SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

April 2016

Board Meeting

May 24, 2016

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STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **May 24, 2016**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **April 2016 Activity Report**

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

- Participated in weekly President's Cabinet meetings, Administrative Staff meetings, Planning & Development Council Meetings, Coordinated Operations Council meeting, STC Board of Trustees Public Hearing & Special meeting, STC Board meeting and STC strategic Planning committee meetings
- Community meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee.
- My office conducted weekly Dean's meetings and Bi-weekly Division Leaders meetings to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My Office participated in the following meetings:

  - Mary Elizondo, Vice-President of Finance & Administrative Services
  - Tina Atkins, Administrator Region One Center for Excellence in Career & College Readiness
  - Dr. Estella Garcia, President of TSTC lunch meeting
  - Paul Hernandez, Dean of Student Affairs
  - Karey Barnes, Director of Judicial Affairs
  - Ralph Cantu of TASB
  - Rose Benavidez, Board of Trustees

Attended:

- Weslaco EDC Board meeting
- LRGVDC Board meeting
- PSJA Review Update meeting with Nancy Garcia
- 11th Annual Summit on college & Career Readiness at Region One
- Regional Center for Public Safety Excellence at Tiera Del Sol Golf Club in Pharr
- Kotter Change Essentials meeting
- Region One Meeting at Region One
- South Texas College/Bb Proposal Review
- Project Red – 1000 Seat Call Center
- New Jagnet Portal Demonstration (Executive Session)
- Veteran Presentation of the Quilts

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

Attended:

- Recognition Ceremony for Retiring Faculty
- SACSCOC 5th year Report Evidence training

Participated:

- South Texas College-La Joya Teaching Center Advisory Committee at La Joya Central Administration building
- Degree Works presentation for the Board of South Texas College
- Discussion on La Joya Survey
- College Transition Role/College Success meeting with Dr. Daniel King and Dr. Narciso Garcia of PSJA

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer 2016 and Fall 2016 semesters on March 1, 2016; to date, **6,922** students have registered for Summer I & III sessions, **6,307** students have registered for Summer II session, and **3,445** students have registered for Fall 2016 semester, after their required documents were processed and they were cleared to register by OAR.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean & Directors and Dual Enrollment Data Team.
- Director and Coordinator of Records ("Coordinator") worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Director conducted a staff meeting on April 7, 2016.
- Director and full-time technicians attended an assessment workshop conducted by the Office of Professional Development on April 8, 2016.
- Director attended Ellucian Live 2016 Conference held in Denver, Colorado on April 17 – 20, 2016.
- Attended various meetings/events to work on special projects, such as academic calendar, CBM002 mapping with IS&P, Enrollment Appeals Committee and TSI reporting schedule.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students; STC has **113** international students enrolled for the Spring 2016 semester.
- 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 **30** students during April 2016.
- Processed *Change of Grades* for **73** students during April 2016.
- Processed *Schedule Change Forms* for **3,946** students through the deadline to withdraw from the Spring 2016 semester on April 19, 2016.
- Downloaded, reviewed and verified **8,418** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) in April 2016.
- Processed **1,361** high school and **989** college/university transcripts during April 2016.
- Evaluated **545** transcripts from other colleges and universities during April 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,060** STC transcripts during April 2016.
- Scanned and indexed **9,126** documents submitted by students during April 2016.
- Processed **86** online *Course Substitution Forms* during April 2016.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Director, Coordinator and Graduation Analyst identified **4,197** students, who may be eligible to graduate by the end of the Spring 2016 semester; **3,638** of them met the March 4 deadline, consisting of additional requirements, and received an invitation to participate in the Commencement Exercises to be held at State Farm Arena on May 13 & May 14, 2016, via MarchingOrder, web-based software designed to facilitate planning, implementing and receiving data on graduation ceremonies.
- As per MarchingOrder, **3,026** students accepted the invitation to participate in the Commencement Exercises by the April 29 deadline, and to date **2,414** of them have picked up their regalia since distribution began on April 18, 2016.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Department celebrated Work-Study Week (11th – 15th) with food and gifts throughout the week and all South Texas College Work-Studies received a certificate of appreciation
- SFS Work-Study Specialist and Coordinator Anna Barrera presented the 2015-2016 Work-Study of the year plaque to Kimberly N. Puente from the High School Programs and Services Department
- SFS Coordinator Rebecca Cano, Coordinator of Scholarships Judy Martinez, and Coordinator of Dual Enrollment Zachary Suarez assisted with the Financial Aid Outreach Specialist interviews
- SFS Veteran Affairs held the Annual Veterans Expo at the Cooper Center, this event was for new and current VA students
- SFS Staff assisted with 43 Financial Aid presentations and Fast Track events throughout the month of April

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Activity Report April 1st – April 30st, 2016					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/CAAP Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 24, 2015**
Pecan Campus	**248**	**710**	**547(77%show)**	**TSI EXAM**	**2724**
				CAAP	**207**
		273*	**223(82%show)**	**ACT**	**223**
Mid- Valley Campus	**152**	**478**	**393(82%show)**	**TSI EXAM**	**1692**
Starr Campus	**201**	**210**	**171(81%show)**	**TSI EXAM**	**730**
Pecan Plaza	**280**	**82**	**73(89%show)**	**GED/ PEARSON**	**772**
		533	**373(70%show)**	**TSI EXAM**	**1316**
TOTAL:	**881**	**2286**	**1780(78%show)**		**7664 – All Campuses YTD**

*ACT Test- There are no reservations for ACT done through Marketplace, list is provided by ACT, Inc.

Assessment Center cont.

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Continuous work on TSI compliance to update current student status in Banner
- Director attended meetings at PSJA TSI meeting, Deans/Director Meeting, BUGS Meeting, Meeting with
- STC Marketing
- Director and Coordinator attended Dual Enrollment Update
- Presentation for ADA Awareness Day
- Webinar with RegisterBlast Inc., with Business Office and Marketing attending
- Held the 2016 TSI Workshop at Region One, special guest speaker Chantel Reynolds from College Board- 89 attendees from local HS, plus attendees from Zapata ISD, UTRGV, and TSTC

TSI Student Notifications Report

TSI Student Notifications Report April 1st- April 30th 2016							
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	48	687	32	294	16	352	0
Nursing	4	118	0	89	4	55	0
Technology	12	269	1	82	11	209	0
Starr	8	159	3	79	5	90	0
Mid-Valley	5	207	1	97	4	4	0
Total	77	1440	37	641	40	710	0

- Letters are sent to only the students whose file has been checked and have found they are not TSI complete. Meaning, they need to test and pass the TSI or sign up for a Developmental Course.
  - Letters are sent to inform students they need to meet with an advisor and register for appropriate developmental course or test for TSI exam and pass

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score April 2016			
READING			
Monthly (04/01/16 - 04/30/16)		**Year To Date (08/24/14 - 04/30/2016)**	
College ready (351+)	126	**College Ready** (351+)	2449
Holistic Placement (349-350)	37	Holistic Placement (349-350)	638
Developmental Ed (342-348)	147	Developmental Ed (342-348)	2545
ABE Level 6 (Developmental Ed)	46	ABE Level 6 (Developmental Ed)	715
ABE Level 5 (Developmental Ed)	100	ABE Level 5 (Developmental Ed)	1694
ABE Level 4	32	ABE Level 4	453
ABE Level 3	3	ABE Level 3	53
ABE Level 2	5	ABE Level 2	46
ABE Level 1	0	ABE Level 1	5
Total	**496**	**Total**	**8598**
MATH			
Monthly (04/01/16 - 04/30/16)		**Year To Date (08/24/14 - 04/30/2016)**	
College Ready (350+)	137	**College Ready** (350+)	1554
Holistsic Placement (348-349)	60	Holistic Placement (348-349)	567
Developmental Ed (336-347)	278	Developmental Ed (336-347)	3345
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	107	ABE Level 5 (Developmental Ed)	2047
ABE Level 4	65	ABE Level 4	1210
ABE Level 3	6	ABE Level 3	168
ABE Level 2	6	ABE Level 2	36
ABE Level 1	1	ABE Level 1	17
Total	**660**	**Total**	**8944**
Writing			
Monthly (04/01/16 - 04/30/16)		**Year To Date (08/24/14 - 04/30/2016)**	
College Ready (363 & 4+ Essay or 5+)	261	**College Ready** (363 & 4+ Essay or 5+)	3019
Holisitc Placement (361-362 & 4 Essay)	4	Holistic Placement (361-362 & 4 Essay)	161
Developmental Ed (350-362 & 0-4 Essay)	102	Developmental Ed (350-362 & 0-4 Essay)	2126
ABE Level 6 (Developmental Ed)	28	ABE Level 6 (Developmental Ed)	642
ABE Level 5 (Developmental Ed)	19	ABE Level 5 (Developmental Ed)	277
ABE Level 4	30	ABE Level 4	436
ABE Level 3	18	ABE Level 3	170
ABE Level 2	4	ABE Level 2	47
ABE Level 1	0	ABE Level 1	23
Total	**466**	**Total**	**6901**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

*TSI Placement Report Notes

Reading	Placement
DE Diagnostic 349-350	Holistic Placement Option
DE Diagnostic 342-348	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education

Note: Based on THECB Approved 1yr waiver

Math	Placement
DE Diagnostic 348-349	Holistic Placement Option
DE Diagnostic 336-347	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education

Note: Based on THECB Approved 1yr waiver

Writing	Placement
DE Diagnostic 361-362 & 4 Essay	Holistic Placement Option
DE Diagnostic 350-362 & 0-4 Essay	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education

Note: Based on THECB Approved 1yr waiver

Dual2Degree

DUAL ENROLLMENT ADMISSION & REGISTRATION SUPPORT:

- **Dual Enrollment Reconciliation Requests:**
  - 6 Requests Received and Processed (Current Term)
  - 14 Dual Enrollment Appeals Approved and Processed (Prior Term)

**Reconciliation is defined as the process by which roster errors are corrected by the Dual2Degree Department for current and prior terms.*

- **Enrollment Document Retention:**
  - All Schools

- **Admission Application Drive:**

High School	Sessions	Students Served
Alonzo Middle School	2	205
Brown Middle School	2	200
Cathy Middle School	2	150
Edinburg HS/ECHS	1	90
Fossum Middle School	2	200
Lincoln Middle School	1	200
Mission HS	1	270
Morris Middle School	1	125
Travis Middle School	2	367
TOTAL	**14**	**1807**

DUAL ENROLLMENT SUPPORT SERVICES & ACTIVITIES:

- **Student Success Workshop:**

High School	Sessions	Students Served
McAllen HS	1	46
Progresso HS/ECHS	1	4
PSJA North HS	2	123
Weslaco East	1	35
TOTAL	**5**	**208**

- **Parent Orientation:**

High School	Sessions	Students & Parents Served
Juarez-Lincoln	1	30
McAllen HS	5	52
McAllen Memorial HS	6	112
Nikki Rowe HS	2	105
Sharyland HS	1	172
Weslaco East HS	1	80
TOTAL	**16**	**551**

Dual2Degree cont.

- **Dual Enrollment Student Orientation:**

High School	Sessions	Students Served
Edinburg HS/ECHS	1	90
IB/Lamar Academy	1	50
McAllen HS	1	575
Premiere HS - Edinburg	1	30
TOTAL	**4**	**745**

- **Academic Advisement Sessions:**

High School	Sessions	Students Served
McAllen HS	1	54
McAllen Memorial HS	1	100
Nikki Rowe HS	1	65
Mercedes HS	1	11
Weslaco East	1	22
Weslaco Calvillo CTE Campus	1	16
TOTAL	**6**	**268**

COLLEGE-BOUND EVENTS:

- **Dual2Degree High School Senior & Parent College Day:**

Campus	Date	Sessions	Students & Parents Served
Pecan	April 9	2	125
Mid Valley	April 16	2	47
Starr County	April 16	2	26
Pecan	April 23	2	93
TOTAL		**8**	**291**

- **Senior Fast Track Event Support:**
  - Edcouch-Elsa HS/ECHS
  - Monte Alto HS/ECHS
  - Progreso HS/ECHS
  - Weslaco East HS (Two Sessions)
- **College Tour Presentation:**
  - Austin Middle School (100 Students)
- **Other:**
  - Fortringold Campus Presentation (27 Students)
  - Economedes HS/ECHS Presentation (80 Students)

SCHOOL DISTRICT MEETINGS AND PRESENTATIONS:

- **3rd Annual Dual Enrollment Update**
  - 113 HS Principals & Counselors In Attendance
- **Meetings with Schools/ISDs:**
  - Edinburg North HS Fall 2016 Planning Meeting
  - McAllen ISD Planning Meeting
  - SAEM/Academic Affairs Meeting with Superintendents
  - Weslaco East HS Faculty/Staff Fall Planning Meeting
- **Presentations:**
  - STC College & Career Readiness Summit – Dual2Degree Career Pathways

DEPARTMENT SPECIAL PROJECTS:

- **Project Planning Meetings:**
  - Meeting with Curriculum Office to Discuss Dual Enrollment Course Pre-Requisite Changes for Fall 2016
  - Meeting with IT & HS Programs & Services on Web System Redesign

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Texas Association for College Admission Counseling (TACAC) 4/23 – 4-25
  - STC College & Career Readiness Summit
  - Distinguished Leadership Academy
  - Title IX Webinar: Beyond LGBTQ: Supporting the Spectrum of Sexual & Gender Identities
  - Title IX Webinar: Understanding Metabolism & Nutrition Strategies

STAFF PROFESSIONAL DEVELOPMENT:

- Title IX Webinar: Investigation Insights – Common Errors to Avoid from Former OCR Investigator
- Title IX Webinar: Clery & VAWA Compliance & University Travel
- Jaguar Academy
- IPASS Kotter Change Essentials Workshop

The Dual2Degree Upcoming Events for May Include:

I. Academic Advisement Workshops with Dual Enrollment Students
II. Summer I & Summer II 2016 Dual Enrollment Registration

PICTURES OF EVENTS, ACTIVITIES AND INITIATIVES

Dual2Degree HS Senior & Parent College Day – Pecan:

The Dual2Degree Department held the last High School Senior & Parent College Day on April 23, 2016 at the Pecan Campus. In total, four events were held at the Pecan, Mid Valley and Starr campuses throughout the month of April, and nearly 300 students and parents attended. The events were designed to assist high school seniors who have earned college hours through the Dual Enrollment Program register for courses as entering freshman at South Texas College. College staff assisted students through the enrollment process by providing support with admissions, financial aid, advisement, and registration.

Dual2Degree cont.

3rd Annual Dual Enrollment Update

The Dual2Degree Department hosted the 3rd Annual Dual Enrollment Update at South Texas on April 27, 2016. The Update brought together more than 100 High School Administrators and Staff from across Hidalgo and Starr counties. The agenda for this year's Dual Enrollment Update focused on the following topics:

- Developing Career Pathways for Dual Enrollment Students
- Online Registration Initiative for Students (Fall 2016)
- Texas Higher Education Coordinating Board Updates
- STC Graduation Process and Ceremonies
- Summer and Fall Dual Enrollment Admission & Registration Timelines

Collection Connections

- Call Center

Phone Calls	
April 2016	9,482 Inbound Calls
JagChat	
April 2016	637 Chats
Web Leads	
April 2016	210 Emails

- Campus Tours

Campus Tours	
Pecan Campus	656 visitors
Mid-Valley Campus	No Tours
Starr Campus	No Tours
Nursing & Allied Health Campus	12 visitors
Technology Campus	30 visitors

- Campus Tour School Breakdown
  - Pecan Campus
    - Mission CISD Pearson Elementary
    - Rio Grande City CISD - Evangelina Garza Elementary
    - Mission CISD Mims Elementary
    - PSJA ISD Kennedy Middle School
    - Mid-Valley Academy
    - UTRGV HEP Program
    - La Joya Early College High School
    - Roma High School Engineering Program
    - La Joya ISD Chapa Elementary
    - PSJA ISD Austin Middle School
  - NAH Campus
    - Hidalgo Academy
  - Technology Campus
    - Roma High School Engineering Program
- Texas Association for College Admission Counseling
  - Maricruz Hinojosa and Wesley Swanson presented on Fast Track: Senior Transition Days
- College Connections Department Customer Service Professional Development: DISC Assessment
- Dual2Degree Saturdays
- Fast Track: Senior Transition Day
  - La Grulla High School
  - Nikki Rowe High School
  - Edcouch Elsa High School
  - Donna High School
  - Jimmy Carter Early College High School
  - IDEA Quest
  - Vanguard Academy
  - Weslaco East High School
  - Roma High School
  - Weslaco High School
  - BETA High School
  - PSJA North HS
  - PSJA Southwest Early College High School
  - Juarez Lincoln High School

Collection Connections cont.

- PSJA Memorial High School
- Monte Alto High School
- Sharyland High School
- Hidalgo Academy
- Palmview High School
- PSJA High School
- Progreso High School
- PSJA CCTA
- PSJA Ballew High School
- PSJA Sotomayor Early College High School
- PSJA Thomas Jefferson Early College High School

- Recruitment Events
  - La Grulla High School – College Bound Presentation
  - Rio Grande City High School – College Bound Presentation
  - Mid-Valley Academy Apply Texas and College Bound Presentation
  - McAllen Fire Department Apply Texas
  - Region One Student by Student Technology & Leadership Conference
  - Rio Grande City High School Table Set Up
  - Palmview High School College Bound Presentation
  - La Joya ISD First Offender Program College Bound Presentation
  - La Grulla High School STAR Network Event
  - Rio Grande City High SchooL STAR Network Event
  - Roma High School STAR Network Event
  - IDEA Mission STEM & Literacy Community Night
- Decision Days
  - PSJA CCTA
  - PSJA Ballew High School
  - PSJA Sotomayor Early College High School
- Financial Literacy Events
  - Hidalgo Early College High School
- High School College/Career Fair
  - Sharyland Pioneer High School
  - Palmview High School
  - PSJA Southwest Early College High School
  - Edinburg High School
- Elementary and Middle School College/Career Fair
  - Mission CISD Bryan Elementary
  - McAllen ISD Seguin Elementary
- Community Event
  - NAH Library Open House
  - Rio Grande City Dia Del Nino Community Event
- Parent Events
  - Weslaco High School Parent Meeting
- Dual Enrollment Support
  - Mission High School Apply Texas
  - Lincoln Middle School Apply Texas
  - Morris Middle School Apply Texas

Collection Connections cont.

Upcoming Spring 2016 College Connection Events

- May 4 – Region One TREx for High School Registrars Training
- May 20 – 3rd Annual Junior Jaguar Leadership Conference
- June 20 – June 29 College Advisor Training Program
- RGV STAR Network College Bootcamp for Rising Seniors
    - June 10 – Mid-Valley Campus
    - June 13 – Pecan Campus
    - June 15 – Starr Campus
- Fast Track New Student Enrollment Orientation & Registration
    - May 2 – Donna North High School
    - May 3 – Hidalgo High School
    - May 4 – PSJA Southwest Early College High School
    - May 4 – Rio Grande City High School
    - May 4 – Sharyland High School Follow up
    - May 5 – PSJA Memorial High School
    - May 6 – PSJA Early College High School
    - May 11 – La Joya High School
    - May 17 – Mercedes ISD
    - May 17 – PSJA High School
    - May 18 – Sharyland Pioneer High School
    - May 18 – Edinburg High School
    - May 19 – Valley View High School
    - May 20 – PSJA North High School
    - May 26 – Hidalgo Early College High School

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
504	Student Contacts & Outreach
101	Student & Alumni Registered on CCN
73	Student & Alumni Resumes Revised/Uploaded on CCN
78	Employer Contact and New Employer Registered on CCN
76	Jobs posted to CCN
7,410	Total Students Registered to date
3,330	Total Alumni Registered to date
2,831	Total Employers Registered to date

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

- 2 OCR, PaxVilla, NAH Campus
- 1 OCR, Ticketmaster, Pecan Campus
- 1 Backpack to Briefcase presentations, DEMSA Academy, Starr County Campus
- 1 Life Skills and Resume Workshop, PSJA College and Career Ready Conference, Melissa Morales
- 3rd Annual Dual Enrollment Update Department Expo, Dual 2 Degree
- Resume Review Day at NAH Campus
- Conducted Mock Interviews for BAT Program, Dr. Ramiro Garza, Dr. Oscar Plaza & Dr. Ali Esmaeili
- Participated in IT Career Expo
- Participated in ADA Awareness Day, Starr County Campus
- 3 Spring Career Expos, Pecan Campus, Mid-Valley Campus, Starr County Campus, 395 students in attendance
- Preparation for Good Will Job Fair
- Coordinating "Women in Technology" Runway Show; contacting and recruiting models for runway show
- Coordinating Aim Media classroom presentations with Marketing/Communication programs
- Coordinating and planning for "2016 Spring Career Expos"-Employer Surveys, pending invoices
- Coordination of SureScore-Campus2Career Implementation.
- Serving on "Career Discovery 2016" event committee
- Job Development (Cowen & Garza LLP, ICL Corp.; AMP Personnel Services LLC; Avance, Inc.; City of South Padre Island; Course Hero, Inc.; Entravision Communications; Hillsborough County Public Schools; Packback, LLC; SalesMaker Inc.; TeleTech; Walgreens; Alamo Economic Development Corporation; Arrive Logistics; Dexter Systems Inc.; Hollman, Inc.; Mirasoles ADC; Stevenson's Appliances; Texas Scholars Magazine; Ticketmaster; Houston Independent School District; iSoftStone; Med Billing South Texas; Mercedes ISD; Texas Impact; VSolvit; Villa Homes; Aircool Tech-ACT. Corporation; City of San Juan; CSM Companies, Inc; Language Success; Lighthouse Systems, LLC; Lino's Pharmacy; Panda Restaurant Group, Inc.; Leo Palacios Graphics)
- Attended 2016 Spring Supervisory Symposium
- Manage Social Networking pages.

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of April 2016				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		149	57	92
*Mediation		18	0	18
Title IX: Requesting Pregnancy Accommodation		161	22	139
Title IX: Victim Advocacy Support		19	5	14
Written Complaints/Maxient Referred to Human Resources Student to Employee		53	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**382**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of April 2016		
		YTD Cases
Pecan		169
Nursing & Allied Health		97
Technology		11
Mid Valley		60
Starr County		18
Internet		25
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**382**

Office of Judicial Affairs and Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of April 2016			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	43	107	**150**

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

Student Conduct Cases per Campus for the month of April 2016		
		YTD Cases
Pecan		86
Nursing & Allied Health		22
Technology		12
Mid Valley		21
Starr County		4
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		3
Total		**150**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of April 2016		
Student Affairs		**YTD**
Cases Reviewed		84

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

Human Resources		**YTD**
Cases Reviewed		1

Police Department		**YTD**
Cases Reviewed		6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	0	35	0	21	0	18	0	7	0	0
Human Resources	0	0	0	0	0	1	0	0	0	0
Police & Security	0	0	0	0	0	0	0	2	0	1

Student Activities & Wellness

- Classroom Presentation - Student Activities and Wellness (6 at Pecan, 1 NAH)
- HMAS Presentations/Popcorn (NAH)
- ADA Awareness Day Presentations (Pecan)
- ADA Awareness Day Presentations (Starr)
- Spring Music Fest (Starr)
- Texas Hold'Em Poker (Tech)
- Chess Matches (Tech)
- Student Leadership Academy Workshops (Pecan, Tech, Mid-Valley & Starr)
- Student Government Association Meetings (Pecan, Tech, Mid-valley & Starr)
- Flag Football League (Pecan)
- Frisbee Golf Tournament (Mid-Valley)
- Frisbee Golf Tournament (Pecan)
- Week of the Young Child Planning Committee Meeting (Starr)
- Student Leadership Academy workshops (Starr, Pecan, Mid-Valley, & Tech)
- Student Government Association meetings (Starr, Pecan, Mid-Valley & Tech)
- Flag Football League (Pecan)
- Dodgeball Tournament (Mid-Valley)
- Intramural Sports promotion (District-wide)
- Health and Medical Administrative Specialist Leadership Training Workshop (NAH)
- First Year Connection New Student Orientation registration during Fasttrack events (Pecan)
- Chess matches (Technology)
- Texas Hold'em Poker (Technology)
- Painting Art Day (Technology)
- Movie - Star Wars VII (All Campuses)
- Library Open House (Pecan & Mid-Valley)
  - Student Government Association Meetings (Tech, Starr County, Pecan, & Mid-Valley)
  - Student Leadership Academy Workshops (Tech, Starr County, Pecan & Mid-Valley)
  - Flag Football League (Men's & Coed)Playoffs/Championship (Pecan)
  - 3 on 3 Basketball Tournament (Technology)
  - 3 on 3 Basketball Tournament (Starr County)
  - 2nd Annual Copa del Valle Soccer Tournament (Pecan) – STC Lady Jaguars took 1st place
  - Earth Day Celebration (Technology, Starr County, Pecan & Mid-Valley)
  - Women in Technology – Face Painting (Technology)
  - Ultimate Frisbee Tournament (Pecan)
  - Student Organizations Club Olympics (Pecan)
  - Student Organizations Club Olympics (Technology)
  - Technology Signature events (Tech)
  - Technology Campus Diesel Open House (Tech)
  - Popcorn Giveaway (Nursing)
  - Student Activities & Wellness Promotion - Dual 2 Degree Fair (Pecan)
  - Student Leadership Academy Service Learning Day (Starr – Fort Ringgold Community Garden/Orchard)
  - Student Government Association Meetings (Tech, Starr, Mid-Valley & Pecan)
  - Student Leadership Academy Workshops (Tech, Starr, Mid-Valley & Pecan)

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3613
Weslaco	1189
Rio Grande	601
Tech	701
Total	**6104**

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	**520**	**129**	**71**	**86**	**28**	**367**	**48**	**1249**
Weslaco	**6**	**3**	**11**	**35**	**283**	**113**	**16**	**467**
Rio Grande	**39**	**5**	**6**	**30**	**29**	**24**	**162**	**295**
Tech Ctr.	**22**	**56**	**55**	**7**	**20**	**14**	**0**	**174**
NAH	**5**	**9**	**13**	**2**	**83**	**1**	**6**	**119**
Total	**592**	**202**	**156**	**160**	**443**	**519**	**232**	**2304**

Counseling/Student Disability Services: Meetings/Consultations

- Counseling/Student Disability Services Meeting/Webinar at Pecan – NAH/Starr/Tech/MVC
- Title IX Pregnant and Parenting meeting at NAH – Pecan/NAH
- Meeting Title IX review forms and "W" versus "I" – NAH
- Police Department Appeals meeting – Pecan
- Spring Supervisory Symposium – Pecan
- Hope FHC Board meeting – Pecan
- Project HIRE monthly meeting – Pecan/Tech
- Program Chair meeting – Tech
- Campus Advisory/Safety Committee meeting – Tech
- Laughter Yoga Club meeting – Pecan
- AAWCC meeting – Pecan
- Medicat meeting – Pecan
- Supervision of UTRGV Intern – Pecan
- PFLAG meeting – Pecan
- Staffing of Cases Meeting at Pecan Campus – Pecan/NAH/Tech/Starr/MVC
- NASW LRGV 2016 Awards Ceremony – Pecan
- Pop Culture Card Tournament – MVC
- Valley View ISD Transition Fair – Pecan
- Title IX Training – Pecan
- Search Committee meeting – Pecan
- Counselors at 11th Annual Summit – Pecan
- Dual2Degree Saturdays – Pecan
- UTRGV MSSW Interns meeting – Pecan

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services cont.

Workshops/Presentations

- Counseling Services Information table for the Dual Enrollment Update – Pecan
- Counseling Information provided at ARD Sessions at PSJA High School – Pecan
- Career Presentation for Vasthy Santana's College Success Class – Pecan
- Career Cruising Presentation – Starr
- Information table on Sign Language by intern student Carolina Flores - Tech
- TRLA Presentation – Pecan
- ADA Awareness Day & Transition Fair at Starr Campus – Pecan
- National Alcoholic Screening Day & Information table – Pecan/MVC/Starr/Tech
- College Success for Healthcare Presentation – MVC
- Presentation – LVN to ADN Orientation – NAH
- Counseling Services Presentation for Intro to PTA course – NAH
- Library Open House/Information table – Starr/NAH
- Workshop: Learn the Power of Mindfulness – Starr
- Workshop: Tips for a Successful Transfer – MVC
- Workshop: How Important is Your GPA? – Pecan
- Workshop: Americans with Disabilities – Gaining Rights and Respect – Pecan
- Workshop: Understanding Anxiety and Depression – Pecan
- Workshop: Time Management – Pecan
- Workshop: Memory Skills – Pecan
- Workshop: Problem Solving and Decision Making – Tech
- Workshop: Appreciating our Diverse World – NAH
- Workshop: Diversity – NAH
- ACTA Sessions 7-10 – Pecan
- Laughter Yoga Sessions for Dual Enrollment Students – Pecan
- Laughter Yoga Sessions for Faculty/Staff – Pecan
- Parent Presentation on Laughter Yoga for MVC with Child Development – Pecan

Professional Development

- STC Summit College and Career Readiness Conference at Region One – Pecan/NAH
- RGV Sexual Assault Awareness and Prevention Conference – Pecan/Tech
- ADA Technology Procedures Webinar – Pecan
- Stress Management & Self-Care Presentation at DHR Cancer Center – Pecan
- Emotional Intelligence Conference – MVC
- Legal Aid Presentation at Pecan– Tech

Comprehensive Advising & Mentoring Services:

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for internal staff and ISD High Schools; seven training dates were confirmed, facilitated, and rescheduled from June 20, 2016 through June 29th, 2016; 31 presentations are scheduled for the cohort; campus visits were planned for June 24th at the Technology, NAH , MV Campuses; Planning also began for degree works training for spring semester which would be (May 6th) for scheduled STC internal and (PSJA) cohort, training schedule has been approved; second cohort TBD**;**

Comprehensive Advising & Mentoring Services: cont.

- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentors; mentors currently assigned to Starr Campus; programs reports have been submitted; conducted interviews for new mentees, three have been identified for new hires, all have accepted offer, High schools assignments pending for RGC High School, RGC Early College High School, La Grulla High, & Roma High School has (1); NOE's for mentor is complete he started working this past month; 9 interviews for work-study done and completed for new hires in May; conducting ongoing references checks;

Monitoring Beacon Mentor Program – Meeting with Beacon mentors and planning activities; communicated with mentors and participating faculty; third and fourth visits were completed during the month April. Emails have been ongoing between Mentors and Faculty to plan for next class visit; Registration continued in April. Mentors worked on schedule visits with faculty input; (Fall 2016) cohort will attempt to recruit 5 new mentors for this term; 20 sections are being considered for mentors;

- **Monitoring Carl Perkins -** participated in meetings with PASS Program staff to review program guidelines and practices; reviewed dates for reporting periods for new FY 2015-2016 Carl Perkins program year;

B. Participated in the Following:

- **Faculty Advising Steering Committee -** participated in meetings for development of faculty advising guidelines and best practices as part of faculty advising plan;
- **Digital Signage Steering Committee** – participated in meetings for development of implementation of new equipment on digital signage representing Nancy and the department; next meeting TBD
- **Search Committees** – participated in meetings for search committees of new faculty and staff

C. Preliminary Forms:

- Reviewed/Approved, time cards, other forms for THECB work-study staff; CATP & Beacon Mentor Programs related training documents;

D. Follow Up Status:

- Review of documents for THECB work-study reporting, CATP & Beacon Mentor schedules, Carl Perkins/PASS programming;

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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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 mE
Vice President for Finance & Administrative Services

DATE: May 13, 2016

SUBJECT: Activity Report for Finance & Administrative Services
April 1, 2016 through April 30, 2016

The following is a summary of activities from April 1, 2016 through April 30, 2016 for the Division of Finance & Administrative Services.

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

- 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, Planning and Development Council, 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:
    - Different items with Director of Human Resources
    - Re-organization of Police Department with Director of Human Resources
    - Staffing and Compensation Manager Second Interviews
  - Facilities Planning and Construction:
    - Bond Construction Budget with Comptroller, Accounting Group Managers, Senior Project Manager for FPC, FAS Support Specialist, and Broaddus and Associates staff
    - Bond construction projects, budgets, and activities with Broaddus & Associates and FPC staff

- Carlisle Insurance with Legal Counsel and Senior Project Manager for FPC
- Chillers, OCIP, Letter of Credit, and Safekeeping Account with Legal Counsel and Senior Project Manager for FPC
- New Webpage for the 2013 Bond Construction with Public Relations staff, Senior Project Manager for FPC and FAS Support Specialist

- Business Office:
  - Budget Meeting with Comptroller, Accounting Group Manager and Director of Human Resources
  - FY 2017 and FY 2018 Budget items with Comptroller, Accounting Group Manager and Director of Human Resources
  - Transparency Star Award with Associate Comptroller
- Internal Auditor:
  - Different items with Internal Auditor
- Accountability Department:
  - Human Resources Hiring Workflow with Director of Accountability Services
- Department of Public Safety:
  - Conference call with Legal Counsel, Director of Department of Public Safety on Policy #6313: Body Cameras
  - Police Department Budget current year and FY 2017 with Director of Department of Public Safety and Comptroller
  - Police Department Budget with Director of Department of Public Safety and Comptroller
  - Shuttle Bus Ridership Presentation with Director of Department of Public Safety
  - Subpoena information with Deputy Title IX Coordinator
- Operations and Maintenance:
  - Cooling Tower for Tech Campus conference call with Legal Counsel, Director of O&M, and Senior Project Manager for FPC
  - Environmental Health & Safety Program, and FY 2017-2018 Staffing Plan with Director of O&M
- Risk Management:
  - Different items with Risk Manager
  - OCIP agenda item for Board meeting with Risk Manager
- Other Meetings:
  - ACFE Webinar: Managing Client Emotions on Fraud Cases
  - Custodial agreement with Legal Counsel, Valley View Consulting and Accounting Group Manager
  - EDGAR procedures with Dr. Reed, Dr. Champion, and Business Office staff
  - Interviews for Temp FAS Support Specialist position
  - iPASS Kotter Change essentials with College leaders
  - New Jagnet Portal Demonstration with College leaders
  - Signing of Interlocal Agreement to build Regional Center for Public Safety Excellence

- **Worked on the following items**:
  - Board Policies:
    - Policy # 6313: Vehicle and Body Cameras
    - Revise Policy #4205: Equal Education and Employment Opportunities
    - Revise Policy #4110: Filling of Vacancies
    - Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
  - Budget and Financial:
    - Budget Covers
    - Budget FY 2017

- Budget Timeline
- Position Change for FY17
- Revenues and Expenditures Summary
- Salary Adjustments/Reclassification
- Staffing Request FY 2017

- Bond:
  - Bond Related and Non-Bond Related Projects
  - New GMP list
  - Non-Bond Capital Improvement Projects
  - Non-Bond FFE by organization/function
- Reports and Audits:
  - AA/FM Roundup, 04/25/16 – Information in requisitions, IDT, cash handling and cashier functions was presented
  - eZ Audit, 05/31/16 – Submitted report for the fiscal year ended 08/31/15 on 04/07/16
  - GTOT - Investment Certification renewal as the current certification expires on August 31, 2016
  - Integrated Postsecondary Education Data System 2015-16 Data Collection
  - Texas Workforce Commission Desk Review, 04/05/16 – Grant report completed on and mailed on 04/04/16
  - Transparency Stars – Created a website with all the documents. Once the check registers are received, they will go-live
- Other:
  - Building Responders
  - Clery Act Training
  - Culinary Arts Sales
  - Department of Public Safety – Title IX Report
  - Dual Enrollment Process Mapping and Team
  - Employee Relations Officer Report
  - Fraud Survey Responses
  - Guide to Reference Checking
  - HB699 Response
  - Internal Auditor Project List
  - Job Descriptions-ADMIN
  - Physical Inventory Certificate of Completion
  - President's Cabinet Projects and Due Dates
  - Procedures Subpoena
  - Reorganization of Safety and Security, and Police Department
  - Service Pin Awards
  - Signs for bicycles and skateboards
  - TDS appropriations drawdown of $1,582,000
  - Title IX Trainings
  - Transparency Stars
  - UTRGVA Library Request

- Worked on the following items for Committee and Board approval:
  - April Board Meeting
    - ⇒ Finance and Human Resources Committee Meeting
    - ⇒ Facilities Committee Meeting

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - Child Care Center Review, Continuing Education formula funding audit follow up, and reference check guide follow up with VP FAS
  - Child Care, Internal Review #6, and Continuing Education Formula Funding Review, Reference Check Handbook, Faculty Credentials, Lean Manual, and State Auditor's follow-up with the Accountability staff
  - Continuing Education Formula Funding Audit
  - Continuing Education non-credit courses and attempt to determine contact hours reported for formula funding in terms under review by state auditor with Comptroller
  - DECA costs with Administrator of High School Programs
  - Enhancement Management Training at Mid-Valley Campus
  - Faculty credential guidelines, transcript evaluations, and course classifications with Curriculum and Student Learning Coordinator
  - Fraud Survey responses with VP FAS
  - Hiring workflow pilot testing with HR Director, Business System Analyst, and HR Staffing Specialist
  - IPASS Kotter Change Essentials workshop at Pecan Campus
  - Jagnet Portal Demonstration
  - Management responses with Child Care Center Manager and Program Chair
  - President's Administrative Staff Meeting
  - Reference Check Guide and presentation with VP FAS and HR Director
  - Reference Check procedures and best-practices with Human Resources Director
  - Reference checks presentation at the President's Administrative Staff Meeting
  - Salary Savings Training
  - Session #4: Title IX Cleary & VAWA Compliance & University Travel

- **Worked on the following items**:
  - Accountability Dashboard
  - ACTA Presentation
  - Cell Phone Stipend
  - Continuing Education Courses
  - Continuing Education Formula Funding Review
  - Dual Enrollment
  - Faculty Credential Review
  - Fixed Asset Inventory
  - Fraud Survey
  - Fraud Survey 2015
  - Hotline Complaint 13-1664
  - HR Hiring Workflow
  - Information Security Analyst
  - Lean Manual
  - Mid-Valley Child Care Center
  - Reference Check Guide and Summary flowchart
  - State Auditor's 15-1735 Follow-Up

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - 2016 Spring Supervisory Symposium
  - Bond Application & Premium Reimbursement – Starr County Tax Assessor
  - Bond with Risk Management Secretary and Starr County Tax Assessor
  - Bus insurance coverage with TASB Sr. Market Research Analyst, Comptroller and Accountant
  - Creative Imaging for processing and destruction of documents (record retention)
  - Disposal of empty biological specimen containers with Director of Operations & Maintenance and faculty
  - Facilities Committee Meeting
  - Flood Insurance Coverage (Loss Run Letters) with Montalvo Insurance Agency
  - HB699 responses with Dean of Student Affairs and VP FAS
  - Host Paperclip Communications webinar training for all faculty and staff ("Beyond LGBTQ: Supporting the Spectrum of Sexual and Gender Identities")
  - Host Paperclip Communications webinar training for all faculty and staff ("Title IX Investigation Insights: Common Errors to Avoid")
  - HRP Webinar – "What To Do If A Regulatory Inspector Shows Up At Your Door"
  - Insurance for items stored at warehouses with Risk Management Consultant and Insurance Agent
  - International Insurance with Associate Director of Purchasing
  - International Insurance with Interim Associate Dean - The Office of Industry Training and Economic Development
  - Items for Facilities Committee Meeting with VP FAS
  - New Policy on Vehicle & Body Worn Cameras with VP FAS & Chief Administrator of the Department of Public Safety
  - OCIP documentation with Senior Project Manager for FPC and Carlisle Insurance
  - Property/Casualty Insurance RFP Meetings with Risk Management Secretary & Associate Director of Purchasing
  - Record Retention with new Record Retention vendor
  - Requested container from Maverick to be used by Facilities Planning & Construction for shredding of documents
  - Researched on police vehicle and body-worn cameras for VP FAS
  - Researched on Texas Colleges – police cell phones / radios for VP FAS
  - SACS-COC 5th Year Compliance Report with Director of Judicial Affairs, Dean of Student Services, VP IS&P, Chief Information Officer, Director of Facilities Operations & Maintenance and Senior Project Manager for FPC
  - Showing Title IX and related webinars at other campus locations
  - TASB 2016 Risk Management Fund Member's Conference – Austin, TX
  - Travel & Expense Management Training
  - Various items with VP FAS

- **Worked on the following items:**
  - <u>Title IX</u>
    - ➢ Coordinated the faculty and staff webinars from Paperclip Communications and submitted the attendance report to VP FAS and Director of Human Resources:
      - ⇒ Beyond LGBTQ: Supporting the Spectrum of Sexual & Gender Identities of Your Students, April 13, 2016

- ⇒ Title IX Investigation Insights: Common Errors to Avoid From Former OCR Investigators, April 21, 2016
- ⇒ Title IX/Clery and VAWA Compliance & University Travel: Reporting and Responding from Travel Sites & Study Abroad, April 26, 2016
- ➢ Prepared items for Title IX Committee Meeting
- ➢ Reviewed Title IX cases in Maxient
- ➢ Title IX Cases with Director of Human Resources, Director of Student Affairs and VP FAS
- ➢ Title IX Committee Action Items and Meeting Minutes
- ➢ Upcoming Title IX webinars with FAS Support Specialist

- Other
  - ➢ Compiled and sent past and current SACS-COC items to VP FAS
  - ➢ Created procedures for handling subpoenas
  - ➢ HB699 – Compiled responses, discussed with VP FAS and submit
  - ➢ Insurance RFP – Reviewed Loss Run Letters, send to VP FAS for execution
  - ➢ Miscellaneous tasks and requests from VP FAS
  - ➢ Prepared and sent out Loss Run Letters – Montalvo Insurance and TASB
  - ➢ Prepared and submitted responses to faculty and staff e-mails regarding Paperclip Communications webinar trainings
  - ➢ Prepared new policy – Vehicle and Body Worn Cameras
  - ➢ Prepared several items related to OCIP for VP FAS
  - ➢ Prepared travel documentation for upcoming TASB Risk Management Fund Member's Conference
  - ➢ Reference checks for new positions under VP FAS
  - ➢ Relocated Risk Management Department to Building N
  - ➢ Reviewed and approved items for payment
  - ➢ Reviewed and modified property schedule for insurance RFP
  - ➢ SACS-COC 5th Year Compliance Report (Facilities Narrative)
  - ➢ Matrix for VP FAS on cell phone stipends for Department of Public Safety

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - 2013 Bond Construction Program equipment Budget for all cafeteria projects with Senior Project Manager for FPC
  - Conference call meeting with BBVA, First Data and STC representatives to discuss implementation of the new EMV Chip Credit Card implementation, which will take place on May 5th, 0216
  - Kitchen Digital Signage project with IT Assistant II and PR staff
  - New Bid Pricing and new menu item options with Labatt Food representatives

Security & Police Department
Paul Varville, Chief Administrator for Department of Public Safety

- **Attended or held meetings as follows:**
  - COPS Grant Possibility, 03/30/16 - The South Texas College Department of Public Safety met with the Director of Grant Development, Management, and Compliance to review a possible grant opportunity through the U.S. Department of Justice COPS program. The grant would provide funds for the enhancement of community policing in which police departments would work more closely with their constituents to allay public fears and solve problems jointly. When details of the grant are published, a thorough review will be conducted to determine if the college is eligible for these funds.
  - Community Policing Grant Proposal, 04/25/16 - A third meeting was convened to further develop a grant proposal for the enhancement of community policing throughout the Rio Grande Valley. Retired FBI special agent Robert Foster has agreed to contact police departments in the Valley to determine the interest in partnering with South Texas College in the grant submission. Training in community policing would be conducted under the auspices of the Regional Training Center for Law Enforcement Excellence and would meet the goals of the U.S. Department of Justice to improve community and police agency collaboration to reduce crime and deadly encounters with law enforcement.
  - LRGVDC Shuttle Bus Contract, 04/28/16 - A meeting was held with the Lower Rio Grande Valley Development Council (LRGVDC) director of transportation services Tom Logan to develop the contract with South Texas College for fiscal year 2016 - 2017. It was agreed that the college would purchase shuttle buses and grant funds provided through the LRGVDC would be used to offset maintenance and operating expenses for the Yellow line and Park and ride operation.

- **Worked on the following items:**
  - Emergency Management Training, 04/14/16 - The South Texas College Department of Public Safety provided emergency management training to new college employees. The training encompassed responding to active shooter events, using fire extinguishers, operating Automated External Defibrillators (AED), hands only CPR, and included a table top exercise in responding to a bomb threat combined with an active shooter scenario.
  - Change Management Training, 04/14/16 and 04/15/16 - The South Texas College Department of Public Safety Chief Administrator participated in the IPASS Kotter Change Essentials workshop that provided guidance in implementing procedural changes through fact based and emotional considerations that those impacted by the change can understand.
  - Cardinal Tracking Parking Program, 04/20/16 - Notification was received from Technology Resources that to proceed with the new Cardinal Tracking Parking Program, there will be an additional cost of $20,000 to connect it with the Banner system. The RFP for the parking program will be reviewed to determine if this cost had been identified in the vendor's submission.
  - Shuttle Bus Acquisitions, 04/21/16 - Pricing was obtained from the Houston Galveston Area Council (HGAC) for additional buses to supplement the current Yellow Line and Park and Ride Shuttle bus operation. A request for a formal quote will be made.

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Business Office – Travel and Expense training for department staff
  - EDGAR, STC policies, and department procedures with the Grants Office
  - Fixed Assets with VP FAS and Accountability staff
  - Furniture budget status with HPG Design Group
  - Presented at the Business Office FM/AA Roundup
  - Provided Banner online requisition training to two (2) new administrative assistants
  - Reviewed and negotiated changes to seventeen (17) vendor agreements

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - Prepared RFP:
      - ⇒ 15-16-1073 Active Learning Classrooms – Flooring Replacement
      - ⇒ 15-16-1076 Culinary Equipment and Accessories
      - ⇒ 15-16-1077 Online Real Estate Courses
      - ⇒ 15-16-1078 Truck Driver/Bus Driver Training
      - ⇒ 15-16-1079 Library Serials
      - ⇒ 15-16-1080 Audio Visual Equipment and Parts – IV
      - ⇒ 15-16-1081 Pecan Campus Building H Audio Visual Upgrade
      - ⇒ 15-16-1082 Rebid – Pecan Campus Infrastructure for Portable Buildings – Phase II
      - ⇒ 15-16-1083 Glass Replacement and Installation
    - Public Bid Openings:
      - ⇒ 15-16-1060 Library Database Subscription
      - ⇒ 15-16-1063 Metal Products for Welding Programs
      - ⇒ 15-16-1064 Distance Learning Lab AV Upgrade
      - ⇒ 15-16-1065 Cooper Center Conference Rooms AV Upgrade
      - ⇒ 15-16-1066 Science and Engineering Labs Analog to Digital AV Upgrade
      - ⇒ 15-16-1062 Student Insurance
      - ⇒ 15-16-1070 Pecan Campus – Upgrade of Fencing Along 31st Street
      - ⇒ 15-16-1075 Temporary Personnel Services
      - ⇒ 15-16-1074 Library Discovery System
  - The Purchasing Department processed in excess of seven hundred ninety four (794) purchase orders, approved seven hundred ninety (790) requisitions, disapproved two hundred fifty eight (258) requisitions, processed change orders for goods and services and completed seventy three (73) travel authorizations. A total of two hundred two (202) new vendor W-9 forms were verified and entered into Banner Finance and twenty five (25) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since March 2016. The asset review process was completed as follows:
    - Fixed Assets approved sixty one (110) assets through April 15, 2016
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed six hundred eighty nine (689) deliveries (purchase orders and complimentary books) and a total of three thousand eight hundred fourteen (3,814) packages/boxes. A total of four hundred eighty seven (487) purchase orders were posted received in Banner. A total of two thousand ninety (2,790) items were transferred/relocated as per

move/set up request forms. A total of forty one (41) faculty or staff moves were completed in April.

- The Mail Services/Copy Center processed the following mail and copy request:
  - Student Financial Services - $1,397.73, Cashiers - $9,619.65, Starr County Campus - $399.02, and BAT Program - $412.73.
  - A total of one hundred eighty nine thousand nine hundred eighty six (189,986) copies were completed at the copy center for the month of April.
  - A total of sixty six thousand two hundred forty seven (66,247) letters were mailed out and five hundred sixty one (561) 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:**
  - Adjunct Faculty Job Fair
  - Audit logistics with Continuing Education staff
  - Budget Committee Meeting hosted by VP FAS
  - CB Audit Entrance and Exit Conferences, hosted by the Continuing Education department
  - Coordinated upcoming Employee Health Fair
  - Employee Credentialing Module meeting
  - Finance and Human Resources Committee Board Meeting
  - Focus group for Jagnet portal upgrade
  - Hosted the third and fourth 2016 Spring Supervisory Symposium
  - HR Payroll Assistant Interviews
  - PeopleAdmin Classification change and Onboarding Beta meeting
  - Personnel matters with Benefits and Payroll Manager, Employee Relations Officers, and Legal Counsel
  - President's Administrative Staff Meeting
  - Recognition Ceremony for Retiring Faculty
  - Reference check guide with VP FAS and Director of Accountability Services
  - Reorganization of Public Safety Department with VP FAS
  - SECC Awards Luncheon
  - Second interview for the HR Staffing and Compensation Manager position
  - Seminar on Change Management
  - Society for Human Resources Management (SHRM) monthly meeting. Topic: "Job Employment Principals"
  - Staff hiring workflow with Director of Accountability Services
  - Subpoena student records with VP FAS
  - Time Force Plus meeting to review the Process Evaluation conference call with Ellucian for change information
  - Title IX Meeting
  - TRAQS Beta Testing conference call

- Trainings:
  - IPASS Kotter Change Essentials Workshop
  - IRS AIR ACA Webinar
  - Project Management Fundamentals training
  - TASB Risk Management Conference in Austin, Texas
  - Title IX Webinar on investigations

- **Worked on the following items:**
  - Administrative Directory for website
  - Create new TalentEd (onboarding forms)
  - Developed a new script for payroll to display all position titles in Banner
  - FY2017 Letter of Appointment template for faculty
  - Issued electronic Notice of Recommendation for Renewal for FY2017 for full time faculty employed less than one year
  - Living Wage research and Classified Hourly Rates for President's review
  - New policy and processes to HR and PeopleAdmin websites
  - Policy Revisions:
    - 4110: Filing of Vacancies
    - 4205: Equal Education and Employment Opportunities
    - 4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
  - Report Development:
    - PEIETOT report for Benefits
    - Preliminary Staffing Plan draft
    - Full-Time Employee count by Employee Class
    - Current Employee report for HR Staffing Specialist
    - Full-Time Faculty list for verification by President
    - Faculty Letter – verification of BANNER title information
  - Reviewed Academic Catalog 2016-17
  - Reviewed process evaluation from TimeForce Plus
  - Service Pins Criteria/Awards
  - Tested new classification changes on PeopleAdmin
  - Updated Human Resouces data standards
  - Worked on merging assignments in the archive IA system to the current Banner system for years of service report
  - Workplace Answers Data Exchange project

HR Staffing	
Staff Position w/ Job Description Requests processed	13
Positions posted to HR Website	14
Advertisement of Staff Positions placed	5
Search committees assigned/searched committee forms requested	35
Hiring Proposals reviewed and approved	29
Job offers/New Hire paperwork completed	21
Vacancy Reports completed	4
Faculty/Staff resignations processed	11
Educational supplements processes	5
Notices of Employment (NOE's) Processed	
Direct Wage NOE's processed	39
Trainer NOE's processed	81
Transcripts entered into Transcript database	43

HR Faculty Staffing	
Adjunct Faculty Applications Processed	1
Transcript Reviews (PeopleAdmin)	
Faculty	10
Staff	10
Transcripts Entered into Transcript Database	0
Positions posted to HR Website	10
Advertisement of Faculty Positions Placed	30
Search Committees Assigned/Search Committee Forms Requested	5
Hiring Proposals Reviewed and Approved	3
Job Offers/New Hire Paperwork Completed	3
Vacancy Reports Completed	1
Educational Supplements Processed	2
Notices of Employment (NOE's) Processed	
Adjunct	0
Overload	20
Dual Enrollment	393
Benefits	
New Hire Orientation	13
TRS Records reported	363
Internal Transfers	6
Benefits Credits/Collections	11
Benefits Eligibility Reviews for Adjunct Faculty	4
9/9 Benefit Eligibility Review	61
TexaSaver 457/403B Accounts Completed	4
TRS Prior Years of Service Verification Completed	22
Exits	
Full Time	6
Part Time	12
FMLA	
New Claims	12
Closed Claims	19
Workers Compensation	
New Claims	9
Closed Claims	9
Tuition Grant Applications	
Employee	37
Dependent	18
Leave Forms	
Exempt	528
Non-Exempt	2,000
Sick Leave Pool	
New Eligibility emails sent	567
Renewal Emails sent	248
Payroll	
Notice of Employment	
Direct Wage (DW)	39

Work Study (WS)	10
Adjunct	0
Overload	0
Dual Enrollment	0
Trainers	81
PeopleAdmin Requisitions/Transactions	
Approvals	2
Hiring Proposals	16
NOE/Staff/Faculty Payroll Worksheets	25
Direct Deposit Transactions	25
PDR Notifications	155
Cell Phone Stipends	4
Exits/Resignations	4
Texas Office of Attorney General (TXOAG) Reporting	5
Under Hours/DOC Worksheets	47
HR Support	
Application Processing	
Staff applications	205
Faculty applications	51
Part-Time applications (DW/PT/AD)	92
Verification of Employment	
Forms processed	27
Letters sent	4
Phone Calls made	31
New Hires/Rehires/Transfers processed	38
Temporary Agency Employee Requests	3
Workplace Answers: New Hire Registrations Processed	30
Records Technician	
Current files prepared for Xtender	1,550
New Hire/DW/WS files prepared	25
Termed files processed	28
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	565
Fingerprints, Total FTYD	190
Fingerprints this month	16
DPS Driver's Eligibility Checks, Total FYTD	221
DPS Driver's Eligibility Checks, Total for month	11
TWC Claims, FYTD	38
TWC Claims this month	1
Open Records Request, Total FYTD	5
Open Records Requests this month	0

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

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Conference call to review concerns with Owner Controlled Insurance Program
    - Current estimates for various projects
    - Furniture options with HPG furniture consultants
    - La Joya Teaching Center – Collaboration meeting with Superintendent and STC staff and advisory committee meeting with La Joya ISD and STC staff
    - Overall construction budget with Broaddus and Associates and College staff
    - Pecan Campus Site Improvements – Landscape design with Engineer and B&A
    - Pecan Campus STEM Building – Equipment requirement for Biology/Chemistry department
    - Pecan Campus Thermal Plant – Concrete pour for the slab for the expansion; bi-monthly construction meeting for Pecan; conducted site visit to review progress; concrete pier pre-construction meeting; pre-construction roofing meeting
    - Pharr Regional Center for Public Safety Excellence - Signing ceremony; reviewed budget and program with College staff
    - Weekly update meeting with Broaddus & Associates

  - Other:
    - Active Learning Classroom requests and replacement of carpet with Project Director HSI Grant
    - Assigned tasks for each campus on SACS
    - Board of Trustees Meeting
    - District Wide ADA Improvements Phase II – Reviewed project schedule
    - Facilities Committee Meeting
    - Facilities Operations Council meeting
    - Facilities Planning and Construction staff meeting
    - Future CIP request with Music-String Instructor
    - Kickoff meeting for the 2013 Bond webpage
    - Kitchen equipment estimates with Director of Food Services and VP FAS
    - March AA/FM Roundup
    - New carpet and flooring presentation by Mannington
    - Pecan Campus Student Services Building K – Interior overhead signage requirements with College staff
    - Pecan Campus Upgrade of Fence Along 31st Street – Pre-proposal conference presentation; and bid opening
    - Project updates with VP FAS and Facilities Committee Agendas
    - Reviewed projects with FPC and O&M staff
    - Space Management software web demonstration with college staff
    - Space Management Technician duties and responsibilities with FPC staff
    - Technology Campus Cooling Tower Replacement – Conference calls with legal counsel to reviewed close out issues
    - Technology Campus GM Car Storage Upgrade – Project program requirements with faculty and engineer

- **Worked on the following items:**
  - 2013 Bond
    - La Joya Teaching Site - Worked on design options for marquee sign with FPC staff and vendor. Contacted TXDOT to request highway signage
    - Nursing and Allied Health Campus Expansion - Forwarded partial survey and site information to legal counsel needed for the entry drive easement request from Texas A&M; Worked with project team to reduce area for the entry drive easement as requested by Texas A&M legal counsel
    - OCIP - Worked on processing payment for insurance as needed
    - Pecan Campus Thermal Cooling Plant - Conducted various site visits to review construction progress.
    - Reviewed GMP's for the Mid Valley Campus projects
    - Reviewed invoices from various Architects and Engineers
    - Various bond projects – Received and reviewed design development and construction drawings from architects and engineers

  - Other:
    - April 25 and April 26 Facilities Committee agenda and motions
    - Budget Projections and schedules for Non-bond construction projects and for current and future projects with FPC staff
    - Developed drawings for Space Modification requests
    - District Wide ADA Improvements Phase II – Conducted site visits to review progress; and worked with engineer to resolve several issues at various campuses
    - District Wide Wayfinding Signs - Quotes for replacing glass panels on directories
    - FY15-16 Capital Improvement Proposals - Compiled evaluations from committee. Worked on budget projections for the FY 16-17 Capital Improvement Projects
    - La Joya Teaching Center Sign – Revised and created new options for monument sign
    - Nursing and Allied Health Campus Expansion Water Pump Stations - Processing quotes
    - Nursing and Allied Health Campus West Side Wall – Square foot calculations for limestone cleaning
    - Pecan & Nursing & Allied Health Campuses Active Learning Classrooms Flooring Replacement - Worked on advertisement and RFP; conducted a site visit at NAH to review the existing conditions of the existing and proposed classrooms; and submitted RFP package to the Purchasing Department
    - Pecan Campus Building K Student Enrollment Services – Reviewed possible items to reduce the project construction cost with Boultinghouse Simpson Gates and College staff
    - Pecan Campus Library Compact Shelving and Furniture - Reviewed quotes and status of project with Library staff
    - Pecan Campus Portable Relocation Phase II – Received one bid but recommending to reject it; possibly re-bid
    - Pecan Campus Resurfacing of East Loop – Participated in the evaluation of two bids
    - Pecan Campus Student Services Building K Overhead Signage – Interior overhead signage
    - Pecan Campus Upgrade of Fence Along 31st Street – Advertisement, RFP, conducted pre-proposal conference presentation, and submitted addendum #1.
    - Pecan Plaza Parking Area for Police Vehicles – Reviewed program scope and requirements, received and reviewed preliminary design layouts with Civil Engineer and FPC staff
    - Reviewed new FPC Project Manager applications and conducted interviews
    - Technology Campus Building B Flooring Replacement – Participated in the evaluation committee to recommend a vendor to the April Facilities Committee

- Technology Campus GM Car Storage Upgrade – Received and reviewed the 60% drawings provided by the engineer
- Technology Campus Mechanical Floor Room Replacement – Requested revised proposal from structural engineer
- Updated FPC narratives from SACS peer review; and updated brochure with facility photos for VP FAS' review
- Updated Non-Bond Equipment and Furniture lists for New Facilities

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - 2013 Bond Facilities Data Status Meeting
    - Bond Construction Program Planning Meeting
    - Conference call with Legal Counsel and VP FAS on the Cooling Tower for Tech Campus
    - Mid Valley Campus Library Expansion and Renovation - Cost Review
    - Mid Valley Campus Thermal Plant GMP Review
    - Mid Valley Thermal Plant and Mid Valley Site - Draft GMP Discussions
    - New construction and timeline with Cavallo Energy
    - Pecan Campus Cafeteria and Activities Building - Reviewed Cost Estimate
    - Pecan Campus Library Compact Shelving CIP & MV Library Relocation for Bond Construction Meeting
    - Pecan Campus Thermal Plant Expansion Progress Meeting
    - Pecan Thermal Plant Expansion Progress Meeting and Structural Steel Pre-Conference

  - Other:
    - Assisted with the FPC Project Manager Position Interviews and reviewed applications
    - Facilities Committee Meeting
    - Facilities Operations Counsel Meeting
    - Facilities Operations and Maintenance Managers' Meeting
    - Finance Committee Meeting
    - President's Administrative Staff Meeting
    - Qube Space Manager Demo for South Texas College - Session 2

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ Hood cleaning in all kitchens is underway and should be completed by end of May.
      - ⇒ Terra Bella has been added to waste disposal vendors.
      - ⇒ A number of new plants are going in at Mid Valley Campus and NAH. Planting has started.
      - ⇒ Landscaping looks much better district wide, any issues are being addressed quickly
    - NAHC
      - ⇒ Sprinklers on south side near flag poles were repaired
    - Pecan Campus
      - ⇒ Building B fire panel is repaired and back to normal.

