion, and the allocated cost motion in preparation for the December Finance Committee
  - Prepared the Budget comparison reports for FY 2016 and FY 2017 for the IE/Budget training sessions

- Tested The roll of the FY 2017 base budgets in preparation for the FY 2017 budget commencement
- Prepared and submitted FY 2017 revenue projections based on the proposed fee rate increases
- Forwarded the Tax abatement information for Starr County to the Comptroller for review
- Submitted The FY 2016 Tax Roll and Allocated Cost motions
- Collaborated with Accounts Receivable in the testing of uncollectible balances for the Child Care Center.
- Submitted the FY 2016 budget information through the Legislative Budget Board's Automated Budget and Evaluation System of Texas in accordance with the 2016-17 General Appropriations Act.
- Provided the Auxiliary and restricted FY 2015 budget information to the auditor
- Created the Revenue and expense scenarios for FY 2017
- Updated The Budget Commencement alert notice and forwarded for distribution to the College
- Worked on the Finance Motions for the Annual Investment Report
- Provided information to the auditors such as various reports, reconciliations and backup support for cash, accounts receivable, property taxes, fixed assets, accounts payable, grants and payroll.
- Worked with Texas Regional Bank and Inter National Bank to provide required information on the authorized signors to open several CD's for investment purposed.
- Worked on preparing a preliminary AFR as of August 31, 2015
- Obtained all the accounts in Banner and matching them to the management reports
- Created new Marketplace store for cafeteria
- Balanced roll – clone has been acquired, currently testing and verifying roll was successful before completing in production.
- Testing continues on TWC wage reports
- Worked with Technology Resources on additional dashboards requested.
- Worked on Marketplace stores – new store for the study abroad programs
- Worked with Technology Resources on Journal Vouchers (budget transfer)
- Presented Dashboards demo
- Completed marketplace stores
- Currently converting WebFocus migration to Argos
- Balanced roll scheduled for this week
- Submitted available statistical tables and submitted to Accounting Group Manager for the compiling of a 2015 draft CAFR
- Calculated the Net of Related Debt
- Tested the Campus Receivable Collections (CRC)
- Extended hours of operation to assist students for the Fall 2015 installment due date, November 13, 2016.
- Cashiers generated and called daily on the unpaid lists for "M8" mini-mester.
- <u>Board Agenda Items</u>
  - Management Reports – The Business Office staff worked on the November board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- <u>Trainings/Webinars:</u>
  - Attended the Government Finance Officers Association GAAP updated webinar
  - Attended the Title IX Training for Admin
  - Attended the Sleep for Health Webinar
  - Attended the TouchNet Webinar – Student Refunds
  - Attended the Improve Student Enrollment & Success with Data Blending Webinar
  - Presented at the IE/Budget Training

- Checks Processed as of November 30, 2015:

Bank No.	3/14	4/15	5/15	6/15	7/15	8/15	9/15	10/15	11/15
01 E&G	737	637	519	686	760	670	543	725	682
01 Direct Deposit	142	95	116	117	113	84	93	98	89
03 Student	617	146	1,184	3,516	1,898	10,334	11,596	922	134
12 I&S Taxes	-	-	-	-	1	-	-	-	-
16 I&S Bond	-	-	-	-	1	-	-	-	-
17 Plant	10	7	11	12	11	19	24	8	15
32 AP Card	411	415	421	425	339	359	500	420	430
38 Unexp-LT Bond Series 2014	2	4	1	5	8	13	11	2	17

- 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	17	699
01 Direct Deposit	6	89
02 Payroll	9	950
02 Direct Deposit	3	1,777
03 Student	4	134 (US Bank)
12 I&S		
16 I&S		
17 Plant	3	9
38 Bond Series 2014	4	17
Total	46	3,675

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	10
Bank Transfers between Bank Accounts	9
Wire Transfers for Benefits	4

Activity	Numbers
ACH/Wire And Book Transferred Initiated And/Or Approved	3
Approval Queues	14
Bank Reconciliations	10
Banner Testing – Hours	0
Cafeteria Daily Sales Report	80
Cancelled Checks Provided To AP And/Or Verification And Positive Pay	78
Checks Scanned – Bond	3
Copies Of Booklets/Journal Entries Requested	109
Deposits Prepared	10

Disbursement Of Returned Mailed Checks	6
Donations – Telephone Calls & Emails Received	5
Errands To Inter-Office Deliveries	33
Financial Manager Changes	1
FOAP Created	17
Hours Assisting Other Departments	13.5
Hours Filing And Organizing Of Journal Entries And Boxing	21.25
Hours Used For Scanning - Estimated	63
Hours Used Printing, Binding And Scanning Documents (Not JE)	7
Hours Used To Prepare Documents For Scanning	95
IDT's – Telephone Calls Received	8
Interdepartmental Transactions Reviewed	54
Invoices And Encumbrances Reviewed	68
Journal Entries Prepared	33
Journal Entries Processed Including FUPLOAD	1,070
Journal Entries Processed – Transactions Including FUPLOAP	3,611
Journal Entries/Documents Scanned – Including Daily's	1,781
Journal Entries Logged And File	1,300
Order Supplies – Compile List Of Supplies Needed To Be Order	25
Positive Pay Submitted	5
Stale Dated List Prepared	2
Stale Dated Letter Prepared	1
Stale Dated Letters Mailed	33
Stop Payments Processed	14
Transactions Removed From Bank Reconciliation	370

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

Activity	Numbers
Payroll Re-Issue Processed	8
Payroll Cycles	4
Payroll Checks & DD	2,963
New Employee Setups For Timeforce	38
Timeforce Access Forms Processed	40
Number Of Employees With OT Reviewed For OT Memos	403
Noe's Approved	251
Salary Budget Transfer Forms Processed	22

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,608	Salaried	325
Employees on Semi-Monthly Payroll	1,107	Total Net	602,819.79
		Waged	625
Timecards Processed		Total Net	162,919.96
(Waged 10/16-10/31 SR21	555		
(Waged 11/01-11/15) SR22	559	**Stop Payment Processed**	
(Salaried: November MR11	2,873	Salaried	3
		Waged	5
Noes Processed			
(Additions, Deletions, Changes)	28	**Void Checks Processed**	
Salaried	271	Salaried	3
(Salaried: September) MR10ADJ03	10	Waged	5
(Additions, Deletions, Changes)	0		
Waged	54	**Replacement Checks Processed**	
		Salaried	3
Payroll Adjustment Worksheets		Waged	5
(Additions, Deletions, Changes)	18		
Salaried	72	**Voided Direct Deposits**	
(Additions, Deletions, Changes)	0	Salaried	0
Waged	33	Waged	0
Liabilities Processed	35	**Direct Deposit Processed**	
		Salaried	1,503
Reports Processed		Total Net	4,021,956.04
Compass Bank Direct Deposit File	3	Waged	510
Void And Replacement Check Cycle File	1	Total Net	144,578.35
Overtime & Straight Time Mgmt. Report	1		
Deposits Processed			
Internal Revenue Service	4		
Bank Transfers	4		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	92
General Journal Entry (Inter-Fund) (JE 16)	51
Cash Receipts (CR 05)	565
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	2
General Ledger Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	13
General Journal Entry (STCJ0)	1

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