SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

October 2016

Board Meeting

November 22, 2016

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **November 22, 2016**

TO: Dr. Shirley A. Reed, President

FROM: Matthew S. Hebbard, Division of Student Affairs & Enrollment Management

SUBJECT: **October 2016 Activity Report**

Matthew S. Hebbard, 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
- 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.
- My Office participated in the following meetings:
  - Dr. Anahid Petrosian, Vice-President for Student Affairs
  - Paul Hernandez, Dean of Student Affairs
  - Miguel Carranza, Interim Dean of Enrollment Management
  - Cynthia Blanco, Director of Student Records and Registrar
  - Dr. David Plummer, Interim Vice-President for IS & P

Attended:

- Training-Internal Investigations
- South/ESC1 Gear Up Transition Leadership meeting
- Texas Higher Education Coordinating Board meeting
- La Joya Teaching Center Advisory Board meeting
- EMSI meeting
- Texas Pathways Project
- Aspen Institute Frontier Set Grant meeting
- Campus Carry Forum
- Hobson's/South Texas Implementation meetings
- Baylor Signing Ceremony
- Traditional Enrollment Planning Assumptions meeting
- Scholastic Progress Standards meeting
- Discuss access for Dual Credit with EPCC

Participated:

- Comprehensive Plan Updates
- Conference call with Partners In Leadership-STC
- SAEM Website & Self Services meeting with William M. Collins

Matthew S. Hebbard, VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

Participated:

- SACS Site Visit Preparation meeting
- Search Committee "Review Applications" for Vice President of IS & P
- Pharr-San Juan-Alamo ISD meeting
- Radius Data Testing

Enrollment Services & Registrar

- Began early registration for Spring 2017 semester on October 3, 2016 by allowing students enrolled in College Success classes to register; to date, **6,351** students have registered for the upcoming semester.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff and SAEM Dean & Directors.
- Director/Registrar 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/Registrar and/or Coordinator attended various meetings/events to work on special projects, such as BUGs, December 2016 Commencement Exercises, Enrollment Appeals Committee, Grade Appeals Committee, Dual Enrollment high school students' self-registration initiative debriefing, JagNet portal redesign, and Enrollment Services renovation at Pecan Campus, Bldg. K, 1st floor.
- Director/Registrar and Institutional Research Analyst attended CoHEsion Summit 2016 held in Dallas, Texas on October 2 – 7, 2016.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board ("THECB").
- Director/Registrar supervised the de-certification of Continuing Education CBM Report, as per THECB, and supervised the revisions prior to re-certification.
- Hired a second Transcript/Graduation Analyst (new FY2016 position), who began training and reviewing potential December 2016 graduates, along with the current Transcript/Graduation Analyst.
- Document Management Specialist downloaded, reviewed and verified **8,743** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during October 2016.
- 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 **41** international students enrolled for Spring 2017 semester, to date.
- Processed **121** online *Course Substitution Forms* during October 2016.
- Processed *Schedule Change Forms* for **1,330** students during October 2016.
- Processed *Change of Grade Forms* for **32** students during October 2016.
- Processed *Reinstatement After Census Date Forms* for **52** students during October 2016.
- Processed **2,757** high school and **395** college/university transcripts during October 2016.
- Evaluated **369** transcripts from other colleges and universities during October 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,523** STC transcripts during October 2016.
- Scanned and indexed **11,253** documents submitted by students during October 2016.
- 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.

Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Data Management Coordinator Rene Medina attended the 2016 CoHEsion Summit in Dallas, Texas on October 4th through 6th.
- SFS Department is promoting at fairs, college success classes and presentations about early FAFSA for 2016-2017 academic year
- SFS Veteran Affairs meet weekly for upcoming Veteran Day events that will be done for the month of November at the Pecan, Mid-Valley and Starr campuses.
- SFS staff met to plan the upcoming early FAFSA fair that will be taking place on Saturday November 12th
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 26 Parent night and College Success throughout the month of October

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Monthly Activity Report					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/CAAP/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of Aug 29, 2016**
Pecan Campus	**359**			**TSI EXAM**	**139**
		183	**148(81%show)**	**CAAP**	**148**
		266	**234(88%show)**	**ACT**	**450**
Mid- Valley	**138**	**93**	**87(94%show)**	**TSI EXAM**	**134**
Starr Campus	**72**	**27**	**24(89%show)**	**TSI EXAM**	**56**
Pecan Plaza	**121**	**63**	**60(95%show)**	**GED/ PEARSON**	**81**
		142	**136(96%show)**	**TSI EXAM**	**192**
TOTAL:	**690**	**774**	**689(89%show)**		**1,200 – All Campuses YTD**

- Director attended meetings with TR, BUGS meeting, presidents administrative staff meeting, RAND project meeting, SAEM Division Leaders Meeting, Dual Credit Self Registration Meeting
- Continuous processing of TSI, ACT, SAT test scores into banner
- All Testing at Pecan Campus has temporarily moved to Pecan Plaza due to construction in Bldg. K first floor
- 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 Student Notifications Report October 1st- October 31st 2016							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/29/2016	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/29/2016	Students not TSI Complete Weekly	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	24	54	17	35	7	4	10
Nursing	0	0	0	0	0	0	0
Technology	0	0	0	0	0	0	0
Starr	1	8	1	1	0	0	12
Mid-Valley	0	3	0	1	0	0	6
Total	25	65	18	37	7	4	28

TSI Student Notifications Report

***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	

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score October 2016			
READING			
Monthly (10/01/16 - 10/31/16)		**Year To Date (08/29/16 - 10/31/2016)**	
College ready (351+)	49	**College Ready** (351+)	108
Holistic Placement (349-350)	14	Holistic Placement (349-350)	28
Developmental Ed (342-348)	45	Developmental Ed (342-348)	79
ABE Level 6 (Developmental Ed)	12	ABE Level 6 (Developmental Ed)	20
ABE Level 5 (Developmental Ed)	20	ABE Level 5 (Developmental Ed)	50
ABE Level 4	7	ABE Level 4	14
ABE Level 3	0	ABE Level 3	0
ABE Level 2	2	ABE Level 2	5
ABE Level 1	0	ABE Level 1	2
Total	**149**	**Total**	**306**
MATH			
Monthly (10/01/16 - 10/31/16)		**Year To Date (08/29/16 - 10/31/2016)**	
College Ready (350+)	32	**College Ready** (350+)	59
Holistic Placement (348-349)	14	Holistic Placement (348-349)	21
Developmental Ed (336-347)	53	Developmental Ed (336-347)	127
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	39	ABE Level 5 (Developmental Ed)	75
ABE Level 4	13	ABE Level 4	38
ABE Level 3	4	ABE Level 3	7
ABE Level 2	2	ABE Level 2	2
ABE Level 1	0	ABE Level 1	0
Total	**157**	**Total**	**329**
Writing			
Monthly (10/01/16 - 10/31/16)		**Year To Date (08/29/16 - 10/31/2016)**	
College Ready (363 & 4+ Essay or 5+)	61	**College Ready** (363 & 4+ Essay or 5+)	106
Holistic Placement (361-362 & 4 Essay)	4	Holistic Placement (361-362 & 4 Essay)	7
Developmental Ed (350-362 & 0-4 Essay)	40	Developmental Ed (350-362 & 0-4 Essay)	94
ABE Level 6 (Developmental Ed)	15	ABE Level 6 (Developmental Ed)	22
ABE Level 5 (Developmental Ed)	6	ABE Level 5 (Developmental Ed)	11
ABE Level 4	3	ABE Level 4	16
ABE Level 3	1	ABE Level 3	2
ABE Level 2	0	ABE Level 2	0
ABE Level 1	2	ABE Level 1	2
Total	**132**	**Total**	**260**
Data retrieved from College Board Accuplacer			

DUAL CREDIT ROSTER RECONCILIATION:

October Dual Credit Roster Reconciliation Requests:

Submitted	Approved	Denied	Pending Review
110	91	1	15

STUDENT SUPPORT ACTIVITIES:

Student Success Workshops:

Dual2Degree Specialists met with dual credit students placed on Satisfactory Academic Progress (SAP) Probation/Suspension to review their status. Specialists also provided students with an overview of services and resources available to help them succeed in their college coursework.

High School Site	Number of Student Served
BETA	4
Donna HS	5
Donna North HS	3
Economedes HS	13
Edcouch-Elsa HS	12
Edinburg North HS	10
Grulla HS	2
Juarez-Lincoln HS	8
La Joya HS	12
McAllen Memorial	26
Premier HS – Palmview	17
Progreso HS	5
Rio Grande City HS	13
Robert Vela HS	11
Roma HS	4
Science Academy of South Texas	7
Sharyland HS	2
Sharyland Pioneer HS	7
South Texas HS for Health Professions	1
Weslaco HS	6
Weslaco East HS	9
Total	**177**

Dual2Degree cont.

Admission Application Drives:

Dual2Degree Specialists provided assistance with admission application drives for dual credit students at the following high school sites:

- Juarez-Lincoln HS
- La Grulla HS
- Palmview HS
- Rio Grande City HS

New Student Orientation & Parent Orientation:

Dual2Degree Specialists conducted orientations for students and parents at the following high school sites:

- Lamar/IB Academy
- La Grulla HS

College Fair:

- Mercedes ISD- John F. Kennedy Elementary

2016 Migrant Senior College Readiness Workshop:

The Dual2Degree Department presented at the 2016 Migrant Senior College Readiness Workshop hosted by Edinburg CISD.

MEETINGS AND EVENTS WITH SCHOOL DISTRICTS:

Counselors' Update:

The Dual2Degree Department presented at the College's Counselors' Update hosted by the College Connections Department.

Spring 2017 Implementation Meetings:

Meets were held with the following school districts to discuss improving the enrollment process for dual credit students for Spring 2017. Discussions included implementing enrollment verification processes, including A#s on rosters, and automating submittal of student records via TREx:

- La Joya ISD
- McAllen ISD
- PSJA ISD

PSJA ISD Early College Student Success Workgroup:

Director attended the first workgroup meeting for PSJA ISD. The purpose of the workgroup is to discuss strategies for improving dual credit student success.

Pre-SACS Meetings:

The Director and Coordinators attended an institutional meetings to review and prepare for site visits by the Southern Association of College and Schools (SACS).

SPECIAL PROJECTS AND INITIATIVES:

Web-Based Dual Credit Orientation:

In collaboration with the Distance Education Department, the Dual2Degree Department successfully implemented the first web-based Dual Credit Orientation. Approximately 365 students at Sharyland Pioneer HS were in attendance. The purpose of the initiative is to provide orientation to new dual credit students in an alternative format to simultaneously reach a broader audience. The pilot was well received by students and high school staff and the Department intends to move forward with scaling up the initiative other high school sites for Spring 2017.

Self-Advisement & Registration Initiative:

Meetings were held with high school administrators at the following high schools to plan for the implementation of self-service advisement and registration for Spring 2017:

- La Joya HS
- Juarez-Lincoln HS
- Palmview HS
- Juan Diego Academy
- Oratory Athaneum
- Vanguard Academy
- Premier Charter Schools – Edinburg
- Premier Charter Schools – Palmview
- Premier Charter Schools - Mission

Department Webpage Redesign:

The Department continues to work with the Public Relations & Marketing Department to update the Dual2Degree website webpage. The purpose of the redesign is to better orient the website to students and parents. Official launch of the new website is scheduled later in the year.

Dual2Degree cont.

Parent Brochure:

The Department is working with the Public Relations & Marketing Department to create a Dual Credit Program Parent Brochure. The brochure will provide parents with an overview of the program, the student enrollment process, FERA regulations, and tips on helping students succeed.

INTERNAL STC MEETINGS:

Texas Pathways Project Institute Meeting:

The Director participated in the Texas Pathways Institute meeting in Bastrop, Texas from November 2nd – November 4th. The purpose of the state-wide gathering is to improve and better align career and degree pathways for students and to discuss implementation strategies.

Traditional Enrollment Planning Assumptions Meeting:

Meeting to review and update College's enrollment planning assumptions for the new fiscal year.

Commencement Ceremony Meeting:

Meeting to discuss plan of action for December 2016 commencement ceremonies. The Dual2Degree Department will once again assist with student processionals.

TRAININGS AND PROFESSIONAL DEVELOPMENT:

- Ambassador Cross Training Academy (ACTA)
- Ambassadors Leadership Academy (ALA)
- Distinguished Leadership Academy (DLA)
- National Association of Concurrent Enrollment Partnerships (NACEP)

Dual2Degree Upcoming Events & Activities for November 2016 Include:

- Spring 2017 Dual Credit Registration Begins
- Continue to meet with High School Officials to Scale Up Self-Advisement and Registration Initiative for Spring 2017 Implementation
- Finalize Dual Credit Parent Guide
- Finalize Dual2Degree Department Website Redesign
- Finalize Parent Brochure
- Finalize Update of Student Brochure

Collection Connections

- STAR Network Meeting
- Mission ISD District-wide Education Improvement Council Meeting
- Counselors' Network Meeting
- Gear Up ACT Engage Planning Meeting
- Latinas in Progress Planning Meeting
- Apply Texas
  - McAllen Memorial High School
  - Donna 3D Academy
  - Juarez Lincoln High School
  - PSJA College, Career & Technology Academy
  - PSJA Southwest High School
  - Progreso High School
  - Mercedes Academic Academy

Collection Connections cont.

- Rio Grande High School
- La Joya High School
- Edcouch Elsa High School
- Mid Valley Academy
- Grulla High School
- Monte Alto High School

- Financial Aid Night
  - Mercedes High School
  - Science Academy of South Texas
  - Sharyland Pioneer High School
  - Weslaco High School
  - Sharyland High School
  - Edcouch Elsa High School
  - Valley View High School
  - Weslaco East High School
- College Fair
  - Sharyland Pioneer High School
  - Monte Alto High School
  - PSJA HS
  - Nikki Rowe High School
  - La Feria High School
  - Santa Maria High School
  - Edinburg High School
- Senior Presentation
  - Roma High School
  - Edinburg HS
  - Weslaco ISD
  - PSJA Thomas Jefferson TSTEM Early College High School
  - PSJA Southwest High School
  - Juarez-Lincoln High School
  - Mission ISD
  - Progreso High School
  - La Joya Teaching Center
  - PSJA Memorial High School
  - PSJA Ballew High School
  - Mercedes High School
  - PSJA Teaching Center
  - Valley View High School
  - Edinburg HS
  - PSJA North High School
  - Vanguard Academy
  - PSJA CCTA
  - Science Academy of South Texas
  - Rio Grande High School
  - Lamar Academy
  - McAllen High School
  - TSTEM Campus
  - Horton Alternative School
  - PSJA High School
  - PSJA North Early College High School

Collection Connections cont.

- Parent Night
  - La Grulla High School
  - Donna North High School
  - Hidalgo High School
  - Roma High School
- Campus Tours
  - Pecan - 519 Faculty and Students
  - Technology – 60 Faculty and Students
  - Starr – No Tours
  - Mid-Valley – 20 Students
  - NAH- 25 Students
- Call Center

Phone Calls	
October 1 - October 31	7753 Inbound Calls
JagChat	
October 1 - October 31	217 Chats
Web Leads	
October 1 - October 31	146 Emails

Upcoming College Connection Events

- December 2 – 4th Annual Junior Jaguar Leadership Conference

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
125	Student Contacts & Outreach
288	Student & Alumni Registered on CCN
37	Student & Alumni Resumes Revised/Uploaded on CCN
39	Employer Contact and New Employer Registered on CCN
38	Jobs posted to CCN
7,985	Total Students Registered to date
3,371	Total Alumni Registered to date
2,935	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 5 On Campus Recruitment events, Vector Marketing, Pecan Campus
- 5 Resume Writing & Interviewing Skills Workshops, Technology Campus, Mid-Valley Campus, Pecan Campus, NAH Campus and Starr County Campus
- 1 Resume Writing & Job Searching presentations, Culinary Arts
- 2 Resume Writing & Interviewing Skills presentations, VN Program, 33 students
- 2 Border Patrol classroom presentation, Criminal Justice
- Conducted Mock Interviews for BAT MHSM Program and TMGT Program

Career Planning & Employer Services cont.

- 5 Career & Employer Services tables, Technology Campus, Mid-Valley Campus, NAH Campus, Starr County Campus, and NAH Campus
- 3 Resume Writing & Interviewing Skills presentations, Communication program
- 1 Resume Writing presentation, Business program
- 1 Backpack to Briefcase Workshop, Mid-Valley Campus
- 1 Career & Employer Services Overview presentations, College Advising Training Program
- Job Development (Agroexport LLC; iSoftStone; Live Music Tutor; South Texas Infectious Diseases Consultants PA; VSolvit; Carwash Carwash; CollegeFashionista; Comprehensive Health Services; Hostmark Hospitality Group-Victoria Palms Inn & Suites; Nordstrom The Shops at La Cantera; R Communications; Security First Credit Union; Sharyland Private Tutoring Center; Univision; Pearl South Padre; Attorney General of Texas; Auntie Anne's Pretzels; Dexter System Inc.; Southern Stone, LLC; Salata; Sharyland Private Tutoring Center; Wylie & Son, Inc.; Inter National Bank)
- Coordinating future on campus recruitment events and classroom presentations
- Coordinating 3 Talent Connection Guest Speaker Series at Technology Campus; meeting with Electrical Technology program, Diesel Technology program and Architectural Drafting program
- Attended meeting with Web team to expedite updates
- Attended meeting with Dr. Santana to discuss mock interview improvements
- Attended meeting with Counseling & Advising
- Attended Internal Investigations Training

Current/Upcoming Activities & Events:

- Meeting with Region One Adult Education Program
- Reorganizing Dress to Impress Closet
- Attended General Career Portfolios webinar
- Updated Career & Employer Services Handbook
- Attended Take Your Mentoring Program Mobile Webinar
- Attended 2 meetings with Director of Career & Employer Services; discussed NACE Training Program; Budget Plan, NACE Conference,
- Meeting with Career & Placement Specialists; updates on special projects
- Researching trainings for department
- Manage Social Networking pages.

Student Activities & Wellness

- Breast Cancer Awareness Day – (PCN, TEC, NAH & MID)
- Coed Softball Tournament – (PCN)
- Flag Football League –Tue & Thu – (PCN)
- 3 on 3 Basketball Tournament – (TEC)
- Domestic Violence Awareness Table – (STR)
- Burn 2 Earn Kickoff Event
- Student Leadership Academy Workshops – District Wide
- Presentation to the Advising Training Program – (PCN)
- Voter Registration & Law Enforcement Career Expo sponsored by Starr Criminal Justice Club and Student Activities – (STR)
- Voter Registration Event by Texas Rise Up Club and Student Activities – (PCN)
- Student Government Association Retreat – (PCN)
- 1st Annual Spikefest Coed Volleyball Tournament at TSTC in Harlingen
- Burn to Earn Fitness Walk
- Coed Softball Tournament (Pecan)
- Food Handlers Certification Training (Pecan)
- Fall Festival Club Drawing (Starr & Mid-Mid-Valley)
- Jazz Ensemble (Pecan)
- 3 on 3 Basketball (Starr)
- Flag Football Finals (Pecan)
- Co- Sponsored with World Languages Department the Hispanic Food Festivals (Pecan & Mid-Valley)
- Student Veterans of America –South Texas College Chapter volunteered at the Veterans Fair at Doctors Hospital Renaissance
- Student Physical Therapist Assistant Club hosted the Physical Therapy Awareness Month Info Event (Pecan)
- Coed Softball League Championship
- Domestic Violence Awareness Events – (Pecan, Nursing & Mid-Valley)
- Student Government Meetings (District Wide)
- Student Leadership Academy workshops – (District wide)
- Breast Cancer Awareness Table – (Starr)
- Coed Volleyball League - (Mid-Valley)
- Co-sponsored the Presidential Debate Watch Party with the Political Science Club – (Mid-Valley & Pecan)
- Fall Festival – (Starr)
- Co-Sponsored and participated taking three teams to the Valley Bowl XIV at Texas Southmost College in Brownsville
    - Team Space Ghost (Coed) – Champions
    - Team Space Ghost (Men's) – 2nd Place
    - Team STC Aztecs (Men's) – Quarter Finals
- Fall Festivals (Mid Valley, Technology & Pecan)
- Coed Volleyball League (Mid Valley)
- Women's Soccer League (Pecan)
- Men's Soccer League (Pecan)
- Student Leadership Academy Workshops (Technology)
- Student Government Association Meetings (Technology, Pecan, Mid Valley & Starr County)

Counseling/Student Disability Services

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	**334**	**146**	**29**	**66**	**35**	**156**	**82**	**848**
Weslaco	**9**	**15**	**13**	**24**	**11**	**74**	**28**	**174**
Rio Grande	**22**	**8**	**6**	**10**	**144**	**10**	**11**	**211**
Tech Ctr.	**12**	**83**	**91**	**7**	**7**	**4**	**0**	**204**
NAH	**10**	**13**	**32**	**0**	**2**	**0**	**14**	**71**
Total	**387**	**265**	**171**	**107**	**199**	**244**	**135**	**1508**

Meetings/Consultations

- Counseling and SDS Meeting – Pecan/MVC/Starr/Tech/NAH
- CARE Team Evaluation of Cases – Pecan
- Individual Supervision with UTRGV Intern – Pecan
- Meeting with UTRGV and TAMUK Interns – Pecan
- Hope Family Health Center Board Meeting – Pecan
- BIT Meeting/CARE Team Update – Pecan
- Managing Anger Group Sessions 1, 2, and 3 – Pecan
- Substance Use Group Sessions 1, 2, and 3 – Pecan
- Meeting with Our lady of the Lake Social Work Department – Pecan
- Licensing Exam Preparation Course at UTRGV – Pecan

Meetings/Consultations

- Domestic Violence Press Conference – Pecan
- Project HIRE Monthly Meeting – Tech
- Staff Case Meeting - Pecan Campus
- Program Chair meeting – Tech
- Technology Campus Advisory/Safety Committee Meeting – Tech

Workshops/Presentations

- Counseling & Student Disability Services Presentation at BASOL Orientation– Starr
- Career Cruising Presentation – Starr
- Presentation at the National Association of Social Workers State Conference – Pecan
- Laughter Yoga Presentation at Texas Workforce Commission – Pecan
- Workshop: Memory Skills – Pecan
- Workshop: Choosing a Career – Pecan
- Workshop: Wellness, Health and Nutrition – Pecan
- Workshop: Money Management – MVC

Counseling/Student Disability Services cont.

- Workshop: The Power of Mindfulness – Starr
- Workshop: Grief – MVC
- Workshop: He Loves Me…She Loves Me Not – NAH
- Workshop: Depression: More Than the Blues – NAH
- Information Table: National Depression Screening Day Awareness – NAH/Tech/Starr/MVC
- Information Table: Domestic Violence Awareness – NAH/Starr/Pecan
- Information Table: Domestic and Break-Up Violence – Tech

Professional Development

- Webinar: "The Compliance Mandate Regarding Accommodation Practices are Rapidly Changing" – Tech/Starr/Pecan
- Training: the "E-mail Encryption and Outlook" – Tech/Pecan
- Training: Texas A&M Ticket to Aggieland – Pecan
- HR Supervisory Symposium – Pecan
- Training: ADA Coalition – Pecan

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3439
Weslaco	1131
Rio Grande	612
Tech	553
Total	5735

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for Area ISD High Schools in September, October , & November ; 6 training dates were scheduled and completed from October 3rd, 2016 through October 7th, 2016; 37 presentations were scheduled for the cohort; campus visits were held for October 7th at the Technology, NAH , Campuses; cohort makeup LJISD,VVISD,MCISD; are the that districts attend so far and STC DC Staff 14 participants completed for October training; 21 are signed for November , 6 are signed for February
- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentors site supervisors; mentors currently assigned to Starr Campus; programs reports have been submitted; (3) NOE's for New hires-mentors were completed they started working in October 2016;
  Monitoring Beacon Mentor Program – Planning activities; Emails have been ongoing between Mentors and myself to plan for early registration; 15 sections are being mentors 5 were left pending due to the mentors scheduling conflicts, 7th week follow up have been held, planning for early registration in November
- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; assisted with early registration for 9 DFTG 1325 classes on October 17th & 18th, PASS Staff conducted an email blast of 8 BMGT 1301 students for early registration as well. 17 CTE sections were outreached for early registration.

B. Participated in the Following:

- **Faculty Advising Steering Committee** – participated in meetings for development of implementation of current advising guidelines and strategies for new academic year, representing Nancy and the department; next meeting 11/18/2016
- **Search Committees** – participated in meetings for search committees of new faculty and staff (TBD) next meetings TBD for November

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;

Faculty Advising Training

I. NEFA Program

A. Program Development

1. Reviewed and edited NEFA Online modules Version 2.0 in SoftChalk/Blackboard for release on Oct. 17th to recertifying faculty.
2. Presented information on Spring Pilot and NEFA training to the English Department and the Art Department on Oct. 20th.

B. Training Activities

1. Special accommodation exam (Module 1) for Instructor Noel Ysasi on Oct. 19th.
2. Conducted NEFA training for 8 faculty at the Technology Campus on Oct. 21; Modules 1 and 2 were delivered over a four-hour training session.
3. Conducted NEFA training (Module 2 Degree Works) for 35 TLA faculty on Oct. 28th on the Pecan Campus.

II. Lead Faculty Advisor Meetings/Activities

A. Phone meeting with LFA Laura Nunn on Oct. 4th and a face-to-face meeting on Oct. 7th to discuss NEFA online modules.

III. Committee Meetings/Activities

A. Coordinated Faculty Advising Steering Committee meeting held on Oct. 21st; sent handouts to Sarah Solis to copy, created agenda and facilitated meeting.
B. Attended College-Wide Curriculum Committee Meeting on Oct. 18th.

Comprehensive Advising & Mentoring Services cont.