⇒ Building H fire panel repaired, system is normal.
⇒ Building M access control panel repair scheduled for early May.
⇒ Flea treatments completed. These issues were caused by the stray cats that congregate nearby

- Pecan Plaza
  ⇒ Remaining offices in 2607 have been scheduled for carpeting on May 17th
- Starr
  ⇒ Building E continues to have leaks in the same office. We are coordinating with plumbers and roofers to solve.
  ⇒ Met with Pepsi representatives regarding issues with vending machines and they are addressing the problems
- Tech Campus
  ⇒ Tech Campus Ansul system has been repaired. Red tag was removed

- Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	125	$ 1,875.10
Electrical	108	2,413.78
Energy	60	328.79
HVAC	358	9,404.42
Locksmith	76	5,764.52
Painting	24	960.50
Plumbing	123	3,140.18
Plant Services	3	2,513.97
Total Cost		**$ 26,401.26**
General Preventative Maintenance	526	
Total Work Orders	**1,403**	

- Maintenance Department Work Orders and Expenditures

Work Orders Created	1,270
Work Orders Completed	1,403

- Custodial Department

Set-Ups	369
Moves/Relocations	80

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Accounting Group Managers' Meeting
  - ACTA Presentation
  - AP Card Outstanding Items
  - Blackboard Collaborate options available for Cashier use in training staff with Distance Learning Media Manager
  - Board of Trustees Meeting
  - Bond Construction Budget and Payment Process Meeting
  - Budget 2017
  - Budget Workshop Meeting
  - Continuing Education (CE) Coordinating Board Enrollment Audit and logistics
  - Donation Procedures
  - Education Department General Administrative Regulations Meeting with Director of Grant Compliance and VPFAS
  - Fixed Assets Meeting
  - FY17 Budget with Chief Administrator for Department of Public Safety
  - Human Resources Supervisor Symposium
  - Initial EDGAR Policy Review Meeting and Guidelines
  - Investment Finance Motion on adding two additional bank to the resolution
  - Issues related to the emergency online Spring 2016 pilot program
  - Jagnet upgrade meeting with Ellucian
  - Kotter Change Essentials
  - Market Place properly use for seminars with the Institute of Advance Manufacturing
  - Merchant services change
  - NAH Cost Analysis meeting
  - Non-bond projects for FY17 budget with FPC staff
  - Out-of-state residency and charges related to the BAS-OL program with Dean for Math, Science and BA programs
  - Payment code for vendor on the construction projects
  - Planning and Development Council
  - President's Administrative Staff Meeting
  - Projected investment funds for the operating and bond funds with Investment Advisor
  - Safekeeping agreement with BBVA Compass and the process of purchasing securities with Legal counsel and the Investment Advisor
  - Salary Savings Training
  - South Texas Community College Education Foundation - Form 802
  - Starr County Tax Reports
  - TimeClock Plus Update
  - TR/FAS Projects Update
  - TR's Database Analyst Interview Committee
  - Transition between US Bank and STC to issue refund and disbursement checks to students beginning week of May 1, 2016
  - Transparency Stars - Debt obligation, disclosure requirements and website
  - Uniform Guidance Procedures Meeting with VP FAS
  - US Bank Deconversion

- Weekly merchant processor transition

- Trainings:
  - AA/FM Round Up
  - Accounting Group Supervisors' training
  - Best Practices in Budgeting and Fiscal Policy
  - Building Accountability webinar
  - Ellucian 2016 Conference
  - Excel 2013 Essential Training webinar
  - GFOA Understanding Internal Control webinar
  - Project Management Fundamentals
  - RegisterBlast Demonstration
  - Travel & Expense Management System training

- **Worked on the following items:**
  - Bond Report and related items
  - Childcare tenders on TouchNet in order to facilitate the Business Office reconciliation process and the Cashier refund process
  - Completed and submitted the closeout packet for Wagner Peyser Year 3 Grant
  - Completed the CRC Upgrade and preparing for the training scheduled for May 24th – May 26th
  - Completed the document packet for the Texas Workforce Commission Desk Review
  - Dashboards – Demo was presented, Technology Resources will make some corrections to the dashboards
  - Donations Process and Procedure
  - Estimated the interest income for the 2014 and 2015 bond funds for FY16-FY18
  - Extended hours of operation to assist students with final Spring installment due date on April 21st
  - Financial Analyst – Candidates Matrix
  - Financial transparency check register – Completed report
  - FRS transactions on Touchnet in lieu of using Banner
  - Generated and called daily on the unpaid lists for Summer I/III, M6, N10 and N11 minimesters
  - GTOT Investment Certification renewal - The current certification expires on August 31, 2016
  - Kick off Summer and Fall bite size training scheduled for May 6, 2016
  - Marketplace – Working on new store for Robotic Camp
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 113 monthly reports were completed during the month of April 2016
  - Prepared an Endowment Fund budget for FY15-FY17
  - Prepared the Finance Motion for the renewal of the bank depository contract
  - Printing of student refund checks
  - Review of the new Mandatory Exemption Summary
  - South Texas (Community) College Education Foundation
  - Student notices notifying them that effective May 1, 2016 South Texas College will begin printing refund checks
  - Submitted appropriation transfer invoice ($1,582,000) to Texas Department of Public Safety
  - Technology Resources trained Cashiers on printing and sealing self mailers
  - Transparency Stars - Finance, Debt & Economic Development
  - TRS
  - TWC wage reports – Changes moved to production and new process is now being used by payroll

- US Bank de-conversion – Will implement changes in prod this week so we can bring checks in-house by May 1st
- WebFocus migration – Payroll and Technology Resources continue to test and resolve issues encountered with the additional reports

- Budget
  - Adjustments were made to the FY 2017 budgets according to requests submitted by the Comptroller and Vice President
  - Completed and submitted the Annual Audit Report (eZ-Audit) for the fiscal year ended 8/31/2015
  - Completed, and submitted the Integrated Postsecondary Education Data System 2015-16 data collection report
  - FY 2017 revenue budget projections for the auxiliary fund
  - Presented Banner Finance and Reconciliation information in the AA Round Up
  - Requested FY 2017 budget information from staff and financial managers and updated accordingly
  - Reviewed FY 2017 faculty pay plan prepared by faculty to identify variances with the preliminary version prepared by the Business Office
  - Trained new Budget Accountant on duties
  - Updated the Hidalgo and Starr County Tax Assessment and Collection Fee motion
  - Updated the revenue and expense budget summary and budget strategies for FY 2017

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the April board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

- Checks Processed as of April 30, 2016:

Bank No.	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16
01 E&G	670	543	725	682	538	627	576	637	871
01 Direct Deposit	84	93	98	89	60	85	88	105	105
03 Student	10,334	11,596	922	134	84	18,044	2,479	339	1,738
12 I&S Taxes	-	-	-	-	-	1	-	-	-
16 I&S Bond	-	-	-	-	-	1	-	-	-
17 Plant	19	24	8	15	11	11	7	9	12
32 AP Card	359	500	420	430	279	455	461	422	377
38 Unexp-LT Bond Series 2014	13	11	2	17	7	20	14	16	18

- Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	No. of Check/ DD Cycles	No. of Checks/ Direct Deposit
01 E&G	16	884
01 Direct Deposit	8	105
02 Payroll	5	939
02 Direct Deposit	3	1,796
03 Student	4	1,738 (US Bank)
12 I&S	0	0
16 I&S	0	0
17 Plant	5	12
38 Bond Series 2014	4	18
Total	45	5,492

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

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	1
Approval Queues	9
Bank Reconciliations	10
Banner Testing - hours	
Cafeteria daily sales report	11
Cancelled checks provided to AP and/or verification and positive pay	14
Checks scanned - bond	
Copies of booklets/journal entries requested	49
Deposits prepared	7
Disbursement of returned mailed checks	7
Donations - telephone calls & emails received	1
Errands to Inter-office deliveries	28
Financial manager changes	4
FOAP created/inactivate	8
Hours assisting other departments	6
Hours filing and organizing of Journal Entries and boxing	9
Hours used for scanning - estimated	
Hours used printing, binding and scanning documents (not JE)	81
Hours used to prepare documents for scanning	3

IDT's - telephone calls received	5
Interdepartmental Transactions reviewed	44
Invoices and encumbrances reviewed	46
Journal entries prepared	24
Journal entries processed including FUPLOAD	942
Journal entries processed - transactions including FUPLOAP	3,694
Journal entries/documents scanned - including daily's	1,395
Journal entries logged and file	
Positive Pay submitted	22
Stale dated list prepared	1
Stale dated letters mailed	15
Stop payments processed	11
Transactions removed from bank reconciliation	376

- Payroll processes for the month ending April 30, 2016:

Activity	Numbers
Payroll Re-Issue Processed	1
Payroll Cycles	4
Payroll Checks & DD	2,978
New Employee Setups For Timeforce	34
Timeforce Access Forms Processed	44
Number Of Employees With OT Reviewed For OT Memos	381
Noe's Approved	167
Salary Budget Transfer Forms Processed	5 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		Deposits Processed	
Employees on Monthly Payroll	1,618	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	1,102	Bank Transfers	4
Timecards Processed		**Hand Cut/PBK**	
(Waged 03/16-03/31) SR07	541	Salaried	0
(Waged 04/01-04/15) SR08	565	Wages	0
(Salaried: April) MR04	2,821		
		Stop Payment Processed	
Noes Processed		Salaried	1
(Additions, Deletions, Changes)	20	Waged	0
Salaried	168		

Waged	24	**Void Checks Processed**	
		Salaried	1
Payroll Adjustment Worksheets		Waged	0
(Additions, Deletions, Changes)	20		
Salaried	63	**Replacement Checks Processed**	
Labored Distributions (Ana Maria)	2	Salaried	1
(Additions, Deletions, Changes)	0	Waged	0
Waged	2		
		Voided Direct Deposits	
Liabilities Processed		Salaried	0
ORP	11	Waged	0
Annuity	10		
Student Loans	4	**Direct Deposit Processed**	
United Way	1	Salaried	1,527
Child Support	3	Total Net	$ 4,011,789.24
IRS Levy	1		
Withholding & FICA	4	Waged	513
Met Life	1	Total Net	$ 123,510.47
Legal Judgement	1		
TexFlex	1	**Checks Processed**	
Social Security Administration	1	Salaried	315
		Total Net	$ 598,185.37
Reports Processed			
Compass Bank Direct Deposit File	3	Waged	623
Void And Replacement Check Cycle File	1	Total Net	$ 146,262.84
Overtime & Straight Time Mgmt. Report	1		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	116
General Journal Entry (Inter-Fund) (JE 16)	54
Cash Receipts (CR 05)	851
Encumbrance Liquidation (E032)	16
Encumbrance Liquidation (E020)	6
General Journal Entry (IConstruction) (JE17)	7

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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Memo

Date: April 18, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **APRIL 2016 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 May 24, 2016 Board of Trustees meeting.

Academic Affairs Highlights April 2016

Division: Academic Advancement
Department: Academic Excellence Office
Highlight: Valley Scholars Program 2015 College Tour

On Wednesday and Friday, **March 30 – April 1, 2016**, the **Valley Scholars Program** offered its students the opportunity to gain insight into the transfer process and requirements for universities in Texas on their **annual College Tour**. The students **participated in a three day tour** of five universities including: The University of Texas San Antonio, The University of Texas at Austin, Texas A&M University College Station, Texas A&M University-Corpus Christi and Texas A&M University-Kingsville.

Transfer information and tours of the campuses were a part of each visit. The students had the opportunity to ask questions about their specific areas of interest and learn about transfer requirements. The **annual College Tour is one of the many benefits Valley Scholars receive as part of the program**. It serves as motivation for students to continue their education and strive to complete advanced degrees after obtaining their associate's degree from South Texas College.

Academic Affairs Highlight April 2016

Division: Liberal Arts and Social Sciences
Department: Communication Arts
Highlight: Communication Arts Festival 2016

On Friday, **April 1, 2016**, the **Communication Arts Department** held our **8th Annual Communication Arts Festival** at the Cooper Center for Communication Arts. This year's festival **theme was "Connecting to Others in New Ways"**. We showcased social media entrepreneurs in the RGV who are using blogs and YouTube to build their brand identity, connect with clients, and influence the community. We also invited BRNDhub, a multi-dimensional advertising agency in the RGV who is responsible for the creative campaigns behind the Stars Scholarship, Vallyite, South Texas Comic Con, and many others.

Panelists spoke and held a Q&A session after presentations. Following the panel, we had student information booths and a speech competition in which 5 student competitors devised informative speeches for a scholarship opportunity. The **event was attended by over 200 STC students and community, including dual-enrollment students** from Weslaco-East, Sharyland, and Valley View High School.

Academic Affairs Highlight April 2016

Division: Business & Technology
Department: Regional Center for Public Safety Excellence
Highlight: Signing Ceremony

On Tuesday, **April 5, 2016**, a groundbreaking **collaborative project** between **South Texas College (STC) the City of Pharr and the Pharr-San Juan-Alamo Independent School District** (PSJA ISD) is one step closer to coming to fruition as planning moves forward for the highly anticipated Regional Center for Public Safety Excellence. Leaders from the partnership were there to **sign an official memorandum of understanding (MOU) for the facility** during the signing ceremony at the Tierra Del Sol Golf Club Clubhouse.

The Regional Center for Public Safety Excellence addresses the need for elevating public safety educational offerings as well as contributing to the workforce in the Rio Grande Valley. The Regional Center for Public Safety Excellence will **consist of a 21,800 sq. ft. facility and additional resources, including classrooms, administrative offices, vehicle driving range, outdoor shooting range, firearms simulator and a mobile firearms simulator.**

STC will take title to the properties contributed by its partners and will design, construct and operate the facility within a timeline of 12 – 18 months with a projected March 2017 construction start date and a December 2017 completion date.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Memorandum of Understanding Signing Ceremony

Tuesday, April 5, 2016
10:00 a.m.
Tierra Del Sol Golf Club ❖ 700 E. Hall Acres Rd. Pharr, TX

AGENDA

Welcome and Introductions	**Sergio Contreras, Executive Director** *Pharr Economic Development Corporation*
	Dr. Ambrosio "Amos" Hernandez, Mayor *City of Pharr*
	Dr. Shirley A. Reed, President *South Texas College*
	Dr. Daniel P. King, Superintendent of Schools *Pharr-San Juan-Alamo Independent School District*
Responding to the Need	**Ruben Villescas, Chief of Police** *Pharr Police Department*
Words of Appreciation to Legislators	**Sergio Contreras, Executive Director** *Pharr Economic Development Corporation*
	The Honorable Eddie Lucio, Jr. *Senator of the State of Texas, District 27*
	The Honorable Juan "Chuy" Hinojosa *Senator of the State of Texas, District 20*
	Rep. Sergio Muñoz Jr. *Texas House of Representatives, District 36*
MOU Signing by Partners	**South Texas College, PSJA ISD, and City of Pharr**
Closing Remarks	**Sergio Contreras, Executive Director** *Pharr Economic Development Corporation*

*****Media Interviews and Photo Opportunities*****
Please enjoy light refreshments.

Academic Affairs Highlight April 2016

Division: Business and Technology
Department: Advanced Manufacturing Technology
Highlight: STEM Workshop for PSJA Students

On Tuesday to Thursday, **April 05 - 07, 2016**, the **Advanced Manufacturing Technology Department** hosted their **STEM Workshop for PSJA** at CCTA Campus. A total of **29 students from three PSJA High School** took part of this workshop who had a great opportunity to learned and get a general input of Dual Enrollment for Advance Manufacturing Technology program. Students were presented the advantages of program curriculum, class material examples, path after completing AMT Certificate and some of local industry examples. They engaged and participated in projects hands-on enthusiastically. After the workshops were offer, we can about 18 students had committed to enroll in AMT Certificate Program.

STEM Workshop Highlights:

- Presentation & Videos depicting AMT
- Sketch Assignment
- Precision Measurement tutoring
- CNC techniques & introduction
- Manual Machining tour & hands-on trial

Participating School Districts:

- PSJA Bears
- PSJA Southwest
- PSJA Memorial

Distinguished Visitors:

- Ronaldo "Ronnie" Cantu/PSJA Board Member
- Belinda Vargas/ PSJA CCTA Staff
- Jessica Salinas/ PSJA CCTA Staff

Academic Affairs Highlight April 2016

Division: Liberal Arts and Social Sciences
Department: Mid-Valley Campus Child Development Center
Highlight: Parent Involvement Workshop: Laughter Yoga

On Friday, **April 8, 2016**, the Mid-Valley Campus **Child Development Center** hosted their **Parent Involvement Workshop on the topic of Laughter Yoga.** In collaboration with the STC Counseling Office, Child Development Center staff coordinated this event that provided a fun time for all. STC, Counseling Intern and Certified Laughter Yoga Leader, Christina Sendeño, provided instruction to parents on how to best incorporate "Laughter Yoga" techniques into their daily routine. **Approximately 40 parents and children attended the interactive session**. The session also gave our busy parents some time to connect with their children and take a break from the stresses of the week. Parental involvement is a big part of our high quality program. Child Development Center staff organize three to four parenting workshops per semester to support parents as they juggle college and family life.

Academic Affairs Highlights April 2016

Division: Academic Advancement
Department: Academic Excellence Office
Highlight: 2016 Phi Theta Kappa International Convention

On Friday to Sunday, **April 8 - 10, 2016**, the **Beta Epsilon Mu Chapter** of South Texas College attended the **2016 Phi Theta Kappa NerdNation International Convention.** The Convention was held in National Harbor, MD for all chapters of Phi Theta Kappa. The convention **offered motivational guest speakers and educational forums** with topics ranging from Society programs to college completion and personal development. Phi Theta Kappa conventions provide opportunities for advisor and student engagement that result in long-term chapter and student success.

The chapter was **recognized in the International Convention Awards Program for its Five Star Chapter Development Plan**. As a five star chapter, Beta Epsilon Mu has reached the highest level of chapter success.

Academic Affairs Highlight April 2016

Division: Liberal Arts and Social Sciences
Department: Art Department
Highlight: 2016 Annual Student Juried Exhibition

On Tuesday, **April 12, 2016**, the South Texas College **Art Department** presented the **2016 Annual Student Juried Exhibition**, an art exhibition featuring artworks by South Texas College students (art majors and non-art majors). The artwork is divided into 3 categories: Three-Dimensional, Two-Dimensional, and Digital. Prize winners for each category, as well as a Best in Show were selected by renowned valley artist, Brian Wedgworth.

Brian Wedgworth was born in San Antonio, Texas and currently resides in the Rio Grande Valley. He attended the University of Texas-Pan American where he studied sculpture under Richard Hyslin. Wedgworth's geometric based, large-scale abstract steel sculptures can be found in several private collections around the U.S. and Mexico. He also works with local developers to incorporate his work in their projects including homes, apartment complexes, and business centers.

The purpose of this exhibition is to **introduce students to the world of presentation** and to **encourage them to continue exhibiting their artwork**. Each year, a juror is invited to select artworks to be displayed and is also present during the opening reception to provide feedback for those who entered the competition.

Academic Affairs Highlight April 2016

Division: Liberal Arts & Social Sciences
Department: Mid-Valley Campus Child Development Center
Highlight: Weslaco High School Visit

On Tuesday, **April 12, 2016**, the **Mid-Valley Campus Child Development Center** provided a **walking tour and a Q&A session** for the Child Development Class (CDC) from **Weslaco High School**. A group of **20 students** and their teacher, were given a tour of the CDC 6 classrooms and playgrounds and were given a brief introduction about a career in the field of Child Development. The high school students brought handmade teddy bears and books for the children.

Academic Affairs Highlight April 2016

Division: Liberal Arts and Social Sciences
Department: Child Development
Highlight: Week of the Young Child: Read a Book

On Tuesday, **April 1, 2016**, the **Child Development Department** participated in the **Week of the Young Child: Read a Book** event held for the Hidalgo County Head Start at their Annual Festival at the Pharr Civic Center. The Week of the Young Child is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC).

The Child Development Department program chair, recruited and coordinated 'readers' that ranged from students and faculty. The 'readers' came out and **donated two hours** of their time to a children's book to a group of 3, 4, and 5 year olds. Children listened attentively as the 'readers' read "A Cat in a Hat" and "Hungry Caterpillar", among other books. The two hours flew by while the 'readers' **read to well over 900 children**.

Academic Affairs Highlight April 2016

Division: Academic Excellence
Department: Phi Theta Kappa
Highlight: Spring 2016 Induction Ceremony

On Friday, **April 15, 2016**, The **Beta Epsilon Mu Chapter of Phi Theta Kappa** welcomed **89 new students** into the **International Honor Society** during the **Spring 2016 Induction Ceremony** held on the Pecan Campus. Each student inducted into the Honor Society received an exclusive invitation from Phi Theta Kappa extending membership due to their outstanding academic achievements.

The Induction Ceremony provided friends and family of the students an opportunity to learn more about Phi Theta Kappa and South Texas College. Each student was **awarded a certificate** and recited the oath of membership which formally inducted them into the Beta Epsilon Mu Chapter of Phi Theta Kappa. **Three members were also recognized for being selected to the All-Texas Academic Team**. South Texas College Coordinator of Valley Scholars and Phi Theta Kappa lead advisor presented information about the Honor Society and an overview of the College's accomplishments over the past 20 years. Dr. Rene Zuniga, Associate Professor of Education, served as the keynote speaker for the evening and guests enjoyed light refreshments after the ceremony.

PHI THETA KAPPA
HONOR SOCIETY

Academic Affairs Highlight April 2016

Division: Business and Technology
Department: Precision Manufacturing Technology
Highlight: 2016 Annual Dual Enrollment Advanced Manufacturing Technology Competition

On Friday, **April 15, 2016**, The **Precision Manufacturing Technology Department** hosted the **2016 Annual Dual Enrollment Advanced Manufacturing Technology Competition** at the Technology Campus. High School dual enrollment students from Hidalgo, Mission, Weslaco, Rio Grande City PSJA and Progreso showcased their precision manufacturing skills. There were a **total of 111 students who participated** in the following categories:

- Milling Operations
- Lathe Operations
- Precision Measurement
- CNC Programming
- Blue Print Reading and Drafting
- Auto Cad / Inventor
- Machining Math

In addition to the competition awards, **five AMT students received a $1,000 Scholarship** from STMA to be used towards their Associates degree. The Scholarships were presented by STMA Executive Director.

Congratulations to all winners and participants for their hard work and for making this another rewarding and successful event.

High School	Gold	Silver	Bronze	Total
Mission	2	1	1	4
Hidalgo	0	1	0	1
Rio Grande	1	2	1	4
Progresso	0	0	1	1
PSJA	1	1	1	3
Weslaco	3	2	3	8

Academic Affairs Highlights April 2016

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: 2016 Starr County Campus Club Olympics

On **Friday, April 15, 2016**, the **Starr County Campus Psychology Club** participated in the annual **Starr County Campus Club Olympics** from 10:00 am – 2:00 pm. This is a friendly competition among the different student clubs / organizations at Starr County Campus. There is a variety of games / competitions during the Olympics that included Kahoot Game Knowledge Questions, Sports, and so forth. The Psychology Club WON the 1st Place Trophy!!!

Academic Affairs Highlights April 2016

Division: Liberal Arts & Social Sciences
Department: Child Development Department
Highlight: 20th Annual Week of the Young Child – Children's Play Day at Starr County Campus

On Saturday, **April 16, 2016**, the **Child Development Department** hosted the **20th Annual Week of the Young Child** at the South Texas College Rio Grande **Starr County Campus**. The Ceremony began at 10 am with Master of Ceremonies-President of the Hill Country Association, introducing all of the community partners participating that day. The children and families were welcomed by the Starr County Campus Site Coordinator and the Proclamation was read by the Mayor of Rio Grande City, as well as the Director for TMC Head Start gave a brief speech to those in attendance. **Over 500 children and their parents attended**. There were activities inside and outside on the STC campus for children of all ages.

Academic Affairs Highlight April 2016

Division: Math, Science, and Bachelor Programs
Department: Texas Regional STEM Degree Accelerator (TRSDA)
Highlight: Kickoff Conference for TRSDA Rio Grande Valley STEM Faculty Institute

On Thursday to Friday, **April 21-22, 2016,** the TRSDA Rio Grande Valley hosted a Kickoff Conference for TRSDA Rio Grande Valley STEM Faculty Institute. This two day event, introduced faculty participants to central grant components, like:

- Employer Engagement
- Instructional Strategies
- Leadership and Change Management
- New Mathways Project

A total of **59 faculty** representing nine RGV ISDs and institutions participated in the event. During the event, participants were arranged in Collaborative Groups spanning DE/K-12, 2-year, and 4-year college; by location, academic discipline; and experience in the field, teaching, and with online platform. Groups were then assigned to create a lesson plan that scaffolds across each level of education and defines the pathway to career needs beyond, to be presented at the 5-day July conference in a GIFTS format. The participants will also have access to a Blackboard platform will be used for online discussions, provide direction for Faculty participant assignments.

Academic Affairs Highlights April 2016

Division: Academic Affairs
Department: Academic Affairs
Highlight: Recognition Ceremony for Retiring Faculty

On Thursday, **April 28, 2016**, the **Academic Affairs Division** hosted the first College-Wide **Recognition Ceremony for Retiring Faculty**. A total of **9 retiring faculty** were recognized for their leadership, service, and contributions to the students and the community. Without a doubt, they are true champions of student success. During the recognition ceremony, the faculty **received a medallion** that resembled the STC logo on the Academic Mace and their **years of service pins**. After the ceremony, all attendees headed over to the reception area to enjoy some appetizers and light jazz music by some of our STC students.

No.	Department	Faculty Name	Years of Service Pins
Math, Science, Bachelor Programs			
1	Dev Math	Esteban Salinas	5 & 10 Year Pins
2	Dev Math	Aparna Ganguli	10 & 15 Year Pins
3	Dev Math	Lyda Neal	5 & 10 Year Pins
4	Biology	Dr. Mukul Ganguli	10 & 15 Year Pins
Liberal Arts & Social Sciences			
5	CJSS	Dr. Clyde Greenlees	10 & 15 Year Pins
6	Dev Reading	Grace Little	10 & 15 Year Pins
Business & Technology			
7	Human Resources Specialist	Francisco Gomez	10 Year Pin
8	Electrician Assistant	Arnulfo Flores	5 Year Pin
9	Computer & Advanced Technology	Oscar Flores	5 & 10 Year Pins

Academic Affairs Highlights April 2016

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus
Highlight: Starr County's Got Talent 9 (sponsored by Starr Psych Club)

On Friday, **April 29, 2016**, the **Starr County Campus Psychology Club** hosted **Starr County's Got Talent 9** at the STC Amphitheater in Rio Grande City, TX from 7:30 – 9:30 pm. It was completely sold out with **436 people in attendance**! There were 15 contestants from all over Starr County (Roma, Rio Grande City, La Grulla) that included 10 singers, 2 dance groups, 1 music group, 2 musicians (who also sang), competing in this spectacular show. The judges were TV Hosts of Univision's "La Salud del Valle" Zoraly Ramos and Claudia Tamez, Singers/Vocalists of Super Odisea Eduardo Alanis and Eduardo Javier Alanis, Radio Host Lily Ollervides, and Magician David Sage.

A **total of $1,919 was fundraised**, from the admission and participation fee, plus money obtained from selling waters, Gatorades, sodas and chips, which will benefit the annual $1,000 Starr Psych Club Scholarship.

Every **contestant received a certificate of appreciation for participating**, and there were 1st & 2nd place trophies in the solos division and 1st place trophy in the dance groups division.

Academic Affairs Highlights April 2016

Division: Math, Science, Bachelor Programs
Department: Mathematics
Highlight: Faculty highlighted in the Texas Mathematics Association of Two Year Colleges Newsletter

The Spring 2016 newsletter edition of the **Texas Mathematics Assocaition of Two Year Colleges** highlights a **South Texas College mathematics faculty member**, Ms. Veronica Dominguez. Ms. Dominguez wrote about "A Pathway to the Active Learning Classroom" and how the FOCUS Academy and the Active Learning Classrooms helped with retention and participation in her classroom. To see the full newsletter, visit texmatyc.org

2016 Conferences

- MathFest: Columbus, Ohio, August 4-6, 2016
- AMATYC conference: Denver, CO, November 17-20, 2016.
- AMS/MAA Joint Meeting: Atlanta, Georgia, January 4-7, 2017.

A Pathway to the Active Learning Classroom

By Veronica E. Dominguez,
South Texas College
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South Texas College was awarded a 2.5-million-dollar grant from the Department of Education to be distributed over the course of 5 years. It included three components one of which is to create state of the art Active Learning Classrooms distinguished as Tier I and Tier II. The Tier I classroom is equipped with wireless technologies, furniture on wheels and rolling whiteboards. They are a true gem on campus.

Having completed the FOCUS Academy during the 2014-2015 Academic Year, I was given the privilege of teaching in one of the Active Learning Classrooms during the 2015-2016 Academic Year. Student retention and participation has been overwhelmingly positive.

The smoothest courses for me to incorporate the teaching strategies I learned in the FOCUS Academy are Elementary Statistics and Math for Elementary Teachers. Those teaching strategies include collaborate group work, classroom talk, questioning, literacy groups, writing to learn, and scaffolding. I believe the strategies work best in these courses because the students have similar mathematics backgrounds and are able to do some of the traditional lessons through blackboard and MyMathLab without requiring as much guided support as a College Algebra or Calculus student may require. The students must be responsible for outside classwork because these strategies take up a great deal of class time.

The Collaborate Group Work teaching strategy is very easy to incorporate because of the movable furniture. The tables can easily be rolled around to create different sized groups. Rolling whiteboards are also very useful. The students enjoy using these to explain computations to their classmates. One student commented, "It is a nice change of pace when a student is encouraged to stand up and learn." I encourage using the whiteboards during a 2 hour and 20-minute Calculus course to keep the students engaged.

Scaffolding, the teaching strategy that supports the students' learning, is easy to incorporate in a College Algebra course. My twenty-minute lesson vignettes are designed with three examples where I explain the theorem or concept in the first, work together with scaffolding and "think aloud" in the second, and students' complete the third example on their own. I chose each carefully, so that the students are exposed to different applications and skills. The moveable furniture helps with this technique because I am able to easily walk around and assist when needed. Classroom talk, questioning, literacy groups, and writing to learn are strategies that I have to make a conscious effort to incorporate. I have been making progress in applying these strategies in my mathematics teaching by taking time to write notes to myself in my lecture notes to remind me of better questioning styles and having the students write more. The flexible furniture set-up in the Active Learning Classroom helps the students become comfortable with each other and encourages active participation. I have noticed the students more eager to answer my questions and share what they have written during the writing to learn activities than compared to a traditional classroom.

I recently received the news that the current Tier I classroom will be converted into a Tier II classroom over the summer. The classroom will receive large flat screen monitors and laptops for every collaborative group. I look forward to these improvements. For more information on the FOCUS Academy and the Active Learning Classroom please follow the link: https://www.youtube.com/watch?v=Xs_ttOxSVpA

Classroom before

Classroom after

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Held the Business and Technology Program Chair Meeting to discuss hiring process, JagPride, Advisory Committee Meetings, Career Discovery Expo 2016, and Women in Technology Event – Friday, April 1st
  - Attended the President's Administrative Staff Meeting at the Pecan Campus – Friday, April 1st
  - Attended the South Texas College 11th Annual Summit on College and Career Readiness at Region One-ESC – Monday, April 4th
  - Attended the South Texas College Regional Center For Public Safety Excellence Signing Ceremony held at the Tierra Del Sol Gulf Club Clubhouse in Pharr, TX – Tuesday, April 5th
  - Participated in the INNO Planning Meeting held at the Technology Campus by Business Administration Instructor – Wednesday, April 6th
  - Attended the Initial Planning: COPS proposal Dev. Meeting held at the Pecan Campus by Director of Grant Development, Management & Compliance – Friday, April 8th
  - Held the Business and Technology Program Chair to discuss the search process and Marketable Skills Award and Director of Comprehensive Advisement discussed First Time In College (FTIC) Case Management and Faculty Advising Transition Plan – Friday, April 8th
  - Participated in the Application Requirements Meeting at the Pecan Campus – Friday, April 8th
  - Attended the Kotter Change Essentials held at the Pecan Campus – Wednesday, April 13th
  - Met with Welding Program Chair to discuss updates on program – Thursday, April 14th
  - Met with Automotive Candidate for a faculty position – Thursday, April 14th
  - Participated in the Women in Technology Event Final Meeting to discuss final details for the event scheduled for Thursday evening, April 21st – Friday, April 15th
  - Met with VP for Academic Affairs – Friday, April 15th
  - Attended the President's Administrative Staff Meeting – Friday, April 15th
  - Attended the P-TECH Advisory Council Discussion at the Board Room – Monday, April 18th
  - Visited with Victor Fonseca, Fire Science Chair and Victor Valdez, Police Academy Chair, at the College and Career Teaching Center to see how their programs are doing – Tuesday, April 19th
  - Met with several Program Chairs individually to discuss strategies for next fiscal year – Wednesday, April 20th
  - Met with personnel from Facilities, Planning and Construction to discuss the Regional Center for Public Safety Excellence – Thursday, April 21st
  - Held the Women in Technology Event – Thursday, April 21st
  - Attended the National Institute of Metalworking Skills (NIMS) Board Meeting in San Francisco, California – Monday, April 25-27th
  - Met with Program Chairs individually to discuss strategies for next fiscal year – Thursday, April 28th
  - Held the Business and Technology Program Chair Meeting to discuss the outcome of the Women in Technology Event – Thursday, April 28th
  - Attended the STC Bond Program Technology Campus (Demolition) – Preconstruction Conference Meeting held at the Pecan Campus – Thursday, April 28th
  - Attended the STC Retiree Ceremony held at the Cooper Center – Thursday, April 28th
  - Met with Program Chairs individually to discuss strategies for next fiscal year – Friday, April 29th

<u>Business Administration:</u>

- On Friday, April 1, 2016 attended the Division Program Chair meeting
- Evaluated a candidate for faculty in Dual Enrollment at McAllen H.S.
- Priority Advising at Starr County Campus on April 4th and 5th

- Continue with Quality Matters Peer Reviewer Training
- Continued this week with Quality Matters Peer Reviewer Training
- On Monday, April 4, 2016 worked on reviewing and finalizing curriculum maps for the department for the Fall 2016 term
- On Wednesday, April 6, 2016 attended the INNO' 2016 Planning meeting
- On Thursday, April 7, 2016 conducted two sessions on Ethical Leadership for the Student Leadership Association
- On Thursday, April 7, 2016 started the Faculty Advising Training on Blackboard
- Continue with mentoring sessions (Librarian & Director of Centers for Learning Excellence)
- Completed the Quality Matters Peer Reviewer Training
- On Tuesday, April 12, 2016 held mentoring session with Director of Centers for Learning Excellence
- On Tuesday, April 12, 2016 attended the ACBSP Meeting with Laura Sanchez to receive her feedback on the Reaffirmation Report
- On Wednesday, April 13, 2016 participated in the annual Career & College Fair held at the Mid Valley campus
- On Wednesday, April 13, 2016 participated in a Business Plan Presentation for Mission High School students that have developed a company, assigned CEO, VPs, and managers to run the business. The team will present their final presentation on May 2nd to their Principal, family members, and school representatives
- On Friday, April 14, 2016, attended the CTE Advisory Committee Meeting
- Continue with mentoring sessions (Librarian & Director of Centers for Learning Excellence)
- On Wednesday, April 20, 2016 met with Dean Reyna to discuss Program Activities for upcoming Academic Year
- On Thursday, April 21, 2016 attended the AAWCC Monthly Meeting
- On Friday, April 22, 2016 will offer three sessions to students as part of the Annual Women in Technology Event
- On Thursday, April 21, 2016 met with ACBSP Team to review comments from instructor and to plan for updates prior to the final submittal
- On Thursday, April 21, 2016 participated in the 7th Annual Women in Business & Technology Community Event
- On Friday, April 22, 2016 conducted a session (Business Transactions) for the high school students that participated in the Women in Business & Technology Event
- Reviewed transcripts for two potential candidates for Dual Enrollment instructors (Mission H.S. & McAllen H.S.)
- On Monday, April 25, 2016 met with the Continuing Education department regarding the Accounting Pathway developed last year. There is currently a sufficient number of students to start this pathway in the Summer 2016.
- On Tuesday, April 26, 2016 met with student who is interested in starting a NBLA (National Business Leaders of America) chapter at South Texas College
- On Thursday, April, 28, 2016 attended the Business & Technology Division Program Chair meeting
- On Thursday, April 28, 2016 held our monthly Business Administration Department Meeting
- On Friday, April 29, 2016 attended the Academic Challenge Taskforce Meeting
- On Friday, April 29, 2016 reviewed the candidates for the DTLA Award

Information Technology:

- Instructor attended program chair meeting April 1st
- Two Instructors attended Focus Academy Training Apr il1st
- Instructor met on April 4th with McAllen Memorial teacher to discuss SAM and Blackboard integration and grading book.

- Instructor met on April 5th with Economedes High School three (3) teachers to discuss SAM and Blackboard integration and grading book.
- Instructor and Program Chair attended the La Joya Advisory Committee Meeting – Tuesday, April 5th
- Instructor met on April 6th with PSJA North teacher to discuss SAM and Blackboard integration and grading book.
- Instructor attended a meeting with Administrative Assistant and Senior Administrative Assistant on April 6th regarding the Women in Technology event
- The IT Expo Career Day was held on April 7th – All of the IT department faculty participated
- Held IT Departmental Meeting on April 8th
- Attended the Program Chair meeting on April 8th
- Held IT department meeting – Friday, April 8th
- Instructor attended a program chair meeting – Friday, April 8th
- Program Chair and instructor attended the La Joya Advisory Committee Meeting – Friday, April 8th
- Instructor met on April 11th with Rio Grande High School teacher to discuss SAM and Blackboard integration and grading book.
- Attended an advisory meeting at Sharyland ISD on April 15th
- Instructor went to the Mid valley campus to deliver department marketing material
- Instructor went to Pecan campus to deliver department marketing material
- Women in Technology April 21st – All IT department was present
- Continuing with training dual enrollment teachers on blackboard on April 21st and 22nd
- Instructor had presentations on Cybersecurity with the Center of Academic Excellence on April 21st
- Attended the Business and Technology program chair meeting on April 28th
- Instructors attended the focus academy on April 29th
- Instructors went to various High Schools to review transcripts with dual enrollment students on April 26, 27, 29, 2016

Office Administration:

- Attended Program Chair Meetings April 1, 8, & 28
- Attended Council of Chairs April 5, 2016
- Attended Awareness and Transition Career Fair– April 8, 2016
- Attend Faculty Handbook Committee April 12, 2016
- Attended 4th Annual Educational Fair April 13, 2016
- Attended Career Expo – Mid Valley Campus – April 14, 2016

Instructor - Completion of Advising Re-certification

- Presentation of Program / Roma H.S. Seniors Fast Track Event April 14, 2016
- Presentation of Program / Roma H.S. Seniors Fast Track Event April 15, 2016
- Completed IE Plan April deadline
- Attended Women in Technology - April 21, 2016
- Attended Women in Technology Friday Event breakout sessions (All Faculty/Staff – April 22, 2016)
- Presented Program / Roma H.S. Students visiting Starr Campus April 25, 2016
- Attended Faculty Senate April 26, 2016
- Presentation of Program / Grulla H.S. Seniors Fast Track Event April 27, 2016
- Attended Respondus Montior Webinar
- Held Departmental Meeting All Faculty/Staff / April 29, 2016
- Attended Adjunct Career Fair April 30, 2016
- Two Students were called in for Interview from Career Expo

- Student was hired as full-time Faculty Secretary for LASS Division – Music Department.
- Advisory Committee Meeting for Administrative Office Careers will be held in May 2016
- Advisory Committee Meeting for Legal Office Careers will be held May 2016

Advanced Manufacturing Technology:

Faculty and Program Chair's Activities

- Attended the College Summit at Region One – April 4th
- Hosted STEM workshop for Weslaco Jr. High kids interested in the program – April 6th
- Attended PSJA STEM workshop, successful event with over 30+ attendees – April 7th
- Scheduled Faculty Advising Training for AMT faculty for April 15 and 29th, 1:00 – 5:00 pm sessions – April 7th
- Reserved to attend WF Solutions Youth Career Expo for May 18th – April 8th
- Finalized agenda for advisory committee meeting coming up on April 21st – April 8th
- Attended program chair meeting – April 8th
- Attended Career Fair at Enrique Camarena Elementary – April 8th
- Planning the High School Competition
- Held STEM workshop event scheduled for Apr/5th and 7th
- Worked on curriculum maps for Certificate, Associate and Fast Start program – Tuesday, April 12th
- Talked to Coordinator of Faculty Advising and scheduled Faculty Advising Training for AMT faculty for April 29th, 1:00 – 5:00 pm session and will be pending the next one. – Wednesday, April 13th
- Met with lab assistant to plan for WF Solutions Youth Career Expo for May 18th. – Friday, April 15th
- Will attend the HTEC conference for May 20th
- High school competition – Friday, April 15th

- Coordinated arrival of new CNC machine at PSJA ISD CCTA campus – Tuesday, April 12th
- Coordinating and planning manufacturing tours for PSJA ISD and Progreso ISD AMT students. Three potential companies are making arrangements for tours. – Tuesday, April 12 – 13th
    - ABC Metals in Pharr already confirmed for Apr/26 AM
    - United Launch Alliance confirmed for Apr/26 PM

- Santana Textiles under evaluation
- Attended a tour at STI and took my Drafting class – Monday, April 18th
- Attended Palmer Steel Company with Math class. Students were able to tour and ask questions. Students were amazed on the amount of welding that is done so close to home. – Monday, April 18th
- Took Math class to visit Humanetics. They really enjoyed the tour. Students were able to see firsthand manufacturing, welding and able to look at prints on the real workplace. – Tuesday, April 19th
- Held advisory committee meeting. – Thursday, April 21st
- participated in our Women in Technology event – Thursday, April 21st
- Participated in the 2nd half of Women in Technology for the High School girls. It was a great success. We had 3 groups of ladies, very interested in the program. Edgar T. conducted the 3 sessions and we were able to expose are program – Friday, April 22nd

- Will be attending the HTEC conference in May.
- Blackboard training Part II for our faculty. Some full time, adjunct and dual enrollment faculty attended. Friday, April 22nd
- Attended STMA monthly meeting to learn on any manufacturing updates. Tuesday, April 26th
- Attended program chair meeting/women in Technology celebration - Thursday, April 28th
- Attended College wide academic classification committee meeting – Friday, April 29th
- Faculty advising Part I meeting for all full time faculty to review degree works and equip faculty to be able to properly advise our students. Friday, April 29th
- Plans for next fiscal year meeting with Dean Reyna to discuss future plans – Friday, April 29th

<u>Architectural & Engineering Design Technology (formerly Computer Aided Drafting and Design)</u>

- Weekly CADD meetings to discuss semester projects/events. (March 4, 11, 23 & April 1.) CADD faculty met to train with new 3D printing pens in preparation for use in classes and for Women in Technology break-out sessions with high school students.
- Department met with Palm View High School dual enrollment faculty and counselor to update them on the degree plan changes and to develop collaboration efforts.
- Preparations are in progress to meet with CTE Counselors from the local area to discuss the new degree plans the CADD Program is offering and reach out to new school districts that may want to offer our classes. (April 14)
- Instructor will be attending the BPAE (Building Partnership in Architecture Education) Conference in College Station April 7-8.
- CADD faculty and English dept. faculty will travel to Grulla & La Joya High Schools to present the participating dual enrollment students with recognitions for their submissions in the Small Model Sketcharrette competition. (April 18-22)

- Instructor was selected as Instructional Specialist for June WECM workshops.
- Department continues to post on Facebook and LinkedIn about departmental activities and news.
- Assistant Professor attended the Building Partnerships in Architecture Education meeting in College Station on Friday, April 8th. Various discussions on new Field of Study Curriculum for Architecture students. Next meeting will be in November at the Texas Society of Architects conference. In attendance were various Deans, Program Chairs, & Faculty from both academic and technical programs offering architectural education in the state of Texas.

- Assistant Professors presented at Region One at the Career & Technical Education Networking Meeting about the latest updates to our degree plans. In attendance were campus principals, CTE Administrators, Counselors, and Teachers.
- Assistant Professor attended Calendar Committee Meeting Friday, April 15th
- Departmental meeting to held Friday (15th) afternoon 1:30 pm -3:00 pm
- Department faculty is currently updating MSA curriculum and will schedule a second advisory committee meeting.
- Upcoming travels for next week: Faculty will travel to Grulla High School to honor dual enrollment students that participated in sketcharrette. Friday afternoon (April 22nd)
- Upcoming events: Women In Technology sessions: Making 3D architecture – department faculty and staff
- Assistant Professor was nominated for one of the Faculty Senate positions to serve 2016-2018
- Assistant Professor nominated for DTLA award for work done with Little Free Library Project in the ARCE 1303 Materials and Methods of Construction class
- Faculty prepared and participated in Women in Technology community and High School event. Session: sessions: Making 3D architecture – department faculty, staff & students
- Faculty traveled to Grulla High School to honor dual enrollment students that participated in sketcharrette. Friday afternoon (22nd)
- Assistant Professor participated in the "It's on Us" PR initiative.
- Assistant Professor will be submitting documentation for DTLA nomination for work done with Little Free Library Project in the ARCE 1303 Materials and Methods of Construction class
- Upcoming: Faculty will attend the "Dia De Los Ninos" Event at Mid Valley Campus for Little Free Library ribbon cutting. (see attached)
- Weekly department meeting held on Thursday, April 28th
- Faculty attended Adjunct Fair scheduled for Saturday, April 30th

<u>Design & Building Technologies: HVAC, ELPT and Construction Supervision:</u>

- Electrician Assistant Program (Faculty/Staff/Students) continue to volunteer their time and effort with Proyecto Azteca & Habitat for Humanity. They are providing the field experience lab hours. Friday, April 1, 2016.
- Construction Supervision students continue to volunteer their time and effort with Habitat for Humanity. Saturday, April 2, 2016.

○ House #1 Started on January 30, 2016 is 90% complete, House #2 started on March 13, 2016 is 50% complete, and House #3 started on April 2, 2016 is 20% Complete.
○ Attended "Block Schedule" meeting with Kristina Wilson to update the Construction Supervision program schedule for Fall 2016. April 4, 2016.
○ Electrician Assistant Program (Faculty/Staff/Students) continue to volunteer their time and effort with Proyecto Azteca & Habitat for Humanity. They are providing the field experience lab hours. Friday, April 4-8, 2016.
○ HVACR Department took part in a collaborative training partnership with Gemaire Distributors for a training session held at the Pharr Teaching Center on April 7th, 2016.
○ Two Electrician Assistant Instructors, and DBT Program Chair attended Technical Association of College Technical Educators annual conference in Austin, Texas. This year's theme: "Meet Generation NeXt: Understanding and Teaching Today's Learners in Technical Education." April 7-9, 2016.

- Construction Supervision students appeared on KVEO (NBC) and KTLM (Telemundo) newscast story. The story aired in reference to the construction build in McAllen, TX with Habitat for Humanity and South Texas Rotary Club. April 9, 2016.
- Electrician Assistant Program (Faculty/Staff/Students) continue to volunteer their time and effort with Proyecto Azteca & Habitat for Humanity. They are providing the field experience lab hours. Friday, April 11-16, 2016.
- Attended meeting at Pharr Teaching Center April 12th 2016. GEMAIRE Distributors donated a condensing unit to HVACR Department. College and Career Teaching Center Coordinator and Program Chair were present to receive donated equipment.
- Electrician Technology program held their annual Advisory Committee Meeting on April 15, 2016.
- Women in Technology meeting was held on April 15th, 2016 to finalize agenda and other pending items.

○ Sharlyand High School Advisory Committee Meeting was held on April 15th, 2016 to discuss upcoming collaboration efforts with South Texas College Electrician and Construction Supervision programs.
○ Sharyland ISD Counselor and staff with ELPT Instructor, Construction Supervision Instructor and DBT Program Chair.
○ Women in Technology Event Planning Committee – Update meeting on April 18, 2016.

- Students from La Joya ISD and Sharyland ISD were present on Tuesday April, 19, 2016 to tour the Technology Campus and DBT Programs. The students and counselors were part of RGV Lead Project.
- Instructor, HVACR Students, and Program Chair presented Sarah Hammond, President Atlas Electric, with an invitation to attend Women in Technology event to be held at the Technology

Campus. Mrs. Sarah Hammond will be an honoree recipient for upcoming event to be help on April 21st, 2016.

- HVACR Faculty had their final Advisory Committee meeting of the semester on April 22, 2016 at the Pharr Teaching Center.
- Attended Planning & Development Council Meeting on Friday, April 22, 2016.
- Women in Technology Event was held on April 21 and April 22, 2016. Approximately 450 participants were in attendance on both days. DBT had activity booths representing their programs respectively.

- Electrician Assistant Program (Faculty/Staff/Students) continue to volunteer their time and effort with Proyecto Azteca and Habitat for Humanity. They are providing the field experience labor.
- Attended RGV Lead Update at the Cimarron County Club. The DBT Programs are part of the mentoring/shadowing program for RVG Lead. April 26, 2016.
- ELPT and DBT Program Chair, attended Sharyland Pioneer High School Advisory Committee Meeting to discuss and tour Construction and Electrical Trades programs. We will be meeting in upcoming week to plan out possible dual enrollment in HVACR, ELPT, and Construction. April 26, 2016.

- Electrician Technology (ELPT) Instructor and Program Chair provided at tour of the careers offered at the Technology Campus to Sharyland High School Construction and Electrical Trades students. After the tour, Mr. Olivarez toured the McAllen Performance Arts Center with the group. The tour were sponsored by RGV Lead of the Rio Grande Valley. April 29, 2016.
- Heating, Ventilation, Air Conditioning and Refrigeration Instructors and Design & Building Technology (DBT) Program Chair took part in HVAC Excellence Webinar: “Marketing Your Building Technology Program”. April 28, 2016.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

Dean Distance Learning

- **ATD/ Inspark Curriculum & Training:** The Distance Learning and Biology Departments were involved in ATD/Inspark Curriculum pilot designed for Biology for Non-Science majors. The pilot involved three faculty from the Biology Department, Dean of Math & Science, Chair of Physical Science and an instructional designer responsible for Math & Science. Course content developed by Inspark was piloted during the spring semester and feedback is currently being discussed.
- **Analytics for Blackboard Learn** data validation is complete and a tentative training for faculty is scheduled for summer. Analytics for Blackboard Learn 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 Outcome Assessment tool:** Kick-off meeting to implement outcome assessment to compliment Jag Pride took place on May 3, 2015. Outcome assessment tool is a comprehensive assessment solution to support institution's need to systematize and automate the collection of online student work for evaluation and reporting related to accreditation and improvement efforts.
- Met with Council of Chairs to discuss federal regulations regarding "regular substantive interaction" in online classes.
- Weekly meetings on collaborative learning in online classes is on-going. This is a faculty driven initiative to provide training on the use of collaborative tools in Blackboard to promote and enhance student learning.
- Attended a meeting on accreditation and the impact on distance learning at North Lake College. The meeting discussed how accreditation agencies and higher education institutions can work together to ensure quality while meeting new federal guidelines on accreditation like accessibility, regular and substantive interaction and implications for financial aid.
- The third cohort of OCRA took place in April. Twenty faculty were trained on best practices in connecting learning objectives and assessment, the use of instructional materials and technology to promote learner engagement, and online course design principles.
- Weekly meetings on collaborative learning in online classes is on-going. This is a faculty driven initiative to provide training on the use of collaborative tools in Blackboard to promote and enhance student learning.
- Met with the Director of Public Relations and Marketing to discuss marketing strategies for fall 2016 recruitment.
-
- MOOC
  - WeBWork
    - Server from TR is still pending
    - Adjustment of time-line has been pushed to testing of WebWork in Fall 2016
- Symposium
  - PR Publication Dept. is creating our Symposium 2016 cover for program.
    - First draft received.
    - Request for web-banner, badges, and style guides to be created to complete the program.

Projects:

- Blackboard Learn Analytics on-site 2 day training
  - Report building

- eTeach revamp and recertification
- Month of April
    - Phone/Email - contacted 5,710 students for priority registration
- Course Audits for the pending Course Approval Forms
- Updated eTeach I & II certificate list
- Assisted STEM project
    - Created developmental shell
        - Created users
        - Added all 80 users to shell
        - Blackboard basics at their presentation
- Distance Learning Presentation for students in Dual Enrollment
- Distance Learning assisted with Hiring Committee for the following departments
    - Philosophy
    - Maintenance
- Two new helpdesk stations
    - 2 new computers pending to install
    - Data drop lines for both desk requested
- Capital Improvement Projects
    - Served on CIP evaluation team to review CIP requests
- Chair Access Role PDF manual created for all chairs in the department and email was sent to them with the information on April 7.
- Library banner survey placed in our slide show for Blackboard for the whole month of April.

Distance Learning – Technologies

- **Banner Integration for eLearning**

On staging environment – a new eLearning "Final" has been configured since we currently have a "Draft" version on our production server. This Final version of the LIS will fix bug with the integration.

- **Blackboard Learn**

Blackboard Weekly call with Tiffany Kisker every Thursday at 11am has been on-going. Discussions focus on all the issues we have during the week with Blackboard.

- **Building Blocks**
    - The following building blocks were updated in staging environment first for testing April 19 and then installed on production environment April 30
        - Assignment
        - Blackboard Mobile Web Services Building Block
        - Cloud Profiles
        - Blackboard Collaborate
- 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 deleted from the system in April
- 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 March.
    - April – all users got deleted from the system.

- **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 institution's need to systematize and automate the collection of student work for evaluation and reporting related to accreditation and improvement efforts.
    - Data validation has been done through the month of April.
    - Customization reports have been applied to the following:
        - Join College/Divisions - Only 4 Divisions are now displayed on A4L reports.
        - Make additional student attributes available for Pyramid reports. Student email and phone number added to At Risk Report in Pyramid.
        - Add Instruction Method to SSRS Reports to Login Exception Report and Grade Center Exception Report. Completed.
        - Hide CE Terms. New "Sets" created in Pyramid. Sarah will review during upcoming onsite visit.
        - Add Tern Session Attribute – Part of Term attribute added to Course Dimension and is available to be added to Pyramid Reports. Sarah will review during onsite.
        - Faculty Login/Last Access Date – A new Pyramid report has been created and added to Group Content folder > Training Folder. It is called Faculty Accesses.
        - Merged Courses – Data for child courses should now appear in the Parent courses.
        - Custom report for faculty At-A-Glance report to include extra information about each student is still in process.
        - Additional customizations:
            - Add Term Start Date and Term End Date to Course Dimension (Ana to provide table/field information)
            - Add Student A# to Student Dimension and remove (or do not display) PIDM # following the student's name (Ana to provide table/field information)
            - Add Student General Information (currently on SSRS Student At A Glance Report) to Learn Integrated Student At A Glance Report
            - Create a Learn Integrated Course At A Glance with drill to STC customized Student At A Glance report for students that are "disabled" in a Learn course. Replace Learn Integrated Course Submission Summary report with this "disabled" student report.

➢ **Distance Learning Helpdesk/ Trainings**

- Numbers for the month of April
    - Students/Faculty Chats: 222
    - Students Tickets: 125
    - Faculty Tickets: 43
- New work-study hired
    - April 7 - Orientation
    - April 11 - First day at Distance Learning
- Online Trainings
    - New formstack forms created
    - Blackboard Collaborate ULTRA
        - 30 Faculty

            - 2 Adjuncts
            - 4 Staff
        - eTeach I
            - April 5
        - Online Courser Redesign Academy
            - April 8th & 22
            - Organized training
            - Sessions Covered by Facilitator:
                - Improving Your Online Course
                - Designing Your Online Course
                - Connect Learning Objectives and Assessments
                - Using Instructional Materials and Technology to Promote Learner Engagement
        - Respondus Monitor Webinar
            - April 29
                - New features
                - Archived and added to Faculty video tab for instructors in Blackboard.
    - Face to Face Trainings
        - eTeach I
            - April 15
        - Online eTeach II Workshop
            - Coordinate participants' accounts in Quality Matters.
            - Manage participants' registrations and cancellations in Quality Matters for eTeach 2.
            - Provided two face to face e-Teach 2 training
                - 27 participants attended and completed the training.
            - Provided one online e-Teach 2 training
                - 11 participants complete the training.
        - Blackboard Basics
            - Precision Manufacturing Department
                - 9 participants
        - Global Knowledge Training through the office of VP of Information Services and Planning – Project Management Fundamentals

- **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:	609
Distance Education Walk-Ins:	12
Distance Education Chats:	2
Telephone Contacts:	1,203
Virtual Campus Advising Email:	323

Total: ***2,149***

- **Lab A-121**
    - Furniture order for lab
        - Processed and will be waiting delivery first week of May
    - 6 tables were pick-up by Central Receiving, the remaining will pick-up in the month of July

- Instructional Technology will start installation of AV equipment in on date of installation Aug 8-9.

- **Conferences**
  - Challenge-Based Instruction Conference
    - Presenter
  - Online Learning Consortium Innovate Conference
    - April 19 to 22 at New Orleans
    - Attended sessions in Instructional Design, Leadership, Technology, ADA, Team Collaboration

- **Distance Learning Meetings**
  - Monthly Department Meetings – First week of every month
  - Weekly Team meetings – Every Monday at 10am
  - Inspark meetings
    - Assisted faculty
  - ADA Awareness Week Meeting with Counseling Department
  - Jagnet Portal – Luminis onsite training
    - April 26 – 28
  - Online Focus Academy
    - Meet every Tuesday of every week at 10am
    - Presented Blackboard tools
  - StarFish Meetings
    - Every Thursday of every week at 11am.
  - Blackboard Analytics Status meeting
    - Every Thursday of every week at 1:30pm
  - Academic Affairs Council Meeting
    - April 25 – Introduction of Blackboard Analytics

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- A College Readiness Summit was held at the Region I professional development offices in Edinburg. Inspiring panels with Developmental students, now successful with Bachelor's and other opportunities, interesting presentations on data and future needs and developments were offered. The dean presented on the initiatives the Developmental English and Writing departments had undertaken at STC together with Orlando Penuelas, who is the QEP coordinator at TSTC, and who had interesting initiatives in the Math department to report on.

- An MOU signing ceremony to celebrate the collaborations of the South Texas College Regional Center for Public Safety Excellence and local law enforcement and education officials.
- Several personnel matters were addressed as well.
- The Dean attended the yearly AACC conference which focused on pathways and skills needed in the workforce. The following forums and sessions were of extreme interest:

- Lone Star College has a survey called GRIT (Greatness, Resilience, Instinct, Tenacity) which measures cognitive and non-cognitive skills in students and then advisors/faculty work on improving those skills when necessary. Believed to enhance employability as well as college success. I am afraid it is a Pearson product. The Office of Education and Technology (OET) at the U.S. Department of Education recently released a report, Promoting Grit, Tenacity, and Perseverance—Critical Factors for Success in the 21st Century, which takes a closer look at defining, measuring, and developing these skills. Grit was defined as "perseverance to accomplish long-term or higher-order goals in the face of challenges and setbacks, engaging the student's psychological resources, such as their academic mindsets, effortful control, and strategies and tactics".
- Terry O'Banion: Helping Students Make a Good Living and Live a Good Life. As part of the pathways theme, Terry pointed out that we have too many choices for students to make and gave Gen Ed as an example: 50 courses for a 3-credit elective. That it would be worth it to see what courses are taken most frequently and only offer those. The concept of Meta Majors came up: a broader degree that is made up of different programs, but shares a number of general education choices (rather than all the electives students can choose from). He

believed appropriate general education courses would be "Critical Thinking 101, Problem Solving 101, etc. He realizes THECB need to be involved. Terry wrote a book "Bread and Roses" where he explains how you need to not only live to work, but also to enjoy life.