IV. Professional Development Activities

A. Attended the Distinguished Leadership Academy session on Oct. 28th.
B. Phone conference with DLA Coach Pam Mauro on Oct. 18th.
C. Attended the "Ticket to Aggieland – Train the Advisor" on October 6 at the TAMU-RGV Prospective Student Center in McAllen.
D. Drafted and submitted conference proposal for the LEAP Texas Conference in February 2017 (in collaboration with LFA Laura Nunn).

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of October 2016				
		YTD Cases	Active Cases	Closed / Referred Cases
Consultations		27	9	18
*Mediation		42	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		150	26	124
Title IX: Victim Advocacy Support		11	5	6
Written Complaints/Maxient Referred to Human Resources Student to Employee		24	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**212**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of October 2016		
		YTD Cases
Pecan		98
Nursing & Allied Health		10
Technology		7
Mid Valley		30
Starr County		7
Internet		58
La Joya Teaching Center		0
Pharr College & Career Teaching Center		0
High School		2
Total		**212**

Office of Judicial Affairs and Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of October 2016			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	39	20	**59**

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

Student Conduct Cases per Campus for the month of October 2016		
		YTD Cases
Pecan		41
Nursing & Allied Health		4
Technology		5
Mid Valley		3
Starr County		4
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
Internet		1
Total		**59**

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
Vice President for Finance & Administrative Services

DATE: November 16, 2016

SUBJECT: Activity Report for Finance & Administrative Services
October 1, 2016 through October 31, 2016

The following is a summary of activities from October 1, 2016 through October 31, 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, Board of Trustees Meeting, Facilities Committee Meeting, Special Facilities Committee Meeting, Finance, Audit and Human Resources Committee Meeting, President's Administrative Staff Meeting, Coordinated Operations Council, Planning and Development Council Meeting, and Finance and Administrative Services Director's Meeting.

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

- **Attended or held meetings as follows:**
  - Accountability Department:
    - Compliance Department Overview, Program Structure, Management Response and Matrix with Director of Accountability, Risk and Compliance
    - Follow-up phone appointment with Keynote Speaker for Professional Development and Director of Accountability, Risk and Compliance
  - Business Office:
    - Budget Retreat with Comptroller and Accounting Group Manager
    - Discussed Board Meeting items with Comptroller and Associate Comptroller
    - Discussed Faculty Satisfaction Survey with Comptroller and Director of Human Resources

- Finance items with Comptroller and Assistant Comptroller
- Tax Exemption review with Comptroller
- Travel Committee Recommendations with Business Office staff

- Department of Public Safety
  - Campus Carry Action and Potential Speaker with Chief Administrator for Department of Public Safety
- Facilities Planning and Construction:
  - Bond concerns with Legal Counsel and Director of Facilities Planning and Construction
  - Bond Construction Program Status with Broaddus and Associates and College staff
  - Bond Construction Projects with Project Manager
- Facilities Operations and Maintenance:
  - Facilities Usage Guidelines with Director of Operations and Maintenance
- Human Resources:
  - Exempt Employee Classification with Staffing and Compensation Manager
  - HR Policies with Human Resources Director
- Internal Auditor:
  - Outstanding items with Internal Auditor
  - Audit reports management items and responses on Cash Counts and Cash Handling
- Food Services:
  - Cafeteria Operations items with Administrative Assistant, FAS Support Specialist and Food Services staff
- Other Meetings:
  - Comprehensive Plan Updates with FAS Directors
  - Develop training materials for Holding Others Accountable with Temp FAS Support Specialist
  - Risk Level Interview with External Auditor
  - Meeting to Discuss 2013 Bond Construction Program Board/Committee Logistics with College President, Board Member and Director of Facilities Planning and Construction
  - Personnel issue meeting with Human Resources and Legal Counsel
  - Title IX Committee Meeting
  - Texas Society of Certified Public Accountants Single Audit and Governmental Accounting Update 2016 Conference in Austin, TX
  - Webinar on Intersections of Clery and Title IX with Director of Department of Public Safety

- **Worked on the following items**:
  - Board Policies:
    - HR Policies and flowchart
      - ⇒ Policy # 4115: Personnel Appointments
      - ⇒ Policy # 4118: Provision of Faculty Letter of Appointment
      - ⇒ Policy # 4910: Employee Complaint Procedure
      - ⇒ Policy # 4911: Disciplinary Action Procedures
      - ⇒ Policy # 4919: Standards of Conduct
      - ⇒ Policy # 4921: Termination of Administrative or Executive Employees During The Term of Their Letter of Appointment
    - Revised
      - ⇒ Policy #5130: Fixed Assets
      - ⇒ Policy #5135: Disposal of Surplus Property
      - ⇒ Policy #5320: Preparation and Processing of Budget Changes
    - Discussion on Travel Procedures
      - ⇒ Policy # 5700: Official Travel of Employees

- Budget and Financial:
  - Worked on Budget Reports
  - Worked on Revenue Report and Budget Evaluation
  - Worked on Salary Savings Reports
  - Revised Budget Transfer Matrix
- Board Items:
  - Worked on Finance and Board of Trustees Committee Meetings and Action Items
- Bond:
  - Worked on GMP Matrix
  - Worked on Facilities Planning and Construction Projects Pictures
  - Worked on Program Schedule Spreadsheet - North Academic Building Update
- Other:
  - Discussed Concealed Carry and Action Plan
  - Discussed information with ethics speaker-Marianne Jennings
  - Discussed on the New Proposed Compliance Department and Program
  - Revised Child Care Report
  - Revised Compliance Manager Job Description
  - Revised Compliance Plan
  - Revised STC Department of Public Safety Title IX Report
  - Revised the Employee Relations Officer Title IX and other reports
  - Worked on Building Responders
  - Worked on FAS Division Key Expectations
  - Worked on New GASB's
  - Worked on Overtime Report
  - Worked on Sick Leave Donation Procedures Change
  - Worked on TCCTA Salary Survey 2016-2017

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended audit items status meeting
  - Attended Cafeteria - cash handling items
  - Attended Enrollment Reports meeting
  - Attended FAS Director's meeting
  - Attended fee to defray costs analysis meeting
  - Attended Finance Committee meting
  - Attended Finance meeting backup documentation
  - Attended Food Service process map meeting
  - Attended iPASS Grant Status and Reporting meeting
  - Attended management responses to audit report meeting
  - Attended STC in FOCUS Grant budget and reporting meeting
  - Attended TexPREP Grant budget status meeting
  - Attended the backups for Board meeting
  - Attended the Board meeting
  - Attended the FY 2016 academic fees meeting
  - Attended the onboarding project management software meeting
  - Attended the President's Administrative staff meeting
  - Attended the proposal evaluation criteria review meeting

- Attended the Time Clock Plus conference call
- Attended the Traditional Enrollment Planning Assumptions meeting
- Attended the Travel & Expense supervisor approval requirement
- Attended the Travel & Expense testing meeting
- Attended Travel & Expense Management System meeting to discuss correction status to travel exceptions
- Attended TRS overview meeting
- Attended TRS pension liability journal entries, notes , reconciliation & other schedules
- Conducted a Business Office Handbook meeting with new employees
- Discussed financial analysis projects
- Held "Critical Deadlines" meeting with Continuing Professional & Workforce Education Staff
- Meet to discuss Regional Center for Public Safety budget
- Met to discuss Bond 2013 projects
- Met to discuss Bond 2013 projects with FPC Department, Broaddus and Associate, and FAS Support Specialist.
- Met to discuss construction change orders
- Met to discuss scholarship donation forms and process with Financial Aid Director and Scholarship Coordinator.
- Met to discuss the Business Office strategic directions.
- Met to discuss the possibility of recording a deposit number for cafeteria submitted to the Cashiers department.
- Met with the Investment Advisor on 10/27/16 to discuss the investment solicitation results
- Participated in "1099-MISC Reporting" meeting
- Participated in conference call with Richards Carlberg (vendor) and Public Relations Office to discuss account status
- Participated in the interview committee for Continuing Professional and Workforce Education Director position
- Trainings:
  - Attended the COMTEC 2016 Touchnet Conference in Kansas City, MO.
  - Attended COKALA Tax Information Reporting Solutions in Dallas.
  - Attended the TSCPA Singles Audits and Governmental Accounting Conference
  - Attended the TACCBO CFO Meeting
  - Attended the United at Work – Virtual Visits webinar
  - E-learning: Creating Great Workplace Habits

- **Worked on the following items:**
  - Calculated the average semester credit hours per student based on FY 2016 revenue and headcount
  - Completed the customer service seminar store in marketplace production
  - Completed the Finance Motion and Investment Policy changes as per Legal Counsel's recommendations
  - Discussed Capitalized Interest procedures
  - Prepared "T" accounts entries to display the flow on bond's transactions
  - Prepared and reviewed CAFR and audit items
  - Prepared board management reports
  - Prepared fund balance report for Food Services fund
  - Prepared the Finance Motion for the Annual Investment Report and MEDA Scholarship Fund
  - Processed positive pays and online stop payments
  - Provided audit items to the external auditor in the areas of cash, investments, accounts receivable, payroll, property taxes, budget, student receivables, bonds, and accounts payable

- Received the Arbitrage calculation report & uploaded it for audit review
- Researched the possibility of including the consultant fees as capitalize item
- Reviewed backup documentation for Transmittal Letter
- Reviewed Food Services procedures Manual
- Reviewed on fixed assets reconciliation
- Reviewed on reports & graphs needed, starting to generate the SQL code in Argos to implement into graphs for the dashboards
- Reviewed the justification and purpose for the Food Service Quote (FSQ) submitted and incorrect justification and purpose were returned for corrections
- Revised and updated the methodology used to project revenues and expenditures for the Comprehensive Plan
- Submitted Accounts Payable reconciliation
- Submitted pre-paid items reconciliation (audit item)
- Submitted reports required for the completion of the FY 2016 audit
- Training was done to accountant on how to update the request to change financial manager
- Training was done to accounting assistant on how to print checks
- Updated Policy #5425: Ad Valorem Taxes with tax exemption information
- Updated the Implementation of Flat Tuition rates for FY 2017-2018 motion
- Uploaded September & October Accounts Payable check register
- Verified that Department of Public Safety requisitions are reported in the correct FOAP to ensure expenditures are budgeted
- Worked on audit reports, footnotes, statistical tables, and reconciliations
- Worked on September Bank reconciliation
- Worked on Statistical Tables 9 "Ratios of Outstanding Debt" information from other department is pending to complete the table
- Worked on the finance audit changes as they are being received from financial managers
- Worked on the set-up of FOAP and activity codes as needed, including changes of financial manager and organization's name
- Worked with Technology Resources to test and resolve all the issues encountered with the Travel and Expense upgrade before moving into production
- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 77 monthly reports were completed during the month of October
- <u>Budget</u>
  - Attended the Budget Retreat
  - Compiled the GFOA Community College budget Criteria
  - Prepared a comparison of FFE budgets and projections report and submitted to Planning and Construction Director for his review
  - Reviewed Budget Transfer application
  - Updated Policy #5320: Preparation and Processing of Budget Changes and Summary of Budget Changes Matrix
- <u>Board Agenda Items</u>
  - Management Reports – The Business Office staff worked on the October board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports

- Checks Processed as of October 31, 2016:

Bank No.	9/16	10/16
01 E&G	568	603
01 Direct Deposit	120	101
03 Student	13,075	1,202
12 I&S Taxes	-	-
16 I&S Bond	-	-
17 Plant	14	10
32 AP Card	448	555
38 Unexp-LT Bond Series 2014	12	10

- 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	12	608
01 Direct Deposit	4	105
02 Payroll	13	952
02 Direct Deposit	3	1,745
03 Student	5	1,202
12 I&S	0	0
16 I&S	0	0
17 Plant	3	10
38 Bond Series 2014	4	10
Total	44	4,632

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	7
Bank Transfers between Bank Accounts	14
Wire Transfers for Benefits	1

Activity	Numbers
Approval Queues	17
Bank Reconciliations	12
Cafeteria daily sales report	122
Cancelled checks provided to AP and/or verification and positive pay	42
Checks scanned - bond	0
Copies of booklets/journal entries requested	42
Deposits prepared	15
Disbursement of returned mailed checks	43

Donations - telephone calls & emails received	4
Errands to Inter-office deliveries	58
Financial manager changes	17
FOAP created/inactivate	61
Hours filing and organizing of Journal Entries and boxing	1.25
Hours used for scanning - estimated	6
Hours used to log and file Positive Pay	3
Hours used to prepare documents for scanning	1.25
IDT's - telephone calls received	16
Interdepartmental Transactions reviewed	63
Invoices and encumbrances reviewed	101
Journal entries prepared	42
Journal entries processed including FUPLOAD	1,153
Journal entries processed - transactions including FUPLOAP	6,339
Journal entries/documents scanned - including daily's	1,924
Journal entries logged and file	2,299
Positive Pay submitted	32
Stale dated list prepared	3
Stale dated letters prepared an mailed	318
Student's/FA – telephone calls received	4
Stop payments processed	92
Transactions removed from bank reconciliation	345

- Payroll processes for the month ending October 31, 2016:

Activity	Numbers
Payroll Re-Issue Processed	9
Payroll Cycles	4
Payroll Checks & DD	2,395
New Employee Setups For Timeforce	77
Timeforce Access Forms Processed	41
Number Of Employees With OT Reviewed For OT Memos	442
NOE's Approved	141
Salary Budget Transfer Forms Processed	11 with multiple transactions

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	136
General Journal Entry (Inter-Fund) (JE 16)	96
Cash Receipts (CR 05)	1,083
Encumbrance Liquidation (E032)	7
Encumbrance Liquidation (E020)	12
General Journal Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	6

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,664	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	482	Bank Transfers	4
Timecards Processed		**Hand Cut/PBK**	
(Waged 09/16-09/30) SR19	482	Salaried	0
(Waged 10/01-10/15) SR20	535	Wages	0
Regular (Salaried: October) MR10	2,796		
NOE's Processed		**Stop Payment Processed**	
(Additions, Deletions, Changes)	25	Salaried	2
Salaried	225	Waged	3
(Additions, Deletions, Changes)	0		
Waged	127		
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	15	**Void Checks Processed**	
Salaried	131	Salaried	2
Regular (Salaried August) MR09ADJ01	7	Waged	3
Labor Distributions (Nora)	1		
(additions, deletions, changes)	0	**Replacement Checks Processed**	
Waged	5	Salaried	4
		Waged	5
Liabilities Processed			
ORP	11		
Annuity	11	**Voided Direct Deposits**	
Student Loans	3	Salaried	0
United Way	1	Waged	0
Child Support	1		
IRS Levy	1	**Direct Deposit Processed**	
Withholding & FICA	5	Salaried	1,545
Met Life	1	Total Net	$ 4,240,968.18
Legal Judgement	1	Waged	223
U.S. Department of Treasury	0	Total Net	$ 58,934.91
TexFlex	1		
Social Security Administration	0	**Checks Processed**	
		Salaried	348
Reports Processed		Total Net	$ 680,473.64
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1	Waged	279
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 66,661.53

Food Services

- **Attended or held meetings as follows:**
  - Cafeteria Sales and Meals Report
  - Started the process of hiring thirty work studies for Fall 2016. WS Breakdown:
    - Pecan 15
    - MV 7
    - Tech 5
    - Starr 3

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

- **Attended or held meetings as follows:**
  - Attended the Behavioral Intervention Team Meeting
  - Attended the Board of Trustees Meeting
  - Attended the Building Responder Training Meeting
  - Attended the Business Office meeting re: rental lift overcharge
  - Attended the Campus Carry Meeting
  - Attended the Campus Security Authority Training Meeting
  - Attended the College Professional Development Day
  - Attended the Conference call with legal counsel concerning parking program
  - Attended the Coordinated Operations Council Meeting
  - Attended the Emergency Management Presentation
  - Attended the Finance Committee Meeting
  - Attended the Human Resources Meeting
  - Attended the McAllen Traffic Director Meeting
  - Attended the Parking permit and citation software Meeting
  - Attended the Police Academy Meeting
  - Attended the President's Administrative Staff Meeting
  - Attended the Public Relations department meeting concerning Campus Carry website creation
  - Attended the Research and Analysis department meeting regarding Campus Carry online survey
  - Attended the Staff Meeting
  - Attended the Title IX Meeting

- **Worked on the following items:**
  - Conducted Active Shooter training with FBI, DPS, Sheriff and McAllen PD
  - Conductef emergency management training for professional development ACTA session
  - Discussed drone use at college campuses
  - Prepared Activity Report
  - Prepared and disseminated general email messages concerning campus carry and campus carry forums
  - Prepared Cabinet Updates
  - Realigned school bus parking
  - Responded to questions for Campus Carry online survey
  - Reviewed building responder training
  - Worked on Classroom door locks initiative

- Worked on Clery Act database
- Worked on College graduation preparations
- Worked on Employee matter
- Worked on Internal and external event security planning
- Worked on McAllen Holiday Parade coordination of activities
- Worked on Parking citation writers
- Worked on Purchase order requests
- Worked on Texas Attorney General Report
- Worked on Title IX case investigations

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attended a meeting with FAS Project Manager to map out contract filing and tracking process
  - Attended a presentation on Purchasing Conferences with staff
  - Attended Richards' Carlberg payment concerns with Business Office and Office of Public Relations staff
  - Attended the HR Supervisor Training and presented at the Business Office AA Roundup
  - Conducted a meeting to review the current Board approved RFP Evaluation criteria and weight which included the original task force and IT
  - Participated in a pre-proposal conference for RFP 16-17-1015 Pecan Campus Building G Fume Hoods – Phase II

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - <u>Prepared RFP:</u>
      - ⇒ 16-17-1015 Pecan Campus Building G Fume Hoods – Phase II
      - ⇒ 16-17-1017 Cargo Vans
      - ⇒ 16-17-1018 Security Cameras
      - ⇒ 16-17-1016 Pecan Plaza – Parking Area for Police Vehicles
      - ⇒ 16-17-1019 Graduation Caps and Gowns
    - <u>Public Bid Openings:</u>
      - 16-17-1015 Pecan Campus Building G Fume Hoods – Phase II
  - The Purchasing Department processed in excess of one thousand seventy six (1,076) purchase orders, approved seven hundred seven hundred one (771) requisitions, disapproved two hundred forty one (241) requisitions, processed change orders for goods and services, and completed fifty nine (59) travel authorizations. A total of one hundred forty eight (148) new vendor W-9 forms were verified and entered into Banner Finance and sixteen (16) existing vendors were updated
  - The Fixed Assets Department is currently reviewing all assets purchased since October 2016. The asset review process was completed as follows:
    - Fixed Assets approved six (6) assets through October 31, 2016
    - Adjusted sixty nine (69) assets in Banner for the month of October
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed five hundred fourteen (514) deliveries (purchase orders and complimentary books) and a total of three thousand ninety nine (3,099) packages/boxes. A total of six hundred twenty two (622) purchase orders were posted received in Banner. A total of

six thousand one hundred twenty three (6,123) items were transferred/relocated as per move/set up request forms. A total of eight one (81) faculty or staff moves were completed in October

- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $498.07, President's Office - $112.20; Drama Program - $29.20; Library - $79.91; Business Office/Cashiers - $538.85, Academic Excellence - $59.19 and BAT Program - $250.85.
  - A total of two hundred five thousand one hundred twenty nine (205,129) copies were completed at the copy center for the month of October.
  - A total of nine thousand six hundred seventy seven (9,677) letters were mailed out and one thousand six hundred eighty seven (1,687) letters were returned to South Texas College due to bad addresses

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - Attended a Banner Advisor Assignment Meeting
  - Attended a Title IX meeting
  - Attended Academic Affairs Council Meeting
  - Attended BUGs Meeting
  - Attended Coordinated Operations Council
  - Attended Council of Chair meeting; presented "Most Common Complaints Related to Classroom Issues"
  - Attended Finance and Administrative Services Director's Meeting
  - Attended Jagnet Portal Content Final Session
  - Attended Onsite Kickoff Meeting for Texas Cybersecurity Framework Assessment
  - Attended Texas Board of Nursing-Associate Degree Nursing Audit
  - Attended TimeClock Plus Meeting
  - Attended Travel & Expense Meeting
  - Hosted a Supervisory Symposium with 36 total attendees
  - Presented at Council of Chairs Meeting and Biology Program Instructors on Employee Relations
  - Presented at Jaguar Academy Session 4
  - Presented at the President's Administrative Staff Meeting
  - With Associate Dean Institutional Effectiveness & Assessment regarding Roster updates
  - With Benefits & Payroll Manager and IS&P on Teacher Retirement System process and timeline
  - With Finance and Administrative Services staff on Project Management Software (QuickBase)
  - With LASS Faculty regarding compensation setting concerns
  - With Legal Counsel regarding EEOC claim
  - With vendor support consultant for OrgPublisher software
  - With VP FAS on Faculty Satisfaction Survey, Human Resources and personnel policies and subpoena records
  - <u>Personnel matters:</u>
    - Chief Administrator of Department of Public Safety
    - Employee Relations Officers
    - Liberal Arts & Social Sciences
    - Vice President for Finance and Administrative Services
  - <u>Trainings:</u>
    - Attended "Women's Conference" Training
    - Attended Cohesion Conference in Dallas, TX

- Attended the ADA Coalition Training
- Attended Training on Disability Awareness for Employers
- Attended webinar "Intersection of Clery and Title IX in responding to Sexual Assault"
- Attended webinar "Recordkeeping 101"
- Provided training on NOE forms to Math, Science and Bachelor Degree staff
- Reviewed demo training for PCI Compliance with Chief Information Security Officer

- **Worked on the following items:**
  - Benefits Fall Activities
    - TRS and ORP Enrollee Survey (FY16-17 base period)
    - 457 DCP Report
    - Form 1095-C (Affordable Care Act) records review prior to upload
    - Sick Leave Pool eligibility and renewal notifications.
  - Conducted interviews with search committee for HR Assistant vacancies
  - Coordinated HR event "Falling Into Place", to be held in November
  - Coordinated Payroll campus tour for Notice of Employment (NOE) forms
  - Payroll Fall Activities
    - Processed annual FY17 Roll
    - Letters of Appointment (NOE's , Updates & Changes)
    - Faculty assignments (Full Time Regular, Full Time Temporary)
    - Special Summer Payroll (late NOE's)
  - Report development
    - Internal Reports
      - ⇒ Fall Faculty – for English Department Chair
      - ⇒ Nursing & Allied Health Faculty – for Director of HR
      - ⇒ Direct Wage Pools – for Math, Science & Bachelor degrees Division
      - ⇒ Position & Current Assignments – for new timekeeping system project
      - ⇒ Full-Time Regular Faculty Positions – for HR Faculty Staffing Specialist/Evaluator
      - ⇒ Executive and Administrative Positions – for Employee Relations Officer
      - ⇒ Leave Liability Report
      - ⇒ FY16 Vacation Settlement Report
    - External Reports
      - ⇒ TCCTA Fall 2016 Faculty Survey
      - ⇒ Department of Labor Monthly Employee Count
      - ⇒ FY18 Staffing Plan
  - Tested PeopleAdmin Performance Management program
  - Updated Action Plan for hiring process for Custodial positions
  - Updated the Notice of FY 2017 Employee Handbook - Policy 4311: Personal Leave
  - Web updates and uploads
    - HR Benefits page – added new Health Select Plan Design information
    - Employee Handbook
  - Worked on Compensation setting for staff hiring proposals
  - Worked on Form I-9 audit preparation
  - Worked on Motion for Board and Personnel policies update
  - Worked on PeopleAdmin Onboarding program workflow, forms and checklists
  - Worked on Personnel policies update
  - Worked on Presentation on Benefits & Payroll for AA Round-up
  - Worked on Public Information requests
  - Worked on SACS Roster Audit
  - Worked on TCCTA Salary Survey for FY2016-2017

- Workplace Answers data exchange – Worked on information upload content and schedule
- Workplace Answers log-in portal to provide secondary access method

HR Staffing	
Staff Position w/ Job Description Requests processed	13
Positions posted to HR Website	16
Canceled positions	1
Advertisement of Staff Positions placed	5
Search committees assigned/searched committee forms requested	20
Hiring Proposals reviewed and approved	45
Job offers/New Hire paperwork completed	28
Vacancy Reports completed	5
Staff resignations processed	16
Educational supplements processed	4
Notices of Employment (NOE's) Processed	
Direct Wage (DW)	17
Trainer (PT)	69
Work Study (WS)	0
HR Faculty Staffing	
Adjunct/Dual Enrollment Faculty Applications Processed	2
Intent to Hire/Adjunct process	0
Intent to Hire/Dual Enrollment	0
Full Time Temporary Faculty Hires Processed	1
Transcript Reviews (PeopleAdmin)	
Faculty	5
Staff	0
Transcripts Entered into Transcript Database	5
Positions posted to HR Website	10
Advertisement of Faculty Positions Placed	40
Search Committees Assigned/Search Committee Forms Requested	0
Hiring Proposals Reviewed and Approved	0
Job Offers/New Hire Paperwork Completed	1
Vacancy Reports Completed	2
Educational Supplements Processed	1
Notices of Employment (NOE's) Processed	
Adjunct	0
Overload	20
Dual Enrollment	0
Benefits	
New Hire Orientation	13
Internal Transfers	7
Benefits Credits/Collections	6
Tuition Reimbursement Applications	2
TRS Records Reported	4,090
TRS Prior Years of Service Verifications Completed	68
TexaSaver 457/403B Accounts Completed	4