- Nicholas Pinchuk, Snap on CEO, held a passionate speech on America's middle class that is vanishing and that we still have the right values making all these immigrants wanting to come to America. Complimented the Community Colleges on the good work we are doing connecting workforce to education.
- AACC Pathways Project Partners: Community College Research Center, National Center for Inquiry and Improvement, Public Agenda NY, AACC, CCSE. Over the past several years, the concept of guided pathways has spread rapidly through community colleges and four-year institutions in many states and districts. The guided pathways model is based on coherent and easy-to-follow college-level programs of study that are aligned with requirements for success in employment and at the next stage of education. Programs, support services, and instructional approaches are redesigned and re-aligned to help students clarify their goals, choose and enter pathways that will achieve those goals, stay on those pathways, and master knowledge and skills that will enable them to advance in the labor market and successfully pursue further education.
- Competency-based program: how to create one: Excelsior College CBE Framework. Use of Business/Industry Advisory Boards, several options available: on line, in class, Every course starts with a pre-test, when pass, don't have to do the course, when partially pass, only have to do "the rest". Or, self-paced with CLEP type options to complete some of the courses.
- Florida Colleges have Developmental, just not as much and they move faster through it. Very similar to us. They call our supplemental instruction "studios. Developmental classes are still funded and students can get Financial Aid.
- Session on "Astra" scheduling system. Student friendly vs. Faculty friendly scheduling. Aligning with cohort and pathway scheduling. If you offer one class every semester with 12 students in it, why not offer it once a year. But also aligns with degree works, analyze what courses are still needed in the near and far future, recommends schedule based on that.
- The dean attended the "Kotter Workshop" based on his best seller: "Our Iceberg is Melting". The workshop focuses on problem solving through taking advantage of separate team members personality qualities and leadership styles.
- Four interviews were conducted with aspiring Criminal Justice faculty.
- The PAS meeting provided updates on Graduation, new procedures issued by the Internal and External Network for Grand Development, Management, and Compliance, a discussion on reference checking, and an upcoming Regional Education and Workforce Meeting with high ranking officials.
- Interviews continued for new FT faculty, this time it was Social Work, Philosophy, and Psychology
- A meeting was held with Grand Development Director Virginia Champion, who inquired after the Puente Program, after Dr. Montiel in Starr had approached her and told her of the importance to continue the program in Starr. I assured her that the program would continue. We also talked about her desire to involve Maricela Silva as much as possible.
- A meeting was held to discuss debilitating personnel circumstances for the Mid Valley Campus Child Development Center, where the absence of the Center Manager is felt

throughout the year. We considered the options we have to replace the Manager with a temporary solution until she returns.

- The Dean participated in the taping of the Prevent Sexual Assault video created by the Public Relations department.
- During an ADA meeting with Ms. Santa Pena, Veronica Rodriguez, and Jaque Worley cheating was discussed by ADA students who take the exams in the ADA office without supervision. As a solution, I offered G128, the LASS conference room and the LASS support staff as proctors.
- The PDC discussed a number of issues, among which the Body Camera policy, the AtD report, Almanac Data, and the Faculty survey. Overall the faculty at STC are very satisfied with matters of importance.
- The OPUS Orchestra under William Buhidar' s expert conductorship offered "A Grand Celebration" in honor of the new Grand Piano, purchased last year. Conductor William Buhidar profoundly thanked the Board and Dr. Reed for their support for the Music and Arts.
- An Academic Affairs meeting was held to discuss important issues such as an all on-line teaching pilot to improve teaching for on line classes, a Charles Robinson scholarship, a presentation on Public Relations, and Study Abroad.
- A new Jagnet Portal Demonstration with executives showed us a new face for our old Jagnet page and several options.
- A visit to HR was necessary to meet with the attorney handling an EOC case brought on by a Full Time Temporary faculty
- Dr. Joe Sanchez visited with an interesting pathways project proposal.
- The LASS chair meeting brought on discussions on Graduation rates and majors, BASOL class guidelines, the Full Time Temporary issue, the upcoming Adjunct fair and Retirement ceremony. A copy of "The Department Chair was made available.
- The monthly phone call for the ABE RAND project discussed several options as to how to get started with the ESOL classes.
- The first Annual Retiree Ceremony was a relative success. While turn out was not optimal for the ceremony, the reception after was well visited and cheerful.
- At night, the Dean visited the "Between you, me and the lampshade" play. While the accommodations were not optimal in the blackbox, the final year students did an excellent acting job as always and the fact that the playwright was a Valley native and McHigh graduate, made the story extra special.
- The College wide Academic Classification committee met to discuss 6 binders and decided on classification matters.

Social and Behavioral Sciences Area:

From the Department of Political Science

- Members of the Political Science Department met with representatives from Distance Education and Professional Development to begin work on a proposed active and collaborative learning program for online classes similar to the FOCUS Academy.
- The Director of Public Administration presented to a special session of RGV Mentors and their mentees. She presented on time management as well as on career opportunities in the public sector.

- The chair of the Political Science Department met with Dr. Trish Blaine to discuss ways that the Political Science Department could contribute to the proposed AA in Women's & Gender Studies.
- Members of the Political Science Department worked with members of other academic departments as well as many other college departments to host the annual human trafficking conference.

From the Criminal Justice

- A department meeting was held on April 8th, James Blair and Wendy Branwell reported on their participation in their conferences. (Academy of Criminal Justice Sciences for Blair, and American Ethnological Association for Branwell).
- Criminal Justice Instructor Jorge Fuentes hosted DEA agents in his classes on Thursday to discuss career opportunities for students.
- Sociology Instructor David Arizmendi was a speaker at the National Association of Social Workers LRGV Branch conference on March 31st. A copy of the conference flyer is attached.
- The Social Work Club coordinated a prom clothes drive for foster teens. They'll take any formal wear that anyone wants to donate. Some donations were received this week.
- On April 20th Chair Blair presented on a panel for the Human Trafficking Conference.
- A Lunch and Learn with Wayland Baptist University was held on May 5th. It was held in G201, 11:30-12:30 PM. Anthony Treviño, Deputy Chief (Chief Of Staff), San Antonio Police Department were the guest speaker. His topic will be "The Importance of Education "

- Criminal Justice Instructor Jorge Fuentes hosted DEA agents in his classes on Wednesday to discuss career opportunities for students.
- The Social Work Club continues with plans for a prom clothes drive for foster teens. They'll take any formal wear that anyone wants to donate.
- The Bonobo chimpanzee skeleton has been identified as a female. She has been named "Bonnie". Dr. Royal Loresco presented on a panel for the Human Trafficking Conference April 20th.
- Starr County Sociology Club (sponsored by Sociology Instructor Marcie De la Cruz) hosted presentations on Transgender 101 with Antonia Harter.
- Starr County Sociology Club participated in the ADA Awareness Fair.
- Chair Blair presented on a panel for the Human Trafficking Conference April 20th.
- Chair Blair met with Abraham Ponce from Our Lady of the Lake University-La Feria and Rene Zuniga (STC) to discuss the La Joya Teaching Center Criminal Justice classes and how to encourage students to plan ahead for transfer to a university.
- Continued coordination efforts with Wayland Baptist University for a Lunch and Learn to take place on our campus. May 5th is the confirmed date. It will be held in G201 11:30-12:30 PM. Anthony Treviño, Deputy Chief (Chief Of Staff), San Antonio Police Department will be the guest speaker. His topic will be "The Importance of Education"

- Pecan Campus Criminal Justice faculty hosted Dallas PD recruiters in their classes on Tuesday.
- Starr Psych Club hosted its 7th regular meeting of spring 2016 semester from 4:00-5:00 pm in Rm. E1-210. Agenda items included: Fact of the week-"April is Autism Awareness Month--Autism Affects 1 in 68 children"; Recap of our last week (Autism Walk, STC ADA Fair, Starr County's Got Talent 9 TV & Radio Shows' Promotion); Starr County's Got Talent 9- reminded members that our Orientation is tomorrow from 5:00-7:00 pm at auditorium where contestants can sign up to
  compete at the talent show; flyers were printed and distributed throughout campus for promotion as well; there was a Point Systems Update-- the top 15 most active members will be rewarded with a paid trip to South Padre Island in late May; Volunteer Opportunity Announced - Earth Day Tire Recycling in Roma on Saturday, April 23rd from 8am-12pm--members signed up for that event; Reminders--- Club Olympics will be this Friday, April 15th from 10:00am-2:00pm in Bldg. H; RGC Child Abuse Prevention Candlelight Vigil will be next Wednesday, April 20th at 6pm at RGCCISD Multipurpose Center; Toiletries Drive to benefit South Texas Empowerment of Women Center-deadline to submit donations is Wednesday, April 27th; 5th Annual Starr Psych Club $1,000 Scholarship Application is due on Wednesday, April 27th. Since April is Autism Awareness Month, at the end of the meeting, Starr Psych Club took a group picture sporting our new Autism Awareness Club Shirts. Here is the group picture:

- Starr County Campus Criminal Justice Club is coordinating with the Young Voters Club to host a Law Enforcement Recruiting and Voter Registration Event.
- Dr. Royal Loresco presented on a panel for the Human Trafficking Conference April 20th.
- The Social Work Club continues with plans for a prom clothes drive for foster teens. They'll take any formal wear that anyone wants to donate.
- Continued coordination efforts with Wayland Baptist University for a Lunch and Learn to take place on our campus. May 5th is the confirmed date. It will be held in G201 11:30-12:30 PM. Anthony Treviño, Deputy Chief (Chief Of Staff), San Antonio Police Department will be the guest speaker. His topic will be "The Importance of Education"
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From the Department of Psychology

- Dr. Janene Israel, Associate Professor of Psychology has been appointed the new volunteer Chair of the Maternal Child Health Program Impact Committee for the March of Dimes for the entire state of Texas. In her position she will continue her work at the State level but now will take on the leadership position of the state level committee for the next two years. Her new duties include organizing and facilitating all State level meetings, recruiting high level volunteers, continue working with March of Dimes staff on Strategic Mission Initiatives plan development and execution, and as lead volunteer for Program Impact Region 2 (Texas and Louisiana).
- Both Eli and Alex Sarabia will attend the 1st and 2nd sessions of Online Course Redesign Academy (OCRA) at Pecan Campus scheduled from 8:00 am - 5:00 pm. The second and last session will be on Friday, April 22nd.
- Starr County's Got Talent 9 Recruitment continued - contestants, judges, and closing performances (mariachi). Also promotion of talent show via plasma TVs, class announcements, social networks, etc. continued. 6 judges confirmed already. Judges Flyer (as seen below) was created and approved by Office of Student Activities.
- Both Eli and Alex Sarabia will graduate from Online Course Redesign Academy (OCRA) after attending 2nd all-day training from 8:00am-5:00pm at Pecan Campus (2 courses). OCRA Certificate will be given to faculty member graduates.
- Friday, April 15, The Psychology Department met for the last department meeting of the 2015-2016 academic year. Agenda items included a discussion of the Biennial IE report that was submitted this semester, a discussion of the Fall semester schedule, Annie Liss presented on the new Faculty Advising Training Program, and reports from faculty that attended conferences during the spring semester. Lunch was provided after the meeting to celebrate the (almost) end of the semester
- The department held a training for the new LaunchPad software that accompanies the new edition of the Myers' Exploring Psychology textbook. The software accompanies the text and will hopefully engage the students through more interactive activities reviews, videos, etc. Ten faculty members attended the training. The training was held after the regularly scheduled department meeting.
- Dr. Israel from the Psychology department offered a 3-hour in-service for teachers at St. Paul's Lutheran Childcare Program on Saturday, April 16, 2016. Her workshop was titled: "*Growing Emotions and Relationships: Practical Applications for Early Childhood Educators."* The emphasis of her presentation focused on the centrality of connected relationships for healthy human functioning as child-rearing reform is of critical importance for humanities' future.
- Starr Psych Club continued collecting donations for Toiletries Drive to benefit women and children victims of domestic violence and abuse in Starr County. Deadline to submit donated items is next Wednesday, April 27th:
- Starr Psych Club volunteered at the 8th Annual Child Abuse Prevention Candlelight Vigil at Rio Grande City Multipurpose Center from 6:00-8:00pm. The Starr Psych Club members assisted with signing people in, passing out event programs, directing traffic, setting up, cleaning up, preparing candles and handling them to attendees, etc. Many community leaders were present and provided remarks, including 229th Judicial District Attorney Omar Escobar Jr., Starr County District Attorney Victor Canales, and Starr County Judge Eloy

Vera. There were also special performances by RGC High School Mariachi and Roma HS Choir. In addition, the guest speaker provided information about child abuse and the importance of awareness and prevention of child abuse

- Starr Psych Club will volunteer at Earth Day - Tire Recycling Community Service Project in Roma, TX scheduled from 8:00am - 12:00 pm. An academic affairs highlight of the event will follow.
- Starr Psych Club continued planning and promoting Starr County's Got Talent 9 and also collecting toiletries for the drive donations due on Wednesday. Alex went to Pecan Campus on Tuesday to pick up toiletries donations from STC President Dr. Shirley Reed. Masquerades that were ordered for members to wear during the talent show also arrived (as it is "Masquerade Ball" Theme). Banners for the talent show were also ordered and picked up, pictures below:

From the Department of Communication Arts

- Laura Nunn worked on the Faculty Advising re-certification shell in Blackboard. She Attended Pearson webinar on listening by Melissa Beall on Thursday, April 7 and Researched student's transcript and communicated the remaining courses she needs to graduate.
- The Communication Arts Department held their 8th Annual Communication Arts Festival at the Cooper Center for Communication Arts. This year's festival theme was "Connecting to Others in New Ways." They showcased social media entrepreneurs in the RGV who are using blogs and YouTube to build their brand identity, connect with clients, and influence the community. Also invited BRNDhub, a multi-dimensional advertising agency in the RGV who is responsible for the creative campaigns behind the Stars Scholarship, Vallyite, South Texas Comic Con, and many others. Panelists spoke and held a Q&A session after presentations. Following the panel, student information booths and a speech competition in which 5 student competitors devised informative speeches for a scholarship opportunity.
- Laura Nunn **a**ttended the last Faculty Advising Steering Committee meeting for the 2015-2016 academic year on Friday, April 22.

- Laura Nunn attended the Communication Arts department meeting on 4/22 where I updated the faculty on the status of the New and Enhanced Faculty Advising program.
- Coordinated and led a formal presentation of Military Service Quilts to student veterans enrolled in my two face-to-face classes, on Tuesday, 4/26. In attendance were two quilters from the Rio Grande Valley Quilt Guild, VP Garza from Student Affairs & Enrollment Management, two gentlemen from our Veterans Affairs office, three staff members from the Public Relations office, and our departmental secretary, Venisa Earhart.

- Laura Nunn communicated with Alejandra Cantu about concerns about the PSJA dual enrollment program for which I deliver online instruction. This communication also included a consultation with my department chair about my grading procedures and further discussion with Alejandra and Mr. Gonzalez about meeting with the Assistant Principal at PSJA High School, Ms. Elisa Trevino.
- Laura Nunn reviewed submissions for NCA's GIFTS sessions for next November's convention

From the Department of Child Development

- On Wednesday, March 30, 2016 the Mid-Valley Campus Child Development Center hosted faculty, staff, and students from across the college district in its 3rd annual Art Walk/Open House. The college community was able to enjoy some juice and cookies as they leisurely admired the art work created by our youngest Jaguars.

- Veronica Rodriguez had a phone conference with the "Week of the Young Child Committee" on Wednesday April 6th at 5:00 pm to discuss upcoming Children's Play day at Starr County Campus scheduled for April 16th.
- Veronica Rodriguez met with Abby Gonzalez, PSJA Early Start Specialist, on collaborating on a summer conference in 2017 for child care programs and family homes residing within PSJA school district. Topics would include guidance, curriculum, environments, etc… related to Pre k and Kinder classrooms.
- Cecilia Villagran completed the Department of Education CCAMPIS yearly report and submitted it on April 8th. Report included data on student parents attending the Mid Valley Child Development Center, graduation rates, transfers, program support, demographics, accreditation status, and number of children enrolled.
- On Friday, April 8, 2016 the parents and children from the Mid-Valley Child Development Center participated in the first ever "Laughter Yoga" Workshop. In collaberation with the STC Counseling Office, Child Development Center staff coordinated this event that provided a fun time for all. STC – Counseling Intern- Certified Laughter Yoga Teacher, Christina Sendeño, provided instruction to parents on how to best incorporate "Laughter Yoga" techniques into their daily routine. Approximately 40 parents and children attended the interactive session.

From the Department of Education

- Dr. Sandra Ledesma and Dr. Rene Zuniga assisted in facilitating the Office of Professional and Organizational Development during the Great Teaching Retreat at Region One.
- Dr. Rene Zuniga attended the UTRGV Educator Preparation Program Advisory Committee to discuss ways to work together to meet the needs of the Rio Grande Valley area students.
- On Friday, April 1 and Saturday, April 2 Puente students from Starr County, Pecan, and Weslaco campuses traveled to College Station and Austin for a university tour. The first stop was at Texas A&M University in College Station. Students had the opportunity to attend a transfer presentation and had the opportunity to listen to several Valley students who are current TAMU students. Also, students had the opportunity to ask them questions about transferring and leaving family. After the presentation, students had a university tour and experience a lecture (students were separated in two different groups).

- The second stop was at The University of Texas in Austin and the State Capitol.
- The students had a welcome presentation at the University Visitors Center followed by a tour with their Puente instructor. Students had the opportunity to visit the University Co-op where they purchased official University of Texas merchandise.
- Puente and Starr County students had the opportunity to listen to two guest speakers. American

- Airlines guest speakers Rosendo Salazar and Sergio Arrieta visited the Starr campus on Thursday to talk about their success stories. Both speakers are Valley natives and explain their challenges and struggles in college and how they worked hard to achieve success. Both presenters work as software analysts for American Airlines in Dallas.
- The South Texas College Education club hosted the Region One Association of Texas Professional Education (ATPE) Convention. Shown below are South Texas College ATPE President, Jennifer Peña and member Gracie Diaz

- Dr. Rene Zuniga was elected 2016-17 President of the Region One Association of Texas Professional Education (ATPE). Other officers elected are from Edinburg CISD, PSJA ISD, and Weslaco ISD.
- Dr. René Zúniga participated in the Sharyland High School Career and Technology Education Advisory Committee Meeting. The committee provided program evaluation and recommendations.

- Dr. René Zúniga was the keynote speaker during the Phi Theta Kappa, International Honor Society, and Induction Ceremony.
- Ricardo Rodríguez, College Success instructor, was honored to be the key note speaker at the Edinburg North High School JROTC Military Ball on Saturday April 16 which was held at the Monte Cristo Country Club in Edinburg, Texas. Mr. Rodríguez thanks his long- time friend Army First Sergeant Joe Rodríguez for making this happen. As a representative of South Texas College and the Department of College Success, his mission was to give these students a brief insight for what lies ahead as they venture into college and how to approach it in a very strategic and successful way. Mr. Rodríguez hopes he inspired and motivated these students to be competitive, ambitious and assertive in their approach to their college classes and their future endeavors.

Activity Report from the Assistant Dean of Humanities

- The Assistant Dean of Humanities, along with the Chairs of Developmental English, Developmental Reading, and Mathematics, presented at the 11th annual College Readiness Summit (04/04). The session went so well that we had to kick people out as we went over time with discussions.
- English Department reps met with the CLE to continue planning for the video training series on 15 different topics for CLE tutors (and likely also for English students). They plan to start recording within a month, and hope to have most of the videos ready to go in time for fall.
- Poet Amalia Ortiz gave a fantastic talk and reading (sponsored by the English Department), discussing growing up in the valley and eventually returning, her rise in poetry slams, her time on HBO, and much more.
- WILD put on a puppet show entitled *The Singing Cowboys Cook on the Range*.
- The faculty searches in both History and Philosophy are moving along: finalists have been recommended in one (HIST) and the interviews have been completed in the other (PHIL). As has been the case over the past several years, the pool of applicants is fantastic.
- Faculty members in History at the Mid-Valley Campus have been especially active lately, planning the 4th annual Pursuing Higher Education Fair (04/13); leading the student designed Holocaust Remembrance exhibit for the second year in a row; and facilitating the student led Victory Garden Project.
- The Department Chair of World Languages continues to meet with representatives from IT to generate creative solutions regarding the vandalism occurring in the ITP computer lab (M 214).
- Faculty in Spanish are finalizing the next edition of *Tierra Firme*, which should be out later this month.
- The Assistant Dean of Humanities and Dr. Patricia Blaine (coordinator of the nascent "Gender Studies" A.A.) met to discuss creative FOS requirements and options for students.
- The Assistant Dean of Humanities continued to work with the IPASS2/Starfish implementation team – an update will be provided at the next meeting of the Academic Affairs Council.
- The Assistant Dean of Humanities, and two faculty in History, among others, completed two OCRA trainings, and were awarded two QM certifications (the DYOC and the IYOC) as a result. Two additional trainings are scheduled for 04/22.

Student Services

Veterans Affairs	Student Outreach
Learning Commons and Open Labs	CLE
Financial Aid	Student Activities

Departments

HR Programs	Computer Science
Poli Sci	History
Biology	Education
Mathematics	Business Administration
Computer & Advanced Technologies	

4 year Universities/Colleges

Texas Tech	UTRGV
Texas State	Texas A&M- College Station
UTSA	Texas A&M- Kingsville

- From English … *International Poetry Festival*
- The Philosophy Faculty search committee has concluded its work, and recommended three great finalists to the Department Chair for consideration (04/14)
- The Assistant Dean of Humanities and the rest of the Faculty Handbook Review Team concluded their work (04/12) and will be forwarding a draft outline of the revised FHB to the VPAA for her review
- The Humanities Area Chairs and Assistant Chairs held their monthly meeting (04/13), where everyone was updated on various initiatives and projects across the college
- The Assistant Dean of Humanities joined a team participating in the IPASS2 Kotter Change Essentials Workshop (04/14-04/15)
- The coordinator of the nascent Gender Studies A.A. program began meeting with various department chairs and select faculty to discuss the prospects of including various courses with a gender emphasis in the degree plan's Field of Study
- The Chairs of Developmental English and Developmental Reading continued working together on the design of a comprehensive final examination for the INRW-0304 course. They will be convening their respective faculties to garner some consensus on the final product.
- English faculty, with the Literary Arts Society Page Turners English Club, completed the first round of taping for their oral history project. They plan to review and analyze the interview over the summer and present them at a conference next year.

- The English Department is piloting a new system by which their monthly department meetings will be posted online.
- After speaking with the dual enrollment office, the English Department Chairs and Assistant Chairs began to make staffing plans for the coming year. It appears that several of the high schools currently using STC faculty will be putting their own faculty up for consideration. This will not present major staffing problems this year, but there is a great tension between the expectation that the department will staff all offered dual courses (which leads us to hire people for those positions), and the expectation that any acceptable high school faculty must be hired (which means we may not have classes for the STC people we recently hired).

- The Common Reading Program at South Texas College welcomes author Alan Smith to the region this week. Dr. Smith, the author of this year's CRP selection, *Her Majesty's Philosophers*, will be present at multiple events at several campuses over the next week.
- The World Languages Department hosted a poetry contest between Valley View and La Joya High Schools. Dual Enrollment students participated. 60 students from both high schools came to the event. Students' poetry was published in *Tierra Firme*.

- The Assistant Dean of Humanities continued to work with the Starfish design and implementation team, with two meetings this week. A comprehensive update will be delivered to Academic Council later this afternoon (04/25).
- The Assistant Dean of Humanities also completed the third and fourth sessions of the (Quality Matters) online course redesign academy (OCRA).

- Chairs and faculty from English, History, Philosophy, and Spanish attended the Adjunct Job Fair, and were able to recruit a few promising candidates
- Chairs and faculty from English, History, Philosophy, Spanish, and Developmental Reading participated in a focus group on the new Jagnet portal
- Interstice held its launch party for its 13th issue!
- Common Reading Program author of the year Alan Smith gave multiple, well-attended talks at the Mid-Valley, Pecan, and Starr campuses. This was the first time that the CRP was able to successfully invite the year's book's author to visit us, and it was deemed an unqualified success and a model for future years of the CRP
- The Chair of World Languages worked on finalizing details with La Universidad de Salamanca, for the Summer Professional Development (ad)venture
- The Assistant Dean of Humanities continued his work as Project Lead with the Starfish team, including a presentation to the Academic Council – everything appears on schedule for a controlled, but ambitious pilot launch in Fall 2016
- The Assistant Dean of Humanities met with the CWACC and reviewed six portfolios for academic classification, and reviewed the amended by-laws of the CWACC
- The Assistant Dean of Humanities conducted a final successful meeting of the (CCSSE-inspired) Academic Challenge Task Force. After final review by the committee this week, the committee's recommendations will be forwarded to the VPAA, with the goal of implementing initiatives in the coming academic year college-wide

Activity Report from the Assistant Dean of Fine & Performing Arts

From the Department of Art

- Chair Lubben communicated with the College Art Association's Education Committee to arrange a Monday teleconference meeting with national members to discuss current research projects in teaching non-majors and the upcoming national conference presentation
- Chair Lubben traveled to San Antonio to attend the Texas Association of Schools of Art Board meeting as the President Elect, and to propose the STC hosts the 2017 state annual conference
- Chair Lubben briefly met with Dean Reyna to discuss a proposal being developed by Art Instructor Daniel McInnis to offer a fall continuing education Saturday course to primarily local high school and higher education teachers the art of 3D printing. We hope this will include faculty, students and community members from diverse disciplines and interests including art, culinary arts, engineering, architecture and the sciences.
- Chair Lubben reviewed Philosophy faculty interviews as a hiring committee member
- Chair Lubben revised and submitted an art catalog order of the 2015 Annual Human Rights Art Exhibit that will later be used for community outreach and student engagement in social justice issue
- Chair Lubben placed software orders based on recommendations from the TxDLA conference that will potentially improve faculty feedback in online studio art courses and lead to higher retention/success rates for specialized online art courses in the graphics degree

- Chair Lubben communicated with the College Art Association's Education Committee via teleconference meeting and drafted two conference proposals for the upcoming national conference in New York. The below are the proposed topics:
  Teaching Non-Majors: Contemporary Pedagogy and Trends
- Why do colleges offer, or not offer, certain art courses in the general education area of an undergraduate curriculum? This panel of CAA Education Committee members will examine and discuss a variety of approaches to teaching non-majors, and offer insightful dialogue examining the purpose and broader significance of art in higher education. Alternative Trends in Teaching Art (Additional 2017 Committee Session Proposal)
- This panel of CAA Education Committee members will examine and discuss a variety of non-traditional approaches and trends in art curriculum and pedagogy. Discussion topics will include distance education and online art courses, the growth of dual enrollment and early college high schools, cross-discipline collaborations and alternative free open source and museum resources for instruction.
- Chair Lubben attended the Hidalgo County Head Start yearly "Week of the Young Child" Event
- Art faculty attended the Annual Student Art Exhibition at the STC Art Gallery
- The Art Department held a monthly department meeting and agreed upon new computer lab remodels layout in order to improve course instruction and student success in the graphics area. The new computer lab in B129 will give students additional access to specialized computers and allow for a B105 restructuring into a multi-purpose instructional area.
- Chair Lubben presented at the 2016 Summit on Women, Gender and Well-being, University of Wisconsin, Madison
- Chair Lubben visited a new DEF high school classroom for her evaluation. He observed several classroom interruptions during the class period with announcements, requests for HS reports over the loud speaker and two interruptions from office staff. When asked about it after the evaluation the faculty member said that interruptions are common and frequent, as well as student absences because of HS sports, clubs and student activities.
- Chair Lubben met with the Occupational Therapy Assistant Department Chair and the ADA Counseling Office to organize a May 21 day of painting for about 10 students (ages 8-14) who have either cerebral palsy or are autistic. They will be assisted during the 2-hour workshop by 5 STC students who are majoring in occupational therapy. The idea of their project is to have an art faculty member, or STC art student with faculty supervision, give a workshop lesson on painting and have the students follow along. It would be a valuable learning exercise for the OTA majors and a way for STC and the Art Program to better connect to the community.

- New art faculty member Kyle Chaput visited Wichita State University for an artist residency and worded with undergraduate and graduate students via demonstration, impromptu lectures and engaging those students through hands-on printing. As part of the PD activities Mr. Chaput exhibited his work in a one-person exhibition on campus as well as give a lecture at the Ulrich Museum of Art.
  Several art faculty participated in the graduating FINA and GART student's oral defenses as part of the capstone course requirements. Students discussed and defended their conceptual and technical work in front of faculty, peers and family. The "capstone orals" take place over a two week period leading up to the final student exhibition of their semester long creativity.

- Chair Lubben met with Patricia Blaine to discuss and plan for the development of a woman and gender studies focused art appreciation section for Fall 2017. The special section will support the degree development of an AA in Gender Studies.
- Chair Lubben was a juror for an international art exhibit in Canada focusing on the concept of indigenous arts and culture.
- http://cdp-hrc.uottawa.ca/en/call-artists-indigeneity

From the Department of Drama

- The Drama Department is continuing their work for the final Spring productions. Construction is underway and students are starting to perform off book. The playwright and McAllen native, Raul Castillo, has expressed interest attending the production April 30 or May 1 now that his schedule is free. He also requested another opportunity to meet with the cast and crew through Skype.
- Product ion work and rehearsals continue for the final production of the Spring semester – Between You, Me and the Lampshade. Students went completely offbook this week and surprised the director and the stage manager how much they already have memorized which is about 95% of the play. Sound, Lighting and Prop designers have begun sitting in on rehearsals to see how they will proceed with their work and what the crew will need to do backstage for the show. PR has approved the poster design and a purchase order was submitted to Copy Zone. Posters and flyers will be ready by Monday or Tuesday. Images were also sent to PR on Friday for the STC homepage and the plasma screens. The department is also working to fly the playwright, Raul Castillo, to McAllen to see the show

and to speak with the students regarding their experience and their thoughts about the play. He will be work shopping this play in the Summer and will take their thoughts about the play in account as he develops it further. We will know more of his availability next week if this will be possible for the week of the show at STC or at Edinburg City Auditorium (5/6/16).

- Advising has begun within the department. Joel Jason Rodriguez and Marcela Garza will be meeting with the Drama Majors to discuss their class schedule for Summer I and Fall 2016. Students who have not taken Acting II or Stagecraft will be encouraged to do so in the Fall as it is only offered once a year. They will also be discussing how they are doing in their classes, any issues which are slowing their progress with the degree, as well as any questions they may have regarding their classes, productions, or future career.
- Production work and rehearsals continue for the final production of the Spring semester – Between You, Me and the Lampshade. Students will begin tech rehearsals on April 22nd and 23rd. At that point, lights, sound, and some costume will be incorporated into the production. Full dress rehearsals will begin on Monday, April 25th. Students are now completely offbook and owning the play and its characters as their own. Posters and flyers were received from Copy Zone and distributed throughout the college and the community. The department has secured a flight for the playwright, Raul Castillo, to McAllen to see the show and to speak with the students regarding their experience and their thoughts about the play. He will be arriving on Tuesday, April 26th and depart Sunday, May 1st. He will be workshopping this play in the Summer and will take their thoughts about the play in account as he develops it further.
- Advising continues within the department. Joel Jason Rodriguez and Marcela Garza will be meeting with the Drama Majors to discuss their class schedule for Summer I and Fall 2016. Students who have not taken Acting II or Stagecraft will be encouraged to do so in the Fall as it is only offered once a year. They will also be discussing how they are doing in their classes, any issues which are slowing their progress with the degree, as well as any questions they may have regarding their classes, productions, or future career.
- The Drama Department hosted an informational session with the Texas Tech University Theatre Department on this past Tuesday. Linda Donahue, the instructors, and students (undergrad and grad) discussed with our majors the theatre program at Texas Tech. Students were able to ask questions regarding program specifics, students perception of the program, production season, etc.