Benefits Eligibility Review (ACA)	
Faculty (Adjunct, Temporary)	0
Staff (Direct Wage, Part Time)	385
Exits	
Full Time	5
Part Time	0
Retirees	0
FMLA	
New Claims	8
Closed Claims	9
Workers Compensation	
New Claims	0
Closed Claims	0
Tuition Grant Applications	
Employee	2
Dependent	2
Leave Forms	
Exempt	453
Non-Exempt	0
Payroll	
Direct Deposit Transactions	24
PDR Notifications	0
Cell Phone Stipends	11
Exits/Resignations	14
Garnishments	2
Texas Office of Attorney General (TXOAG) Reporting	100
Under Hours/DOC Worksheets	0
New Hires, Rehires, Transfers processed	119
Notice of Employment	
Direct Wage (DW)	54
Work Study (WS)	76
Adjunct	19
Overload	75
Dual Enrollment	1,104
Trainers	0
Faculty Special Assignments or Other Stipends	59
Faculty Salary Retroactive Pay Adjustment	0
Faculty Base Salary Pay-Off	0
PeopleAdmin Requisitions/Transactions	
Approvals	0
Hiring Proposals	0
NOE/Staff/Faculty Payroll Worksheets	0
HR Support	
Application Processing	
Staff applications	283
Faculty applications	33
Part-Time applications (DW/PT/AD)	47

Verification of Employment	
Letters sent	2
Phone Calls made	15
New Hires/Rehires/Transfers processed	19
Temporary Agency Employee Requests	4
Records Technician	
Files Scanned & Indexed in XTENDER	283
New Hire/DW/WS files prepared	70
Termed files processed	20
Employee Relations	
DPS CCH Background Checks, Total FYTD	237
Fingerprints, Total FTYD	190
Fingerprints this month	58
DPS Driver's Eligibility Checks, Total FYTD	55
DPS Driver's Eligibility Checks, Total for month	5
TWC Claims, FYTD	8
TWC Claims this month	2
Open Records Request, Total FYTD	6
Open Records Requests this month	3

Facilities Planning & Construction
Ricardo De La Garza, Director of Facilities Planning and Construction

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended Bond Furniture Cost Estimate meeting
    - Attended meeting with VP FAS and legal counsel to review B&A agreement
    - Attended weekly update meeting with Broaddus and Associates
    - Mid Valley Campus Bond – Attended AOC construction progress meeting and AEP coordination meeting
    - Mid Valley Campus Health Professions and Science, and Student Services Expansion – Attended color board presentation by ROFA
    - Nursing and Allied Health Campus Expansion – Attended AOC construction progress meeting
    - Pecan Campus North Academic Building – Attended Architect Owner Contractor (AOC) construction meeting
    - Pecan Campus Student Activities and Cafeteria – Attended AOC construction meeting
    - Pecan Campus Thermal Plant – Attended AOC construction meeting
    - Regional Center for Public Safety Excellence – Attended schematic design presentation by PBK with College administration and staff; attended meeting with Broaddus and College staff to confirm budget; attended meeting to review subdivision plat and schematic design costs with design team
    - Starr County Campus – Attended pre-construction meeting
    - Starr County Campus Health Profession – Attended a scope review with design team
    - Technology Campus – Attended AOC construction progress meeting

- Other:
  - Attended Ambassadors Cross Training Academy and conducted presentation
  - Attended Coordinated Operations Council Meeting
  - Attended Facilities Operations Council Meeting
  - Attended Finance and Administrative Services Director's Meeting
  - Attended Furniture presentation by Texas Wilson
  - Attended International Facility Management Association Conference
  - Attended LRVAIA Building Communities Conference
  - Attended meeting to discussed cafeteria services with FAS administration
  - Attended meeting with FPC Project Managers and reviewed construction projects
  - Attended meeting with VP FAS and Administration to discuss 2013 Bond Construction Program Board/Committee Logistics
  - Attended Mid Valley Advisory Committee Meeting
  - Attended Presidents Administrative Staff Meeting
  - Attended product presentation with Landscape Forms representative
  - Attended the Facilities Committee and Board Meeting
  - Attended the Facilities Planning and Construction Staff Meeting
  - District Wide Surveillance Camera – Attended meeting with Police Department
  - Pecan Campus Building K Enrollment Center – Attended construction update meeting
  - Starr County Campus Building F Site Grading & Sidewalk Replacement – Attended meeting with Melden & Hunt
  - Technology Campus Building B Domestic/Fire Sprinkler Lines – Attended meeting with Engineer and Maintenance department
  - Technology Campus Building C New Conference & Building B Door and Frame Replacement – Attended a Pre-construction meeting

- **Worked on the following items:**
  - 2013 Bond
    - District Wide – Reviewed furniture options
    - District Wide Irrigation – Reviewed alternate control system
    - Issued Broaddus and Associates a notice of failure to properly review pay applications
    - Mid Valley Campus – Worked on notifying College staff on process for visiting project site and sent via email general email regarding power shut down notice; performed site visits
    - Mid Valley Campus Student Services Expansion – Coordinated to have the MTVU televisions removed
    - Nursing and Allied Health Campus Expansion – Performed site visit
    - Pecan Campus – Provided updated building names and letters to the City of McAllen
    - Pecan Campus North Academic Building – Performed site visits
    - Pecan Campus Parking & Site Improvements – Attended a GMP scope cost confirmation with Contractor; met on site to review smoking tent conflict
    - Pecan Campus Student Activities and Cafeteria – Worked on building pad location with project team; performed site visit
    - Pecan Campus Thermal Plant Expansion – Performed site visit
    - Regional Center for Public Safety Excellence – Received final master plan documents and preliminary cost estimates from Broaddus and forwarded them to Dean for Business and Technology; requested revisions to final master plan documents
    - Reviewed invoices, proposals, agreements and additional services from various Architects, Engineers, consultants and CM@R companies
    - Starr County Campus – Conducted site visit; worked on irrigation issue with project team
    - Technology Campus – Performed site observation

- Other:
  - Comprehensive Plan 2016-2017 – Worked on updating building images and project costs
  - District Wide Marker Boards – Ordered mock up marker boards to replace existing Speakeasy product in classrooms
  - La Joya Teaching Center – Contacted Rene Zuniga for an update on status of proposed monument signage from the La Joya ISD
  - McAllen ISD AECHS – Sent an email to Principal to inform parents, staff and students not to use service drive for access
  - Participated for IT department new position; evaluated applications and interviews
  - Pecan Campus Building G Fume Hoods – Reviewed filtered hood information with faculty; provided as-built drawings to Engineer; worked on Request for Proposal and newspaper ad; worked on PowerPoint presentation and participated in the Pre-Proposal Conference
  - Pecan Campus Building K Enrollment Center – Conducted site visits; coordinated with IT department for electrical/data requirements; reviewed submittals and furniture quotes
  - Pecan Campus Building K Interior Overhead Signage – Coordinated with Educational Technology department for digital signage requirements; performed walkthrough with College IT department and contractor coordinated installation of signs with Operations and Maintenance department staff
  - Pecan Campus Portable Building Relocation Phase II – Attended substantial completion walkthrough; requested final inspection from the City of McAllen
  - Reviewed escrow agreements with the College and City of McAllen
  - Reviewed lease agreement with the PSJA Pharr Site and forwarded it to CADD Instructor
  - Space Management Software – Reviewed Qube references and received "Sandbox" trial agreement
  - Starr County Campus – Requested meeting with engineers to review issue with water pressure and water use
  - Starr County Campus Building F Site Grading & Sidewalk replacement – Reviewed Engineering proposal for the scope of work
  - Technology Campus Building B Domestic/Fire Sprinkler Lines – Worked on and reviewed professional services agreement
  - Technology Campus GM Car Storage Area Upgrade – Attended pre-negotiation meeting
  - Technology Campus Replacement of Metal Panels on Building D – Worked on replacement estimates with manufacturer
  - Worked on ACTA presentation
  - Worked on Census Bureau requests
  - Worked on District Wide and Pecan Campus Building X move requests
  - Worked on District Wide portable building inventory
  - Worked on Facilities Committee agendas and packets
  - Worked on general email notice for campuses notifications
  - Worked on monthly activity report
  - Worked on reports for attended conferences
  - Worked on Space Modification Requests
  - Worked on Workplace Courses required by HR

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the AOC Pecan Campus Meeting
    - Attended the Bond Construction Program Planning Meeting
    - Attended the Mid Valley Campus Cost Review for Health Professions & Student Services
    - Attended the Mid Valley Campus Monthly Progress Meeting
    - Attended the Mid Valley Power Shut Down Meeting with Skanska for MVC Building A & B
    - Attended the NAH Chiller Plant Walk - Through with Paul Rodriguez, Board of Trustee
    - Attended the NAHC CUP VE Meeting
    - Attended the Pecan Campus Parking and Site Improvements GMP Scope Confirmation
    - Attended the Pecan Thermal Plant Expansion Progress Meeting
    - Attended the Technology Campus Building B Domestic/Fire Sprinkler Lines Meeting
    - Attended the Technology Campus Southwest Building Renovation/Construction Progress Meetings - Piping Mains Hydrostatic Test and Water Chiller System
  - Other:
    - Attended Staff Secretary Interviews
    - Attended the EPA Committee Meeting
    - Attended the Facilities Operations Managers' Meeting
    - Attended the ACTA - Session 5
    - Attended the Behavioral Intervention Team Meeting
    - Attended the Campus Carry Task Force Inaugural Meeting
    - Attended the Director's Work Session Meeting
    - Attended the Facilities Committee Meeting
    - Attended the Facilities Operations Council Meeting
    - Attended the Fall 2016 Supervisory Symposium
    - Attended the Finance and Administrative Services Director's Meeting
    - Attended the IFMA World Workplace Conference & Expo
    - Attended the Proposal Evaluation Criteria Review Meeting
    - Attended the Safety Committee Meeting
    - Attended the Veterans Facility Meeting
    - Met with Aaron Schultz from Stanley
    - Met with Chief Information Security Officer on Texas Cybersecurity Assessment-Facilities
    - Met with Dean Library and Learning Support Services to discuss the Library Doors
    - Met with Dr. Reed to discuss the Proposed Changes to Internal and External Organization Event Guidelines
    - Met with IE Specialist to discuss the Facilities Operations & Maintenance 2016 Mid-Biennium Report
    - Met with James Knight from Siemens
    - Met with VP FAS and Director of Facilities Planning and Construction on Cafeteria Plans
    - Met with VP FAS for an Environmental Meeting
    - Met with VP FAS to discuss the Facilities Usage Guidelines

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ In process of scheduling all 2016 Winter Break inspections and repairs
      - ⇒ Inspected landscaping on a weekly basis for each campus
      - ⇒ New supervisor shirts have been approved and ordered
      - ⇒ Quote obtained for annual fire extinguisher inspections
      - ⇒ Quotes obtained for annual elevator inspection and inspection of irrigation backflows
      - ⇒ Several Pepsi machines replaced or relocated
      - ⇒ Typical landscaping and pest control issues
    - Mid-Valley Campus
      - ⇒ Six Shooter Softwash is in the process of completing exterior wash of Building G

  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	163	$ 3,663.10
Electrical	116	5,375.85
Energy	48	2,074.12
HVAC	318	10,994.68
Locksmith	92	1,526.89
Painting	50	906.69
Plumbing	91	5,104.21
Plant Services	0	413.31
Total Cost		**$ 30,058.84**
General Preventative Maintenance	569	
Total Work Orders	**1,447**	

  - Maintenance Department Work Orders and Expenditures

Work Orders Created	1,393
Work Orders Completed	1,447

  - Custodial Department

Set-Ups	347
Moves/Relocations	44

Accountability, Risk and Compliance Department
Jason Gutierrez, Director of Accountability, Risk and Compliance Department

- **Attended or held meetings as follows:**
  - Accountability Department meeting to discuss Food Services, Internal Auditor Reports, Dual Credit Cost Analysis, HR Hiring process test work, Compliance Program, and fixed assets
  - Attended the Finance and Administrative Services Director's Meeting
  - Attended the President's Administrative Staff Meeting
  - Attended the Safety Team Meeting
  - Attended the Student Rights and Responsibilities tour of department and essential functions
  - Attended the Title IX Committee Meeting

- Discussed bond application process with incoming Starr County Tax Assessor
- Discussed Gap Analysis template (EMS) with HRP Corporate Director of Environmental, Health & Safety
- Discussed insurance incident with Farmers Insurance and TASB
- Discussed records management with vendor
- Discussed Title IX webinar trainings with Mid-Valley College Administrative Assistant
- Discussed Worker's Compensation with Associate Comptroller
- Discussions with Carlisle Insurance regarding insurance endorsement
- Discussions with Maxient regarding possible upcoming training for Title IX Committee in December
- Discussions with Montalvo Insurance and Texas Political Subdivisions regarding refund
- Discussions with Starr County and Garza Insurance officials on payment for Tax Assessor bond
- Discussions with Title IX Committee regarding additional website content
- Meeting with Creative Imaging regarding record destruction
- Meeting with Institutional Effectiveness Specialist regarding IE Plan
- Meeting with Internal Auditor regarding Risk Assessments
- Meeting with Records Retention Vendor to process Business Office documents
- Partners In Leadership conference call to recap session during Professional Development Day and to coordinate possible future workshop
- With Accounting Group Manager, Accounting Specialist and Cashier's Department Accounting Group Supervisor on Food Services deposit process
- With Assistant Comptroller to review and discuss management responses per Internal Auditor's audit report
- With Associate Comptroller regarding Food Services transactions
- With Comptroller, Associate Comptroller, Accounting Group Manager, Accounting Group Supervisor, and Accounting Assistant regarding Food Services process map
- With Director of Compliance at Rice University to discuss compliance program
- With Director of Facilities Operations & Maintenance regarding HRP audit/EMS
- With ECHS Director, ECHS Coordinator, and HS Programs Scheduling Manager to review candidates for ECHS Specialist staff position
- With HR Staffing Specialist regarding positions tracked subsequent to advertisement
- With Institutional Effectiveness Specialist to finalize mid-year plan
- With Internal Auditor and Security Officer to review candidates for Audit Specialist staff position
- With Qualitative Researcher regarding breakdown of state appropriations by dual credit type
- With Risk Manager to discuss and review EHS & EMS program requirements
- With VP FAS on Title IX Case Report, internal auditor's report, and compliance plan and matrix
- Worked on Campus Carry Presentation
- Worked on Traditional Enrollment Planning Assumptions

- **Worked on the following items**:
  - Accountability, Risk, Compliance, and Internal Audits departmental function diagram
  - Began working on bond application process for incoming Starr County Tax Assessor
  - Created comprehensive Environmental Health & Safety Policy
  - Designed icons to represent all three areas of the department: Accountability, Risk, & Compliance
  - Managed insurance claims (TASB)
  - Prepared Auto Liability Insurance Matrix for VP FAS
  - Prepared Student Insurance List for Student Assurance Services
  - Prepared Title IX case report for VP FAS

- Requested estimates from Maverick and Creative Imaging for the shredding of approximately 51 boxes of sensitive check quality paper
- Requested workforce insurance policies from Student Assurance Services
- Reviewed and approved bond insurance invoice for Starr County Tax Assessor
- Reviewed and approved student insurance invoice for workforce blanket coverage
- Reviewed and revised action plans for Records Retention and Environmental Health & Safety Program
- Reviewed and revised departmental handbook
- Reviewed and Revised Internal Facilities Usage Procedures, External Facilities Usage Procedures and STC Policy #6110
- Reviewed board policies related to Environmental Health & Safety Program; reported recommendations to committee
- Reviewed Maverick invoice
- Reviewed Title IX cases in Maxient
- Submitted accident report to TASB
- Updated final draft of Post-Award process map for Grants Development, Management, and Compliance Department
- Updated TASB Contact Information Sheet
- Worked on references for Carlisle Insurance and for Creative Imaging
- Compliance Program
  - Completed draft program and matrix; detailed on program elements, reporting structure, and plan creation
  - Updated program and matrix as per VP FAS notes
- Dual Credit Cost Analysis – Breakdown of the Dual Credit Programs
  - Requested data from various departments per direct costs
  - DECA's – Fall 2015 and Summer 2016
  - Fall 2015 and Summer 2016 – Faculty Schedule to determine "s" sections
  - Faculty costs for Fall 2015, Spring 2016 and Summer 2016
  - Fall 2015 – identified overloads. Requested copy of NOE-OVL assignment form to identify if "s" section was an OVL
  - Compiled department staff costs for FY 2017
- Dual Credit Faculty File Review
  - Assisted HR department with dual credit faculty file review
- Ethics Speaker
  - Contacted representative for Dr. Marianne Jennings regarding presentation content, fees, estimated expenses and availability for February 2017
- Fixed Assets
  - Updated tracking thresholds table to reflect additional information received from Austin Community College
  - Created draft procedures regarding financial manager exit/transfer from department/college
- Food Services
  - Continued working draft of Food Services Standard Operating Manual
  - Mapped out Food Services deposit process (Cashiers and Business Office)
  - Completed Food Services process swim lane
- HR Hiring Workflow Test Work
  - Revisions made to summary report
  - Completed collecting and analyzing data to track positions subsequent to advertisement step of the hiring process

- Records Retention
  - Finalized draft Records Retention PowerPoint and draft Records Retention Procedure Handbook
  - Created Records Retention Process Flowchart
- Title IX Committee Meeting
  - Minutes
  - Agenda
  - Track Attendance
  - Track Action Items

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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Memo

Date: November 15, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **OCTOBER 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 November 22, 2016 Board of Trustees meeting.

Academic Affairs Highlight October 2016

Division: Business and Technology
Department: Advanced Manufacturing Technology (AMT)
Highlight: Manufacturing Day Celebrations

On Tuesday, Wednesday, and Monday, **October 4, 5, and 7, 2016**, the **Advanced Manufacturing Technology (AMT) Department** attended two manufacturing day celebrations (hosted by two different entities on two different days) and hosted one day celebration at the STC Technology Campus. Student participants were able to hear and tour various manufacturing businesses throughout the three days.

- *Tuesday, October 4, 2016*: The **City of Pharr** hosted their first Manufacturing Mixer to promote manufacturing in the local areas. **Over 20 different manufacturers were present** along with PSJA school district and EDCs.
- *Wednesday, October 5, 2016*: **PSJA school district** hosted a Manufacturing Day Celebration at their T-STEM campus, where AMT Program Chair had the opportunity to speak to the close to **200 hundred students during this event.**
- *Monday, October 7, 2016*: STC Advanced Manufacturing Technology Department **hosted their Second Annual Manufacturing Day Celebration,** with more than **200 student participates** from 8 different school districts and STC traditional students. Students had the opportunity to tour the AMT labs and hear from current and past students on their experience and success in the program.

Universal Metal Products

Amaida Machine Shop

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

On Thursday and Friday, **October 6-7, 2016**, the Texas Regional STEM Degree Accelerator (TRSDA) held a kickoff conference for TRSDA RGV STEM Faculty Institute-Cohort II. This meeting was the continuation of the Rio Grande Valley STEM Faculty Institute under the Texas Regional STEM Degree Accelerator. Cohort II consists of sixty-six participating faculty representing eleven (11) RGV academic institutions:

ISDs		IHEs	
Brownsville	11	South Texas College	8
Edinburg	11	Texas Southmost College	6
LaJoya	5	Texas A&M University - Kingsville	4
McAllen	5	University of Texas - RGV	8
Mission	3		
PSJA	4		
Valley View	1		

The objective of TRSDA Rio Grande Valley STEM Faculty Institute kickoff was to introduce Cohort II Faculty participants to central grant components, like:

- **Employer Engagement:** Industry Panels moderated by John Melville, Collaborative Economics
  - Discussed: What are industry growth plans? What will Industry need from employees – graduating students?
- **Health Care panelists:** Pam Bond, MSN, MBA, RN, of Rio Grande Regional Hospital, Kim Marwick MSN, RNC, CPHQ, of McAllen Medical Center, and Dr. R. Armour Forse, MD PhD, of Doctors Hospital Renaissance.
  - Discussed the importance of additional hands-on experience from volunteering opportunities and programs.
  - Critical thinking and ability to make connections in information while looking at 'data'.
  - Statistics: majority of healthcare costs are accrued in the last thirty days of life: what would an industry that encouraged healthcare to be part of ones' life throughout, look like? What do those careers look like? (Answer: not just doctors and nurses in hospitals.)
  - Faculty participant comment: he incorporates his students into his diabetes care regime, including having students calculate insulin needs based on bloodsugar/A1C test levels.
- **Information Technology panelists**: Director of Regional 9-1-1 Call Center, Sergio Castro, City of Weslaco IT Director Jose Pena, South Texas Health System IT Director Juan Juarez, and IT Consultant and chair of local non-profit Code RGV, Rene Ramirez.
  - While knowing multiple platforms is an important skill, seeing that a prospective employee was a good fit and team-oriented was equally or more important.
  - Ability to manage time efficiently is highly sought after.
  - Importance of 'soft skills' and the ability to plan a project; understand security measures.
  - Faculty participant question: What would panelists tell a female student interested in IT; panelists agreed that women were an asset to a team especially as they often are more flexible to be creative and think outside the box. (A female panelist, Diana Berger, was invited, but already had a commitment the day of the panel.)
  - Prospective employees must be aware that credit or legal history problems may make their job search more difficult.

- **Professional Development Training**
- **Instructional Strategies**: a FOCUS Academy graduate and STC Math faculty presented on Active Learning Classrooms. Her discussion focused on the interactivity provided by 'pod' movable furniture. Although she has only been using the Active Classroom setup for a few semesters, the withdrawal rate from her classes has dropped dramatically and she sees that students are much more persistent when the classroom includes student interaction in learning. A workshop featuring the six components of the Common Instructional Framework introduced faculty to their working groups, which bridge from High School to College, and include a variety of levels of experience with CIF as well as BlackBoard. Faculty were instructed to read, discuss, and write questions on an article on the microbiome, and develop ways such an article could be used both at lower and upper level classes, or as a way to introduce potential careers to explore.
    - A Cohort I graduate demonstrated ideas he gained from the Career Connections that he is now implementing in a classroom project that uses a banks' project planning workbook to introduce project planning into his Advanced Computer Networking course.
- **Leadership and Change Management**: Participants took part in SCARF workshop to focus on collaboration and classroom management skills by better understanding the motivating factors of reward and threat responses in the five domains of Status, Certainty, Autonomy, Relatedness, and Fairness. Executive Function workshop in Creative Wellness provided tools for building 'soft skills' that employers repeatedly mentioned as extremely important.

Outcomes:

- Blackboard platform will be used for online discussions, provide direction for Faculty participant assignments.
- Faculty were organized in collaborative groups spanning DE/K-12, 2-year, and 4-year college; by location, academic discipline, 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 in the spring of 2017.

- Cohort II will feature career "Field Trips", additional leadership workshops and Instructional Strategy workshops. Faculty will take part in the 'rounds process' classroom observation summer and fall 2017.

Academic Affairs Highlights October 2016

Division: Liberal Arts and Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: Volunteering at RGC's 8th Annual Kids Fishing Day

On **Saturday, October 8, 2016**, the **Starr County Campus Psychology Club** volunteered at the **8th Annual Kids Fishing Day Event** in Rio Grande City at the Starr County Fairgrounds from 7:00am -11:30am. The purpose of the event was for children throughout Starr County to have a nice family day and learn how to fish. A total of 25 Starr Psych Club members attended and volunteered in different capacities—that included helping children fish (in a pool), being in charge of one of the main water rides for the children who attended, and helping with clean up. Positive feedback was provided by the members who attended; they enjoyed it and had fun while contributing something positive and worthwhile to the community.

Academic Affairs Highlight October 2016

Division: Liberal Arts and Social Sciences
Department: English Department
Highlight: Journalism Panel

On Tuesday, **October 11, 2016**, the **English Department**, in coordination with the **Communication Department**, held a **panel discussion on journalism** in the Rio Grande Valley. Invited to share their knowledge and expertise were Steve Taylor of the Rio Grande Guardian, Carlos Sanchez of The Monitor, Alfredo Cuadros of KVEO, and Eric Benson of Texas Monthly. The purpose of the event was to exp**ose students to professionals who could provide them with first-hand knowledge of the occupation**. Some of the topics covered included:

- Their professional journeys
- The need to cover the region accurately
- The changes influencing the profession, including digital media
- The contributions our students can make if they select journalism as a career

The event was held in the Rainbow Room and turnout was exceptional, with over 50 attendees. The event was open to all faculty, staff, and students.

Division: Liberal Arts and Social Sciences
Department: Psychology / Starr County Campus Psychology Club
Highlight: RGCCISD Drug Free Rally

On Wednesday**, October 12, 2016**, the **Starr County Campus Psychology Club** attended the **RGCCISD Drug Free Rally** from 5:30-7:00 pm at the Joe Sanchez Stadium in Rio Grande City to show support and STC presence within the community.

Division: Liberal Arts and Social Sciences
Department: Political Science
Highlight: Mid-Valley Political Science Club Holds Presidential Straw Poll/Mock Election

On Friday, **October 17, 2016**, the **Mid-Valley Political Science Club** promoted the upcoming third and final Presidential Debate by holding a Presidential Straw Poll & Mock Election in Building G at the Mid-Valley Campus. The table was manned by STC faculty and students. The club members encouraged students to "vote" for their preferences for who *should* win the upcoming Presidential election.

Division: Liberal Arts and Social Sciences
Department: Psychology
Highlight: Starr County Campus Psychology Club Raised Awareness on Unity Day –Together Against Bully

On Wednesday, **October 19, 2016**, the **Starr County Campus Psychology Club** raised awareness on Unity Day – Together Against Bully. Club members wore orange and wrote anti-bullying messages on orange paper for a social media awareness campaign against bullying. Some of the messages read "Be a Buddy, Not a Bully," "United for Kindness, Acceptance, and Inclusion," "Don't let anyone ever dull your sparkle," "People throw rocks at things that thrive," "Say NO to bullying," "Making others feel small doesn't make you bigger than them," "Stop Bullying," "Stay Strong Beautiful," "Pulling someone down will never help reach the top," to name a few. Although October is national bullying prevention awareness month, we should remember this all year long.