- Playwright Raul Castillo arrived Tuesday afternoon and sat in on the Tuesday and Wednesday evening dress rehearsals for Between You, Me and the Lampshade. On Thursday afternoon, Raul met with the Academic Coop class and discussed their experiences with the play further as he will be developing the script further this Summer with Labyrinth

Theater Company in New York City. Raul and the students discussed play relevance, character development, plot development, writing process, themes, and evolution. Some of the conversations touched on what areas within the script still had lingering questions. The format was more of a dialogue than a Q & A between artists. Since the play is based and the Valley and written by a Valley Native who no longer resides here, Raul wanted to know if our students connected the characters and their world AND if it seemed believable or out of touch to them. Students believed the play was true to their experiences here in the Valley which led to conversations regarding Borderlife, the arts, and the current state of politics as the November elections quickly approaches. This production has truly been a powerful experience for our students as they not only produced a play from the ground up, but did so with a new work where the playwright was available to discuss the play as well as the industry. What they have learned from this process is priceless and will be something they will continue to apply as they pursue their careers in theatre. Raul will be in attendance for the Thursday-Saturday performances.

- The Between You, Me and the Lampshade cast along with Jason Rodriguez and Raul Castillo met with reporter Daniel Flores from The Monitor to discuss the play and their experiences. Interviews were done for video and print. Video should be up by Friday with print out by Saturday.
- Jason Rodriguez and Raul Castillo will be interviewed by an area Valley magazine regarding the production and our work with the playwright.

From the Department of Music

- The Huntertones presented a Masterclass for our music students on Friday April 8th and performed that evening for a standing room only audience.

- To celebrate the new member of the instrumental family OPUS Orchestra will present a concert on Friday April 22nd at 7:30 pm in the Cooper Center Theatre. The program will include selections for piano and orchestra with soloists STC Music Faculty member Daniel Cather, pianist Andres Lopez, and UT-RGV Assistant Vice-President of Public Art Dr. Dahlia Guerra. Music by Saint-Saens, Chopin, Bach and Addinsell's "Warsaw Concerto" will round out the program that evening.The concert is free and open to the public. For more information please contact 956.872.2503 or email gcruz7@southtexascollege.edu

- On Wednesday April 13th Josiah Esquivel and Jacob Cuffman presented their Sophomore Recitals in the Cooper Center Theatre. Both students study with Mr. Jaime Garcia, guitar instructor. Josiah will be graduating this May and Jacob will graduate in December.

- On Friday April 15th two music Adjunct Instructors presented a Voice and Piano Recital in the Cooper Center Theatre. Esperanza Medina, soprano, and Andres Lopez, pianist created a program around the theme of "Love" in its many forms.
- Assistant Dean Buhidar participated in the Student Art Competition Reception held in the Art Gallery of Building B. The event took place on Tuesday evening April 12th. Mr. Buhidar announced the winners of the competition.

- Assistant Dean Buhidar videotaped an interview with Dr. Benjamin Coy regarding his upcoming recital on April 27th. This will be Dr. Coy's first solo recital as a new faculty member in the Music Department.
- Assistant Dean Buhidar completed his IE plan for 2016-2018.
- Assistant Dean Buhidar met with Dr. Reed and members of a new organization promoting a poetry festival at STC. Plans were discussed with assignments given out before the meeting adjourned on Friday April 15th.
- On Friday April 22nd the Music Department presented a concert in celebration of the new concert grand piano. The concert included guest artists Daniel Cather, STC Music Faculty, Andres Lopez, STC Adjunct Instructor, and Dr. Dahlia Guerra, Assistant VP for Public Art at UTRGV. The event was standing room only with the capacity audience in attendance. The OPUS Orchestra performed under the direction of William Buhidar

- Assistant Dean Buhidar attended the Faculty Advising Steering Committee Meeting on April 22nd that was a wrap-up meeting for the year.
- Derek Maninfior presented a masterclass for pianists during a Piano Festival held at STC Cooper Center on Saturday April 23rd. The event was capped with a recital that evening of music by Beethoven and Brahms.
- The Music Department met for their final Faculty Meeting of the year. Items of discussion included McAllen Grant, PRIDE completion, Adjunct Fair, and instrument purchases.

- Dr. Benjamin Coy presented his first Faculty Recital on Wednesday 27th. He performed on trombone and euphonium, and was joined by Dr. Robert Ballinger on one of the compositions.

- Phillip Hii, guitarist, presented a lecture and masterclass on Friday April 29th. He spoke on the topic of developing as professional musician and the art of virtuosity. On Saturday April 30th Maestro Hii performed a solo recital in the Cooper Center Theatre.
- Assistant Dean Buhidar reviewed the draft of a proposed fine arts facility.

Events:

SOUTH TEXAS COLLEGE

KINESIOLOGY DEPARTMENT
HEALTH & WELLNESS CENTER

Group Fitness Classes - Pecan Plaza
APRIL 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
Boot Camp 4:30 p.m. – 5 p.m.	Boot Camp 4:30 p.m. – 5 p.m.	Boot Camp 4:30 p.m. – 5 p.m.	Boot Camp 4:30 p.m. – 5 p.m.
Spinning 5:30 p.m. – 6 p.m.	Kickboxing 5:30 p.m. – 6 p.m.	Spinning 5:30 p.m. – 6 p.m.	Kickboxing 5:30 p.m. – 6 p.m.
Abs 6:15 p.m. – 6:45 p.m.	Abs 6:15 p.m. – 6:45 p.m.	Abs 6:15 p.m. – 6:45 p.m.	Abs 6:15 p.m. – 6:45 p.m.

Class Description: **Group Fitness Classes will change at the beginning of every month.*

- Abs – Work your way to a stronger core with a variety of different abdominal exercises.
- Boot Camp – Exercises will consist of basic functional movements with an exciting twist.
- Kickboxing - Conditioning through repetitive punching, kicks and other self-defense moves.
- Spinning ® - Classes are held on stationary bikes. Spinning® is an overall body workout with an emphasis on cardiovascular training.

For more information contact Janice Lee Perez, Coordinator of Health and Wellness Centers, at (956)872-3839 or jperez1@southtexascollege.edu.

Visit us online at www.southtexascollege.edu/health-wellness

South Texas College
Fine and Performing Arts
Presents
Dr. Benjamin Coy, trombone

Wednesday, April 27, 2016
starts at 7:30 PM
Cooper Center Auditorium
3200 W. Pecan Blvd
McAllen, TX. 78501
956-872-2503

SOUTH TEXAS COLLEGE

Law Enforcement Fair
South Texas College
Starr Co. Campus

April 27, 2016
Time: 11:00am to 2:00 pm
Location: Bldg. E
Auditorium & Court Yard
Bldg. H

Register to VOTE

ARE YOU REGISTERED TO VOTE?

Sponsored by: Starr County Criminal Justice Club &
Starr County Young Voters Club

Students, under the direction of advisors, are responsible for producing and publishing this document. Students bear the primary responsibility for this production and its contents do not necessarily reflect the opinions and beliefs of South Texas College faculty, staff, administration, and Board of Trustees

South Texas College
All—Valley High School
Piano Honors Recital & Festival

Recital & Piano Festival Agenda:

2PM - Masterclass with Derek Maninfior
4PM - HS Honors Recital
7:30PM - Visiting Artist, Derek Maninfior

Saturday April 23rd, 2016

Contact Daniel Cather for more information:
956-872-2046
dcather1@southtexascollege.edu

SOUTH TEXAS COLLEGE

South Texas College
Cooper Center Theater
3200 Pecan Blvd. McAllen TX. 78501

THE POLITICS OF THE SACRED IN AMERICA

The Department of History will host a talk by Anthony Squiers, PhD. (STC Dept. of Political Science)

Dr. Squiers will discuss the role of religiosity and sacred principles in American elections and institutional politics. The talk will be followed by a discussion session facilitated by John Terry.

Thursday, April 28th
6:00PM
Building D
Auditorium

THE CRIMINAL JUSTICE DEPARTMENT PRESENT A

Lunch and Learn: "THE IMPORTANCE OF EDUCATION"

WHEN
Thursday, May 5th
11:30-1:30pm

WHERE
G building Room 201
Pecan Campus

CO-SPONSORS

SOUTH TEXAS COLLEGE

WAYLAND BAPTIST UNIVERSITY

FEATURING:
Anthony Treviño, Deputy Chief, San Antonio Police Department

Criminal Justice and Social Sciences Dept.
872-6724
T 1.324

Jayson Valerio
Division Dean – Nursing and Allied Health

Division Activities:

- Administrative Professionals luncheon was held on April 27, 2016 at the Nursing & Allied Health Campus.

PTCA

- Students must understand Einthoven's triangle which is an imaginary formation of three limb leads in a triangle used in electrocardiography. The shape forms an inverted equilateral triangle with the heart at the center that produces zero potential when the voltages are summed. Active learning and discovery makes this difficult concept simple and memorable for students.

Pharmacy Technology

- The program is progressing with applications season which ends on May 27, 2016.
- Roger Rodriguez will be attending the Texas Society of Health-System Pharmacists Conference in Frisco Texas in April.
- Advisory Committee will meet on Thursday April 14 at 630pm.
- ASHP/ACPE Site Survey for Reaccreditation on April 29, 2016.

    - **UPDATE:** The Pharmacy Technology Program passed the reaccreditation site survey on April 29, 2016. The surveyors only noted that three items (admission criteria, graduation criteria, and curriculum) which were discussed by the Advisory Committee as per the minutes must be voted on by the Advisory Committee annually whether or not changes are made or changes are state mandated. Also, the program received a partial compliance regarding the level of student activity during simulation labs. Additional supervision in labs is required so the instructor may complete skill check-offs individually while another instructor/assistant observes the other students practicing skills previously checked-off.

HMAS

- HIP Week is being held April 3-9, 2016. This year's theme is "Accurate Information, Quality Care." There were different presenters throughout the day and more activities are planned during the week.

RADT

- The Spring 2016 Semester RADT Program Advisory Committee Meeting is scheduled for Wednesday, May 4th.
- The Radiologic Technology Program applications are currently available. The deadline for submission is Friday, May 27, 2016.

EMT

- On April 28, 2016 EMT Faculty and students had a mock scenario in conjunction with the Air E-Vac.
- EMT Program Chair, Dr. Roberto Gonzalez and Faculty Carlos Tello, Miriam Garza, Joseph Archer, and David Martinez attended the 2016 Texas EMS Educators Summit in Corpus Christi, TX.

A.D.N

- April 16th, the Level II Medical-Surgical students attended a 5K Run for Domestic Abuse Awareness at Edinburg Municipal Park. Some students participated the run and some volunteered for the event. The activity 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 level 2 ADN clinical instructors.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

Community Engagement:
*Attended VP SAEM meeting, May 04
*Participated in National Day of Prayer Community Event, May 05
*Participated in Bond Preconstruction Meeting for MV Campus Construction Projects, May 05
*Participated in MV Campus Advisory/Retirement Celebration (see photos) May 05
*Attended PAS Meeting, May 06
*Participated in MV CDC Graduation (see photos) May 06

Campus Activities/Events:
*Hosted Criminal Justice Club Meeting May 02
*Hosted MV Campus Spanish Club Meeting, May 03
*Hosted SGA Meeting, May 03
*Hosted Social Club Meeting, May 03
*Hosted UTRGV Recruiter, May 04
*Hosted VIDA Group Sessions, May 04
*Hosted "Cinco de Mayo" Celebration, May 05
*Hosted Page Turners meeting, May 05
*Hosted "Muffins with Mom" CDC event, May 06
*Hosted DECSA Cyber Security meeting, May 06
*Hosted ESL Training, May 07
*Hosted Teacher Certification Review, May 07

Enrollment Activities:

*Welcomed Edcouch Elsa High School to Fast Track Enrollment Activity, (40 students enrolled) May 03
*Welcomed Donna North High School Seniors to Fast Track Enrollment Activity (40 Students enrolled) May 03

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Recruiting schedule set for April 2016 within campus
- Recruiting Fort Ringgold developmental students
- Recruiting for Roma ISD seniors this week
- Visited RGCCISD for recruiting set up high school students
- Recruiting rosters for campus currently enrolled students prepared for mail out distribution.
- Early College HS begin recruiting efforts
- Dual 2 Degree schedule set for recruiting
- Core subjects slated for early registration
- Coordinating w/ MATH Department to present classes offered Summer 2016 with RGCCISD
- Coordinating w/ Developmental Math Department to present Summer 2016 with Roma ISD
- Coordinating w/ Valley Metro for new bus route RGCCISD promotion
- Working w/ RGCCISD for stage seating at graduation ceremony
- Working w/RGC Fire Department for code enforcement facilities amphitheater
- Meeting arranged with RGCCISD school board to present higher education for faculty/staff
- Meeting arranged with Roma ISD school board to present higher education for faculty/staff
- Monthly meeting with RGCCISD counselors to promote Math programs for graduating seniors
- Week of the Young Child event
- Super Saturday event to enroll Dual Enrollment students for Summer/Fall semesters
- "Register Now" fliers sent of Tuesday 4-19-2016
- "Register Now" newspaper ad Town Crier to hit next week.
- Recruiting events going on such as "fast track" and DE Academies.
- Confirm mail out list with local ISD counselors graduating seniors for recruiting
- Completing mail out call to action register now 2016 graduating seniors
- Meeting with RGCCISD & UTRGV for higher education opportunities
- Meeting with Roma ISD for higher education opportunities
- Visit EDUC sections Dual Enrollment for recruiting
- Working with ECHS to offer sections in MUSI for fall 2016

Campus Events

- Spring Musical Fest Live Music 4-6
- Student Leadership Academy "Ethics in Leadership" 4-7
- American Disability Act Awareness and Social Service Day 4-8
- Working w/ security to replace smoking signage on tent. 4/11
- Book Fair 4/11-14
- Coping with Anxiety workshop 4/12
- DPS Advanced Roadside Training 4/13

- National Alcohol Screening Day & Information Table 4/13
- South Texas College Library Open House 4/13
- TMC 4/13
- DPS Advanced Roadside Training 4/14
- National Alcohol Screening Day & Information Table 4/14
- UTRGV Transfer Track 4/14
- Moving showing: Star Wars: The Force Awakening 4/14
- Celebrating National Poetry Month "The Fluid Chicano" 4/14
- SLA- Environmental Leadership 4/14
- Starr County's Got Talent 9 Orientation/ Rehearsal 4/14
- Club Olympics 4/15
- Week of the young child 4/16
- Dual Enrollment Super Saturday 4/16
- Reduce Stress & Feel Good 4/18
- Earth Day Celebration 4/19
- TMC Staff Meeting 4/19
- Student Government Association Meeting With Dr. Montiel 4/19
- Career & Employer Services "2016 Spring Career Expo" 4/20
- The Office of Students Right & Responsibilities 4/20
- 3 on 3 Basketball Tournament 4/21
- Student Leadership Association "Emotional & Social Intelligence" 4/21
- JagPride Faculty Training 4/22
- Learn the Power of Mindfulness 4/26
- Ultimate Frisbee Tournament 4/27
- Campus Ministry Club 4/28
- Valley Scholar Meeting 4/29
- Starr County Campus Psychology Club Starr County's Got Talent 9th 4/29

Facilities Related

- Amphitheater paint and electrical issues complete
- Lawn maintenance improving well done
- Trees trimmed annually completed
- Security cameras monitored and reported
- Landscaping contractor working on irrigation system across campus
- Water leak in Building E complete waiting for test results after next rain shower to confirm
- Amphitheater paint job complete
- Amphitheater electrical check complete
- Continue roof repairs for building E waiting for test to determine if compete
- Work order for water fountain in progress
- Maintenance technician on temporary leave for injury…new technician assigned to campus
- Posting "register now' signs across campus lawn
- Posting "register Now" signs inside student buildings
- AC building J down, technician working on problem

- Roof leak building E continue repair
- Vending machines being inventoried for service
- Cafeteria set up being revisited to help during special events
- Amphitheater painted and serviced for maintenance in preparation for several events

Maricela Silva
Officer - Academic Grants and Projects

Grant Activity:

- **Active Grants = 25**
- **Under development for consideration = 4**

Grant Oversight

- **Carl Perkins**
  - Compliance Department requested additional information and/or clarification for sections of the Perkins bi-annual report. Requests and reminders were e-mailed followed by phone calls. The information was submitted to the Grant Compliance Office.
  - Follow-up e-mail sent to Compliance Department to ask if any additional information was needed. They responded that nothing more was needed at this time.

Division	Active Grants FY 15-16	Applications Recently Submitted/Pending Notification (as of March 2016)	Application Being Development or Considered
LASS	5**	0	0
Math & Science	4	0	4
Business & Technology	2**	0	0
NAH	4**	0	1
Academic Advancement	6	0	0
All Divisions	4	0	0
Total**	**25**	**0**	**5**

**Duplications due to Carl Perkins Grant are removed from the calculations

- **Texas Regional STEM Degree Accelerator (TRSDA) Grant – Phase 2**
  - Attended meeting with Compliance Department to review and discuss revising the budget.
  - Met with Valerie Gamez to discuss upcoming Faculty Institute and revisit budget changes.
  - Attended a planning meeting with the "Genius" team to discuss upcoming Faculty Institute and budget changes/revisions.
  - Participated in monthly TRSDA Regional Lead Check-in-Call and Bootcamp user training provided by Educate Texas.
  - Attended meeting with Compliance Department to review and finalize budget revisions.
  - Attended a planning meeting to discuss upcoming Faculty Institute and Finalized planning.
  - Conference call with Serkan Celtek to discuss data collection for grant.
  - Attended "walk-though" meeting and reviewed/finalized agenda and logistics for institute.
  - Attended 2-day RGV STEM Faculty Institute; some highlights:
    - Day 1: Panel of IT and Healthcare Professionals. Some of the information panels shared:
      - Need for change in industry technology needs (i.e. mobile wallets, hot topics, etc.) and Cybersecurity is top priority to secure transactions, especially in backing and retail;

- There is a big emphasis (need for technicians/IT) to analyze data, transactional date to identify patterns and risks;
- Need to change outsourcing, virtual cloud, etc., by hiring local employees. Need technicians who can analyze and interpret data. Protecting data/fraud protection is a big issue right now especially along the border region;
- There is a demand and cross-over (IT/Healthcare) and the need for Cyber Security; it is a huge demand in industry.
- There is population growth/younger workforce, and we need more integration (IT/Healthcare).
- Need more sharing of experience and critical thinking with new graduates.
- Students need to understand and focus on the patient experience; students also need to learn soft-skills/imbed that into curriculum;
- There is a population growth, and we need more integration (IT/Healthcare).
- Need more sharing of experience and critical thinking with new graduates.

▪ Day 2:
- StrengthsFinder 2.0;
- Participants reflected on strengths;
- Some behaviors can be learned;
- Review of Gallup Organization and their findings;
- Report outs by groups. Some common themes:
  - Fear of failure;
  - Need for leadership;
  - Need for teams/collaboration
- Presentation regarding Active Learning Classrooms
- Presentation of Common Instructional Framework.
- Participants shared that they would have liked to have had an opportunity to ask panelists questions;
- Participants mentioned that they would like to have these types of training at their institutions/schools;
- Meeting with Dr. Esmaeili and Valerie Gamez to discuss budget amendments and offer support.
- Debrief meeting to discuss 2-day institute.
- Review e-mail from Kelty Garbee of Educate Texas regarding upcoming team lead call and "to-dos and updates".

➢ **RAND Grant**
- Participated in "debrief" conference call with RAND and STC representatives. We also discussed "next steps".
- The bi-annual report was finalized and submitted to RAND before the April 1st deadline.
- A follow-up site visit for the Fall was discussed.
- Review e-mail and attachments from Lindsay Daugherty in preparation for monthly check-in meeting.
- Participated in monthly check-in telephone conference.

➢ **TWC – Governor's Summer Merit Grant**

- Reviewed the contract submitted to us by TWC for the Governor's Summer Merit grant for approval, due April 6th.
- Forwarded the contract to Rebecca de Leon and the Compliance Department asking them to also review and respond before the deadline of April 6th.
- Followed-up, via phone call, with Rebecca and Samantha to confirm whether the Grant Office would be responding or whether they wanted me to respond to TWC. Samantha indicated that she would check with Dr. Champion and let me know.
- Follow-up e-mail/calls to the grant department to confirm who would be responding to TWC's requests for approval.
- E-mailed TWC to ask for clarification about budget concerns/discrepancies found by the Compliance Department.
- Forwarded response from TWC to Grant Department along with corrected documentation for review/approval.
- Final review of contract sent by TWC.
- E-mailed TWC to let them know that both Rebecca de Leon (program Director) and Compliance Department approved of the contract.
- Reviewed e-mail and attachments received from TWC regarding amendments to contract.
- E-mail sent to Rebecca de Leon and Grant Compliance forwarding the attachments for their review and approval.
- Responded to TWC's request for approval. We are now in Step 6 of the grant.

<u>Grant Development</u>

- **Recently submitted: None**

- **In Preparation for Submission: 4 Grant**

1. **The U.S. DOT University Transportation Center for Railway Safety (UTCRS)**
   Due Date: May 20, 2016, 5:00 p.m., DST.
   Grant Amount: Up to $3,000,000 (per collaborative applicants)
   - Received request from Dr. Champion to review and edit the letter of support and narrative for this grant opportunity.
   - Grant is a collaboration with UTRGV, who is the lead. The grant, if awarded, will benefit Engineering students. The program incorporates two-year, post-secondary Engineering and Computer Science programs at STC into the UTCRS program at UTRGV. The program will be called the Bridge to Engineering (B2E).
   - The grant also offers community outreach, education, and professional development programs at the K-12 level through innovative approaches.

2. **Dept. of ED, - HSI STEM and Articulation Program (Math & Science Dept.)**
   Due Date: May 30, 2016, 5:00 p.m.
   Grant Amount: Up to $775,000
   - Met with Dr. Esmaeili and Dr. Odeh from STC, and Dr. Gonzalez and Arturo Fuentes from UTRGV on March 28th, to discuss a possible collaboration to develop a proposal for the HSI grant.
   - UTRGV would be the lead, and the partnership would focus on transfer issues for students in STEM Gateway Keeper courses, building a foundation for students to provide a smoother transition from 2-year to 4-year institutions.
   - The program would offer peer/student mentors from UTRGV, who would visit STC campus and serve as mentors to our STEM students.
   - In addition, the proposal would have a professional development component similar to our already existing Texas Regional STEM Grant Institute.

- Pending response from UTRGV regarding outcomes from their meeting on Friday (April 1) as to how we will proceed.
- Review of e-mail and attachments (draft proposal and logic model) received from UTRGV.
- A meeting is scheduled for Tuesday, May 3rd, with UTRGV and the Grant Department to continue with development.

3. Dept. of ED, - HSI STEM and Articulation Program (Engineering Dept.)
Due Date: May 30, 2016, 5:00 p.m.
Grant Amount: Up to $775,000

- Met with the Grant Development department, Dr. Esmaeili, and various faculty & staff from STC, and Dr. Kavanaugh, Dr. Leslie Jones, and Mauricio De Leon from UTRGV, and Priscilla Alvarez and Irma Garcia from VIDA, on March 30th, to discuss a collaboration to submit a proposal for the HIS grant.
- UTRGV would serve as the lead institute and VIDDA would provide support services/case management and financial assistance for students in the program.
- The program, which is called Link2Success (L2S), would focus on improving student achievement in core STEM courses and is based on four components: 1) Community (SI leaders); 2) collaborative work (aligning curriculum); a "sarcastic" method; and time management training for students to help them succeed.
- During the meeting, Dr. Esmaeili mentioned that we had already met with other representatives from UTRGV to discuss the same grant. Dr. Kavanaugh mentioned they would be meeting on Friday, (April 1st) with their team to review and decide whether they would be submitting two separate proposals or incorporate into one. They will let us know once they have reached a decision.
- Dr. Champion also mentioned that focus should be placed on the "What Works Clearinghouse" evidence-based models and a strong logic models and a strong logic model & evaluation would be needed before deciding whether we would move forward.
- Pending response from UTRGV regarding outcomes from their meeting on Friday (April 1) as to how we will proceed.

4. THECB – Professional Nursing Shortage Reduction Program
Due Date: April 15, 2016
Grant Amount: Up to $3,579,188

- On March 30th, Jayson Valerio forwarded an e-mail with the announcement for this opportunity. The estimated amount is $3,579,188 announcement for this opportunity. The estimate amount is April 15th.
- We have received funding for this particular initiative since approximately 2011.
- A follow-up email will be sent to the Grants office to find out if they will be submitting the application for this grant.
- Took opportunity to discuss application for funding with Jayson and follow-up as to who will be responding. Jayson confirmed he is working with Business Office to obtain the data/information needed.
- Jayson will submit the application once information has been collected.
- Followed-up with Jayson, and he informed me he requested an extension through April 22nd to submit the application, and it was approved.
- Followed-up with Jayson Valerio; application was submitted on April 22nd.

5. **NSF- Inclusion across the Nation of Committees of Learners of Underrepresented Discoveries in Engineering and Science (INCLUDED) partnership with the University of Texas System (UT El Paso, UT Medical Branch in Galveston, UTRGV, and UT San Antonio) Due Date: Preliminary Proposal – April 15, 2016; Full Proposal – June 24, 2016.**
   Grant Amount: Up to $300,000
   - Review of documents forwarded by Dr. Champion from the Grants office.
   - Follow-up phone call made to Dr. Ahmad to ask additional questions regarding STC's roles and responsibilities in the partnership.
   - Emails sent to Dr. Ahmad to ask additional questions.
   - Email was sent to Dr. Champion confirming our interest in participating in the partnership.
   - Dr. Champion sent email notifying Dr. Ahmad of our interest in participating the grant and designating Dr. Esmaeili as the point of contact.
   - Follow-up email sent to Dr. Ahmad requesting status.

- **In Review/Consideration for Possible Development: 2 Potential Grants**
  1. **Robert Noyce Teacher Scholarship Program**
     Due Date: September 6, 2016, 5:00 p.m.
     Grant Amount: UP to $856,515
     - Reviewed e-mail forwarded by Dr. Esmaeili along with RFP.
  2. **Dept. of Justice – Smart Reentry: focus on Evidence-Based Strategies for Successful Reentry from Incarceration to Community**
     Due Date: June 9, 2016, 5:00 p.m.
     Reviewed email and attached RFP sent by Dr. Esmaeili.

<u>Academic Projects:</u>

- **Miscellaneous**
  - Submitted the THECB Survey HB2550 before the deadline of April 1st.
  - Participated in an Argos/Webfocus discussion and demo on March 31st. This was organized by the IT department because of concerns raised during the Academic Affairs Council meeting. A follow-up meeting and possible training will be scheduled in the near future.
  - Sent e-mails to various department chairs requesting that I be included in Department meetings and offer assistance/support with any potential or current grants they are overseeing.
  - Communicated with Dr. Laura Lopez regarding Faculty Advising, and we met with her to discuss in detail.
  - Updated the Academic Grants and Projects webpage.
  - Attended the 11th Annual Summit on College and Career Readiness.
  - Communicated with Dr. Laura Lopez regarding Faculty Advising. She requested that we reschedule our meeting and would let me know when she would be available to meet.
  - Reviewed Licensure agreement for "Cellebrite Academic Partnership Program" Forwarded by Dean Reyna on behalf of Adolfo Lozano. Follow-up calls made to Mr. Lozano and Fernando Lamas from the Business Office to request review and approval of contact.
  - Attended the IPASS Kotter Change Essentials workshop.

- Reviewed articulation agreements for Texas A&M University –Kingsville's Engineering Department and The University of Texas Medical Branch's Physical Therapy programs. Follow-up calls made to Fernando Lamas from the Business Office to inquire whether review and approval by him was necessary.
- Met with Kristina Wilson to review THECB's request for Development Education Survey;
- Sent e-mail requests to various division dean/chairs requesting information needed to respond to THECB's DevEd survey request;
- Attended Faculty Advising Steering Committee meeting. Some highlights:
    - Online modules are now live;
    - Faculty have been responsive and have provided positive feedback about how simple it is to use;
    - Dr. Lopez mentioned survey contained high scores;
    - The Committee will revisit the training in the Summer for changes/upgrades;
    - So far, a total of 137 faculty have participated in the training.
- Follow-up e-mail sent to Deans requesting that I be included in future division/department meetings.
- Met with Kristina Wilson and Nancy Garcia to review and finalize THECB's request for Development Education Survey. Survey was submitted by the deadline of Friday, April 29th.
- Participated in Focus Group for the Jagnet Portal Upgrade.
- Attended the Employee Retirement Ceremony.
- Met with Kristina Wilson to discuss the Degree Progress Report (DPR) Assignments. Reviewed previous information for the 2014/2015 studies done. Reached out to Sofia to target PSJA ISD faculty for 2016 DPR.
- Attended the Great Teacher's Retreat and served as a facilitator on Friday (April 1st – half day) and Saturday (April 2nd).
- Attended the Annual Summit on College & Career Readiness on Monday, April 4th.
- Participated in the IPASS Kotter Change Essentials workshop on April 14th and 15th.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Met with Dr. Petrosian and Lee Grimes to review the ALC observations and proposed changed changes for improvement.
  - Collaboration with David Passero to review purchases and revisions.
  - Communications with Facilities regarding future projects.
  - Met with Lee H. Grimes. Laura Sanchez and Monica Alaniz to review the evaluation plan and progress.
  - Collaboration with Mario Morin to plan UTRGV Math visit.
  - Met with Robert Cuellar and David Valdez to review the plan for summer projects.
  - Met with Laura Sanchez, Monica Alaniz and Lee H. Grimes to review questions for faculty interviews and student focus groups.
  - Scheduled student focus groups for each campus.
  - Collaborated with Christy Cantu and Sonia Cuellar to schedule courses for Summer and Fall 2016 in the ALCs.
  - Met with Deyadira Leal to review furniture purchases for summer projects.
  - Correspondence with Dr. Petrosian and Lee H. Grimes for updates on summer projects.
  - Coordinated with Laura Sanchez and scheduled student focus groups at each campus for the evaluation plan.
  - Continued collaboration with faculty, program chairs, Christy Cantu and Sonia Cuellar to schedule courses for Summer and Fall 2016 in the ALCs.