Academic Affairs Highlight October 2016

Division: Math, Science and Bachelor Programs
Department: University Relations, Transfer and Articulation Center
Highlight: Baylor Bound Transfer Agreement Signing Ceremony

On Monday, **October 24, 2016**, **South Texas College signed a Baylor Bound Transfer Agreement** with Baylor University. **South Texas College joins a select group of about a dozen community colleges that Baylor University has chosen to partner with throughout the United States.** Dignitaries included Dr. David E. Garland, Baylor University President, Jim Darling Mayor for the City of McAllen, local Baylor University Alumni, members of the South Texas College Board of Trustees, Administration and Staff, potential candidates for the Baylor Bound program and several members of the local press.

Through this agreement, students who have decided to attend Baylor University will be contacted by staff from Baylor to assist them with the transfer process. Students will be placed on a Major Academic Planner, or MAP, which states what courses they should take at South Texas College in order to assure transferability. The courses listed in the MAP will typically allow the student to complete 1 to 2 years at South Texas College and also **provides the students with the opportunity to reverse transfer courses if need be to complete their associate's degree**.

Academic Affairs Highlight October 2016

Division: Liberal Arts and Social Sciences
Department: Psychology
Highlight: Starr County Campus Psychology Club Volunteers at RGC Unexplained Mysteries Conference & Festival

On Monday, **October 24, 2016**, the **Starr County Campus Psychology Club volunteered** at the very **first Rio Grande City Unexplained Mysteries Conference and Festival** from 6:00-10:00 PM at Kelsey-Bass Museum. A total of 15 psychology club members attended and helped out in different capacities throughout the night—setting up at the beginning, passing out candies to the children, assisting with children's games, in charge of a photo booth, attending the talk on ghost stories and paranormal activity, judging the costume contest for adult division, and cleaning up at the end. The event was open to the entire community, free of charge, and many community leaders were present- including RGC Mayor Joel Villarreal.

Academic Affairs Report **October 2016**

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Met with City Manager of Mission, to review the master plan for the Regional Center for Public Safety Excellence and see how they can contribute to making this facility a reality – October 3rd
  - Met with Sheriff to review the master plan for the Regional Center for Public Safety Excellence and see how they can contribute to making this facility a reality – October 3rd
  - Attended the Coordinated Operations Council Meeting held at the Pecan Campus – October 4th
  - Held the Business and Technology Program Chair Meeting to discuss early registration, events, search committees and processes, and items from administrative meetings – October 6th
  - INNO'2016 Conference was held October 7th at the Technology Campus
  - The Police Academy and Fire Science programs are planning their Public Safety & First Responders Expo scheduled for November 29th to be held at the Technology Campus
  - Attended the NCWE Annual Conference in Atlanta, GA. This conference helps our College with new concepts and ideas concerning how institutions are addressing the workforce needs of their communities. – Tuesday, October 11-13, 2016
  - Attended the Traditional Enrollment Planning Assumptions held by Interim Vice President for Information Services, Planning, and Strategic Initiative – Friday, October 14th
  - Attended the Planning and Development Council Meeting held at the Pecan Campus – Friday, October 14th
  - Attended the Emsi Conference in Coeur d' Alene, ID. This conference brought together leaders in higher education, economic and workforce development, and business to encourage collaboration and data-driven innovation. – Monday, October 17-19, 2016
  - Held the Campus area tour for Jaguar Academy – Thursday, October 20th
  - Attended the Dean's Meeting held at the Pecan Campus – Thursday, October 20th
  - Participated in the Planning Meeting for JET Grant held at the Pecan Campus – Thursday, October 20th
  - Attended the Sister City Signing Ceremony between San Miguel de Allende and City of McAllen – Thursday, October 20th
  - Held the Business and Technology Program Chair Meeting to discuss assistant program chairs, taskforce committees, SACS visit, advisory committee meetings and other information from administrative staff meetings – October 21st
  - Held regular meeting with Business and Technology program/department chairs to update them with information from administrative staff meetings, as well as to discuss Division and program/department issues
  - Participated in the Technology Campus Building C New Conference Room and Building B Door & Frame Replacement Meeting held at the Technology Campus with personnel from Facilities, Planning and Construction – Monday, October 24th
  - Participated in the Academic Council meeting held by the Vice President for Academic Affairs at the Pecan Campus – Monday, October 24th
  - Met with AEDT Program Chair to discuss program updates – Wednesday, October 26th
  - Conducted faculty observation for new program chair – Wednesday, October 26th
  - Met with Lab Assistant Candidate for a follow-up interview – Wednesday, October 26th
  - The Fall Festival was held at the Technology Campus on Wednesday, October 26th

- Participated in the Campus Tour Discussion held by the Vice President for Academic Affairs at the Pecan Campus – Thursday, October 27th
- Participated in the Business & Technology Faculty Meeting held by Business & Technology Coordinator at the Mid-Valley Campus to discuss plans for growing the Business & Technology Division at the Mid-Valley Campus – Friday, October 28th
- Met with Lab Assistant Candidate for a follow-up interview – Friday, October 28th
- Participated in the Planning and Development Council Meeting held at the Pecan Campus – Friday, October 28th

Business Area:

Information Technology

- All faculty from IT department attended the monthly departmental meeting to discuss classes for next semester and marketing strategies.
- Meeting with UTSA - Glenn Dietrich on October 10th, Program Chair and faculty will meet to discuss Information Technology Programs
- All IT department faculty attended the Palm Fest yearly event at the McAllen Convention Center
- Instructor attended the College-wide curriculum Meeting October 18th
- Instructor had a meeting with PR for Marketing our program October 20th
- Instructor attended a virtual meeting / training hosted by the NSA Tech Talks
- Instructor will travel to Kansas City on November 3, 2016 for an NSA conference.
- Instructor conducted Faculty Observation at PSJA High School on Friday, October 21, 2016
- Instructor participated in the Faculty Senate Meeting – Tuesday, October 25th
- Instructor attended the Campus Carry Forum – Wednesday, October 26th
- Program Chair and instructors attended the FOCUS Academy – Friday, October 28th
- An instructor will be attending the NSA Center of Academic Excellence meeting on November 3rd. Meeting will be held in Kansas City Missouri

Office Administration:

- Attended Council of Chair (Tuesday, Oct. 4, 2016)
- Attended Program Chair Meeting (Thursday, Oct. 6, 2016)
- Attended Program Chair Meeting (Monday, Oct. 10, 2016)
- Attended Planning & Development Council (Friday, Oct. 14, 2016)
- Attended College Wide Curriculum Meeting (Tuesday, Oct. 18, 2016)
- Participated in the Reading Night at Mid Valley Campus (Wednesday, Oct. 19, 2016)
- Held Departmental Meeting (Thursday, Oct. 20, 2016)
- Attended Faculty Senate (Tuesday, Oct. 25, 2016)
- Attended Learning Outcomes Taskforce (Wednesday, Oct. 26, 2016)
- Advising/Registering/Retaining Fall 2017 Students
- Answering potential students who submit Program Inquiries
- Submit Payroll Distribution Report (PDR)
- Complete Location of Graduates Form
- Attended Planning & Development Council (Friday, Oct. 28, 2016)
- Attended Campus Carry Forum (Monday, Oct. 31, 2016)
- Instructor working on “Office Careers Night” in Rio Grande City

Technology Area:

Advanced Manufacturing Technology:

- Initiated planning for NCSL International Fall meeting scheduled for Dec. 1st. – Tuesday, October, 11th
- Attended Division Curriculum Committee meeting and made necessary memo and paper work for class update in WECM – Tuesday, October 11th

- Attended meeting for the Student Learning Outcome (SLO) Assessment taskforce. The group met with Black Board advisor, will be looking into implementation of new reporting system to possibly replace Jag Pride – Wednesday, October 12th
- Met with Gary R. to discuss tour to UTRGV for Associate students. – Wednesday, October 12th
- Filled out request for a video coverage of the program alongside a company. We would like to expose and expand knowledge of manufacturing in the community and region. – Wednesday, October 12th
- Attended and Update Expansion meeting at job site for Technology campus. A. Barber also attended. We spoke to engineers and architects of the needs of our equipment, airdrops and water access. – Thursday, October, 13th
- Attended AAECC training on Automotive Basics. The groups met in the diesel shop and were taught how to change a tire; it was a very informative training. – Friday, October 14th
- Conducted a faculty meeting to provide faculty with updates and discuss upcoming meetings. – Friday, October, 14th
- Compiled data to submit to Dean on program semester events for future Fact Book. List of events, data and pictures were gathered and submitted. – Friday, October 14th
- Faculty attended the in house training for MasterCAM X8 Engraving for the Faculty Learning Community. – Friday, October 14th
- Continued planning for NCSL International Fall meeting for Dec. 1st – Monday, October 17th
- Instructor offered SolidWorks tutoring to student – Tuesday, October 18th
- Instructors visited Fox Packaging to review their job opportunities for our Program Students and to understand what profile they are looking into on these vacancies. – Wednesday, October 19th
- Instructor met with Habitat for Humanity regarding volunteer opportunity on Nov. 12th – Wednesday, October 19th
- Visited with Weslaco to prepare for those graduating in December – Thursday, October 20th
- Finalized T-STEM Event flyer and sent it for approval before inviting the High Schools – Thursday, October 20th

- Supported CNC service Technician to release the machine and calibrated at PSJA CCTA campus – Thursday, October 20th
- Attended Program Chair meeting with Dean – Friday, October 21st
- Continued planning for NCSLI fall meeting, have one speaker on schedule, still need 3 more. – Friday, October 21st
- Instructor held club meeting where we discussed volunteer opportunities and fall festival. – Friday, October 21st
- Continued planning for NCSL International Fall meeting for Dec. 1st – Monday, October 24th
- Attended STMA monthly meeting – Tuesday, October 25th
- The Campus Carry Forum was held at the Technology Campus – Tuesday, October 25th
- Contacted Royal Technologies about renewing of scholarships for next year. – Wednesday, October 26th
- Attended Learning Outcome Assessment Taskforce meeting at Pecan campus. – Wednesday, October 26th
- Attended fall festival to support manufacturing club. – Wednesday, October 26th
- Talked to Sharyland Pioneer Counselor, our department will participate with a table and I will be one of their speakers. – Wednesday, October 26th
- PSJA AMT students manually programed and successfully fabricated the first CNC Milling work piece of the history of PSJA – Wednesday, October 26th

- Conducted Fall Advisory Committee meeting for our department – Thursday, October 27th
- Attended meeting and conducted interviews for Customer Service Tech job for IAM department. – Thursday, October 27th
- Discussion of can food drive or other item donations with Club members – Thursday, October 27th

- Met with David Flores to review Bi-Annual Report due on November for AMT department – Friday, October 28th
- Continued planning for NCSLI fall meeting, have one speaker on schedule, still need 3 more – Friday, October 28th
- Conducted department meeting – Friday, October 28th

Architectural & Engineering Design Technology (formerly Computer Aided Drafting and Design)

- All faculty and staff as well as some students attended the Campus Carry Forum on Tuesday, October 25, 2016.
- Program Chair met with Director of Learning Commons, Learning Labs to discuss ways in which her department can continue to assist our students, particularly with the use of 3D printer(s).
- AEDT Faculty and Staff met with Facilities and Planning Department Management Specialist to discuss updating the furniture for Labs A209 and A211.
- AEDT Program Chair attended TLA to assist with the Faculty Advising Training Program.
- AEDT Program Chair attended the Planning & Development Council's meeting.
- Assistant Professor and Instructor attended Valley View Career Fair to promote the AEDT Program.

- Instructor attended meeting at Mid-Valley Campus with Dean to discuss ways in which our program can continue to be promoted in the Mid-Valley area.

Design & Building Technology

- Program Chair and Construction Supervision instructor provided a Technology Campus tour to Counselors representing La Joya ISD, Valley View ISD, and McAllen ISD. Participants were part of the College Advising Training Program. Friday October 7, 2016.
- Program Chair helped with the INNO Conference hosted by the Business Administration Department in conjunction with educational sponsors from Mexico. October 7, 2016.
- In preparations to HESTEC 2016, organized and planned the Business & Technology Booth at UTRGV Field House on Saturday morning between 7-9am. Event was held Saturday evening from 4pm-10pm. All BT programs were being represented. October 8, 2016.

- CNBT 1345 Field Engineering class with Construction Supervisions (CNBT) Faculty toured the new Bert Ogden Arena in Edinburg, Texas. Hector Guajardo provided them a tour with the field and ground breaking layout for surveying purposes. October 6, 2016
- HVACR student, Jose Manuel De Leon was recognized at our South Texas College Web Page, http://news.southtexascollege.edu/?p=11223, for winning the REES Scholarship. He was among 37 students throughout the nation to win a $2000 scholarship.

CNBT 1345 Field Engineering Class at Cantu Construction Site: Bert Ogden Arena

- An HVACR instructor completed a 4 day training and workshop titled: APOGEE Workstation Operations. The training allows the learner to monitor an HVACR building automation system.
- HVACR Student Association assisted with the setting up of the HVACR Lab at the Pharr Teaching Center. October 7, 2016.

Pictured left: HVACR Student Association helping setup training modules at Pharr Teaching Center.

- Met with Perry Vaughn, Executive Director with the Associated General Contractors of America, for possible student volunteer event scheduled for October 21, 2016. Also, AGC will be donating a $1,000 scholarship for a CNBT student for upcoming Spring Semester. October 6, 2016.
- HVACR program held the Fall 2016 Advisory Committee Meeting on Friday, October 14, 2016 at the Pharr Teaching Center.
- Program Chair attended Planning & Development Council Meeting at the Pecan Campus. Topics: Concealed Gun Law, Ethics, and College Data. October 14, 2016.
- Program Chair attended Voter Registration Committee Meeting at the Pecan Campus. Topic: Activities during Early Voting. October 14, 2016.
- Construction Update Meeting at ECON Construction Superintendent's Office was held on October 13, 2016 to verify air drops for new building. Instructor, Lab Assistant and Program Chair represented Electrician Technology and Construction Supervision programs.

Pictured left: Instructor reviewing mechanical drawings for clarification.

- HVACR Student Association took part in a community service project in McAllen. Student cleaned and checked the HVACR system. October 14, 2016.

Pictured left: HVACR Student Association – Community Service Project.

- Follow up meeting with Executive Director with the Associated General Contractors of America, AGC needs student volunteer for an event scheduled on October 21, 2016. AGC will be donating a $1,000 scholarship for a CNBT student for upcoming Spring Semester. October 11, 2016.
- Construction Supervision Association meeting was held on October 12, 2016. Students are planning Fall Festival activities and end of the year community service projects.
- DBT Department will be represented at Mid-Valley Family Reading Night scheduled for Wednesday, October 19, 2016.
- Electrician Technology program held the Fall 2016 Advisory Committee Meeting on Friday, October 21, 2016 in B109 at the Technology Campus.
- Program Chair, attended South Texas College EPA Committee meeting at the Pecan Campus. EPA walk through is scheduled for October 26, 2016 at the Technology Campus by the Director of Facilities, Operations & Maintenance and committee members. October 20, 2016.
- Design & Building Technology Department actively participated in the annual Mid-Valley Reading Night at Mid-Valley Campus. Various children activities were planned to promote program and support reading awareness campaign. October 19, 2016.
- Program Chair and IT Program Chair provided the South Texas College Jaguar Academy participants a tour of the Technology Campus. October 20, 2016.
- Electrician Technology program conducted the lab component at Habitat for Humanity on Thursday at project site in Alamo, Texas. Students were able to wire an 1100 SF home. Faculty and Lab Assistant took part in the field experience with students from the 2nd and 3rd semester students. October 20, 2016.

Electrician Technology students at Habitat for Humanity, Alamo, TX

- Construction Supervision students volunteered at the Annual Association of General Contractor Fundraising Event at Los Ranchitos Ranch. The AGC of the Rio Grande Valley has committed to donate $1000 to the Construction Supervision program for upcoming Spring semester.
- HVACR Association, Electrician Club, and the Construction Supervision Association clubs will be participating in the annual Technology Campus Fall Festival on October 26, 2016.

Dr. Erasmus Addae
Dean – Distance Learning and Virtual Campus

- As part of our online course development projects, courses were developed and presented to the following departments.
    - Human Resources
    - Business Department
    - Computer Science
  - Completed the following sections
    - Computer Science
      - 8 courses
    - Information Technology
      - 5 courses
    - Medical and Health Services Management
      - 5 courses
    - Technology Management
      - 4 courses
  - One (1) course was Quality Matters peer reviewed

Projects:

- Month of October
  - Phone/Email - 11,519 contacted students
- Distance Learning Sign-in Application – Testing Phase
  - Application that will take care of walk-ins to the office and phone calls to staff not using the helpdesk line. Both students, faculty and staff will log in and first person available will assist them as soon as possible.
  - Track traffic that walk in and office calls.
    - Reporting tool provided.
  - DL staff finished testing in October
  - Still in progress for production for the month of November.
- Distance Learning First Time Online Student - Orientation Pilot Course
  - Content revised
  - Met with representative of SmarterMeasure for a quote and modification to the current online orientation.
- Distance Learning assisted with Hiring Committee for the following departments
  - Maintenance
  - Public Relations
  - Counseling
- Accessibility Compliance
  - Creation of the Assistive Technology email: athelp@southtexascollege.edu
  - Finalized the purchase of Ensemble Video, this will assist in storing instructor-led video tutorials.
  - Assisted faculty members to caption172 instructional videos.
- Dual Enrollment Online Orientation Pilot program
  - Dual2Degree presentation – staff
  - STC College Success students
  - STC Cross-departmental staff
- Human Resources Department
  - New Timekeeping System Training Videos
    - Planning meeting
- Created and edited ADN Information Session lessons using Softchalk

Events:

- Promoting online courses at the Fall Festival
  - Mid Valley Campus October 25
  - Pecan Campus October 28
  - Tech Campus October 26

- National Distance Learning Symposium
    - Met with the presenters to discuss collaboration for the event using best practices for teaching and learning.
    - Visited Mid Valley campus, met with campus administrator, talked to student success specialist and reserved rooms.
    - Flyer created and sent out to Online faculty list.
    - Created agenda
- A Night with the Stars Event
    - Planning meeting
    - Master of Ceremonies

Distance Learning – Technologies

- **Blackboard Learn**

Blackboard Weekly call with Tiffany Kisker every Thursday at 10:30am has been on-going. Discuss about all the issues we have during the week with Blackboard.

- Master courses (cross list)
    - Created 6 requests for Fall minimester.
- BASOL courses
    - Contacted Pearson support for issues with their content not displaying properly.
    - Courses extended end date for incomplete students from summer sections and B01.
    - Completed Course Templates.
- Banner Integration – eLearning
    - Month of October – eLearning and BEP are not in functional state, after applying the streams to feed over which required a restart from the banner system.
        - Not picking up any drops from banner into Blackboard
            - Manual drops have been applied to the system.
            - Module added in Faculty tab with a manual for manual drops.
        - Errors with reinstated users into a Master Course.
        - Manual XML updates twice a day until eLearning gets resolved.
    - eLearning and BEP updated in staging for full functionality
        - On Blackboard converted into LIS 2.0 Draft to LIS 2.0 Final
        - On BEP it updated to 8.1.6
        - Met with consultant from Ellucian to set up the new integration on staging.
            - Tested all functionality for the following
                - Creating a new user
                - Modifying a user
                - Adding course to course
                - Dropping user from course
                - Re-instating user to course
                - Adding a course
                - Modifying a course
                - Cancelling a course
        - On October 19, eLearning was brought down to begin the production upgrade.
        - On October 28, eLearning was updated on production for both banner and Blackboard.
            - Downtime 7 days
            - Manual add/drops from helpdesk during the downtime.
- Clone
    - October 5 a new clone from production into our staging server
- Data Clean-up
    - Deleted 21,500 inactive users from production system that have not log in for a year and half.

- **Blackboard Analytics/Outcomes**
    - 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 Analytics weekly meeting with Lindsey Rutledge
            - Continue customizing dashboards for chair programs.
    - Blackboard Outcomes: comprehensive assessment solution to support your institution's need to systematize and automate the collection of student work for evaluation and reporting related to your accreditation and improvement efforts.
        - Blackboard Outcomes meeting with Dr. Laura Little from Blackboard.
            - On-site two day training – October 12 and 13
                - Assessment committee meeting to review both programs and select assessments that will be part of the pilot.
                - Outcomes Core Team Meeting with Dr. Little to review the programs and faculty on the pilot.
                - Meeting with Respiratory and History to select PLO's
                - Implementation meeting

- **Distance Learning Helpdesk**
    - Numbers for the month of October
        - Students/Faculty Chats: 207
        - Students Tickets: 166
        - Faculty Tickets: 38
- **Trainings/Workshops**
    - Online Trainings
        - eTeach I
            - 10 faculty/staff
        - eTeach II
            - 11 faculty/staff
    - Face to Face Trainings
        - Advance Gradebook Training
        - eTeach I
            - La Joya
                - 11 faculty
            - Jimmy Carter Early College High School
                - 11 faculty
            - A-121
        - Blackboard Collaborate Ultra
            - Trained Educational Technologies staff
            - Trained Dual2Degree staff
        - Registration Training for part time advisor
        - Accessibility Training
            - Creating Accessible Online Course Content
                - October 28
                - 5 participants
        - Ellucian eLearning Consulting for South Texas College
            - 3 Day training
            - Updating to new version of eLearning 8.1.6
            - Tested all functions in staging first and moved to production.
    - Workshops
        - College Advisor Training
            - Blackboard Basics
        - Academies Online Courses
            - Blackboard Basics
        - Early College HS Blackboard/Jagnet Presentation
            - Mid-Valley Campus
        - BASOL Course Template
        - ACTA – Distance Learning

- **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:	778
Distance Learning Walk-Ins:	10
Distance Learning Chats:	1
Telephone Contacts:	218
Virtual Campus Advising Email:	517
Priority Registration Emails	9,995
Total:	***11,519***

- **Professional Development**
  - FOCUS Academy
    - Literary Groups and Writing to Learn
    - Technology
    - Observed a class using active learning strategies
    - Completed Rounds of Observation Form
  - 8th Annual Conference on Quality Assurance in Online Learning
    - Facing Education Frontier: What Do We Envision Ahead?
    - Prepare to Hit the Trail: Successful QM Implementation Strategies
    - Implementing QM Toward Program Certification
    - Quality Control: Using QM as a Control Variable in Research Design
    - The Learning Brain—Implications for the Future of QM
    - Quality Matters Instructional Design Association: A League of Extraordinary Instructional Designers
    - QM-IDA Membership Meeting
  - Webinars
    - Grow Enrollment with Personalized Experiences
    - SAAS Deployment for Blackboard Learn: Top 20 Questions
    - Meeting Student Needs: Creating Quality Online Programs
    - Universal Design for Learning (UDL): Creating an Accessible Syllabus – UTRGV Webinar
  - Conference
    - Region One Accessibility Information Meeting
    - NACADA Conference (Atlanta, Georgia)
    - Assisting Students with Disabilities in Medical and Health Science Programs – UTRGV Edinburg
    - ADA Coalition Training – TSTC Harlingen
  - HR Supervisory Symposium

- **Distance Learning Meetings**
  - Weekly Department Meetings
    - Every Monday at 10am
  - Monthly Department Meeting
  - Blackboard Analytics Status meeting
    - Every Thursday of every week at 1:30pm
  - Counseling Department bi-weekly meeting
  - Instructional Designers Meeting
    - Progress on model courses
  - NDLW meetings
    - Discuss the agenda
  - Smarter Measure – Online orientation meeting
    - Met with vendor to go over the online orientation format.
  - Meeting with PR to discuss placement of Blackboard links.
  - Meeting with HR to discuss the creation of faculty/staff in Banner for proper settings required in banner to process to Blackboard.

Dr. Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- The Council of Chairs met to discuss a variety of facilities issues, among which the process we will follow to introduce the new Campus Carry law, color choices for the new buildings, changes in budget change approval amounts, and changes to internal and external facility usage guidelines.
- Meetings took place on a variety of personnel issues.
- Upon request, several chairs looked at possible changes we can make to the Professional Code of Ethics policy, 4001 to make it sound less bombastic and more practical. Suggestions were sent to Dr. Reed's office.
- The Texas Pathway project held another meeting to brainstorm on possible responses as part of the "homework" staff and faculty will need to complete before the official institute in Bastrop. Participants gave their perceptions on what the College could devote more time and resources to and what we are already doing real well.
- A similar exercise was held for the Aspen Institute, which invited South Texas College to send in a proposal to receive funds. Groups filled out their perception of different needs the College may have as well.
- The PAS meeting discussed, among other things, the new JAGNET portal for students, faculty and employees, the campus carry law preparations, updated per diem rates, changing rules on exempt/non-exempt personnel salaries and duties, and the enrollment planning assumptions.
- The Dean visited the National Association for Community College Entrepreneurship Conference. Her participation is based on plans the Liberal Arts and Social Sciences faculty need to make to follow the current trend that students need to be engaged through pathways into a lucrative or at least life sustaining career. While the conference was led by business oriented entities, some very interesting matters came up during the several workshops she attended.
- In order to change the present lack of entrepreneurial leadership, five items, called the 5 "es" were deemed important:
- Expand the definition of entrepreneurial learning: He who understands the why can endure all the how
    - Engage the students
    - Embrace entrepreneurial learning
    - Examine ourselves
    - Explore the possibilities across disciplines
- One workshop talked about a special "club Z" where students would enter "have an idea" contest which then would be developed into a pitch of a possible business idea. Presenters highlighted the importance of self-esteem when one enters into an entrepreneurial mind. Faculty should guide and encourage students who are willing to think of and develop an entrepreneurial plan of their own. Social entrepreneurship came up as a form of entrepreneurship that develops ideas on good will and humanitarian works.
- Another workshop highlighted the importance of starting "create an idea" contests already at the high school levels. Several community colleges have entrepreneurship courses and certificates offered already. Besides, having idea contests in the high schools has proved to be a fantastic recruitment tool.