- **FOCUS Academy**
  - Continued communication with FOCUS Academy participants.
  - Continued data collection and refinement of program.
  - Communicated with Divisions Deans and Program Chairs regarding graduates and current participants.
  - Launched Fall 2016 registration and updating registration information for each division.
  - Began Rounds observations of participants on each campus.
  - Presented at the Council of Chairs meeting.
  - Continued collaboration with Sandra Ledesma to review the needs of the program.
  - Continued faculty Rounds observations, instructional coaching, and debriefing with participants on each campus.
  - Rounds observations of online courses.
  - Co-facilitated the FOCUS Academy.
  - Continued data collection and refinement of program, including Rounds observations form analysis.
  - Continued recruitment and registration efforts for fall 2016 cohort.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Met with Dr. Lopez to track the progress of the Lead Faculty Advisors and faculty advising.
  - Began collaboration to plan Faculty Advising Certification Ceremony.
  - Participated in the Faculty Advising Steering Committee Meeting.

- Met with Nancy Garcia and Laura Lopez to review the needs of the program for Summer and Fall 2016.
- Assisted Laura Lopez in planning the Faculty Advising certification ceremony May 5th.
- Submitted Lead Faulty Advisor (LFA) tracking sheet to David Passero verify stipend eligibility.

Component 3

- **Enhancement of Technology Infrastructure**
  - Continued collaboration with Eddie Diaz to troubleshoot AV concerns in C111.
  - Continued collaboration with Eddie Diaz and Lucio Gonzales to coordinate summer projects.

Management/Compliance

- **Department of Education**
  - Continued work on revised budget and project schedule. Our current Program Officer with the Department of Education, Jeffery Hartman, is resigning April 15th.
  - Submitted revised budget and project schedule to Jeffery Hartman, DE Program Officer. All proposed changed were approved. Rick Gaona is the newly appointed DE Program Officer.

- **South Texas College**
  - Continued correspondence with Instructional Coach candidates and hiring team to schedule interviews.
  - Conducted interviews for the Instructional Coach position.
  - Participated in the College and Career Readiness Summit.
  - Participated in Ambassadors Cross Training Academy.
  - Participated in e-Teaching professional development.
  - Participated in Distance Learning Active Learning meeting.
  - Participated in Planning and Development Council.
  - Presented at the Academic Affairs Council Meeting.

Highlights

- Rounds for the FOCUS Academy and Faculty debriefings FOCUS Academy – 11th – 28th.
- Ambassadors Cross Training Academy – April 15th.
- FOCUS Academy – April 15th.
- UTRGV Math visit – 19th.
- Faculty Advising Steering Committee meeting – April 22nd.
- Academic Affairs Council meeting – April 25th.
- Ambassadors Cross Training Academy – April 28th.
- FOCUS Academy – April 29th.
- Faculty Advising Certification Ceremony – May 5th.
- Ambassadors Cross Training Graduation – May 5th.
- FOCUS Academy Graduation – May 6th.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- Began working on a training manual for program deactivation for upcoming curriculum training session.
- Completed and submitted Technology Project Intake Form for Catalog Management Software Implementation.
- Completed and submitted draft PowerPoint presentation for DLA self-reflection project.
- Participated in search committee review of applications for Web Application Specialist.
- Worked on The Higher Education Coordinating Board Revisions for Fall 2016.
- Worked on student Education Planner Core Curriculum Updates.
- Screened applications for three search committees I am participating in.
- Completed the online degree plans for the Public Relations department to post on the College website.
- Reviewed applications for the Curriculum Specialist posting.
- Assisted with the Capital Improvement Proposal evaluations.
- Worked on college inventory document for Mike Carranza.
- Audited Upper Level Bachelor Course Inventory.
- Complied list of Programs and credits hours for SACS 5th Year report evidence.
- Worked on SACS 5th Year Report evidence piece: Program Chair Roster.
- Worked on Student Education Planner Core Curriculum updates.
- Worked on new program information for 2010-2014.
- Worked on courses scheduled for deletion.
- Complied data for SACSCOC reporting of new programs, award name changes, certificate credit hour changes, and closure of programs.
- Sent notification of program name changes, department name changes and closure of programs to key institutional departments.
- Processed deactivation of program for Fall 2016 in Banner and other applications.
- Worked with Reporting Analyst to Finalize Hybrid expectations report.
- Completed the online degree plans for the Public Relations department to post on the College website.

➢ **Meetings attended and Trainings by the Curriculum staff**

- Attended 11th Annual Summit on College and Career Readiness.
- Attended conference call with catalog management application vendor to discuss implementation and timelines.
- Presented to Council of Chairs regarding curriculum-related issues.
- Attended process mapping meeting for CBM002 report.
- Attended meeting with Accountability staff to assist them with their project regarding the faculty credential review process.
- Attended meeting with VPAA and program chairs for Fire Science and Law Enforcement to update selective criteria for program admission.
- Met with Coordinator of Dual Enrollment to review pre-requisites for dual enrollment students.
- Met with Faculty Handbook Committee to finalize review of handbook structure and make adjustments as needed.
- Attended CBM002 Process Mapping meeting.

- Met with Associate Dean of Curriculum & Student Learning to review minimester schedule for Spring 2017.
- Attended Ellucian Degree Work Conference (April 14th – 17th).
- Met with Associate Dean to review Spring 2017 semester schedules.
- Met with Associate Dean to discuss evidence items for the SACS 5th Year Report.
- Met with VPAA to review Faculty Handbook Draft.
- Attended Dual Enrollment Update.
- Attended DLA Group meeting for Project Update.

➢ **Faculty Handbook**

- Prepared Faculty Handbook draft for committee members to review.

➢ **Faculty Credentials**

- Approved 18 faculty postings on People Admin.

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

- Worked on updating the JagPRIDE Chair Manual.
- Reviewed course appearing in JagPRIDE as new for Spring 2016; synced several courses and the other were sent to department chair for review and instructions of where they belong in the curriculum map along with course learning outcomes.
- Created new curriculum map for proposed degree plan for Welding Technology AAS. Sent to department chair, Hector Cavazos for PLOs and CLO associations.
- Began editing the student learning outcomes process timeline; following the complete timeline, will be creating a JagPRIDE admin user guide.
- Completed the student learning outcomes admin processes and timeline.
- Updated Fall 2016 curriculum maps for Engineering and Drama to reflect new core courses that will be added for Fall. Files will be sent to department chairs for review.
- Began reviewing upcoming changes effective for Fall 2016 and will be comparing to curriculum map files and making changes where needed.
- Encountered issues with duplicated courses in JagPRIDE. Issues pending review form Technology Resource. Followed up with Marcus and Maggie for Technology resources in reference to additions to Chair page in JagPRIDE. Modification will be published Friday evening.
- Updated the chair user guide according to suggestions and edits provided by Learning Outcomes Team and Dean.
- Worked with Learning Outcomes Technician to fix issues with reporting database.
- Duplicated courses in JagPRIDE has been identified by Marcus and Paola from Technology Recourses. Issue will worked on including the updates needed to JagPRIDE.
- Polished the Chair user guide further and sent it for review to the Dean, Kristina Wilson.
- Added the final edit and revisions to the JagPRIDE Chair Guide.
- Contracted Marcus and Paola to review the tables in the system that provide the completion percentages.
- Encountered an issue in Signature page in JagPRIDE for multiple department chairs. List of Faculty will not display under any term. Reached out to Marcus and Paola from Technology Resources to view the issue. Issue was resolved. Encountered a separate issue in the signature page (faculty with A numbers only) which will be modified in the next publishing.

➢ **Faculty Support**

- Monitored registration and assisted faculty with online registration.
- Assisted several faculty with their JagPRIDE assessment, rolling over activities and standards, deadlines, and creating new activities and standards.
- Assisted Dept. Chair, Delia Magdaleno with additional CLOs needed for Spring and ACGM Outcomes needed for Fall 2016. Will follow up and set up meeting to review curriculum maps for Fall 2016.
- Monitored registration and assisted faculty with online registration.
- Assisted Dept. Chair Dr. Ballinger with his program curriculum map.
- Assisted several department chairs with questions over data, submission rates, deadlines, and CLOs. Spring Submission deadline May 16th for all faculty.
- Assisted several faculty with creating new activities and standards to be used as a common assessment for the department. Provided feedback, will follow up with department chair for further assistance.

➢ **Reporting**

- Followed up with Maggie from Reporting Team; reporting team will be meeting on Friday to finalize report needed for SACS.
- Provided a list of program reports that are in good standing to Kristina Wilson for assistance with SACS outcome reporting.
- Reviewed PLO reports and determined which were ready to be collected for SACS accreditation.
- Followed up with Maggie from reporting team; two of the three reports needed for SACS were completed. Provided feedback after encountering errors. Will follow up.

➢ **Meetings and Trainings**

- Conducted Pride Trainings Tuesday evening and Friday Morning.
- Presented deadlines and updates at Council of Chairs meeting regarding the Learning Outcomes area.
- Conducted Pride Training Tuesday evening and Friday Morning.
- Assisted Specialist at the NAH JagPRIDE Training.
- Conducted an evening JagPRIDE Training on Tuesday, April 19, 2016.
- Conducted an evening JagPRIDE Training at the Mid-Valley Campus on Wednesday, April 27, 2016.

Course Scheduling

- Continued to verify codes for Summer 2016.
- Worked on Summer 2016/Fall 2016 schedule change requests.
- Answered calls and assisted Program Chairs/AAs.
- Worked on the Summer 2016/Fall2016 TBAs report.
- Revised NAH-Active Learning Classroom as per Yolonda Jaramillo, HSI Grant Project Director. Updated classroom distribution and Banner to reflect new ALC at Nursing Allied Health Campus/Room 3.422.
- Reviewed Fall 2016 scheduling changes (additions, cancellations, assigning faculty, etc.) for Summer 2016.
- Processed room assignment changes from Perla Andrade, Nursing Program Specialist for Fall 2016 term.
- Processed room reservations for Faculty and outside organizations.
- Continuing to clear schedule of TBA's for upcoming terms.
- Verified codes for Summer/Fall 2016.
- Summer 2016/Fall 2016 schedule change requests.
- Answered phone calls from Program Chairs/AAs.

- Created new courses for Fall 2016.
- Worked on reports as requested by faculty and staff.
- Worked on Summer/Fall 2016 schedule changes and creating new courses.
- Worked on room reservations for faculty.
- Reviewing 2016-2017 Faculty Handbook. Updating sections pertaining to Scheduling (minimester calendar, section codes, off-campus location codes, etc.) Deadlines to submit correction or changes is April 29, 2016.
- Worked with Victor Valdez, Law Enforcement Program and Admissions too update minimester dates for Summer 2016 term.
- Assigned rooms for Summer/Fall 2016 TBA's reports.
- Continuing to finalize computer labs for Kids College for Mariano Aguilar, Student Resource Specialist – Continuing Education. June 6, 2016 – July 28, 2016 – Pecan Campus.
- Coordinated Classrooms and facilities request for Baylor University Summer Reading Program, June 11, 2016 – July 18, 2016 – Pecan Campus.
- Processed scheduling changes for Summer and Fall 2016.

Associate Dean

- Facilitated a meeting to discuss Block Scheduling.
- Took part in a conference call with CourseLeaf.
- Attended the Texas Association of College Technical Educators Conference in Austin, TX.
- Attended meeting to review THECB Developmental Educational Survey.
- Met with the Vice President of Academic Affairs to discuss the Spring 2017 minimester schedule and Faculty Handbook.
- Met with Learning Outcomes staff to review training guide for Chairs.
- Attended the Planning and Development Council meeting. Shared the proposed 2017-2018 Academic Calendar.
- Worked on revisions to assigned sections of the SACS 5th Year Report; began preparing evidence items.
- Prepared documentation required by the Coordinating Board for the AAS Welding New Program Application.
- Attended a Banner Training with Elena from Business Office.
- Attended the Academic Affairs Council meeting.
- Met with Cody Greg and reviewed the NAH Documentation.
- Attended the Monthly ABE Project meeting with Lindsay Daugherty via phone.
- Met with Dr. Esmaeili and the New Dean of College of Engineering at UTRGV.
- Facilitated a meeting with the committee to review student complaint.
- Met with Laura Talbot for a training on the SACSCOC 5th Year Report Evidence.
- Met with the Purchasing Department to discuss the purchase of an Online Catalog Tool with the Purchasing Department.
- Met with Leepfrog Company via phone to discuss the CourseLeaf CAT Pricing.
- Held a Faculty Handbook Meeting with the committee.
- Attended the CBM002 Process Mapping.
- Met with team to prepare for Spring 2017.
- Met with Learning Outcomes team to review Chair Manual.
- Met with Leepfrog representatives via phone to discuss formatting of the print catalog.
- Held an Academic Calendar Committee meeting.
- Attended the President's Administration Staff meeting.
- Attended Skillpath: Managers & Supervisors Conference on May 5, 2016.

Nicolas Gonzalez
High School Programs and Services Administrator

Administrator for High School Programs and Services

- Summer schedule will be sent to the Dual2Degree and ECHS Coordinators this week.
- IT has agreed to place qualifying EOC scores on all "S" sections for easier enrollment of students. We have been requesting this for the past month. Next step, is placing credits, degree selection and GPA per student on our Web System for each school – secure and quick.
- The Academies program will be larger than last year, in particular for the DEMSA here at Pecan. It is a attributed to the Director, Rebecca Marie De Leon, who even when shorthanded in personnel – she was the only one in the office from September until April – she recruited and reviewed a large number of applicants. Thanks to her.
- Dr. Rosena Garcia, Director of High School Programs as Alamo Colleges, contacted me about how we structure our dual enrollment program. In particular, about what we charge the schools for providing a college instructor. Currently, they do not charge the schools anything for providing an instructor, and only require that at least 15 dual students be enrolled.
- The Academies program have completed two of their cording events – Mid Valley and Pecan – and are scheduled for the Starr campus this Tuesday. Parents have been attending in large numbers, as each student is provided with the appropriate cord for graduation for the DEMSA, DEEA, DECSA, or DECSA.
- We are working with IT to develop a program that will automatically enter the End of Course required score on the appropriate "S" sections. We have tested the program and it works very well. If approved for production, this will save our Dual2Degress and Coordinators who enroll dual students, a lot of manual wasted time.
- We plan to distribute the summer I and summer II dual enrollment schedule by the end of this week so that registration may begin.
- Anahid, Mario Reyna, Jayson Valerio and I met via web with the Southern Regional Council that is part of the THECB to review courses offered outside a college or university service area. Andrew Lofters and others from the CB shared changes in the rules and possible actions during the coming year for dual enrollment, which probably will not happen until the Legislature meets again. Texas A&M at Kingsville continues to partner with PSJA and Mercedes to offer dual classes. We have asked them to provide for us if they are hiring the schools teachers (DEF) or providing a teacher.
- The summer schedule is 95% finished. The number of sections will be approximately the same – 220 non-Academies sections to 210 this year for summer I.
- Laura Talbot Sanchez and I met with counselor and administrators at Palmview HS in La Joya concerning the fall visit by SACS. There were questions and discussion on what was to be expected, but for now, the completion of narrative and description of this site as with others, is what is needed.
- We rescheduled the SACS preliminary meeting with Robert Vela to next week because of time conflicts with their administrators. This will be the final meeting of all six selected. The narratives from each are due April 29th to Laura.
- Sofia Pena, Alejandra Cantu and Laura Sanchez attended the SACS training/info session at El Paso CC, this past Friday and Saturday. The session was more for sites new to complete prospectus and proper notifications, and it turn out that our staff basically provided more information to those in attendance, than what was received.

Dual Enrollment Planning and Scheduling Manager

- **Workshops/Meetings**

  Attended SACS update at El Paso Texas.
  - Met with Tony Matamoros on adding the STARR 4000 on pre requisite screen.
  - Attended SUMMIT at Region One.
  - Met with Bob Taylor on adding pre requisite on all S sections for summer I&II.
  - Met with Laura Sanchez on reviewing dual schedule for all High Schools that need to submit a prospectus for fall 2016.
  - Met with principal from Oratory on submitting prospectus for fall 2016
  - Attended calendar Committee meeting with Kristina Wilson.
  - Assisted Mr. Kennedy on interviews for History Dual Enrollment Candidates.
  - Met with IT department on the DE Web System to change the layout on what counselors can view on the website.
  - Attended The Counselor's update at the Cooper Center.
  - Met with Principal and counselors from Robert Vela to discuss SACS visit this coming fall.

- **DE Scheduling and Planning**
  - Processed faculty changes for summer I and II schedule for the Art and Communications departments.
  - Deleted a sections of sociology for Sharyland SA3 Academy.
  - Requested a second section of psychology for Sharyland SA3 for this summer. Chair approved section.
  - Made significant changes on the PSJA summer I schedule. Changed high school teachers and room numbers.
  - Processed faculty changes for the history department for next fall.
  - Tested the pilot program on registering students the EOC scores without having to override. It worked.
  - Created new biology sections for Edinburg ECHS for summer II at Pecan campus.
  - Requested sociology section to be re-open for Sharyland SA3. Chair approved.
  - Processed biology faculty changes for summer I & II.
  - Dr. Ballinger sent faculty assignments for summer I. Request processed.
  - Worked on Automotive schedule for PSJA ISD for summer, fall and spring.
  - Deleted a sociology and criminal justice sections from Progreso's summer I schedule.
  - Deleted a summer II medical term section for CCTC.
  - Requested economic sections for summer I at PSJA HS. Chair approved sections
  - Worked on faculty changes for summer I from Mr. Molki.
  - Worked on fall schedule for Sharyland and Sharyland Pioneer HS.
  - Deleted one sections of Spanish for La Villa ECHS this summer.
  - Combined all the ECHS sections from PSJA Memorial and PSJA North for fall 2016

Dual Enrollment Program Specialist

- **Dual Enrollment Faculty**

Dual Enrollment Faculty applications are now being accepted. I have received a total of 30 interested candidates who have the qualifications to teach dual enrollment courses. These 30 candidates have been contacted and plan on moving to the next step in our approval process.

- **Dual Enrollment Faculty Interviews**

Three interviews for dual enrollment faculty was conducted in April. All candidates were part of the History department, two were approved and one was denied. Interviews for another History round and English have been scheduled for May and June.

- **Dual Enrollment Academies, DEMSA College Tours / DE Academy Senior Trip**

From April 15th – April 16th high school programs and services staff chaperoned DEEA, DECSA, and DECJA dual enrollment juniors to 4 college stops. Students had the opportunity to visit and hear admissions presentations from Texas A&M Kingsville, UTSA, UT Austin, and Texas A&M. Campus tours were facilitated by each university with STC staff chaperoning the students. On April 21st and 22nd high school programs and services staff chaperoned dual enrollment seniors on a senior trip. Students visited the Texas State Aquarium, Japanese Tea Gardens, and the National Bridge Caverns.

- **College Readiness Summit**

South Texas College and Region One hosted the one day college readiness summit. The summit allowed for discussion and presentations regarding best practices for preparing students for college. The event also allowed for networking with community leaders and high school administration.

- **Dual Enrollment Update**

The Dual Enrollment was hosted by the Dual 2 Degree Department. The event allowed the opportunity to speak with counselors from partnering districts, get updates on deadlines, and become informed of new guidelines and procedures.

DE Workforce Specialist

- **Conference/Workshops/Meetings**
    - Attended the 11th Annual STC Summit
    - Attended TACTE Conference in Austin
    - Meeting at La Joya for Prospective DEF for CTE
    - Attended CTE Directors Meeting
    - Meeting with various Program Chairs
    - Meeting for the Pioneer HS CTE Advisory Committee
    - Meeting at Sharyland for the PTLW Certification
    - Meeting for the Women In Technology Event
    - Assisted and Attended the Women In Technology Event
    - Attended the Dual2Degree Update
    - Attended Business & Technology Program Chair Meeting

- Screening Dual Enrollment Instructors for Summer & Fall ’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.

Sofia M. Peña
Director - Early College High Schools

Director for Early College High School

- The ECHS Team has met to discuss the impending separation of duties between Dual2Degree, Academies and ECHS. The Division of Student Affairs, Enrollment and Management has indicated that they would like to separate all duties related to advising, counseling, enrollment and management of students by student type, thus ECHS staff would be responsible for registration and all other matters related to ECHS students (approx. 10,000 students at present) and Dual2Degree (approx. 5500 students) would only handle traditional Dual Enrollment. This venture requires a lot of planning and communication with the schools for successful implementation.
- ECHS staff have met with all students who are graduating and have started the process of registering all remaining students for summer.
- ECHS staff are in the process of preparing for Bridge activities, some of which will take place in the Summer and some in the Fall. This planning process includes, tours, visits to the schools and meetings with new cohorts and parents over the Summer months.
- ECHS Staff has completed all the graduation verification and those students who will be complete or lack one (1) course to graduate this May have been sent Marching Order emails and have RSVP'd to participate in graduation Ceremonies in May.
- 764 ECHS students will graduate with an Associate Degree and walk at commencement. All those students who are lacking one course have been advised, and have been registered for the course they are lacking for Summer I session so that they may complete.
- ECHS Staff have been invited to present at the ECHS Best Practices Summit in Austin over the first week of August. We are in the process of planning the presentation.
- ECHS Director and Coordinators met individually and as a group with every Early College High School and a representative from TEA who serves as their Leadership Coach. The purpose of the meeting was to share information on ECHS benchmark progress. The benchmarks are part of the blueprint for success that includes data on student population, curriculum and rigor.
- ECHS Coordinators and Director are in the process of hosting each school for the purpose of cap, gown and graduation cord distribution. This is an exciting time for our students who will be walking at commencement.
- ECHS Team has completed review of all . prospective graduates and prepared them for graduation. Students who are missing one class to complete will march and have been registered for Summer classes.
- ECHS Director attended a SASCSCOC Meeting in El Paso, Texas where information pertinent to the preparation of prospectus as well as 5 year review were shared.

- ECHS Team attended a TSI update at UTRGV and received information regarding increase in scores standards for 2017.

Rebecca De Leon
Director – Academies and HS Projects

Director of Academies and High School Programs
Completed: Projects / Activities

- TexPREP first year selections have been made and letters were sent to the homes of participants with confirmation date of May 20, 2016 to reserve their spot.
- Dual Enrollment Medical Science College Tours are scheduled for March 14-15, 2016. Academy students visited the University of Texas Rio Grande Valley, University of Texas at San Antonio, University of Texas at Austin and Texas A&M University during their two day tour.
- Dual Enrollment Academy Program Senior Trip has been planned for April 21-22nd where students will attend the Corpus Christi Texas State Aquarium, Texas Caverns in San Antonio, and the San Antonio Japanese Tea Garden.
- Dual Enrollment Academy Program 235 completed applications for the Pecan, MidValley and Starr County Campuses.
- Graduation Cord Ceremonies were held at the MidValley and Pecan Campuses the week of April 25th for the 70 students graduating with their degrees in Biology, Criminal Justice, Engineering and Computer Science.

TexPREP:

- TexPREP Program Summer 2016 year one and returner applications for PSJA, Weslaco, Hidalgo and Roma ISD have been selected.
- University of Texas at San Antonio Memorandum of Understanding has been signed by Dr. Reed and the PREP USA Office.
- Instructor and Program Assistant interviews are being held to fill the twenty-six vacancies for summer 2016.

Academy Programs:

- Dual Enrollment Academy Program application selection committees met from April 11-29th for all three campuses.
- Case management is occurring at all three sites for student retention.
- Graduation Cord Ceremony has been planned for the Starr County Campus on May 7th for the 6 Dual Enrollment Medical Science Academy students.
- Exit Interviews were held for all 76 graduating students at the Pecan, Mid Valley and Starr County Campuses to discuss opportunities to improve the Academy Program and discuss their future career plans
- Dual Enrollment Academy Workshop was held at Pecan Campus:
    - Laughter Yoga was held by the Counseling Department on Friday, April 29th for Juniors and Seniors to distress before their upcoming finals week.

Cyber Security Camp:

- Recruitment meetings have been held with Mission, Science Academy and McAllen ISD who are interested in their rising 9th and 10th grade students to participate in the one week camp.
- Applications and recruitment flyers have been distributed to partnering districts with an extended application deadline of Friday, May 20th.

- Two Instructors and four Program Assistants hiring is in process for selection to take place by the second week of May.

Professional Development/Continued Learning:

- Director of Academies and High School Projects, Rebecca De Leon attended the University of Texas at San Antonio TexPREP Engineering Program Training on Thursday, April 7th and Friday, April 8th. The training focused on preparing for the summer 2016 TexPREP Program being held at the Pecan, Starr County and Mid Valley Campuses on June 13-July 28th.
- Academies and High School Project staff attended the South Texas College 11th Annual Summit on College and Career Readiness Summit at Region One on Monday, April 4th.
- Academies Specialist attended the Dual Enrollment Update on Wednesday, April 27th at the STC Cooper Center.

In Progress: Projects and Major Activities

- Dual Enrollment Academy Program selection will be sent to students and counselors by the first week of May.
- TexPREP purchasing of supplies, and planning of field trip for Summer 2016 program.
- CyberCamp selection to be sent to student by the last week of May.
- TexPREP staff will confirm all career awareness speakers, along with opening and closing ceremonies logistics.

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

- Advanced Manufacturing Technology faculty and staff hosted STEM Workshop recruitment event on April 5 and April 7, 2016, from 12:15pm to 3:20pm, and held informational sessions for 29 participating PSJA ISD potential dual enrollment students interested in the Advanced Manufacturing Technology program. 18 students successfully committed to starting in the fall 2016 new AMT cohort group.
- Met with Patricia Serna, Gemaire Distributors representative, who hosted a Gree Mini-Split training session for 25 participating HVAC&R industry professionals on April 7, 2016 from 8:00am-12:00pm in the CCTA STARR conference room. A tour of the PTC HVAC facilities was held at the conclusion of the event.
- Assisted in coordinating delivery and placement of a new HAAS CNC machine purchased by PSJA ISD for the STC-Advanced Manufacturing program. This CNC will be used by PSJA ISD DE students currently enrolled in the AM Technology program's fall semester.
- Received Gemaire Distributors 3-Ton Rheem Air Conditioning Unit donated to the STC-Heating Ventilation, Air Conditioning & Refrigeration program. This state-of-the art digitally integrated unit will be used by advanced HVAC students to further their knowledge in trouble-shooting the newest technology available.
- Met with CCTA Principal, Darcy Cuellar, to inform me of PSJA ISD decision to sell portable buildings and reallocate current classroom space to special programs.
- Coordinated reservation of tables for STC technical program participation in WFSolutions 2016 Youth Career Expo scheduled for Wednesday, May 18, 2016 at the McAllen Convention Center.
- Received and reviewed PR poster and produced for PTC summer and fall course offerings. This project was submitted to Dr. Petrosian's office for requisition for printing of posters.
- HVAC&R faculty hosted Advisory Committee meeting on Friday, April 22, 2016, at 12:30-1:30pm. They presented a certificate of appreciation to Gemaire Distributors for their donation of the 3-ton Rheem A/C training unit.
- Met with DE faculty to discuss ongoing challenges with student roster accuracy and high school grade reporting procedures.
- Attended meeting with STC and PSJA administrators and staff to discuss reporting requirements in preparation for SACS visit.

Other Activities:

- Attended the STC's 11th Annual Summit on College & Career Readiness.
- Attended Business & Technology Program Chair meetings.
- Attended Sharyland ISD CTE Advisory Committee meeting on April 15, 2016 to discuss collaboration in community service projects and DE curriculum targeting STC Building Technology programs. Toured their construction program classroom and lab facilities.
- Visited McAllen Performing Arts Center site with HVAC&R Student Association and faculty.
- Assisted with Women in Technology event preparations of stage, props and decorations.
- Participated in Women in Technology event hosting Construction Supervision program information table.
- Participated in hosting Construction Supervision related activity for visiting high school students on second day of Women in Technology event.
- Assisted Construction Supervision students with deconstruction and take down of Women in Technology stage, props and decorations.

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
April, 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The Student Enrollment Services team completed the design and mapping work required to create the inquiry and Student Application forms and templates. The Technology Resources task to begin on the system configuration and connectivity to Banner has been delayed due to the form design phase taking longer than expected. The Radius project is now expected to go live by the end of May 2016.

Early Alerts – Starfish by Hobson's
Technology Resources has compiled a data map of the fields to be extracted from Banner to Starfish. As soon as the implementation team approves the data map, the reporting team will begin working on the student data extracts from the Banner system. A project pilot made of pre-selected developmental courses is expected to be complete by the summer. The team will continue to extend the pilot with additional courses for the fall term until the Early Alerts system is fully deployed.

Continued Education Enrollment system
The recommendation to purchase an electronic Enrollment system for the Continued Education program has been delayed due to concerns regarding payment processing on the software solutions being considered. The project stakeholders which includes CE and Cashiers staff reached out to other HE institutions using similar software to inquire about payment processing at their institutions and ask more questions about software/vendor services. Technology Resources has issued a recommendation to Cabinet to postpone implementation until next FY.

NOE Automation
The NOE automation project has been rescheduled due to changes in clients' priorities. The Finance department submitted proposals to stream line the Hiring and Onboarding processes using the new LEAN improvement framework. The NOE automation project has been rolled to next year's Technology plan and will await Cabinet's approval.

Safety and Security Parking and Citation system
The new Parking and Citation online system implementation project was kicked-off by the functional team. The Technology Resources team reached out to Cardinal for a copy of the project plan to review and schedule the technical phases and be able to align TR resources to support the project. This project is expected to be complete and ready for production use in the fall.

Luminis 5 upgrade - JagNet
STC Student Services and Technology Resources together with Ellucian consultants kicked-off the Luminis upgrade project. The implementation team met with the Ellucian consultant the week of April 25 to begin the JagNet portal re-design. The design phase was driven by data compiled during focus groups conducted with students, faculty and

staff. At the same time the technical team continued to work on setting up a Luminis 5 test environment. The implementation team will meet again in May to begin the content migration tasks once the test environment is fully configured.

Banner XE upgrade
The electronic survey invitation period to major functional Banner stakeholders was extended until the end of April to allow more individuals to complete and submit the survey. The follow up Ellucian visit was reschedule for June 15 & 16 when Ellucian consultants will meet with the different groups to discuss the results from the survey in more detail. The Ellucian consultants will use all the data compiled to create a report highlighting opportunities for improvement before the new Banner XE transformation project begins next Fiscal Year.

Timekeeping System
The Finance and Technology Resources teams continue to work on mapping the current process and formalize a project plan to implement Time Clock Plus. The teams will take the rest of the year to continue planning all the phases of this project and expect to begin the implementation next fiscal year. The expected deployment go live date is May 2017.

Infrastructure

STARR Data Center for Disaster Preparedness/Recovery Planning
After installing the room size UPS at the new Rio Grande Data Center, the Technology Resources technical support team will meet with the Maintenance/Facilities team to coordinate the electrical power test for the new DR site. The Systems team continues to test the Golden Gate software and all functionality in parallel to the Networking tasks mentioned above. Golden Gate will mirror critical services such as Banner from the main data center in Pecan Campus to the new data center in Rio Grande in order to provide continued services in case of a disaster.

Other projects such as the Office 365 migration of Faulty and Staff email accounts will continue in support of the Institutional Disaster Recovery plan.

Both projects, the New Rio Grande Data Center and the Office 365 migration for Faculty and Staff completion deadlines have been schedule for June 2016 and they will be tested through the Hurricane season.

Virtualization Phase I – Podiums
The Virtualization project which includes 300 licenses for instructional podiums is well under way. The Technology Resources team together with Logical Front consultants kicked-off the Virtualization project and launched a pilot of five podiums in the Rio Grande campus. The rest of the podium licenses will be configured and deployed in stages beginning in May and all through the month of August.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: We obtained access to email security management portal. We will explore exporting data from this security control to expand our 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.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Update: The terminals are scheduled to be installed and configured in the food service areas. Our OSSEC server is now running, we are just pending configuration and agent testing/deployment.
  Summary: We are addressing the action items that were identified from the 3 different assessments.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  Update: The SRA is already configured to receive incoming connections, but it is still undergoing configuration prior to going into production.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We are looking at leveraging a DIR contract to get a 3rd party assessment against the Texas Cybersecurity framework. We are also working on 2 reports for the president to meet the requirements set in TAC 202.71(b) (11) and 202.73(a).
  Summary: We are starting to implement the Texas Cybersecurity Framework. We are also aligning our existing standards and guidelines to the security control families defined in the framework.

- **Security Awareness Training System Evaluation**
  Update: Concluded the evaluation of the product. We are waiting for a final quote and exploring the option of only purchasing the training platform and material from a different organization.
  Summary: We are evaluating a new information security awareness portal for the College.

- **Capital expenditures to maintain/improve our security posture**
  Update: The McAfee Web gateway was approved by the board for purchase; the hardware is purchased and received. We are working on a project plan for the replacing of this hardware.
  Summary: We are going to use our capital spending to replace our McAfee Web Gateway, which will become unsupported this year and an intrusion detection/prevention system that can analyze 10 GB traffic.

- **Imperva proof of concept**
  Update: The POC concluded. We removed the WAF service and reverted back to our original environment. We are submitting for the June board meeting.
  Summary: We are going to engage in a proof of concept evaluation of a vendor service to replace our web application firewall with a cloud version with DDoS protection and simplified administration.

- **Improvements on spam filtering system**
  Update: We discussed the changes with TR leadership and technical staff. We are initially working on enabling a feature called Smart Send, which will allow users to get notification when an outbound message is blocked and give them a way to release the message.
  Summary: We have some ideas to improve the user experience with our spam filtering solution without reducing our security posture.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 4/1/2016: Focus Academy, PASS Meeting
- 4/4/2016: Project Update Conference Call
- 4/5/2016: Specialist and Campus Lead Meeting
- 4/6/2016: Instructional Coach Interviews
- 4/7/2016: Starr Campus Visit
- 4/12/2016: Panasonic Vendor Meeting
- 4/14/2016: April Team Meeting
- 4/18/2016: Project Update Conference Call
- 4/19/2016- 4/21/2016: Global Knowledge Training
- 4/25/2016: Project Update Conference Call

Monthly Special Events by Comparison:

2015	
Jan	99
Feb	156
March	141
April	219
May	125
June	126
July	117
Aug	118
Sept	114
Oct	187
Nov	263
Dec	70

2016	
Jan	74
Feb	165
March	142
April	219
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

2015	
Jan	186.5
Feb	239.25
March	307
April	306.25
May	156.75
June	197
July	119.5
August	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	225
March	179.25
April	458.50
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus: **April 2016**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	29	54	0	117	0
Data Projector	18	2	0	3	0
Laptop	96	6	8	1	5
PA System	11	24	4	8	0
CD Player	1	2	2	5	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	4	2	1	0	0
TV	6	3	2	4	0
Microphone	126	20	27	8	4
Direct Box	14	3	4	0	0
Digital Camera	1	1	0	0	0
Speakers	16	48	1	110	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	4	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	10	6	11	5	1
Document Camera	83	0	153	4	0
DVD/VCR Player	21	3	1	2	4
Wireless Lab	0	31	0	0	0
Keyboard/Mouse	12	1	9	0	0
Sympodium	9	0	16	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	20	3	0	2	0
Tripod	4	2	1	0	0
WebCam	8	1	0	1	2
Computer	0	0	0	1	0
Portable Table	18	0	4	5	0
Microphone Stand	11	18	4	0	0
HD Video Streamer	11	0	0	0	0
Polycom Phone	4	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	8	0	0	0	0
Mac Adaptor	3	0	0	0	0
TableTop Mic Stands	10	0	0	0	0
Ipad	3	0	0	0	0
PTZ Joystick	4	0	0	0	0
Gooseneck Mic	5	0	0	0	0
Blue-Ray Player	1	0	0	0	0
Remote Mouse/Clickers	40	1	18	1	1
TOTAL	*611*	*231*	*266*	*277*	*18*

Institutional Effectiveness & Assessment

IE Related Activities:

- IE Report meetings with the following departments:
  - Patient Care Assistant
  - Emergency Medical Technology
  - Child Care Center
  - Healthcare Student Success
  - Computer Sciences
  - Criminal Justice & Anthropology
  - World Languages Department.
  - Communications Studies Department
  - Child Care and Developmental Department
  - LASS Division
  - Associate Degree Nursing
  - Health & Medical Administrative Services
  - Respiratory Therapy
  - Vocational Nursing
  - Radiologic Technology
  - Public Safety
  - Medical Assistant Technology
  - Division of Liberal Arts
  - Physical Science Department
  - History and Philosophy Department (Pending to complete IE Report).
  - Criminal Justices & Social Sciences Department
  - Math and Science and Division of Bachelors Programs and University Relations.
  - Division of Nursing & Allied Health
  - Division of Liberal Arts and Social & Behavioral Sciences.
  - Division of Fine and Performing Arts
  - Physical Therapist Assistant
- Sent a group email message for faculty who are pending to complete their 2013-2015
- Pending meeting with Dr. Esmaeili BAT Programs.
- Prepared report on pending 2013-2015 IE completions departments.
- IE Analyst Hiring Committee
- IE Analyst Hiring Committee – delayed until May
- Continue revise data for 2013-2015 IE Report for faculty

Evaluation and Assessment of Interventions:

- Review3ed Factbook and Academic Affairs Department's internal reports for 2013-2015 IE Reports.

IEA Reporting Analyst's Activities:

- Provided the data support for the 2013-2015 IE Reports completing
- Worked on the candidates screening for the Database Analyst position
- Worked on the CTN-Puente project data retrieve, collecting and analyzing
- Worked on the DE Grade Distribution report
- Provided the Pass Rate and Grade Distribution by Term and by Course for Computer Science report for IE Reports completing
- Provided the STC Fact Sheet information for the Office of Grants Development & Management

- Worked on the candidates screening for the IEA Analyst position
- Worked on the data retrieving for FTIC 6Y/3Y Graduation and Persistence by Full-Time/Part-Time

Factbook Related Activities:

- Worked on the Transfer reports updating for external Fact book
- Worked on the update of the Subsequent Fall Term Transfer Institutions by Fall Cohort report
- Reformatted and posted the Subsequent Fall Term Transfer Institutions report for internal Factbook
- Posed the Comprehensive Annual Financial Report (CAFR) for both internal and external STC Fact books
- Worked on the 'Access' and 'Completion' reports updating for external STC Fact book
- Updated the Data Release Timeline
- Retrieved and posed the Academic Performance of South Texas College Transfer Students at Texas Public Universities (Fall 2014) report for external STC Fact book
- Worked on the Facilities Inventory By Campus By FTE Student report updating
- Worked on the peer group college Fact Books research
- Worked on the script updating for STC Factbook reports

Meetings and Trainings:

- Observed the THECB - Committee on Affordability, Accountability and Planning (CAAP) Meeting
- Observed the THECB - Committee on Academic and Workforce Success (CAWS) Meeting
- Observed the THECB - Apply Texas Advisory Committee Meeting
- Attended the ACTA Training session 7
- Self-trained at Lynda.com for SQL and Excel
- Observed the THECB - TASFAA Regional Training/Meeting
- Observed the THECB - Two-Year Institution Accountability Peer Group
- Observed the THECB - Pre-Nursing Curriculum Advisory Committee Meeting
- Observed the THECB - Undergraduate Education Advisory Committee (UEAC) Meeting

Miscellaneous:

- Worked with TR for PC software installation and updating
- Presentation for Spring 2016 ACTA cohort
- Worked with TR for PC software installation and updating

Cody Gregg, Dean

Dean's Meetings:

- 4/1/16: CCUMC Board Meeting in Denver, CO.
- 4/5/16: Meeting to review IPEDS survey data; Employee Discussion Meeting; Bond Program Planning Meeting.
- 4/6/16: Meeting to discuss job descriptions.
- 4/7/16: Bi-monthly meetings with Directors; ACTA Presentation; Meeting to discuss Pecan Library 2nd floor furniture; IS&P Leadership Team Meeting.
- 4/8/16: Feedback meetings with CLE personnel; employee meeting.
- 4/11/16: Learning Support Services Group Meeting.
- 4/12/16: Bond Construction Program Planning Meeting.
- 4/13/16: Library Open Houses at Mid-Valley and NAH.
- 4/14/16: Library Open House at Pecan; IPASS Kotter Change Essentials Workshop.
- 4/15/16: IPASS Kotter Change Essentials Workshop; meeting with VP-IS&P; President's Administrative Staff Meeting.
- 4/18/16: Personnel Meetings; CIP Meeting; CCUMC Board Meeting Conference Call.
- 4/19/16: Bond Construction Program Planning Meeting; Library Directors' Meeting; Personnel Meetings.
- 4/21/16: ACTA Presentation.
- 4/22/16: Personnel Meetings.
- 4/25/16: Personnel Meetings; Board Meeting.
- 4/26/16: Bond Construction Program Planning Meeting; Higher Logic Demo; Board Meeting.
- 4/28/16: Tech Campus CLE Furniture Walk Through; Bond Program Planning Meeting.
- 4/29/16: Connectrac Vendor Demo; Personnel Meetings.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Reviewed the discovery search RFP and scheduled a meeting to score the proposal with the Purchasing Department.
- Researched local archival holdings and archive directory information for a possible project.
- Continued working to configure BLUEcloud Suite in the Symphony test environment.
- Continued working with Technology Resources to set up the new door counters for the CLE.
- Continued identifying the staff requirements and researching the features and functionality of room scheduling software.
- Began creating a searchable web form for CLE Supplemental Instruction sessions.
- Continued working on the annual report.
- Continued re-designing the library website icons in order to create a more modern look.
- Began working on web banners for four Library Art Gallery exhibits.
- Continued working with TSS staff to set up the new mobile devices for staff.
- Continued monitoring student usage of Upswing and working with the vendor to block users who have exceeded their allotted hours.
- Continued working on Upswing and JagTrax feedback reports.
- Continued adding and editing content in the Library Instructors' Toolkit libguide.
- Continued to create a Storyline project for the Library Orientation Worksheet.

Collection Development Balances:

- Library Acquisition…… $ 51,815.00
- BAT & BAS/ Materials- …… $ 3,704.00

Information Commons and Open Labs:

Highlights:

- Packet Tracer 6.3 was installed district wide in the Open Labs, Learning Commons and CLEs.
- Open House activities took place at all 5 libraries.

April 2016 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,878	10,368	9,686	22,556
Pecan Internet Café	938	2,948	3,443	12,620
Pecan T. Info. Commons	720	1,566	945	5,451
Mid-Valley Open Lab	1,446	6,308	5,344	
Mid-Valley Open Area E-117	757	1,758	1,134	
Mid-Valley G-144	324	728	627	
Starr County Open Lab	431	1,955	1,714	
NAH Open Lab	1,096	4,487	2,647	
Technology Open Lab	632	2,482	1,430	
Technology Internet Café	223	537	342	
District Total:	**9,445**	**33,137**	**27,312**	**40,627**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,403	9,369	7,246
Pecan F-222	84	151	80
Mid-Valley Info. Commons	1,341	3,924	3,218
Starr County Library	549	2,396	1,902
Technology Library	292	860	886
District Total:	**5,669**	**16,700**	**13,332**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	559	801	891
Pecan F-130 Group Stations	62	84	70
Mid-Valley Library Group Stations	210	297	311
Mid-Valley Open Lab Group Stations	14	23	33
NAH Group Stations	663	1,688	615
District Total:	**1,508**	**2,893**	**1,920**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	3,389	14,447	10,585
Mid-Valley CLE Open Labs	508	2,039	1,421
NAH CLE Open Labs	604	2,433	1,714
Starr CLE Open Labs	244	964	1,347
Tech CLE Open Labs	229	808	747
District Total:	**4,974**	**20,691**	**15,814**

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

- 04/07/16: Met with the Dean for their bi-monthly meeting; attended a meeting to discuss the Library 2nd Floor furniture; attended the ISP&SI Leadership Team meeting.
- 04/08/16: Traveled to the Tech, NAH and Mid-Valley Campuses to distribute promotional items in preparation of Library Week.
- 04/11/16: Learning Support Services meeting.
- 04/13/16: Title IX Training.
- 04/14/16: Learning Commons & Open Labs Leadership meeting.
- 04/15/16: Academic Calendar Committee meeting; President's Administrative Staff meeting.
- 04/18/16: Pecan Campus Library Compact Shelving CIP and Mid-Valley Library Relocation for Bond Construction meeting.
- 04/19/16: Library Serviced Directors' meeting.
- 04/20/16: Met to discuss the equipment installation for Mid-Valley G-270.
- 04/22/16: Met to review TraxAdmin processes.
- 04/28/16: Traveled to the Technology Campus to do a CLE walkthrough.

Library Public Services

Public Services Data:

Library Services Data: 4/1/2016 -4/30/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	36	0	138	n/a	7	0	181
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	730	13,209	13,515	41,454	1416	6380	2695	79,399
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1000	289	1395	n/a	104	34	2822
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1707	653	3170	n/a	249	233	6012
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	16	2	33	n/a	9	0	60
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	513	66	885	n/a	337	29	1830

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Weekly meeting with manager and direct-wage specialists
- Manager attended district tour as part of Jaguar Academy
- Formally recognized a veteran tutor who resigned March 31 after more than five years at the Mid-Valley CLE.
- Manager attended meeting with Pecan CLE Manager, CLE Director, and English faculty to discuss the English Department's involvement in creating tutor training materials
- Weekly meeting with manager and direct-wage specialists
- Manager attended fifth Jaguar Academy meeting
- Manager and direct wage specialist attended the Fourth Annual Pursuing Higher Education Fair at the Mid-Valley Campus Library
- Veteran tutor represented the Mid-Valley CLE at Dual to Degree's Super Saturday event
- Manager attended check-in meeting with Dean Gregg and Mid-Valley library staff
- Veteran tutor represented the Mid-Valley CLE at Dual to Degree's Super Saturday event
- Manager attended webinars titled "Latino Males in Higher Education: Action for Progress" presented by Excelencia in Education and the University of Texas at Austin Division of Diversity and Community Engagement
- Manager attended meeting with Coordinator of Learning Support to discuss a possible research agenda for the CLEs
- Manager attended a webinar titled "How to Assess & Evaluate Tutoring Programs", presented by Innovative Educators
- Manager attended the Veteran's Expo as a representative of the CLEs

Workshops: Students met with tutors for "Learning Styles Inventory" workshops.

Staff Trainings: No tutor trainings were held, but we have begun cross-training a Customer Service Clerk to support the Testing Technicians as we anticipate increased requests for test proctoring as we approach finals.

NAH:

Meetings and Events: normal daily activities.

Pecan:

Meetings and Events:

- Individual tutor meetings held March 28- April 1
- CLE staff attended Campus Security Authority or Responsible Employees Webinar March 31
- CLE staff attended meeting regarding updates for Pecan Library Writing Center March 29
- CLE staff attended Spring Supervisory Symposium March 31st
- Meeting with English Dept. to discuss progress of Tutor Training Modules. April 8
- CLE Staff attended Supervisory Symposium April 8
- CLE Staff attended Summit for Career Readiness April 4
- CLE Staff attended ISP&SI Leadership Team Update Meeting April 7
- Manager Staff Meeting April 13
- Staff held a meeting to discuss NOE planning for Summer April 14
- Participated in the Library Open House April 14

- Participated in ALA
- Participated in Net Tutor Presentation
- Participated in the Weekly Starfish meetings
- Pecan / Midvalley Meeting to discuss CLE/Library Facilities and Services Move April 18
- CLE staff held a meeting to discuss NOE planning for Summer April 21
- CLE staff participated in the Association for College Tutor and Learning Assistance Conference April 20th – April 24.
- Held a Specialist Meeting to discuss plans for finals
- Held a meeting with Library Technical Staff to discuss room scheduling software
- Participated in the Veterans Expo
- Participated in the Dual Enrollment Orientation at the Cooper Center

Workshops:

- TSI Review Intermediate Algebra and Functions April 1
- TSI Workshop Statistical Measures April 4
- TSI Workshop Essay Revision – April 5
- TSI Workshop Probability – April 7
- TSI Workshop April 8
- TSI Workshop Agreement April 11
- TSI Workshop Measurements April 13
- TSI Workshop Writing Review April 14
- TSI Workshop Quadratic Expressions April 19
- TSI Workshop Review Geometry April 22
- TSI Workshop Algebraic Expressions April 25
- TSI Workshop Quick Writing Review April 27th
- TSI Workshop Quick Math Review April 29th

Tutor Trainings:

- Tutor Lingo Developing Critical Thinking Training for Select Staff April 12
- Discipline Specific Training--Topic Vectors with Todd Meisel April 29th

STARR:

Meetings and Events:

- Starr CLE attended the ADA awareness even Friday, April 8, 2016.
- Continued distributing flyers over the campus to students on the hallways.
- Starr CLE attended the 2016 ADA awareness event hosted by the Starr County Counselor Mara Garcia to promote the different departments as well as outside resources of the community.
- CLE Staff meeting on April 13, 2016 through blackboard collaborate.
- Attended the Starr county Library open house on April 13, 2016 to support campus departments in promoting the services offered at the college.
- Presented to Roma and Rio Grande City high schools on the CLE Services.
- Continued working on the interim, summer, and tutor training NOE's as well as budgeting for summer.
- Four employees are moving up to Level 1 on the CRLA certification rubric. Two humanities and two math employees.
- Attended the Wolfram Technology Seminar at the Starr county campus presented by Brenda Marshall.
- Prepared for finals weeks for tutoring, proctoring and student traffic.

TECH:

Meetings and Events: normal daily activities.

CLE Data:

JagTrax Data (April 2016)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	188	150	129	150	80	23
NAH	92	20	63	61	90	
PCN	671	697	627	543	173	225
STR	60	77	37	55	11	
TEC	30	33	41	42	12	
TEC-ET	254	303	258	124	0	39

Sessions v Departures
3500
3000
2500
2000
1500
1000
500
0
720
40
326
2936
234
240
11
158
16
MVC
NAH
Pecan
Starr
TC
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
108
1892
278
631
870
108
0
200
400
600
800
1000
1200
1400
1600
1800
2000
Remaining (Hrs)
YTD (Hrs)
April (Hrs)

Top 15 Subjects (Duplicated)
1600
1400
1200
1000
800
600
400
200
0
1446
949
216
203
197
189
163
114
63
53
52
51
47
46
44
MATH
ENGL
BIOL
INRW
CHEM
RNSG
EDUC
HIST
READ
ACCT
GOVT
MDCA
COSC
DFTG
RSPT
Total Sessions (Duplicated)

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- SACSCOC 4.1 write-up
- iPass Baseline Files' Submission
- THECB Licensure 2014-15
- RAND-THECB Continuous Improvement Study
- ATD Annual Reflections
- NCES follow-up data
- Dissertation data

Surveys

- Child Development (5 surveys)
- Library Art Gallery Survey
- Library Evaluations
- Psychology
- NAAMREI Proff Development
- Puente
- Counseling and Advising Services
- CCAMPI Survey
- Child Development Observation Survey
- Child Development Field Study Survey
- eSTC Web Survey
- Checkbox data transfer
- STC Summit
- Faculty Senate Election results
- Teacher and Course Eval Continuing Ed
-

Qualitative Studies

- MVC-CDC Spring 2016
- HIS Grant Evaluation - Focus Groups
- JagNet Focus Groups
- Women in Technology Study
- La Joya Teaching Center Study - Qualitative portion
- Faculty Satisfaction Survey
-

Data Requests

- Dual Enrollment in Welding Courses Historic
- PCA Graduates - Admission into NAH Programs
- Former Dual HS Grad Subsequent Enrollment in Welding
- Dual Enrollment Repeaters
- Program Review 2016
- Fall 2015 Dual 9th and 10th Grade Non-ECHS Enrollment
- PCA Graduates - Admission into NAH Programs
- Supplemental Instruction Fall 2015 Analysis
- Texas Higher Education Almanac STC Data 2011-15
- Employment Rates of Selected Programs

- Fall 2015 FTIC's still enrolled in Spring 2016 as of now
- ABE level students in Certificate programs
- Program Review 2016
- Developmental IE plan
- Business AA grads in Business BA programs
- External dissertation data request - Shayan Mirabi
- Immigrant Performance Measures 13-14 Update
- Fall 2015 Dual Probation Student Courses
- Online Philosophy Course Fill Rate
- Psychology transfer counts
- History/English success rates
- Dual data for ALA project
- Starr County EDUC course contacts
- KPI baseline data
- Associate Degree SCH Hours

Data Analysis

- Fall to Fall Retention Analysis
- Summit presentation
- Supplemental Instruction Analysis

Meetings

- RAS weekly
- Academic Challenge Taskforce
- RAND-ABE monthly call
- Dual Enrollment Taskforce Steering Committee
- Academic Affairs council Meeting
- KPI review with Dr. Plummer
- Data Standards (Alex, Maricela, Carlos, Weiwei)
- PDC
- HSI Meeting to review Questions for focus groups/interviews
- Faculty Satisfaction Survey qualitative analysis meeting w/ Dr. Janene Israel
- Kotter IPASS Workshop
- Civitas meeting

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

04/05/2016: Luminis Weekly
04/05/2016: Ellucian Technical Kick Off
04/06/2016: Project Division Planning Meeting
04/07/2016: Starfish Technical Meeting
04/07/2016: Starfish Weekly Meeting
04/11/2016: Luminis
04/12/2016: Global Knowledge
04/12/2016: Radius Weekly
04/12/2016: Luminis
04/13/2016: Kotter Executive Session
04/13/2016: Luminis
04/14/2016: Kotter Staff Session (Day 1)

04/14/2016: ATD Coaching Session
04/15/2016: Kotter Staff Session (Day 2)
04/18/2016: Starfish Ad Hoc
04/19/2016: Radius Weekly
04/19/2016: Luminis (Jagnet Portal)
04/20/2016: Cabinet Meeting
04/21/2016: Starfish Weekly
04/22/2016: TimeClock+
04/25/2016: eCivis Grants Network System Overview
04/26/2016: Day 1: Luminis On Site Visit
04/27/2016: Day 2: Luminis On Site Visit
04/28/2016: Day 3: Luminis ON Site Visit

ONGOING PROJECTS

1. ***HOBSONS (Radius):*** Inquiry form has been completed
>>>Next Step(s): Pending Communication plan so Inquiry can go live.

1A. HOBSONS (Starfish): Completed Referral Sources
>>>Next Step(s): Technical Integrations Continue
Administrative Training Planning

1B. IPASS (2): Summary of Kotter Event presented to Cabinet
>>>Next Step(s): Update ATD Plan, as recommended by ATD Coach

2. TRAINING RFP: No additional trainings are scheduled through August.
>>>Next Step(s): Schedule additional trainings for next fiscal year.

3. TimeClock Plus: Vendor provided recommendations to the group
>>>Next Step(s): Project Plan documents

4. IPI-KPI: Update Revisions
>>>Next Step(s): Continue Document Development

5. Luminis (Jagnet) Upgrade: On Site Visit Completed.
>>>Next Step(s): Continue Technical Build
Next on Site Visit Scheduled for May 16-20
6. HESMA: RFP has been revised and is ready for approval to re-release.
>>> Next Step(s): Schedule Re-release

Laura B. Sanchez, Assoc. Dean

Institutional Research and Effectiveness

Leadership Activities:

- Participated in the Strategic Services Group meeting.
- Participated in Presidents Administrative Staff meeting.
- Participated in Global Knowledge Project Management Training, April 19-21.
- Participated in Planning and Development Council, April 22.
- Attended the Women in Technology Event, April 21st.

Accreditation Related Activities:

- 5th Year Report Activities:
  - Conducted a Peer review meeting to provide feedback to all writers on narrative responses.
  - Met with staff from McAllen High School and Palmview High school to request Library and Facilities information required for the Fall 2016 Site visit report for the Off-campus sites.
  - Sent Follow-Up materials to PSJA Thomas Jefferson and Pharr Teaching Center staff related to Library and Facilities information required for the Fall 2016 Site visit report for the Off-campus sites.
- ACBSP Self Study
  - Continued review of the ACBSP first draft
  - Met with faculty from the Business Administration Department to review recommendations for edits to the self-study document
  - Submitted sample write-ups for Program Evaluation and Legal Authority to the Business Department to assist with the self-study report. Also submitted accreditation documentation required for the report.
- SACSCOC Activities:
  - Drafted the Fall 2016 Substantive Change notification letter.
  - Communicated with all standard writers regarding the deadlines for completion.
  - Scheduled a training for uploading evidence items.
  - Met with the Dual Enrollment Scheduler to audit the offerings at all of the sites to determine need for a Fall Prospectus. Next Prospectus will be required for Spring 2017 for Oratory Academy in Pharr. Prospectus will be due in September 2016.
  - Met with staff at Robert Vela High School to review the facilities and Library information needed for Off-site Location report due in September.
  - Provided feedback to the Associate Dean of Curriculum and Student Learning on the response for 4.2.
  - Met with staff at Oratory Athenaeum in order to review the facilities and Library information needed for Off-site Location substantive change prospectus September.

- Review the first draft of the Business Department self-study for re-accreditation from the Accreditation Council for Business Schools & Programs (ACBSP). Report is due Fall of 2016.
- Held meeting with the outside reviewer for the SACSCOC 5th year report to discuss timelines and procedures for submitting the report for the review.

IE Related Activities:

- Requested an audit from the IE Analyst of training meetings held with academic departments for the 13-15 IE reports.
- Reviewed a status report form the IEA Analyst of the completed 2013-2015 IE reports for instructional departments. Final deadline for instructional departments is the end of April.
- Finalized the search committee membership for the IEA Analyst position.
- Coordinated with Administrative Assistance to make travel arrangement for the AIR conference.

- Met with the HSI Grant staff and the Qualitative Research to plan the necessary focus groups for the evaluation plan.
- Met with the HIS Grant Assistant Director, the Associate Dean of Professional Development, and the Qualitative Research to review and finalize process and guided protocols for the Student Focus groups and the Faculty Interviews required for the HSI Grant evaluation Plan.

RAS Related Activities:

- Coordinated with the RAS Director on ongoing activities, data requests, and projects.
- Reviewed initial benchmark report for the KPI's.
- Participated in RAS weekly meeting to coordinated and review ongoing an upcoming projects
- Met with the Director of RAS to review the KPI baseline data report and make recommendations for edits.
- Met with the Director of RAS and the Assistant CIO to plan the next steps for data validation required for the Data Standards Committee to move forward.

Institutional Projects/Activities:

- Participated in small workgroup meeting validate the CIVITAS data
- Participated in status call with CIVITAS to outline tasks for moving forward.

Statewide Leadership Activities:

- Provided support to the planners for the Spring 2016 TACTE conference in April.
- Participated in Conference Call with the TACTE Treasurer to finalize the Financial Report for the Board meeting on April 5th.
- Coordinated with the TACTE Vendor Coordinator to finalize vendor list for the Conference Program
- Presided over the Board Meeting and the Annual Business Meeting of the Texas Association of College Technical Educators in Austin Texas.
- Sent notification to the TACTE board members about the June 2016 meeting time and location.

Meetings and Conferences

- Attended SACSCOC 5th Year Report and Substantive Change Workshops in El Paso March 31-April 1st.
- Attended the Spring 2016 TACTE Conference in Austin Texas April 5-8, 2016.

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INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: May 18, 2016

Subject: April 2016 Activity Report

The major activities of my office this month were:

1) Met with Rapid Response Manufacturing Center personnel. 2) Attended STC Public Safety signing Ceremony 3) Attended the RSTEC Meeting 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Participated in CB CE Audit 6) Met with Pharr EDC Director 7) Continued Engineering Tooling Academy activities with UTRGV 8) Coordinated Festo meeting in Reynosa .9) Assisted in planning of robotics summer camp program 10) Further developed and planned Manufacturing Seminars Series Program 11) Held a strategic planning budget workshop 12) Met with representatives from IIES Reynosa to further develop the STC Maquiladora training project.13) Continued development of Partnership Agreement draft between South Texas College and IIES. 14) Met with RGV First representatives for summer camp partnership. 15). Met with STC Grants Development director to discuss Foundation grant opportunities. 16) Traveled to Germany to attend the Hannover Fair and visit Festo headquarters, universities and manufacturing facilities.

Summary of Activities for April 2016:

- Met with Rapid Response Manufacturing Center personnel to discuss opening of a NAAMREI office at the RRMC.
- Attended STC Public Safety signing Ceremony in Pharr.
- Had conversations with representatives from Texas A&M University College Station regarding the McAllen Higher Education Center and the possibility of me serving on the advisory council for the McAllen Center.
- Met with the Pharr EDC director to discuss training and potential city funding for Pharr produce and cold storage companies.
- Continued Engineering Tooling Academy activities with UTRGV. New center equipment is in the process of being delivered and installed at the center.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Worked on Partnership Agreement draft between South Texas College and IIES. This includes researching and identifying legal and operational aspects of proposed project.
- Met with RGV First representatives for summer camp partnership. RGV First team agreed to assist my office with instructor training and curriculum development for the summer robotics camps.
- Met with staff and continued to develop proposed IAM Manufacturing Seminars Series.
- 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.
- Assisted in planning of robotics summer camp program.

- Met with STC Grants Development director to discuss Foundation grant opportunities, in particular the BBVA Compass Bank Foundation.
- Had conversations with representatives from the Instituto Internacional de Estudios Superiores (IIES) IIES Reynosa to further develop the STC Maquiladora training project.
- 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.
- Traveled to Germany to attend the Hannover Fair and visit Festo headquarters, universities and manufacturing facilities.
- 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 monitored IAM enrollment and contact hour reports.
- Worked on 20116-17 Budget

SOUTH TEXAS COLLEGE

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