  Some reasons were listed why people would not like the idea of introducing entrepreneurship into the curriculum:
    - Students were supposed to get a wage type job after college. Entrepreneurs have a bad reputation when it comes to money making.
    - The need for STEM jobs
    - Four years of high school kill Entrepreneurship

  Yet, students of this generation have seen their parents lose jobs in big corporations and typically are hesitant to work for a boss. They would be perfect to train in entrepreneurship: Write down everything that annoys you on a week to week basis and see if you can find solutions for them: helps the entrepreneurial mind…..

  One workshop spoke about an "arts entrepreneurship" certificate, especially for artists who are not

well known enough to make their living through their field. Starting a gallery, a paint studio, a training facility, were all ideas one could use.
Overall, I think STC would benefit from some more research into the possibilities of an entrepreneurship certificate. As for now, Dr. Joe Sanchez will start an initiative with the Mid Valley Puente students, where he will ask students what their dream idea is, then ask their current and future faculty to let them finish at least one assignment connecting their idea to the particular field that they are taking to finish their degree. Thus, the student will have an opportunity to research possibilities and barriers to reaching their idea from all angles: Psychology, Sciences, Math, English, Political Science, etc.

- A Puente peer visit team visited our Puente programs in Starr, Mid Valley, and at Pecan. Overall we seem to be ahead of most other Puente colleges and doing quite well with all the requirements and needs of the Puente students.
- The Dean started the yearly chair reviews. This year there should be 16 evaluations to complete. During the interviews, the dean performs class observations every three years, the student evaluations, the grade distributions for departments, and the chair surveys. Chairs have an opportunity to bring things to her attention such as department needs, points of discussion, and upcoming curricular matters.
- The new data that was analyzed with regards to number of History assignments and student success rates did not reveal anything other than that the number of assignments did not seem to have an effect on student pass rates, nor did attendance recording, the time of first assignment, or extra credit. Faculty with low or high pass rates did not differ on any of these variables. Back to the drawing board with all the theories that claim differently.
- The Art department held their chair selection town hall. People were offered an opportunity to listen to three candidates present their vision on the department's future and a Q&A following the presentation for 20 minutes. Then faculty could vote. The next step will be individual meetings with the dean to express concerns. So far the interim chair Charles Neumann did well in the vote and obtained 9 out of 13 votes.
- The Night of the Stars provided another evening of song and dance, an entertaining evening that has become a famous Valley event. Speeches by Dr. Reed, Dr. Petrosian, and an award winning Nicole Mejia served to inform us about the great works the Valley Scholar leadership are doing.

- An overcrowded PDC met to discuss, among other things, the campus carry law/committee, timelines for information gathering, the Ethics Codes, where the data hurt and where they shine, and a timeline for Institutional IT projects.
- Chair evaluations continued this week with several long form and short form reviews. One of the observations occurred in a Design II class, where the Dean witnessed how students presented on their self-invented piñatas, expressions of symbolism within their lives. The picture below shows high school students' vision on the brain, which arrives fresh in Freshman high school year, then becomes more and more discombobulated over the four high school years. The picture shows how the brain looks every subsequent high school year and a graduation cap tops off the four.
- The Dean spoke with all the members of the Art Department who voted in their new chair Charles Neumann. During the conversations faculty have an opportunity to give their vision of the future of the Art Department, their opinion about the chair selection process, and any issues they may want to bring forward.
- An oversight committee meeting was held in Mid Valley to discuss current matters with regards to the Mid Valley Campus Child Development Center such as staffing, budget, professional development, and vision for the future.
- The College Wide curriculum meeting approved more raised prerequisites for Communication, Music, Criminal Justice, Sociology, and Psychology.
- A Dean's meeting was held to discuss chair stipends and enrollment matters.
- Friday morning was devoted to the Psychology retreat in the Cooper Center. This department has been very successful holding their retreats throughout the years. While they used to spend a weekend in October on the Island, they now are forced to hold things locally. However, their program is very effective when it comes to creating a sense of team, brainstorming on current issues

with the department, and finding solutions for curriculum improvement. Several presenters were invited such as Paul Hernandez, who clarified the Title IX requirements. Kyle Chaput, Art Faculty, spent much time and devotion to helping the faculty create a water color land or skyscape.

- Friday afternoon the PAS met, which was devoted to professional development. Participants were presented with a SCARF session, which offered the opportunity to lament over leadership approaches. It was good to realize that if your leadership style is a certain way, it may work for some, but it not be the best one for everybody.

- More chair evaluations were completed, going over Chair Survey results, student evaluations, grade distributions from the department, and future needs and dreams of the departments.
- Some more meetings were held with regards to personnel matters.
- The Dean perused the applications for the VP for Information Systems and Planning
- A meeting was held to discuss possible consequences of the pre-requisite changes many of the
- LASS departments have submitted.
- The Dean traveled to the "ABCT" (Association of Behavioral and Cognitive Therapies), which is the national organization of the school of therapies in which she was trained. The new trends in Psychological treatment are very analogous to what is going on in Education and it was interesting to follow the new development. They too worry about the lack of therapy completion and how to involve technology to better reach and engage clients. Numerous "apps" are now available to help patients overcome their disorders, monitor their progress, and resist relapses.

Social and Behavioral Sciences Area:

From the Criminal Justice

- Progress continues on plans for a department run orientation for our majors. We are planning to conduct the first one in Spring 2017 at Mid-Valley Campus. After we review the AAR, we will revise and implement at each campus where we offer our programs.
- Assistant Professor of Criminal Justice had Texas Rangers as guest speakers in his CRIJ 2328 Police Systems and Practices class.
- Criminal Justice Instructor has been nominated by the Starr County Campus
- Administrator Starr Site Coordinator to represent the Starr County Campus on the Campus Carry Task Force
- Starr County Criminal Justice Club activities (advised by Criminal Justice Instructor):
    - Rio Grande City Police Department National Night Out on October 4, 2016
    - 2nd Annual Careers in Criminal Justice, October 5, 2016

Are you an undeclared major? Are you interested in a career in criminal justice? Join us on Wednesday, October 5, 2016, to hear from law enforcement officers. Learn the benefits of being part of the Criminal Justice Club. Earn your Associates Degree in Criminal Justice. Guests speakers include: ▪ Department of Homeland Security Custom Agents ▪ Department of Public Safety Troopers ▪ Officers from Roma PD, Rio Grande City PD, Starr ▪ Co. Sheriff's Dept. Criminal Justice Instructor: Oscar Garza, MSCJ MPO Ogarza_0600@southtexascollege STC Starr County Campus Director: Dr. Arturo Montiel Ph.D. amotiel@southtexascollege.edu Advisor: Mr. Jaime Maldonado jmaldonado@southtexascollege.edu Social and Behavior Science Department Chair: James Blair jblair@southtexascollege.edu	

Starr County Criminal Justice Club students with Texas DPS at the Careers in Criminal Justice event.

2nd Annual Careers in Criminal Justice Event Starr County Campus October 5th

- The Pecan Campus Social Work Club, advised by Assistant Professor of Social Work, is conducting a Coat Drive through October 10th. The flyer is included in the email with this memo.
- Sociology faculty continue their efforts contacting all declared majors and connecting them with a faculty advisor. In the process of doing this, they have discovered some unexpected information regarding how students are advised, especially at the dual credit high schools. Several dual credit students report that their "advising" consisted of being handed a list of majors and being told to select one as their major, with no other information provided.
- Progress continues on plans for a department run orientation for our majors. We are planning to conduct the first one in Spring 2017 at Mid-Valley Campus.

- Assistant Professor James Blair and Criminal Justice Instructor Myra Navarro attended the 40th annual conference of the Southwestern Association of Criminal Justice (SWACJ) in Oklahoma City. Blair, in his capacity as a former SWACJ president, hosted the Student Reception on Thursday evening. Criminal Justice Instructors attended several panels on a variety of topics related to criminal justice.

- Assistant Professor of criminal Justice had two DPS Troopers talk to his Police Systems & Practices class about Minorities in Policing (Which is the chapter they were discussing) and DPS Chemist Supervisor talk to his Criminal Investigation class about Forensic Evidence and cold cases.
- Social Work Instructor reports the following: "I've been meeting with the social work club at the Mid Valley campus weekly. The club has decided on a new club T shirt. They, also, have been planning on having a representative from Mujeres Unidas and Texas Legal Aid next month in November to do a community awareness presentation. The club has, also, been planning on the upcoming Fall Festival to be held at the Mid Valley campus on October 25th. Mr. Ysasi attended last week's Mid Valley campus Advisory Committee meeting."
- Sociology faculty continue their efforts contacting all declared majors and connecting them with a faculty advisor. In the process of doing this, they have discovered some unexpected information regarding how students are advised, especially at the dual credit high schools. Several dual credit students report that their "advising" consisted of being handed a list of majors and being told to select one as their major, with no other information provided.
- Progress continues on plans for a department run orientation for our majors. We are planning to conduct the first one in Spring 2017 at Mid-Valley Campus. After we review the AAR, we will revise and implement at each campus where we offer our programs.
- Sociology faculty continue their efforts contacting all declared majors and connecting them with a faculty advisor. In the process of doing this, they have discovered some unexpected information regarding how students are advised, especially at the dual credit high schools. Several dual credit students report that their "advising" consisted of being handed a list of majors and being told to select one as their major, with no other information provided.

- Recruiters from Customs and Border Protection visited numerous Criminal Justice classes this week
- Criminal Justice Instructor hosted DPS recruiter SGT at the Starr County campus on October 18th. CJ Instructor also visited La Joya schools to promote the Criminal Justice Program at the La Joya Teaching Center.
- CJ Instructor was also active with the Starr County Criminal Justice Club at the Fall Festival in the evening of October 20.

- Progress continues on plans for a department run orientation for our majors. We are planning to conduct the first one in Spring 2017 at Mid- Valley Campus. After we review the AAR, we will revise and implement at each campus where we offer our programs.
- CJSS was also invited to participate in a career fair to be held at Sharyland High School November 17th. Criminal Justice and Anthropology will participate.

- The Social Work Club on Pecan Campus participated in the Fall Festival this week.
- Sociology faculty continue their efforts contacting all declared majors and connecting them with a faculty advisor. In the process of doing this, they have discovered some unexpected information regarding how students are advised, especially at the dual credit high schools. Several dual credit students report that their "advising" consisted of being handed a list of majors and being told to select one as their major, with no other information provided.
- Anthropology Instructor had a busy week. The Anthropology Association in the Fall Festival at Pecan Campus.
- Anthropology Instructor was also interviewed for Telemundo on an item of local interest.

From: Barrera, Alicia (NBCUniversal) [Alicia.Barrera@telemundo.com]
Sent: Tuesday, October 25, 2016 2:39 PM
To: Wendy Branwell **Subject:** Thank you! Professor Branwell,

Thank you so much for giving me some of your time yesterday. It was truly a pleasure meeting you. Below you'll find the link to yesterday's story! Please let me know if there's anything I can help you with in the future. I'll also share my personal email for any private info or request: AliciaBarreraTV@gmail.com

http://www.telemundo40.com/noticias/local/Identifican-cadaveres-de-inmigrantes-en-el-Valle-de-Texas-398404111.html

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From the Department of Psychology

- On Friday, October 7, 2016, Psychology Instructor offered two presentations at the Texas Perinatal Association Regional Conference in McAllen, Texas. Her first presentation focused on prenatal attunement and the 'psychological welcoming process' used by birth professionals. Her second presentation focused on the use of Birth Art as a teaching tool for birth professionals as they educate mothers-and fathers-to-be about prenatal care, birth and becoming a new parent.
- On Saturday, October 8, 2016, the Starr County Campus Psychology Club volunteered at the 8th Annual Kids Fishing Day Event in Rio Grande City at the Starr County Fairgrounds from 7:00am -11:30am. 25 Starr Psych Club members attended and volunteered in different capacities—that included helping children fish (in a pool), being in charge of one of the main water rides for the children who attended, and helping with clean up. The purpose of the event was for children throughout Starr County to have a nice family day and learn how to fish. Positive feedback was provided by the members who attended; they enjoyed it and had fun while contributing something positive and worthwhile to the community.

- Faculty in the Psychology department received official notification that their request for a departmental name change was approved. Keeping contemporary with other colleges and Universities, the new department designation will be The Department of Psychological Science. The department is planning promotional activities with the STC Public Relations Department and degree students highlighting the scientific undergirding of the field of study.

- An instructor of the Department of Psychological Science was interviewed by Joel Flores of Channel 4 Television News. Psychological Science Instructor addressed the great amount of negative attention being shown towards both presidential candidates, sighting the psychological principle that people tend to remember negative information more that positive information. Dr. Gonzalez also noted that people tend to vote for candidates based on how likable or relatable they are.

- The Starr County Campus Psychology Club volunteered at the Starr County Community Health Fair sponsored by UTRGV & Starr County in La Victoria Community Center from 3:00-7:00pm. The Starr Psych Club assisted with set-up and clean-up, as well as being in charge of the games the children who attended played. Many community leaders from Starr County, South Texas College, and University of Texas-Rio Grande Valley were present. The purpose of the event was to provide the attendees with information about college (admissions/financial aid), health (flu shots, developmental screenings, weight, height and BMI calculations, etc.), and many other services offered in Starr County. Thirty members of the Starr Psych Club attended to help out and we are grateful at Ms. Rose Benavidez (STC Board Member) for her invitation to this event.

- The Starr County Campus Psychology Club attended the RGCCISD Drug Free Rally from 5:30- 7:00 pm at the Joe Sanchez Stadium in Rio Grande City. 26 members attended. The Guest Speaker was Mica Camarena, wife of Enrique Kiki Camarena (DEA Agent), who was killed and tortured by drug landlords in Mexico in 1985. Ever since, Red Ribbon Week was created in his honor. Several community leaders were present and some addressed the audience (Starr County Judge Eloy Vera, Starr County Sheriff Rene Fuentes, RGCCISD Board President Daniel Garcia, RGCCISD Superintendent Alfredo Garcia, District Attorney Omar Escobar Jr., and Judge Ana Lisa Garza who read the proclamation, to name a few). The big chant from the audience was "Say NO to drugs." STC Starr County Campus Administrator Dr. Arturo Montiel was also present.

- An (ABD) presentation was given at the SCARF Meeting, through the Office of Professional Development, to faculty attending The Texas Regional STEM Degree Accelerator/ Rio Grande Valley STEM Faculty Institute. Both department faculty facilitated discussions and active learning opportunities focusing on using the brain in shaping the mind.

- Starr Psych Club paid $100 for the campsite for Starr County Relay For Life - Cancer Awareness Walk to take place on Saturday, November 12th from 2pm-midnight. Starr Psych Club has participated at Relay For Life the last 6 years.
- Starr Psych Club hosted its 4th regular week of the semester from 4:00-5:30pm at the auditorium.

  40 members attended. Agenda items included-- Fact of the Week- "October is domestic violence awareness month, bullying awareness month, and breast cancer awareness month; today is UNITY DAY AGAINST BULLYING;" Recap of the last two weeks (3rd meeting, Kids Fishing Day, All Clubs Meeting, Drug Free Rally, Officers Meeting);

- Update on our Starr Psych Club Officer Positions- Carmen Cordoba was announced as Communications Manager; Point System- members were reminded that every meeting/event gives them points for the point system, and that at the end of the semester, the most active members are rewarded with a certificate (Top 5) and a trip (Top 15 or so- to Main Event Bowling or SPI); STC Fall Festival-- tomorrow from 6-

- 9pm, set-up begins at 5pm--members signed up for different roles during the event, theme is pirates, pirate ship ride will be $1 per ride and pizza will be sold $1 per slice; 3rd Annual Walk All Over Cancer in Roma-- this Saturday from 8-11am, members interested signed up; RGC
- Unexplained Mysteries Conference & Festival-- featuring live music, real ghost stories, food, costume contest, haunted trolley ride, and kids rides (which Psych Club will volunteer in) was announced-- to take place next Saturday, October 29th from 6-10pm;
- Members turned in shirt order forms and money for cancer awareness pink shirts and also shirts were distributed to them; Today is UNITY DAY AGAINST BULLYING... members wore orange and wrote anti-bullying messages on orange paper for a social media awareness campaign. Some of the messages read “Be a Buddy, Not a Bully,” “United for Kindness, Acceptance, and Inclusion,” “Don’t let anyone ever dull your sparkle,” “People throw rocks at things that thrive,” “Say NO to bullying,” “Making others feel small doesn’t make you bigger than them,” “Stop Bullying,” “Stay Strong Beautiful,” “Pulling someone down will never help reach the top,” to name a few. Although October is national bullying prevention awareness month, we should remember this all year long.
- Hispanic Heritage celebration (October 13, 2016): Dream Catcher's Puente club had 2 booths to set up for this event. Student's brought and made food to represent various geographic regions (Cuba, Mexico, Spain, and etc...). Students danced, ate, and enjoyed the rich culture represented by various clubs on campus.
- Reading Week: Psychology Club and Dream's Catchers Puente Club joined forces to donate 150 coloring books and colors for the children that show up for this event (Wednesday evening on October 19, 2016). Psychology club made 150 bags for this event. The club had about 120 coloring books and 150 colors left over, so club members donated to the Child Center on campus. Psychology club has had a very successful outcome.
- Weekly Updates from Pecan Campus

- Dr. Orlando Rodriguez supported South Texas College and the Department of Psychological

- Science at a cook- off supporting Breast Cancer Awareness. Here is Orlando making music

From the Communication Arts

- Worked on Faculty Advising training modules, building an email list and revising the SoftChalk lessons.
- Volunteered at the Hidalgo GOP Headquarters office.
- Met with both sections of my PSJA online DC students on Monday, 10/3.
- Registered 24 voters on Monday, 10/3 and 24 on Wednesday, 10/5.
- Worked on donation item for A Night with the Stars fundraiser for the Valley Scholars.
- Met with another instructor to discuss and demonstrate SoftChalk.
- Made arrangements to visit a former faculty member who suffered a stroke and is in a rehab clinic.
- Approximately eight hours this week were spent researching nonverbal communication scholarly articles for a collaborative project with Pearson Publishing. I was contacted by Pearson Higher Ed about working on a study having to do with tone and voice in feedback to students. This study will inform their further development of their digital products, such as Revel, where the student receives vocalized feedback from the program.

From the Department of Education

- Coordinated Texas A&M University – Kingsville visit for Education majors at La Joya Teaching Center, September 28, 2016

- Dr. Olivia Modesto, TAMUK Assistant Professor, discusses TAMUK'S Education Program
- Attended the 9th Annual College Career Night at McAllen Convention Center. Talked to McAllen
- ISD students about South Texas College and the Education Department. September 26, 2016.
- Attended the Building Responder Training, Cooper Center on September 30, 2016.

- Attended the Advisory Board meeting of the Alternative Teacher Education Program at the
- Continuing Education office, September 30, 2016.
- Volunteered, along with several South Texas College students, during the Rio Grande Valley

- Science Association Conference at PSJA high school, October 1, 2016
- Will attend the TCCTA Fall Conference as a member of the Professional Development Committee, October 7-8, 2016.

From the Department of Education

- South Texas College Puente students had their annual UTRGV tour on Friday, October 21, 2016. After the tour, students had the opportunity to visit the Center for Mexican American Studies where they learned about the Mexican American

- Studies program and listened to student testimonials. This year we had over 50 students attending this event.
- County Education Club met on September 29, 2016 to elect officers. Club advisor welcomed students and started the meeting. Club Advisor reviewed by club's bylaws and club purpose, and she used Robert's Rules of order to conduct the meeting. Cassandra Rodriguez was elected as president while Jorge Alvarez was elected as vice-president. The club planned for upcoming fundraising activities and the club was open for recommendations. Also, the Starr County Education club participated in the Fall Fest on Thursday, October 20. The club was able to raise funds with the Ferris wheel and the sale of candy.

- College Success faculty, Weslaco Campus Assistant Professor Jorge L. Botello was recently elected to serve as Co-chair of the Mid Valley Advisory Committee. This group works in tandem with Mr. Daniel Montez, MVC Administrator, who oversees all activities at MVC. Their next meeting will host a presentation about the forthcoming Concealed Weapon Issue facing STC in August 2017.
- Associate Professor will serve as Principal Faculty Advisor to the ATPE Mid Valley Education Club. We have a full slate of officers and approximately 60 active members. Our first activity will be in support of the Annual; Family Reading night this Wednesday from 5:30-7:00pm at the temporary location of the Mid Valley Campus Library. In addition to reading to children, members will distribute candy and other goodies.
- On Tuesday, October 25th from 6:00-9:00pm the MVC will host its Annual Fall Festival. The Education Club will conduct a ride event for children and sell hot dogs and Chamoy/Gummies as fund raising activities. This is a campus-wide and community supported event. A sizeable attendance is anticipated.
- Assistant Professor was elected to serve as an alternate to the College-Wide Curriculum Committee for the academic year 2016-2017.

From the Department of Child Development

- South Texas College Mid Valley Campus Child Development Center opened its doors on August 22, 2016 to the fall semester with a total of 73 children enrolled. This fall we have 4 toddler classrooms and 2 preschool classrooms. Our goals for the first two weeks of school are:
    - Making children feel welcome
    - Adjusting to classroom schedule and routine
    - Building a school family

- Children and teachers celebrated 16 de Septiembre at the Mid Valley Campus Child Development Center. Teachers and children dressed up with the traditional Mexican attire. Children helped mix masa and water together for making tortillas. This experience help develop their small muscles by mixing and feeling the texture of masa. Afterwards they were able to taste the tortillas they created.
- On Thursday, September the 29th, students in the Child Development Department met to organize the Child Development Club and elect officers for the 1916-17 school year. New officer were elected from the entering students, while the officers and members from last year continue to play a supporting role in club activities. The club promotes literacy by sponsoring event for children and families in the Rio Grande Valley. Members decide on the events they plan and sponsor on the South Texas College Campus,

local libraries and the Children's Hospital. The club under the advisorship of Dr. Jaqueline Worley, continues to be a service organizations dedicated to serving the community and providing Child Development student's valuable experiences that aid in the training and growth in their field.

- Pictured: Students from Child Development Club and Club Sponsor/STC Faculty Dr. Jaqueline Worley.

Activity Report from the Assistant Dean of Humanities

- Three faculty in History continue to pilot the new Blackboard Outcomes functionality, with an eye toward eventually radically revamping the learning outcomes reporting process
- The Department of History completed interviews for a part-time faculty secretary
- Faculty in Developmental English finalized details for the upcoming Catch the Next – Dream
- Catchers (Puente Program) site visit scheduled for 10/10 and 10/11
- Faculty in Developmental English conducted a survey of their students, to gauge interest in a projected ESL Developmental track – a statistically significant number of students responded with interest
- The Chair of Developmental Reading worked hands-on with some of her faculty, getting attuned to the Starfish EAS
- Chairs in English, History & Philosophy, World Languages, Developmental Reading, and
- Developmental English, kept busy on finishing up annual faculty evaluations
- The Chair of World Languages and faculty in Sign Language continued to work on the developmental of the Deaf Support Specialist Certificate proposal
- Faculty from World Languages, History, and Philosophy, attended the first two of our institution's
- TPP group sessions in preparation for the November Institute
- The Dean, Assistant Dean, and Chairs from Speech, English, and Music, convened to review Policy 4001, at the request of the President -- a rich discussion ensued with, perhaps surprisingly, only a modicum of suggested revisions to what all agreed was already a fairly comprehensive and well-worded policy
- Work continued on the faculty and staff Jagnet portals – the first focus groups for faculty and staff feedback were conducted, and team members presented a well-received update to PAS on Friday
- Chairs of Developmental English and Developmental Reading, and the Assistant Dean of Humanities, participated in another check-in call from the folks at RAND, this time planning out the details of the upcoming site visit to check on the status of the ABE 1-3 TFFC (Tutor Facilitated Foundations Course) student service initiative
- Faculty in Integrated Reading and Writing, and the Chairs from Developmental Reading and Developmental Writing, hosted a successful site visit from the Catch-the-Next/Puente/Dream- Catchers Consultants – the highlight of the two day visit (for the Assistant Dean, anyway) was learning that South Texas College is actually the scale-up leader and model for this particular initiative in the state of Texas
- The World Languages Department celebrated the closing of Hispanic Heritage month with their (now famous) 12th annual Latin American Food Festival – conducted on both the Pecan and the Mid-Valley campuses; the food was fantastic, the music was great, and the events were well attended with more than 100 students attending each celebration

- Chairs/FMs in the Humanities Area (!) began their efforts to become the first 'unit' in the College to complete all of their '15-'17 Mid-Bi. IE Reports
- The English Department hosted a well-attended panel presentation on Journalism in the region, with participants from the Rio Grande Guardian, The Monitor, KVEO, and Texas Monthly [**photos available**]; news link here: http://www.rgvproud.com/news/students-discuss-journalism
- Faculty from various areas continued to provide feedback on the developing Jagnet portal for faculty, with one more focus group scheduled for this coming Friday, in anticipation of an early November go-live date
- The Starfish EAS Team presented an update to President's Cabinet, including some early lessons learned, some data on the (now half-way finished) pilot launch, and plans for scaling up in the Spring 2017 semester
- Faculty in History spent some time with the Blackboard Outcomes rep., reviewing their Course and Program Learning Outcomes processes and beginning to rethink the manner in which these are best captured, assessed, and reported – a fuller discussion of the initiative is scheduled for this week's History Department meeting
- The Assistant Dean of Humanities represented the faculty at a meeting to review the ongoing redesign of the STC (external facing) web page, which, if properly timed and coupled with the parallel revisions to the Jagnet student, faculty, staff, and supervisor portals, should make for a much more efficient, intuitive, and fruitful experience for all stakeholders
- The Assistant Dean of Humanities assisted in the Town Hall for Art Department Chair Presentations
- The early revised edition of Policy 4001 provided for a very interesting conversation at PDC
- The Chair, Faculty, and Staff of Developmental English assisted in the coordination of a UTRGV campus tour for approximately 55 of our South Texas College "Puente / Dream-Catcher" students
- The Chair of Developmental English began researching Developmental Writing initiatives and practices in select peer institutions
- The ITP Club held its annual Silent Dinner for families and friends of ITP students, raising funds to attend the ASL Conference [photos available]
- Faculty in Spanish continued visiting high schools and performing classroom observations of DCF in Spanish
- Interstice has begun accepting submissions for its next issue, through a newly updated website (http://www.southtexascollege.edu/interstice/)
- Humanities Area Chairs, and Assistant Chairs, continued to complete their Mid-Bi IE Reports – still aiming to be the first unit in the College to complete these Faculty in Philosophy began moving toward the implementation of a Capstone course, through which to more thoroughly assess the Program's PLOs
- A special sub-committee of the Starfish Team met to discuss the possible utilization of the Starfish EAS as an attendance reporting instrument (for First Week Financial Aid, Second Week FA Confirmation, and Census rosters)

- The Jagnet portal redesign team met once more with faculty stakeholders to review the newly designed faculty/staff portal – an update is scheduled for Academic Affairs Council this Monday
- The NEFA Steering Committee met to discuss the (fast approaching) date of the initial hand-off of students from general advising to their respective (program) faculty advisors – a pilot involving several programs is scheduled to begin in Spring 2017 hairs in English, History & Philosophy, and World Languages helped in the administration and collection of faculty surveys for the Academic Challenge Task Force initiative

- The Chair of World Languages met with OPOD staff, and presented at Academic Council, about a project to "Internationalize the Curriculum" at the College
- Puente / Dream Catcher students, and the faculty facilitator, worked a couple of fund raisers at the College's 2016 Fall Festival
- Chairs and Assistant Chairs Developmental English, Developmental Reading, English, History & Philosophy, and World Languages are nearing completion of their 2016 Faculty Evaluations – and they all say it's a great experience
- WILD held a poetry reading and art show in 10/15
- Faculty from the English Department, and members of the *Interstice* Editorial Board, presented to the STC Board on the latest developments in and about *Interstice*
- The Coordinator of the Mexican-American Studies Program, the Chair of the History Department, and the Assistant Dean of Humanities met to put the finishing touches on a 2+2 articulation agreement with UTRGV

Activity Report from the Assistant Dean of Fine & Performing Arts
From the Department of Art

- Host a town hall meeting for the art department, dean and assistant deans to hear the proposals from the three candidates for the art department chair position.
- Held a departmental Safety meeting.
- Attended the Division Curriculum meeting
- Faculty worked on the Senate Committee activities (campus carry committee, constitution committee, newsletter committee).

- Place requisition for new drawing tablets and scanners for the CIP of B-129 into a graphic studio
- Consult Dual Credit department about the changes for the upcoming spring 2017 schedule, and assign instructors.
- Finalize the spring 2017 list of events for the gallery in Building B
- Assist students in advising and registration for mini-mester ARTS courses
- Research into utilizing current open source resources for online courses
- Continuous redevelopment of online ART Studio courses
- Supervise extended hours of studios for student access and success
- Continue organizing a watercolor activity for professional benefit the Psychology Dep.
- Research into current software to use in courses
- Community service with the Weslaco Bicultural Museum, and Knights of Columbus in Weslaco
- Turn bowls in ceramics for the RGV food bank as a community service project
- Attended the College Wide Curriculum meeting
- Set up exhibition at the Cooper Center to promote a Fall Arts Kickoff with the Music, Drama, and Art Department.
- Take down the exhibition in Building B gallery
- Prep the Gallery for the next exhibition, Annual Faculty Exhibition.
- Prepare data and agenda for our monthly department meeting.
- Hold monthly department meeting.
- Work on preparing for a professional development activity including watercolor and color theory.
- Faculty worked on the Senate Committee activities (campus carry committee, constitution committee, newsletter committee).
- Finalize the spring 2017 list of events for the gallery in Building B
- Assist students in advising and registration for mini-mester ARTS courses
- Research into utilizing current open source resources for online courses
- Continuous redevelopment of online ART Studio courses
- Supervise extended hours of studios for student access and success
- Process travel requests for faculty
- Continue organizing a watercolor activity for professional development to benefit the Psychology Dept.
- Research into current software to use in courses
- Community service with the Weslaco Bicultural Museum, and Knights of Columbus in Weslaco
- Turn bowls in ceramics for the RGV food bank as a community service project
- Prep the Gallery for the next exhibition, Annual Faculty Exhibition.
- Gather data from faculty to complete the requested survey for the Academic Challenge Task Force.
- Work on preparing for a professional development activity including watercolor and color theory.
- Gather data for graduation rates, and retention to work on an action plan to increase our rates.
- Attend a mandatory EPA meeting with George McCaleb.
- Finalize the spring 2017 list of events for the gallery in Building B.
- Assist students in advising and registration for mini-mester ARTS courses
- Write student letters of recommendation for university admissions offices.
- Research into utilizing current open source resources for online courses

- Continuous redevelopment of online ART Studio courses
- Supervise extended hours of studios for student access and success
- Process travel requests for faculty including requests for international travel to Salamanca Spain.
- Fill out NOEs for mini-mester courses.
- Conduct Faculty in class Observations.
- Continue organizing a watercolor activity for professional development to benefit the Psychology Dept.
- Research into current software to use in courses
- Community service with the Weslaco Bicultural Museum, and Knights of Columbus in Weslaco
- Turn bowls in ceramics for the RGV food bank as a community service project

From the Music Department

- The STC Honor Band introduces student to musical opportunities available after high school graduation, regardless of academic major. Approximately 40 pre-collegiate musicians from across the Valley will be selected from video auditions to participate in the STC Honor Band weekend in late April. During this tuition-free event, band members will perform in a fun and challenging environment while receiving the type of comprehensive instruction they can expect at the post- secondary level. Students will learn about continuing their musical studies in college from STC faculty and current STC music majors. The audition repertoire and application form will be posted on this website by November 15, 2016. Applications are due on January 15, 2017, and winners will be announced by February 15, 2017.

MAC awards grant to Valley Honor Band

SPECIAL TO THE MONITOR

The McAllen Chamber of Commerce along with the McAllen Arts Council, are proud to award grants to Arts Organizations, that encourage the Art in McAllen. One of those organizations awarded this summer is the STC's Valley Honor Band.

STC's Valley Honor Band is committed to providing a college band experience for high school students in the greater McAllen Community.

The purpose of Valley Honor Band is to provide high achieving McAllen area band students the opportunity to perform in a fun and challenging environment while experiencing the rigor and quality of instruction expected at the collegiate level. Over the course of a weekend, about forty students, selected by auditions and teacher recommendations will participate in rehearsals and masterclasses where they will work closely with South Texas College music faculty.

Participants will also have the opportunity to speak with current STC students and faculty to find out more about life as a college music major and career opportunities in the music field. The weekend will close with a concert by the Valley Honor Band at the Cultural Center for Community Arts institution. The Event will be free and open to the public.

For more information about this upcoming event contact Michael Gensten at (956) 872-8381. The McAllen Arts Council, supports and encourages the development of a citywide arts culture and infrastructure that includes all disciplines of the arts. This support and encouragement will improve the city's quality of life through promoting and sustaining creativity, education, and the appreciation of the arts.

Pictured: Are William Barbieri, left and Michael Gensten, woodwind instructor. Courtesy photo

Upcoming Events:

Ladies and Gentlemen,

I am a member of the Rio Grande Valley Quilt Guild and co-chair of the Guild's Military Service Quilts program. We are taking the opportunity to recognize and honor military Veterans early next month by presenting a quilt with a patriotic theme to veterans who are full-time residents of the Rio Grande Valley.

We need nominations! Please visit msquilts.weebly.com (no "www") to nominate a veteran you know who deserves recognition and thanks. The only qualification for receiving a quilt is that the veteran has to be a full-time resident of the Rio Grande Valley.

There will be two ceremonies of quilt presentations on Election Day, November 8. The first will be at 10 am at the Technology Campus (B-193); and the second will be at 2 pm at the Pecan Campus (Rainbow Room).

What better way to thank our veterans than by recognizing their dedication and sacrifice on a day we get to exercise our freedom to vote!?!

If you have any questions, comments, or concerns, please contact Laura Nunn at one of the following:
lauranunn@southtexascollege.edu or (956) 872-2567 (office)

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

BIOLOGY

- Student/Community Interaction/Environmental Science: October 5, 4:30-5:30pm, J3.112 arrange for STC Pecan Biology Club speaker, Beka Hinojosa from Sierra Club and saveRGVfromLNG group to present on LNG export terminals proposed for Brownsville Ship Channel and how these heavy industrial refineries will affect the health and economy of the local communities in the RGV – photo attached of club meeting

- Environmental Science/Community Interaction: October 11, 4-9:30pm, Historic Brownsville Museum, TCEQ (Texas Commission on Environmental Quality) Public Meeting on Air Quality Permit for Texas LNG; one of two residents of Laguna Vista who wrote Representative Oliviera to call a public meeting by TCEQ; demonstrated against LNG terminals, commented at TCEQ meeting on why LNG plant should not be granted an air permit – 2 photos attached (me and group demonstration)

Activity 1 – Boy Scouts of America (BSA) - Rio Grande Council – "BSA University" – Oct. 15, 2016 on Pecan Campus

This activity served as an Adult Leader Training Program. BSA Registered adults were invited to train in various leader activities used in their units (Boy Scout troops and Cub Scout packs). Activities included camping skills, boy leadership skills, membership retention and troop administration. The reward was a "diploma" (suitable for framing), and a uniform patch. This activity will be an ongoing activity with higher level training moving towards a training award given to adult leaders in the council. My role was more of a site logistics position (preparing rooms, computer use, and directions) and leading one of the camping activities. See pics below.

- October 12th Breast Cancer awareness Several MVC biology students entered the "Bras Against Cancer" competition for the 9th contest this year hosted by Knapp Medical Center in Weslaco. The funds raised for this event affords 21 women to have a mammogram since they do not have insurance for the expense. For the first time, STC won in the top ten: 1st place ($100)- Iris Lerma, 2nd place($50)- Jessica Morales and Vanessa Fernandez, 3rd place($25) Elizabeth Maydon. All students are biology majors in Dr Villalon's class. Their

individual themes for decorative bras were “Treasure your Chest” “Cancer Sucks” and “Hope Springs.

- September 29th Valley Nature Center Board Meeting- Dr. Villalon was appointed vice president for 2016-2017. She has been a board member for the past 4 years. Her students volunteer for educational activities throughout the year which include summer camps for kids, Halloween, Earth Day, etc.
- October 6th and 7th-RGV STEM Faculty Institute “Kick Off” event- This grant funded initiative consolidates instructors from high school districts as well as colleges and universities in the RGV. The ultimate goal is to improve the pathway for our students in science to have lucrative careers following graduation. This setting allows instructors to consult with other academics and professionals in the field of science.
- Subtropical Agriculture and Environments Society board meeting at Texas A&M Citrus Center in Weslaco- Dr. Villalon has been a board member for 5 years and was appointed president elect for 2017. The S.A.E.S was established in 1947. The primary goals of the board members are to 1) host an annual international meeting bringing together ~200 scientists including students at various levels of academic status and 2) publish their international online journal.
- Spookfest at Estero Llano Grande in Weslaco- For the past 10 years, STC biology and chemistry students have been volunteering to promote science activities at spookfest which hosts up to ~2000 community members from the RGV. Children get to walk through the scary woods in the evening, learning different facts about science. The theme changes every year. This year emphasized reptiles and “Jurassic Park”

- Oct 8, 2016 - Community service - Serve as volunteer together with the Biology Club in the Kids Fishing Day in Starr County. This event is designed to introduce kids ages 5 to 14 to fishing and it is hosted by the Texas A&M Agrilife Extension, and the Texas Parks and Wildlife Services.
- Oct 12, 2016 - Community service - Volunteer, with the Biology Club in the Red Ribbon Kick-off week in Starr County. This event is designed to create awareness of the dangers of illegal drugs and to promote commitments in school-age children to lead a drug-free life.

- Oct 20, 2016 - Student engagement / Community Service - Participated, with the Biology Club in the Fall Festival at Starr County Campus. This event is an opportunity for members of the community to come to campus and meet representatives from student groups and clubs and to have an idea about campus life. It is also a fund raising opportunity for the students clubs. The idea is to make a fun and family-oriented event, with music, snacks, drinks, rides, and with a costume contest for kids and for adults. This year event, however was cut short because of bad weather

Biology Club Starr County

- Biology Club meetings—discuss upcoming events (Fall festival, rainbow room, drive, etc.); decide on new Bio Club shirts Oct 27
- Fall Festival—Biology Club students sold sodas/soft drinks and managed the "tubs-of-fun" ride Oct 20

- *HESTEC* - Math and Science division booth table along with Mr. Camara and Mr. Diaz Saturday OCT 8 as part of HESTEC Science Day at UTRGV (Edinburg).

- October 5, Student engagement: Co-sponsor of Biology club weekly meeting included eleven students and focused on awareness tables for LNG and upcoming fund raising event. Invited speaker from Sierra club 4:00-6:00PM
- October 8, Community outreach and department service, Attended the HESTEC Science Day at UTRGV Edinburgh, October 8th from 4:00pm to 7:00pm.

- October 12, Student engagement: Co-sponsor of Biology club weekly meeting that included officers only discussed improvements for awareness tables and planning a campus wide screening of fracking and other environmental threats. 4:00- 5:30PM
- October 19th, Student engagement: Co-sponsor of Biology club weekly meeting included seven students focused on fund raiser and the fall festival planning. Also, issued invitation to other clubs to join us in planning the health fair at Quinta Mazatlan. 4:00- 5:30PM
- October 25th, community outreach event, co –hosted this semesters Blood Drive at STC pecan campus 10:00am to 11:00am involved emailing and making personal requests for faculty to

participate in the drive along with distributing and collecting student pre registrations forms for United Blood center during the prior week.

- October 27th, Fall festival fund raiser for clubs at STC. Biology club had eight members participate in the pie toss from 6pm to 9pm. I made material purchases and supervised event from 7:30 to 8:00pm. Students earned 74$ in profit

- **Community Service:** My students volunteered at Palm Fest with Quinta Mazatlan World Birding Center. October 1, 2 from 11-6PM. Volunteers were at several stations throughout the festival educating the public about nature and recycling.

- **Community Service:** Met with Assalia Belmares of United Blood Services to coordinate the blood drives to be held at the Pecan STC campus in October. Met with Assalia September 26, 2016 for ~2hrs

- **Community Service:** Volunteered at the blood drive at the Pecan campus. October 25 from 11-12AM

- **Community Service:** Participated in RGV Down Syndrome 5K Charity Walk at Edinburg Municipal Park, Edinburgh. Saturday, October 28, 2016 from 9.00 AM-12.00PM.

- **Student & Community Service Activities:** I attended The Fall Festival event organized by STC's student organization on Starr Co Campus on October 20, 2016 on Parking lot #1 (North Entrance) from 6:00PM-9:00PM

- **Activity 1: Texas Perinatal Association (TPA) Valley Conference, STC Cooper Center** Friday, October 7nd, I assisted STC Nursing Faculty colleague, Sylvia Sandoval, in organizing and hosting the TPA Valley Conference from 7:30 a.m. to 5:30 p.m. for approximately 40 perinatal health professionals and approximately 80 STC obstetric nursing students. Five speakers provided excellent presentations covering topics current and relevant to perinatal care in the valley. Topics included: "Update on Zika Virus", "High Risk Pregnancy", "Gestational Attunement", and "Neurosurgical Cases in Infants."

- **Activity 5: RGVDSA 3rd Annual Step-Up for Down Syndrome Awareness Walk** Saturday, October 29th, STC colleagues, Dr. Murad Odeh, Dr. Deborah Villalon, Dr. Tomas Ndolo, Suleyman Tufa, Maritza Reyes, Lupita Villeda, & Jermaine Guerrero joined me in supporting and advocating equality for my daughter and all persons with Down syndrome. Super Charlotte was escorted by her Defenders which included her grandfather, her therapists, her teachers, some of Dr. Villalon's Biology students, and some of my A&P 1 students. The 1.5 mile walk was hosted by the RGV Down Syndrome Association at Edinburg Municipal Park. Over 110 teams and over 2000 people attended. The event began at 8:00 am and ended at approximately 1:00 pm.

- October: STC Blood drive, student recruitment
- October: Bethematch.org, Bone marrow registry student recruitment
- October 19th Open Education Resources Review
- Oct. 5 Biology Club Awareness Table 11 am – 1:00 pm Pecan Courtyard.
- Oct. 5 Biology Club Meeting 4 – 5:30 pm, J3-1302 Speaker from Sierra Club was invited to inform about LNG in RGV
- Oct. 18 Biology Club Awareness Table 11 am – 1:00 pm Pecan Campus
- Saturday Oct. 15 Rio Reforestation at 8 AM - 12 PM, Pharr

- Oct 27 Fall Carnival Pecan Campus - Biology Club booth 7:00 – 8:00 pm

MATH

- Program Chair presented at the regional HESTEC event hosted by the University of Texas Rio Grande Valley
- Attended and participated in the Aspen Institute Frontier Set Grant information gathering meeting
- Participated on the new JagNet portal design review team
- Three items were presented to the Division and College-wide Curriculum Review Committees. The addition of a lab hour was presented and approved for MATH 1332, MATH 1350, and MATH 1351
- Mario Morin represented for Dr. Reed at the RGV Leadership Team meeting held by RGV FOCUS. The focus of the meeting was a preview of the upcoming MathMatters Summit to be held in November 2016
- Mario Morin presented on behalf of the Rio Grande Valley Council of Teachers of Mathematics Board to promote the upcoming RGVCTM 51st Annual Conference to be held in November at UTRGV
- Meeting was held to discuss the second year of the NSF STEP grant. The Mathematics Department is partnering with UTRGV to design a Summer Bridge to Pre-calculus & Calculus
- Dual Enrollment Faculty Evaluations are currently underway and being conducted across our service area
- The October Monthly Department meeting was held at the Technology Campus. Business & Technology Dean greeted our team before we embarked on a campus tour. STC Police presented on emergency response protocols and the meeting was streamed and captured using Blackboard Collaborate
- Registration began and classes now have faculty names associated with them

UNIVERSITY RELATIONS

- Articulation Activities
    - Coordinated and participated in the signing of the South Texas College Baylor Bound Transfer Agreement. In attendance were representatives and alumni from Baylor University, South Texas College Board of Trustees members, faculty, staff and students.

- Composed and forwarded on a draft agreement between the Honors Program at South Texas College and the Honors College at UTRGV. Both parties have already shared their approval and it will be added to the list of agreements to be signed on December 12th. For a full updated on all of the agreements, please see below.
- Participated in conference calls leading up to the signing of the South Texas College Baylor Bound Agreement on Monday October 24th.
- Met with Dr. Kristin Croyle regarding the status of the 2+2 articulation agreements between South Texas College and UTRGV. We have decided that our goal will be to have 12 to 15 agreements ready to be signed by the end of 2016 with a ceremony in December.
- Followed up with department chairs about their agreements with UTRGV and began the initial phases of planning the Articulation Agreement Signing Ceremony on December 12th.
- Reached out to Texas A&M University – Kingsville, Texas A&M University – Corpus Christi, and the University of Texas at San Antonio on behalf of the Mass Communication department about the possibility of entering into an official articulation agreement between our institutions.
- Connected the South Texas College Communication department with the corresponding department at Texas A&M University – Kingsville to explore the possibility of signing a 2+2 articulation agreement.
- Assisted in connecting the Texas A&M University School of Public Health with the Biology department here to assist with the development of a Public Health track in the new Associate of Science in Interdisciplinary Studies.
- **Update on the UTRGV 2+2 Articulation Agreements:** The highlighted sections are those programs that are complete and able to be signed at the articulation agreement signing ceremony in December.

Department	Contact	Draft Agreement	Draft Crosswalk	Approved - STC	Approved - UTRGV
Political Science	Robert Ballinger	Yes	Yes	Yes	No
History	Sean Kennedy		Yes	Yes	Yes
Philosophy	Sean Kennedy	Yes	Yes	Yes	Yes
Advertising	Rosalina Cantu				
Communication Studies	Rosalina Cantu	Yes	Yes	Yes	Yes
Mass Communication	Rosalina Cantu				
Drama	Jason Rodriguez	Yes	Yes	Yes	Yes
Music Visual Arts Graphic Arts	Bill Buhidar Charles Neumann Charles Neumann	Yes	Yes	Yes	No
Psychology	Janene Israel	Yes	Yes	Yes	Yes
English	Stephen Morrison Jessica Schnee	Yes		Yes	
Mexican American Studies	Victor Gomez Sean Kennedy				
Education	Rene Zuniga	Yes	Yes	Yes	Yes
Sign Language Spanish	Delia Magdaleno Delia Magdaleno				

Anthropology	James Blair		Yes	Yes	
Criminal Justice	James Blair	Yes	Yes	Yes	Yes
Sociology	James Blair Jenny Chamberlain				
Social Work	James Blair				
Business Administration	Rosemund Moore Eduardo Pastor	Yes	Yes	Yes	
Kinesiology	Rebecca De Los Santos	Yes		Yes	
Nursing	Christie Candalaria Jayson Valerio	Yes	Yes	Yes	
Biology	Murad Odeh	Yes	Yes	Yes	Yes
Chemistry	Enriqueta Cortez	Yes	Yes	Yes	Yes
Engineering	Enriqueta Cortez Martin Knecht	Yes	Yes	Yes	
Physics	Enriqueta Cortez	Yes	Yes	Yes	
Computer Science	Saeed Molki	Yes	Yes	Yes	Yes
Honors Program	Eric Reittinger	Yes	N/A	Yes	Yes

- Looked at Texas A&M University – Kingsville's Degree offerings to determine what other agreements we could pursue with their institution.
- Other in progress agreements:

#	DEPARTMENT	PARTNERSHIP	STATUS	COMPLETION DATE
1	ADN Program	Stephen F. Austin State University	Initial Discussion Phase	Spring 2017
2	ADN Program	University of Phoenix	Draft Written	Fall 2016
3	ADN Program	Chamberlain College of Nursing	Initial Discussion Phase	Spring 2017
4	Social Work	TAMUK	Draft Written	Fall 2016
5	General MOU	TAMUK	Draft Written	Fall 2016
6	Criminal Justice	TAMUK	Draft Written	Spring 2017
7	Computer Science	TAMUK	Draft Written	Spring 2017
8	History	TAMUK	Initial Discussion Phase	Spring 2017
10	General MOU	TAMU	Initial Discussion Phase	Spring 2017
11	Pharmacy	TAMU College of Pharmacy	Draft Written, this is a renewal	Fall 2016

- Transfer Visits
  - **Pecan Campus:** Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative, University of Texas – Rio Grande Valley Education Department, National American University, University of Texas Rio Grande Valley Transfer Admissions, National American University, Our Lady of the Lake University, and Wayland Baptist University.
  - **Mid Valley Campus:** Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative, University of Texas Rio Grande Valley Transfer Admissions, National American University
  - **Starr County Campus:** University of Texas Rio Grande Valley Transfer Admissions

- **Fall 2016 College Fairs (all days 10:00 AM to 2:00 PM):**
    - **Mid Valley Campus: Monday October 3rd**
    - **Pecan Campus: Tuesday October 4th**
    - **Starr County Campus: Wednesday October 5th**
- Hosted Aggie Days at South Texas College, which was attended by all of the major schools in College Station

- Added all of the transfer visits through the end of the semester to the South Texas College event calendar so that students will have multiple ways of determining when representatives from the various colleges will be on the different campuses.

- University Relations Activities
    - Attended the UTSA/Texas State University Counselor Update on Monday October 3rd.
    - Reached out to Lamar University about the creation of a new cohort for their doctoral program. Dr. Shelton advised me that they will not be admitting students until the Summer of 2017 with an application deadline of March 31st. She also stated that this cohort will be comprised of groups from the Dallas Community College District and some faculty from Houston. She also advised me that not only would the students move in a cohort model, so would the faculty.
    - Attended a "Train the Advisor" session presented by Texas A&M University at their office on 23rd Street. Also in attendance were people from counseling, high school programs, faculty advising and social science.
    - Assisted Rebecca DeLeon in trying to establish a meeting with the local Texas A&M University office regarding a presentation about their offerings to the Academy Students
    - Attended the Texas A&M International University Counselor Update to learn about new programs, offering and possibilities at TAMIU.
    - Connected the computer science departments at South Texas College and Texas A&M University – Kingsville regarding the possibility of signing a 2+2 articulation agreement between the two programs. In addition to being a great addition to our articulated programs, this is aligned with the outcomes desired by the Texas Regional STEM Degree Accelerator grant.
    - Was interview by the Baylor Lariat, the student newspaper of Baylor University about the Baylor Bound transfer agreement that was signed on Monday October 24th.
    - Attended the Stephen F. Austin State University Counselor Update at the DoubleTree by Hilton. I was able to learn a lot about the university and how our students can get an application waiver. SFA did an excellent job at sharing information pertinent for transfer students which a lot of schools do not.
    - Connected with the local campus of Wayland Baptist University who will be visiting South Texas College next week.
- Special Projects
    - Presentation to the High School Counselors about URTAC on October 4th
    - Meeting with John Melville from Collaborative Economics on October 5th
    - Participating in the RGV STEM Faculty Institute.

- Attended the second institutional team meeting for the Texas Pathways Project.
- Attended a grant meeting regarding an opportunity from the Aspen Institute "Frontier Set".
- Attended "A Night with the Stars"
- Conversed with Serkan Celtek and Dr. Virginia Champion about the Aspen Institute Frontier Set Grant application and the parts that apply to transfer and articulation.
- Met with Walaa Shaath, Rachael Brown, Maricela Silva, Dr. Lee Grimes and Dr. Ali Esmaeili regarding a presentation to the South Texas T-STEM Convening about the Texas Regional STEM Degree Accelerator Grant.
- Presented to the current A.C.T.A. Cohort on the University Relations, Transfer and Articulation Center.
- Attended the American Association of Women in Community College's Professional Development experience in Automotive Basics
- Worked on a list of Consortium members for the Texas Regional STEM Degree Accelerator Grant to include more of our regional partners in higher education and perhaps more K-12 partners to help make it a truly regional partnership.
- Met with Dr. Lee Grimes, Valerie Gamez, Rachael Brown, Walaa Shaath, Maricela Silva and Dr. Ali Esmaeili to work on and finalize the presentation to be delivered at the South Texas T-STEM Leadership Convening at the Edinburg CISD campus on Friday October 21st.
- Attended the Texas Regional STEM Degree Accelerator seminar on Mobilizing Education & Workforce Development Partners to Systematically Respond to Employer Needs.
- Attended the mathematics department meeting at the Technology Center campus.
- Attended and presented at the South Texas T-STEM Leadership Convening at the Edinburg CISD campus about the Texas Regional STEM Degree Accelerator Grant.
- Explored the use of an online reservation system for transfer admissions representatives to use to assure that we are never double booked and so they can arrange their schedules accordingly.
- Attended the October 2016 AA/FM Round up to learn more about South Texas College process from the Business Office and Human Resources.
- Attended the Fall 2016 Supervisory Symposium offered by Human Resources.
- Provided an update to the Texas Regional STEM Degree Accelerator Grant about the status of articulation agreements for their grant report.
- Worked on getting the plasma screens in my office repaired so that we can start advertising the visits on them again.
- Started a Fulbright U.S. Scholar Program Application to potentially go to other countries to learn about Study Abroad opportunities
- Attended the Texas Success Center Texas Pathways Institute on Leadership for Institutional Change (Implementing Guided Pathways at Scale) with Carlos Olvera, Tony Matamoros, Dr. Kristina Wilson, Dr. Lee Grimes, Dr. Murad Odeh, Bill Carter, Delia Magdelano, Dr. Ety Bischoff, Paul Hernandez, and Dr. Chris Nelson. Our team focused on building a case statement, and coming up with an action plan about how to introduce and implement pathways at South Texas College.

- Study Abroad
  - Developed new promotional materials for Study Abroad in India and began work on a similar brochure for Study Abroad in the United Kingdom.
  - Attended a meeting with Darci Cather and Dr. Lee Grimes about the Global Perspectives Academy that they are working on to be a partner in the development and a committee member once it launches

Upcoming Events

- Presentation to the College Advising Training Program on Tuesday November 8th.
- Meeting with Texas A&M University – Kingsville Computer Science department about the possibility of the development of an articulation agreement between the two programs on November 9th.
- Join the J-Team, Texas A&M University – Kingsville On-site admissions event: November 9th.
- Presentation about URTAC to NEFA on November 11, 2016.
- Presenting about the University Relations, Transfer and Articulation Center to Academy Students:
    - Friday November 11, 2016 in Starr County
    - Friday November 18, 2016 at Pecan Campus
- University of Texas – Rio Grande Valley One-Stop Shops:
    - Tuesday November 15 on Pecan Campus
    - Wednesday November 16 on Mid Valley Campus
- UTRGV Articulation Agreement Signing Ceremony – December 12th
- Spring 2017 College Fairs: Week of February 14, 2017
- Baylor Bound Summit on Tuesday March 28, 2017

Dr. Jayson Valerio
Division Dean – Nursing and Allied Health

NAH Division

- NAH Secretaries, Faculty and Staff celebrated Dean, Program Chairs and Assistant Program Chairs on October 17, 2016 for Boss's Day.

- Jaguar Academy: Onboard to Success Orientation Campus Tour was on NAH campus October 20, 2016.

HCSS

- On Saturday, October 22, more than 300 students taking the College Success for Healthcare class at the Mid-Valley and Starr County campuses of STC visited the Nursing and Allied Health campus for the morning. Interim Dean of the Nursing and Allied Health Division, Dr. Jayson Valerio and the program chair of Healthcare Student Success, Wayne Williams, welcomed the students to the Ramiro R. Casso Nursing and Allied Health campus.

- Many NAH program chairs joined healthcare Student Success faculty and staff, program faculty and students who made the event possible, and gave a great look at the NAH division facility!
- During the event, program chairs, faculty and NAH students gave more than 50 presentations of the eleven healthcare programs. The purpose of the Saturday event is to provide students taking the course at other campuses, with a great look at what the healthcare programs at STC are like, and what the professions entail.

- This event happens each semester and helps students make informed decisions about selecting a healthcare profession that will be right for them. This also allows them to learn what the expectations of each program will be. 276 participants completed the event evaluation using computers and/or QR codes on their phones. Participants received a snack mid-morning and chilidogs for lunch when the event was completed.

PTCA

- PTCA participated in the HCSS Saturday Event.

Respiratory Therapy

- Last week the American Association of Respiratory Care held its 62nd International Congress in San Antonio Texas. Fourteen South Texas College Respiratory Therapy Students were able to attend and represent the Respiratory Therapy Program as a kick-off to the week-long celebration. Students listened to world renowned speakers, attended multiple sessions, met their textbook authors, witnessed sputum bowl competitions, met other RT students from around the world including Colombia and Saudi Arabia, and
attended the largest respiratory therapy exhibit hall displaying the latest respiratory therapy technologies available.

ADN and VN Programs

- The Associate Degree Nursing and Vocational Nursing Programs underwent a tedious two- day survey visit from the Texas Board of Nursing last October 13 and 14, 2016. The Visiting Committee from the Texas Board of Nursing headed by Dr. Janice Hooper, lead nurse education consultant, and Dr. Susan Lee, nurse education consultant from both programs concluded their review of South Texas College ADN and VN programs. As part of their survey process, the Visiting Committee reviewed programs compliance with the Nursing Education Standards as mandated by the Texas Board of Nursing which included a stringent review of the following areas:
    - Institutional/Departmental Mission, Governance, and Effectiveness
    - ADN and VN Compliance to Nursing Education Guidelines
    - Faculty Credentials

- Student Support Services such as skills/simulation laboratory, CLE, library, and
- other learning sources
- Physical Resources
- Faculty and Student Focused Survey
- Faculty and Student Records

Preliminary findings were discussed at the open exit survey and the Texas Board of Nursing will finalize their overall outcome in the next Board Meeting.

PTA and EMT Programs

• Diana Hernandez and Robert Gonzalez were selected as one of the **advisory committee members** for the Health Sciences Program of Study for Rehabilitative Services and Emergency Medical Services respectively by the **Texas Higher Education Coordinating Board**.

MAT

• MAT held their department meeting on 10/18 and 10/25 at the NAHC 2.416 from 12:00pm-1:00pm.

• Ms. Abigail Rodriguez presented the MAT Program for Health Care Student Success students on 10/25/16 from 1:00pm-1:30pm.

• MAT club members attended the Fall Festival at Pecan Campus on 10/27/16

EMT

• On October 27-29 Mr. Carlos Tello attended the 2016 International Trauma Life Support Conference in San Antonio, TX. This international conference forum allowed the participants to increase their knowledge of best practices based on current literature provided in each session by every speaker.

• Participants gained enrichment of their current knowledge base and will further integrate the latest innovation strategies in emergent care arenas for their local health systems and communities. This conference is designed for Paramedics, Nurses, EMT's, First Responders, Emergency Physicians, Trauma Surgeons, EMS Administrators and EMS Educators.

• Hot Topics in 2016 include the following:

HMAS

- New Tools for the changing EMS
- Prehospital endotracheal intubation
- Damage Control Resuscitation
- Evidence-based Medicine
- Consequences of patient
- Pediatric penetrating trauma
- Vascular access in disaster response
- Acute spinal cord injury
- Hypothermia assessment

- Advanced Gradebook BB Training at Pecan campus on 10/21/16 from 2:00pm-4:00pm.
- Meeting with Robert Obregon, SMP and Healthcare Fraud Summit on 10/26/16 from 2:00pm-
- 3:00pm.
- Attended the Fall Festival at the Pecan Campus on 10/27/16.

PHRA

- PHRA faculty sent a letter to the Texas State Board of Pharmacy advocating pharmacy education in Texas and urging to Board to reaffirm previous Board pharmacy technician education and certification standards rather than discarding them to avoid a pharmacy technician shortage in 2020.
- Celebrated National Pharmacy Technician Day with a pizza lunch for the seniors and a tamales breakfast for the fall 2016 cohort.

OTA

•On October 13, 2016 the Occupational Performance Birth to Adolescence class had a guest speaker Mrs. Claudia Guerrero, CCC-SLP who came to talk to the student's about Feeding/Eating and Dysphagia. The students engaged in open discussion followed by a feeding lab focusing on precautions, proper positioning, and the various things to consider prior to working on feeding with their patients.

- On October 20, 2016 the Occupational Performance Birth to Adolescence class attended an Assistive Technology Workshop from 8:30-4pm at Region One in Edinburg, TX by Mrs. Marguerite Horney. The focuses of the course included the legal contexts, basic definitions and examples, assessment and implementation and Resources for Assistive Technology. The course complemented the chapter covered on Assistive Technology and assists in future modifications and adaptations that students may be required to implement in practice in the future.

- On October 22, 2016 from 9am-2pm, Celina Casas, OTR, MS, OTA Program Faculty member, presented her education course titled Through the Eyes of Individuals with Low Vision as part of her capstone project. She continues to pursue her Post Professional Doctorate Degree in Occupational Therapy from Rocky Mountain

- University of Health Professions. Both the OTA program students from South Texas College and OT program students from UTRGV were present along with the OTA program chair, faculty, staff, and the Nursing and Allied Health Dean. The course educated the students on the importance of recognizing and increasing their knowledge and empathy towards individuals with low vision. The course also provided a collaborative opportunity between both the OTA and the OT program students. It consisted of lecture and a hands on simulation lab.

- On October 26, 2016 the students had a guest speaker, Mrs. Esperanza J. Brattin come speak to students on psychotropic medications and intervention strategies to approach the various side effects that come with the use of psychotropic medications. Open discussion and examples were discussed on the various approaches to take with mental health clients in the occupational therapy profession.

- Simulation Lab Pictures of students in action

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrator's Office**
  - Faculty Advisory Meeting – October 6th
  - Faculty Secretary Interviews – October 7th
  - Title IX Webinar Training Series – various days

- **Student Activities and Wellness Department at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - SLA Dual Enrollment Meetings – Every Friday at 1pm
  - SLA Meetings – Every Wednesday at 3:00pm
  - SGA Meetings – Every Thursday at 4:00pm
  - 3 on 3 Basketball – October 4th , 11th,
  - FIFA Game Tournament – October 6th
  - All Clubs Meeting – October 12th
  - Hispanic Heritage Food Festival – October 13th
  - Co – ED Volleyball League – October 18th
  - Domestic Violence and Sexual Assault Awareness – October 20th
  - Texas A&M AgriLife Ext. Services Information Table – October 24-26th
  - Mid Valley Fall Festival – October 25th
  - Early Voting was held on October 31st.

- **Mid Valley Campus Clubs and Organizations**
  Student Activities and Wellness Department and Faculty/Staff Advisors work together to guide students in promoting STC, Community and National Events to the student body and outside community.
  - Political Science Club Meeting – Every Wednesday at 4pm
    - Presidential Straw Poll Table – October 17th
    - Presidential Debate Watch – October 19th
  - Mid Valley Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
    - Hispanic Heritage Food Festival – October 13th
  - Young Democrats Meeting – Every Tuesday at 2:30pm
  - Mid Valley Psychology Club Meeting – Sept. 13th
  - Photography Club Meeting – Every Monday and Wednesday at 4pm
    - Portrait Session – October 31st.
  - Social Work Club Meeting – Every Tuesday at 2:30pm
  - Mid Valley Criminal Justice Club Meeting– Every Monday and Wednesday at 1pm
  - Education Club Meeting – Every Wednesday at 4pm
  - Bible Study Fellowship – Every Tuesday and Thursday at 12pm
  - Dream Catchers Puente Club Meeting – Every Thursday at 12:30pm

- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Mr. Leo Castaneda. Students gain valuable information from the workshops and presentations.
    - Cyber Security Club Meetings – Every Friday at 1pm
    - DEA Student Workshops – Every Friday at 1pm
    - Parent Meeting for DEMSA Juniors College Tour – October 6th
    - Career Awareness for Academy Students – October 14th

- **MVC Counseling Department** holds a series of workshops, events and information tables for students several times throughout the month.
    - Money Management 101 Workshop– October 5th
    - Depression Screening – October 6th
    - Life after Loss: Dealing with Grief – October 12th

- **MVC Library** celebrated Hispanic Heritage Month
    - Film Series
    - Family Reading Night – October 19th

- **Continuing Education at Mid Valley Campus**
  Coordinate with MET Corporation and IAM Department to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month Cont. Ed. in cooperation with MET Corporation held classes for:
    - Workplace Literacy – Every Saturday at 8am
    - Citizenship Classes
    - ESL Classes

- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
    - University Relations –
        - Fall 2016 College Fair – October 3rd
        - UTRGV Representative Information Table – October 5th, 26th
        - TAMUK-RGV Engineering Initiative Information Table – Every Monday at 10am
        - OLLU Representative Information Table – October 13th
    - Career and Employee Services Department
        - Backpack to Briefcase Workshop – October 5th
        - Career Services Information Table – October 19th
        - Open Resume and Interviewing Workshop – October 25th
    - Faculty Senate held monthly meeting on October 25th.
    - Valley Scholars held monthly meeting on October 21st.
    - Philosophy Department hosts Ethics Discussions every Thursday evening at 7pm.
    - Biology Department set up Breast Cancer Awareness Information Table
    - Reading Committee held a meeting on October 7th and October 27th.
    - Psychology Department Mental Illness Awareness Week – October 10 – 17th
    - Advising Department had Priority Registration for LASS, Business and Technology Departments from October 10th -17th and Puente student registration on October 20th.
    - Business and Technology Department held an Enrollment Meeting – October 11th

- Pass Program Spring 2017 Application Drive – October 13th
- Reading Committee hosted Reading Week with numerous events throughout the week: October 17 – 20.
- Criminal Justice Department hosted Gang Trafficking Presentation – October 18th
- English Department had a Mexican American Literature Display/Information Table – October 19th
- STC Bookstore Information Table – October 19th
- Office of Students Rights held a Domestic Violence Awareness Presentation and Information Table – October 20th
- Curriculum & Student Learning Department – Jag Pride Information Session – October 21st
- Child Development Center Parent Workshop – October 21st
- Child Development Center hosted their Annual Fall Festival on October 27th.
- Financial Aid Scholarship Committee Meeting – October 21st
- College Connections Department hosted campus tour for South Palm Garden High School – October 24th
- STC Police Department hosted a Campus Carry Presentation for Students and Faculty/Staff on October 27th.

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

- VIDA Counseling Sessions are held for Nursing Students throughout the semester.
- STAR Network monthly meeting was held on October 28th.
- Young Invincibles Meeting was held on
- RGV Focus meeting was held on October 25th.

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Established Criminal Justice Club for community service
- Establish Education Club for community service
- Continue work with faith-based community provide service J Building
- Rescheduling community presentations on bond construction
- Rescheduling community presentations of Valley Metro bus routes
- Meeting with UTRGV & RGCCISD to offer graduate courses to teachers
- Collaborating with Roma ISD during Parent night this week
- Working with Grulla HS for update on Parent Night from previous week
- Working with Valley Metro to improve service at pick up sights in Starr County
- Collaborating with new publication for advertising in Starr County
- Continue work with ISD Starr County for recruiting purposes
- Rescheduling community presentations for building construction progress
- Planning for Fall Festival
- Coordinating for Veterans Day event
- Continue work with ISD counselors to offer advising to Dual Credit students
- Coordinating presence for Red Ribbon Week
- Focus on preparation for Veteran's Day event
- Meeting attended with RGCCISD, Roma ISD, and UTRGV in Edinburg for additional teacher education
- UTRGV-Starr Campus to begin recruiting in EDUC classes on campus
- Reaching out to TMC-Head Start to offer Christmas gifts for children

Campus Events

- Student Leadership Association "Servant Leadership" 10/3
- Domestic Violence & Sexual Assault Awareness 10/4
- Education Movie 10/4
- The Power of Mindfulness 10/4
- Student Leadership Academy "Ethics in leadership" 10/5
- TMC Staff Meeting 10/5
- Voter Registration Drive 10/5
- Criminal Justice Club " Careers in Criminal Justice" 10/5
- Veteran Recruitment 10/6
- National Depression Screening Day 10/6
- Hill Country Child Care Conference 10/8
- Breast Cancer Awareness 10/18
- Office of Students Rights "Domestic Violence" 10/18
- Office of Students Rights "Conflict Awareness" 10/18
- Starr County Campus Psychology Club Meeting 10/19
- Understanding and Moving through Depression 10/20
- Starr County Fall Festival 10/20
- Jaguar Academy Session 3 Tour 10/20
- Valley Scholar Students Meeting 10/21
- Student Leadership Academy "Environmental Leadership" 10/10

- Fall Festival Drawing/ Risk Management Training 10/11
- Domestic Violence Awareness 10/11
- Student Leadership Academy “Emotional and Social Intelligence” 10/12
- 3 on 3 Basketball Tournament 10/12
- University of Texas Rio Grande Valley “Transfer Track” 10/13
- Faculty Senate Meeting 10/25
- TMC Training 10/26
- Resume Writing Interviewing Skills Workshop 10/27

Facilities Related

- Establish construction equipment road south side of campus
- Submit repair order for campus road damage due to heavy equipment
- Water line broken and repaired by construction equipment
- AC repaired building C
- Remodeling building C continues
- Faculty lounge established in J building
- Meet to discuss moving Lift Equipment on campus blocking G &H buildings
- Improvement in Landscaping service noted since last week
- Construction continues in C building classrooms with new technology
- Damage to driveway around campus complete
- Begin check on security cameras for function will report upon completion
- Working with Library administration to plan CLE expansion
- Coordinating with Planning & Construction to use South side dirt road for heavy vehicles
- Work on C building remodeling continues
- AC work on B building continues
- Work on additional electrical for welding shop continues
- Planning for Capital Improvements on campus 2017
- Attending meetings Pecan on Bond Construction projects-Thermal Plant
- Attending meetings on campus for construction projects
- AC work completed in Buildings C&B.
- Continue working on revised IE plan for campus
- Continue work on removing heavy equipment from building G&H
- Coordinating with HIS Grant for new ALC.
- Working with Open Labs to develop lounge area in building C

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- Academic Affairs Highlights
  - Continue to email supervisors, department/program chairs to submit student/program successes.
  - Completed Highlights:
    - Political Science Constitution Day
    - Political Science Panel Discussion
    - Presidential Debate 'Watch Party'
    - Journalism in the RGV Panel
    - AMT Students receive scholarship
    - Starr County Psychology Club attends the Drug Free Rally at RGC
    - Political Science Host Mock Election and Political Watch Party
    - Starr County Psychology Club Raises Awareness on Unity Day
    - TRSDA STEM Faculty Institute Cohort II Kickoff

Projects (development, data compilation, design, publication)

- Compiled and finalized the Academic Affairs Taskforce Membership spreadsheet
- Finalized the 16-17 comprehensive plan
- Assisted with coordination and planning the logistics of PSJA 2016 "College for All" Pre-Conference activities (campus tours)
- Communicated with selected college presenters for PSJA 2016 "College for All" Pre-Conference regarding their presentation development instructions and deadline
- Submitted on behalf of selected STC college presenters' presentations for PSJA 2016 "College for All" Pre-Conference being held Nov. 15-16th
- Updated the following Annual Reports and Booklets
  - Dual Credit Programs Report
  - D2D HB5 Booklet
  - Bachelor Programs Report
  - Bachelor Programs Summary Sheet
  - Fine and Performing Arts Booklet
- Continued to request information to work on developing a NAH Programs Booklet
- Continued to request information to work on developing a Technology Programs Booklet
- Updated the Faculty and eFaculty of the year on the Academic Affairs webpage

Reports (development, data compilation, design, publication)

- Assisted Academic Affairs with compiling program data and information with the assistance of Research and Analytics Services for requested reports and presentations
  - Dual Credit Programs Report
  - Bachelor Programs Report
  - Bachelor Programs Summary Sheet
  - Technology Programs
- Assisted Professional Development with updating Academic Affairs Overview presentation for Ambassadors Cross Training Academy (ACTA)

- Communicated with High School Programs & Services Dept. to update Dual Credit Program Enrollment Projections for FY 2015-2020
- Communicated with proposed presenters for upcoming Education & Workforce Development Committee presentations for the following topics: QEP, Distance Learning, & TX Pathways Model
- Submitted request to Public Relations to update resource links in Academic Affairs webpage for accessibility to faculty and students.

Student Course Evaluations

- Communicated and submitted requests through Data Portal on behalf of Curriculum & Student Learning Dept. regarding scheduled student evaluation uploads/drop uploads, & related items for Fall 2016.
- Facilitated with email distribution for scheduled Fall 2016 course evaluations and send updates for new & ongoing evaluation periods to Curriculum & Student Learning Dept.

Honors Program

- Assist Academic Excellence office with collecting required Honors program documents from participating instructors (MOU, student contract, course syllabus)
- Presented on the Honors Programs for the College Advising Training Program: Oct. 06th

Meetings

- Attended meeting with Pharr Teaching Center Coordinator regarding proposed action plan and data review: Oct. 06th
- Met with HSPS Team to review ECHS Enrollment Projections: Oct. 17th
- Met with Interim Dev. Math Chair to review QEP presentation for Academic Council: Oct. 19th
- Attended meeting with VPAA and PSJA College for All Director to review STC pre-conference details: Oct. 20th
- Met with Curriculum & Student Learning regarding hiring committee participation: Oct. 24
- Attended Baylor Bound Transfer Agreement Signing Ceremony: Oct. 24
- Attended monthly Academic Affairs Council meeting: Oct. 24
- Participated in Hiring Committee for Curriculum & Student Learning: Oct. 27th
- Met with High School Programs and Services regarding hiring committee participation: Oct. 27th
- Met with BT Dean and OVPAA to discuss Campus Tour for the PSJA Pre-Conference: Oct. 27th
- Attended monthly Distinguished Leadership Academy meeting: Oct. 28th
- Assisted Academic Excellence Department with Fall 2016 Phi Theta Kappa Induction Ceremony: Oct. 28th
- Met with NAH Dean to discuss Campus Tour for the PSJA Pre-Conference: Oct. 28th
- Met with Director of Institutional Effectiveness & Assessment regarding Technology Programs data request: Oct. 31st

Jessica S. Garcia
Coordinator – Academic Excellence Program

Valley Scholars Program

- **Fundraising** – Held annual fundraiser "A Night with the Stars" on October 13, 2016. Mission Regional Medical Center and PSJA ISD were recognized as Distinguished Supporters of the Valley Scholars Program. Entertainment was provided by the South Texas College Jazz Ensemble and STC Adjunct Faculty, Esperanza Medina. Local dance company, The Rhythm Room, performed and desserts were provided by the STC Culinary Arts Program. Valley Scholar students volunteered at the event and helped escort sponsors during the evening. The Valley Scholars Program raised the following cash, in-kind, and ticket sales from the 11th ANWTS:

Cash Sponsorships	$ 90,900.00
In-Kind Sponsorships	$ 20,650.00
Tickets	$ 2,050.00
Silent Auction	$ 2,907.00
STC Employee One-Time Donations	$ 875.00

  Continued sending invoices to all sponsors pending payment. Sent out advertising for the 11thANWTS.
- **Retention** – Held Valley Scholars Meetings at the MV, Starr, and Pecan Campuses on October
  21, 2016 to go over upcoming events and program information. Students wrote thank you cards to all sponsors who donated to the 11th Annual ANWTS.
- **Presentations** – Presented information about the Valley Scholars Program to local counselors at the STC College Advising Training Program on Oct. 6, 2016. Presented the Distinguished Supporter of Education award to PSJA ISD Board Members at the PSJA October Board meeting on Oct. 24, 2016. Presented a summary of the 11th ANWTS event to STC Board of Trustees at the October General Board meeting on Oct. 27, 2016.

Phi Theta Kappa

- **Meetings** – Held Oct. General Meeting on Oct. 18, 2016 and Officer Meeting on Oct. 7, 2016 to continue planning activities for the semester and work toward meeting five star chapter goals.
- **Induction** – Held Fall 2016 Induction Ceremony for new Phi Theta Kappa members on Oct. 28,
  2016. 101 students were inducted and Dr. Kevin Peek served as the guest speaker for the evening.
- **Recruitment** – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Presented information about the Phi Theta Kappa to local counselors at the STC College Advising Training Program on Oct. 6, 2016.

Honors Program

- Assisted Academic Excellence Dept. with incoming student inquiries about program and application reviews and submit honor split section requests on behalf of students.
- Presented information about the Phi Theta Kappa to local counselors at the STC College Advising
- Training Program on Oct. 6, 2016.
- Sent notifications for early enrollment to current honors students
- Received request forms for two students and sent request to chairs
- Completed and delivered stipend NOE's for Fall 2016 faculty teaching honor's sections
- Continued on preparing presentation for council of chairs meeting in December
- Working on PR slide to be added to plasma screen rotation
- PR planned to increase numbers in spring, big push for Fall 2017
- Emailed chairs describing Honor's program, current procedures and future plans

Dr. Maricela Silva
Officer - Academic Grants and Projects

Grant Activity for the Month of October:

- **14 Active Grants**
- **5 Grants were under development for consideration**

Recently Awarded:

- **TWC - Jet Grant**
  - **Amount: $176,145** (* This grant had previously been reported in July 29th report with an approximation amount of $120,585, when we were initially notified)
- **Texas Department of Agriculture – Nutrition Program – Child and Adult Care Food Program Grant** (for Mid-Valley Childcare Center)
  - **Amount: Approximately $67,086.00** (The award amount varies based on number of children who enroll in the Childcare program at Mid-Valley campus).
- **McAllen Chamber of Commerce 3D Printing Prototype Grant**
  - **Amount: $500.00**

Grant Oversight

- **RAND Grant**
  - Reviewed and responded to various emails regarding upcoming site visit.
  - Participated in Monthly Check-in Call with RAND to discuss upcoming site visit and develop agenda.

- **Texas Regional STEM Degree Accelerator Grant**
  - Reviewed and responded to various emails inviting us to present at the STEM Coalition in Edinburg. Educate Texas would like us to give a presentation on our accomplishments and best practices in regards to this grant.
  - Participated in monthly check-in call with Educate Texas.
  - Met with John Melville to discuss STEM Institute.
  - Attended STEM Institute for Cohort 2.
  - Currently considering a reconvening of the consortium for Mid-November (17th).
  - Bring Carlos Margo to strengthen industry partnerships/commitments.
  - Meeting to discuss and prepare for upcoming presentation at the T-STEM South Texas Leadership Convening.
  - Emails and calls made to Alma Garcia, Monica Sandoval, and STC staff regarding upcoming conference.
  - Helped review and edit PowerPoint Presentation for Convening.
  - Participated in STEM Accelerator Webinar.
  - Attended and co-presented at T-STEM South Texas Convening.

- **Texas Pathways Project Grant**
  - Reviewed and Responded to several emails regarding upcoming meeting.

- Participated in a meeting to discuss and develop responses for Texas Pathways request for data and information before November meeting.
- Met with Kristina Wilson and Lee Grimes to review the group responses to the Guided Pathways questionnaire.
- Reviewed and edited the responses to prepare for November convening.

➢ **IPAS2 (Starfish) Grant**
- Attending Cabinet meeting with Starfish Taskforce to report out on Starfish pilot and answer and provide an opportunity for STC Leadership to ask questions.
- Participated in weekly Starfish meetings to discuss progress and develop strategies to address any issues.
- Per our meeting and veronica Wooten's (Starfish rep.) suggestion, we will now be holding meetings on a bi-weekly basis.
- Currently under discussion for Spring 2017:
  - Open progress surveys to all programs;
  - Include an attendance feature;
  - Additional "flags" we may want to create to send to students/faculty;
  - Currently discussing developing a Starfish "Assignment" for students to be piloted during Spring 2017 semester.
- Create various documents for the "Starfish Assignment", which will be piloted during the Spring 2017.
- Documents were forwarded to the Starfish Advisory committee for review.
- Scheduled meeting for the next to review the documents.

➢ **HSI Grant**
- Met with Yolonda Jaramillo to review and discuss grant.
- Attended HSI – NAH Blackboard Collaborate meeting to review and discuss strategies for Spring semester.

➢ **Carl Perkins Grant FY 17**
- Reviewed and responded to emails regarding equipment purchase for PTA program.
- Followed-up with Grant Compliance to ensure we were following correct protocol for ordering supplies.
- Attended meeting with Grants office and other staff to discuss funding Career Focus Magazine as a promotional tactic.
- Information will be disseminated to Deans of CTE programs for consideration and approval.

➢ **McAllen Chamber of Commerce 3D Printing Prototype Grant**
- Reviewed and responded to various emails from the grants office and Dena Reyna,
- Various telephone calls made to get additional information and approval for the grant.
- Reviewed and edited the Memorandum of Agreement.
- Forwarded Agreement to President's Office and Business Office for review and approval.

<u>Grant Development</u>

➢ **Recently submitted:**

1. **Aspen Frontier Grant**
   Grant was submitted on October 24, 2016
   Grant Amount: $630,000

➢ **In Preparation for Submission: 5 Potential Grants in the month of October.**

1. **TWC – Texas Industry Cluster**
   Due Date: November 1, 2016
   Grant Amount: $150,000 - $400,000
   - No new updates.

2. **NSF- Louis Strokes Alliance for Minority Participation (LSAMP)**
   Due Date: November 4, 2016
   Grant Amount: $1,075,000
   - Met with Martin Knecht to review and discuss RFP.
   - Follow-up meeting will be held to discuss possibility of pursing "Planning Grant".

3. **CFAT- Texas Affordable Baccalaureate Expansion Grant Program**
   Due Date: November 18, 2016
   Grant Amount: Approximately $170,000
   - Discussed grant opportunity with Dr. Ali Esmaeili and Dr. Anahid Petrosian as to next steps.
   - Reviewed and responded to various emails.
   - Met with Dr. Peek and Nancy Gonzalez to discuss grant.
   - Participated in telephone conference with Alamo Community College regarding partnering for grant proposal.

4. **Aspen Frontier Grant**
   Due Date: October 24, 2016
   Grant Amount: $630,000
   - Attended meeting to develop strategy for proposal.

5. **TWC – Texas Governors Summer Merit Grant**
   Due Date: November 2, 2016
   Grant Amount: $150,000 - $100,000
   - Emailed received from Dr. Champion with information about a meeting that was held on October 10th to discuss the grant opportunity (I was not included in this meeting).
   - Briefly discussed grant opportunity with Rebecca De Leon and next steps.

<u>Academic Projects:</u>

- **Miscellaneous**
  - Reviewed applications for the Project Manager – Academic Affairs position;
  - Contracted HR to ensure I am following protocol.
  - Sent out emails to committee to schedule meeting for next week to review applicants and possibly set up interviews.
  - Received several calendar invites and accepted invitations to participate in the "Grant Development Advisory Committee meetings" throughout the next coming year.
  - Went to Grant Office to review all former files and binders. Instructed Elena as to how to proceed (i.e. files to be sent to document retention; files to be forwarded to ECHSs Department; Continuing Education Department, etc.).

- **Project Manager Position**

- Met with interview committee to review applications for the Project Manager – Academic Affairs position; emails were sent to candidates to schedule interviews for October 21st.
- Contacted HR to discuss interview hiring packet.
- Served as Chair for Project Manager – Academic Affairs position.
- Follow-up emails and information were sent to interview committee.
- Interviews were conducted on Friday, October 21st.
- Recommendations will be submitted.
- Reference Checks were conducted.
- Information was scanned and uploaded.
- Recommendation was submitted to the Human Resource Department.

➢ **Institutional Effectiveness**

- Reviewed and responded to various emails regarding upcoming IE report.
- Scheduled and met with Angela Gonzalez from IE Department to review and discuss upcoming report.
- Met with Kristina Wilson to review report.
- Follow-up emails and meetings were held with representatives from various areas (i.e. Distance Ed., High School Programs, OPOD, HSI Grant, etc.).
- Met with Yolonda to review HIS portion of the report.
- Edits were made to the report as information was received.

➢ **Learning Outcomes Assessment Taskforce Meeting**

- Attended meeting/demonstration with Dr. Laura Little and the Taskforce to learn about the Bb Assessment software.
- Reviewed and responded to various emails regarding upcoming meeting.
- Attended Taskforce meeting.

<u>Upcoming</u>

- We have been invited to present on the TRSDA grant at the October 21st, STEM Coalition in Edinburg.
- RAND/THECB scheduled site visit in November 17th - 18th.
  - Follow-up email sent to Lindsay to ask about agenda for site visit.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with faculty, program chairs and scheduling to efficiently schedule courses for the spring. Mid-valley G169 and pecan G101 have courses scheduled with Pecan T1.506 having limited availability.
  - Researched fixed collaborative tables for Tier 2 ALCs. A Larger table may be necessary to warehouse the computer tower. The specifications would warrant a custom order and increase in unit price. The quote is
  - Requested Quotes for extra monitors to replace projectors in Tier 1 ALCs to eliminate the front of room. Plan to meet with Educational Technology to determine what AV equipment will be needed to upgrade tier 1 ALCs and review the options for the Tier 2 ALC.
  - Received all of the AV equipment for Pecan T1.506. Installation was scheduled on October 21st for T1.506 with C111 to follow.
  - Redesigned ALC observation form to a condensed digital format to expedite the process.
  - Proposed to keep the 55 chairs with the incorrect fabric and utilized in the Tier 2 ALCs. The color error was made by Facilities and vendor is only giving the option to purchase the chairs again and not able to replace the fabric. This would be a waste of limited funding as the chairs are completely functional and only vary in color.
  - Shared the action plan for activity reporting for the Annual HSI Steering Committee and Annual Progress Report with Lee and Dr. Petrosian.
  - Revised project time line based on the changes in the bond time line. Will meet with facilities to proceed with summer 2017 projects. Pecan South and North Academic projects have been postponed to Year 4 of the grant with Mid-Valley and Starr projects still slated for summer 2017. Plan to meet with Facilities to collaborate on furniture and equipment ordering timelines.
  - Drafted list of faculty for ALC faculty interview and students for focus groups. Each campus and division have been represented.
  - Completed the ALC observation for the Technology campus and gathered feedback to improve utilization of the classroom.
  - Received the findings of the qualitative analysis of the ALCs, faculty interviews and student focus groups. Will review the results and refine processes as needed.

- **FOCUS Academy**
  - Continued collection of documentation to track activities and stipend edibility.
  - Met with Lee and Dr. Petrosian to discuss action plan and deadlines for data submission.
  - Met with Lee and Andrea to schedule the spring 2017 FOCUS Academy cohort and discuss the online registration launch for October 24th.
  - Met with Lee to complete tasks due on the action plan.
  - Planned a meeting with Serkan, Lee and Laura to review the evaluation plan and data for Year 2 of the grant. Shared the additional information needed to pool data.
  - Online registration via Formstack is live with forms completed by faculty from BT and MSB. Additional emails will be sent to deans and program chairs. The initial emails were sent to faculty who expressed interest.
  - Received evaluation data on student comparison groups and pass, fail, withdraw rates. Will review the results and refine process as needed.

- Met with Lee, Sandra, and Andrea to discuss the progress of the professional development and opportunities to add more training on lesson planning and assessments. These components were used in training on October 28th and successful.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Met with Nancy Garcia and Dr. Petrosian to discuss action plan and deadlines for data submission.
  - Drafted a new evaluation plan objective and target based on the effect of faculty advising on student retention, specifically subsequent semester enrollment.
  - Met with Laura Lopez to review the progress of activities and updated the number of faculty advising certifications. Year 2 of the grant concluded with 122 NEFA certifications, 157% of the original goal of 70. Projections for Year 3 faculty advising certifications are strong. Currently there are 35 enrolled in TLA, 46 in Online Modules and 13 for the existing faculty workshops, for a total of 94 participants. The Online Modules launched on October 17th and will close on December 2nd. The first of the existing faculty workshops meets on October 21st.
  - Coordinated with Faculty Advising Steering Committee to select pilot groups for the Transition plan scheduled for Spring 2017. Fall 2016 efforts are focused on the infrastructure of the program and software to document advising.
  - Met with the Faculty Advising Steering Committee to review status of projects. Departments have been identifies and Lead Faculty Advisors (LFAs) and meeting with program chairs for recruitment. Steering Committee membership nominees were proposed.

Component 3

- **Enhancement of Technology Infrastructure**
  - Met with Dr. Petrosian and Dr. Addae to review project status.
  - Planned a meeting with Dr. Petrosian, Dr. Valerio, Dr. Montiel and Dr. Addae to determine roles and Year 3 plan.
  - Met with Cody Gregg to review the status of Library Services and Tutoring components is utilizing Blackboard Collaborate and the original prosed goals will not be met. Upswing replaced SmartThinking and there was not a reduction in remote tutoring expenses that would begin Year 3 of the grant. A status updated with the Grant Office and Department of Education is planned.
  - Met with Dr. Valero, Dr. Addae, Maricela Silva, and Kristina Wilson to schedule NAH courses to Starr via Blackboard Collaborate. Three courses were identified; Intro to Physical Therapy, Intro to Occupational Therapy, College Success for Healthcare. The EMT Basic program will also have a one course offered with this delivery system.
  - Communicated with Dr. Valerio, Dr. Addae, Dr. Petrosian, Wayne Williams and Gabriel Pena to determine the progress of NAH courses to the Starr campus.
  - Communicated with Dr. Valerio, Dr. Addae, Dr. Petrosian, Cindy Blanco, and Kristina Wilson on coding the remote courses to Starr Campus. Dr. Petrosian proposed "R" to designate remote. The section code allows for three characters. Pending additional discussions before moving forward with this decision.

Management/Compliance

- **Department of Education**
  - Prepared Personnel Certification forms for 100% grant funded employees. The Original copies will be submitted to the Grant Development, Management and Compliance Office.
  - Continued to gather data and updates for the Annual Progress Report.

- **South Texas College**
  - Planned the 3rd Annual Title V: HSI Grant Steering Committee Meeting for November 10th.
  - Continues efforts to revise and update the Steering Committee Booklet.
  - Revised budget to reflect changes in the bond timeline and align with the federal fiscal year, as well as revisions based on staffing.
  - Met with the business office and grant compliance to review the budget, carryover, timelines and reconciliation concerns regarding supplies vs. equipment. Drafting a budget template that will meet the needs of the business office and the details of the grant proposal.
  - Met with Samantha and David to review Year 2 Progress and Year 3 goals.
  - Updated the HSI Steering Committee and sub-committee member list. Continued to revise the booklet for the upcoming annual meeting. Collaborating with component leads to receive their contributions to the booklet.

Other

- **South Texas College**
  - Met with Maricela Silva to give her an overview of component of the grant. Planned to meet with her to review the component two and three.

- **Highlights.**
  - Active Learning Classroom Observations - October – November.
  - Hispanic Alliance of Colleges and Universities (HACU) Conference – October 8th - 10th.
  - Online faculty advising modules – October 17th – December 2nd.
  - Online Spring 2017 FOCUS Academy Registration/Recruitment – October 24th.
  - Annual HSI Steering Committee Meeting – November 10th.
  - FOCUS Academy Graduation – November 18th.
  - ALC Faculty Interviews – November 7th – 10th.
  - ALC Student FOCUS Groups – November 7th – 17th.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- Worked on September 20th College-Wide Committee Revisions.
- Completed the hybrid fees for Spring 2017 sections.
- Assisted admissions with a pre-requisite error for student.
- Addressed CBM reporting errors with Compliance Coordinator.
- Reviewed and updated Dual 2 Degree Booklet for AA Project Manager.
- Reviewed transcripts for SACS 5th year roster faculty.
- Assessed CBM report for errors and resolved them.
- Finished Workplace Training.
- Worked on Prerequisite Spreadsheet.
- Complied of all revision forms going to college wide curriculum committee meeting.
- Complied agenda and packet information for College-Wide Curriculum Committee meeting.
- Worked on College-Wide Curriculum Committee minutes and transferred the recordings to share drive.
- Submitted CWCC minutes for review to the Associate Dean.
- Participated in search committee for Administrative Assistant.
- Reviewed minutes for the October College-Wide Curriculum Committee meeting.
- Notified respective chairs of in used WECM Courses that were removed from the main inventory.
- Worked on College-Wide curriculum revisions.
- Sent emails for WECM revision changes.
- Assisted new chair of Developmental English through SmartEvals.
- Worked on AA History, AAS-AET-ACET, Political Science, Government 23052, Government 2306 and Government 2304 revisions.
- Changed prerequisites for Government 2311.
- Completed work on MATH 1350, 1351, 1332 and Government Courses on CourseLeaf.
- Worked on submission of new CTIP elective course for Bachelor's program to the THECB.

➢ **Program Development**

- Reviewed AAS Baking Specialization curriculum for compliance.
- Worked on new program 2010-2015 data.
- Met with program developer of AS in General Sciences to provide status and update documentation.

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

- Presented Curriculum updates to the College Advising Training Program.
- Attended the Texas Community College Instructional Leader Conference in Austin, TX.
- Attended the CoHEsion Summit in Dallas, TX.
- Attended Banner User Group monthly meeting to discuss Degree Works CourseLeaf issue.
- Met with Cashier's to discuss dual credit fees and the impact on sections.
- Attended the Dual Credit Self-Registration Initiative Debriefing meeting.
- Met with NAH program chairs to discuss the program development process and timeline.
- Prepared for and Attended College-Wide Curriculum meeting.
- Attended the meeting to review applications for Administrative Assistant vacancy.
- Met with Curriculum Staff to review the TSI prerequisite rules due to the increase of TSI readiness for LASS courses.
- Attended Ad Astra demo for scheduling module.

- **Curriculum Software**
  - Continued with CourseLeaf approval of content to prepare for preview site.
  - Made Changes on the addition on KINE 1164 and the deletion of COSC 2436, 1430 and 2330.
  - Revised course description and contact house for COSC 1301, GEOG 1301, GEOL 1445 and GEOL1447.
  - Made an addition of new course COSC 1320, to Core Curriculum Component are option and addition to Computer Science Associate and Computer Information Systems Associate.

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

- Verified the rollover by emulating several faculty. Reviewed the list of curriculum map changes for Fall 2016. Organized files for mass activity inserts for JagPRIDE. Need a follow up with Mr. Trevino on final activities for Automotive Program.
- Updated JagPRIDE registration page and calendar.
- Worked with PBAD Chair to complete curriculum map associations.
- Researched assessment best practices at other colleges.
- Updated announcement page in JagPRIDE and made term active. JagPRIDE trainings begin Friday 14th.
- Updates courses sections in Jag Pride for a few faculty missing courses.
- Uploaded mass activities for all courses in Diesel program, college success, education and health care college success onto JagPRIDE.
- Followed up with several department chairs in reference to mass activities for Fall 2016.
- Collaborated with Learning Outcomes Specialist to complete taskforce agenda items. Discussed current challenges with our assessment model, SACSCOC expectations, and ideas for process improvements.
- Compiled a list of challenges with current reporting model, ideas for process improvements, and SACS expectations and reported it to the Dean in preparation for our TaskForce meeting.
- Researched colleges with assessment best practices and models to present at the taskforce meeting.
- Researched assessment models at other institutions.
- Collected and compiled articles and documents to share with the assessment taskforce.
- Assisted with creating the PowerPoint presentation for the first assessment taskforce meeting.
- With the Learning Outcomes Specialist, drafted guiding questions to provide the assessment taskforce and created a list of institutions to review.
- Continued researching colleges with assessment best practices and models to present to taskforce.
- Collaborated with Learning Outcomes Specialist to review our best practices findings and review items on the agenda for Taskforce meeting.
- Mass activity inserts for Education and College Success department.

- **Reporting**
  - Contacted Laura Little from BB outcomes to discuss rubric development for PLOs in the pilot.

- **Faculty Support**
- Assisted several faculty with JagPRIDE questions, issues, and training registration.

- **Meetings and Trainings**
- Participated in the Texas Pathways Project meeting to discuss current practices and improvements for learning outcomes reporting.
- Participated in a web conference with LO team and Colleen Array from TASKSTREAM to learn more about her data management systems.

- Meet with Dr. Laura Little from BB Outcomes and outcomes core team to discuss upcoming pilot roll-out.
- Presented our Jagpride reporting database at TLA to assist new faculty with learning outcomes reporting.
- Attended Taskstream conference call to learn more on 3 different systems Taskstream has to offer.
- Bb outcomes onsite visit 10/12-13th. Meet with Dr. Laura Little, assessment committee to review the process for our pilot this semester.
- Assisted in the TLA learning outcomes assessment presentation. Assisted several faculty with questions or concerns over missing courses in JagPRIDE. Will be updating course list.
- Met with Associate Dean and Learning Outcomes Specialist to review goals and agenda items for SLO taskforce.
- Attended webinar: Meta Assessment: Evaluating the Quality of Academic Program Assessment.
- Met with LO Specialist and Dean to discuss agenda items for Assessment TaskForce meeting.
- Participated in AALHE webinar to learn about meta-assessment at James Madison University
- Met with taskforce assessment committee to discuss upcoming current process, challenges and area for improvement.

Course Scheduling

- Assisted with providing Yolonda Jaramillo the Active Learning Classroom report.
- Attended Ad Astra Platinum Analytics Demo on October 3.
- Provided reports to custodial staff regarding scheduled weekend events scheduled on Pecan Campus.
- Produced protable utilization reports for Priscilla Cuellar, Facilities Planning and Construction for Fall term.

➢ **Schedule Development**

- The Scheduling Technicians worked on Spring 2017 scheduling update for 2nd and final review and submitted to meet scheduling deadlines. They verified that all Spring 201720 codes and schedules (SZASXRF) met the uniformed class time schedule. Worked on the Spring 2017 TBA report and Spring room conflict report. Processed schedule change requests, cleared TBAs, additions/cancelations submitted by department heads for Spring and Summer 2017 schedules. Worked on the scheduling changes for Spring and Summer terms as needed. Worked with Achieve Early College HS Principal to secure labs for upcoming semester.

➢ **Schedule Maintenance**

- The Scheduling Technicians processed on faculty room reservation requests and adding/removing faculty's name on the courses for Fall 2016 schedule changes. Technicians generated reports regarding courses being offered during the common hour by division for VP of Academic Affairs.

Associate Dean

- Hosted an Ad Astra Platinum Analytics Demo meeting.
- Attended and presented at the Council of Chairs meeting.
- Presented at Ambassadors Cross-Training Academy Session 3.
- Held and hosted the second Texas Pathways Project meeting with Texas Pathways Project Team.
- Met with Delia Magdaleno and Jovanne Delgado to discuss the Deaf Support Specialist Certificate.
- Attended the President's Administrative Staff meeting.
- Attended a conference call at the Cashier's Office with Maria Palomo.
- Attended the Taskforce demonstration.
- Attended the BUGs meeting.

- Met with Lee Grimes and Maricela Silva to discuss the Texas Pathways Project.
- Hosted and attended the Bb Learning Outcomes On-Site 2 Day Visit.
- Met with department chairs from NAH to discuss the revised program development process.
- Presented the Teaching and Learning Academy Session 4.
- Submitted the required Texas Pathways Project homework to the Texas Success Center.
- Attended the College-Side Committee meeting to review the revisions of the agenda that we received and determine which go to the College-Wide Committee.
- Met with Dr. Wu to discuss Curriculum Committee meeting agenda.
- Attended the HSU Grant NAH Blackboard Collaborate meeting.
- Planned for Learning Outcomes Committee.
- Met with Maricela Silva to discuss the IE Report.
- Participated in the Meta-Assessment Webinar.
- Attended the Ad Astra demo for scheduling module.
- Attended the Academic Council meeting.
- Attended the NAH Division and CE Courses meeting to discuss some concerns that the NAH Division has regarding the NAH Continuing Education Courses.
- Met with Murad Odeh, Dr. Enriqueta Cortez, and Christina Cavazos, to discuss the AS Interdisciplinary in Science.
- Attended the Learning Outcomes Taskforce meeting.
- Held and Participated in the Curriculum & student Learning Administrative Assistant interviews.

Nicolas Gonzalez
High School Programs and Services Administrator

- All our schools have been notified once more, on the deadline for completing new-to-dual-enrollment students for the spring, which is end of November.
- The spring schedule of new sections that need the students to be manually enrolled, will be sent to all the Dual2Degree and ECHS Coordinators this week so they may start contacting the schools and enrolling students.
- Because of the Recovery program, and that some schools requested an STC Faculty because of DEF FMLA, the previous figures on the program's cost, revenue, etc., is amended showing in red fonts, to the following:
    - This fall, we have 1,645 dual credit sections. DCF are teaching 1,206, and STC Faculty 439 "S" sections – just 9 more than last year. Last year, we had a total of 1,256 sections taught by DCF – 51 more than this fall.
    - We expect to collect $1,804,942.65 from the school district for the STC Faculty who teach at dual credit sections, for an average per section of $4,111.49. Last year, we collected $1,586,776.91 for 194 STC Faculty teaching 429 "S" sections.
    - STC will pay $418,075 in stipends to the DCF at the high schools at the end of this fall term. Last year, we paid $433,090 in stipends.

- We have met with all the schools that are scheduled to be visited by the SACSCOC team.
- All schools have selected participating dual enrollment teachers and students to be available for interviews by the SACSCOC team members, and we have reviewed with each, possible questions and information on our dual credit program.
- All the sites were notified and reminded, Friday on the specific day and time for the SACSCOC visit to their particular site.
- The Recovery schedule is almost completed. It will be pretty much what was scheduled last year. PSJA adopted the strategy of starting on a mini semester two weeks after the start of the fall term, unlike the others (Donna, Mercedes, Edinburg and La Joya) who are due to start on Oct. 31st.
- We have started to revise as needed, and send the spring schedule to the schools for review and changes as needed.
- We are still working on the cost analysis, which should be ready by next week's Cabinet.

Dual Enrollment Planning and Scheduling Manager
Workshops/Meetings

- Presented to La Joya ISD counselor about the DE Web System
    - Met with Otoniel Matamoros to discuss Dual Enrollment Self Registration Initiative.
    - Met with Principal and STAFF from Thomas Jefferson STEM on SACS visit.
    - Met with McAllen HS Principal and STAFF on SACS visit.
    - Attended Dual Credit Meeting with ISDs at the Rainbow room.
    - Met with Angela Gonzalez on submitting the IE Biennium repot.
    - Reviewed applications for ECHS Specialist the with hiring committee.

- Attended Pre SACS meeting at La Joya Teaching Center.
- Met with Principal from La Joya ECHS to discuss spring schedule.
- Picked up DECA from Vanguard Academy.

DE Scheduling and Planning

- Requested a Math class for La Villa ECHS. Chair approved and staffed the section.
- Deleted two philosophy section for La Joya ECHS.
- Requested a Biology section for Valley View on the Pecan campus. Chair approved.
- Changed faculty assignments for the history department.
- Cancelled one sections of psychology for La Joya ECHS.
- Requested face to face art and music sections for Mission Collegiate. Both chairs approved the change.
- Edinburg North requested face to face speech sections. Chair approved them.
- Sociology/criminal justice department sent faculty assignments to be processed.
- Created new Web Operator for La Joya HS.
- Deleted all the faculty names from the economics dual sections. Chair sent new faculty assignments for all S sections.
- Changed CTE course for La Joya ECHS.
- Requested new Government section for Edinburg North. Chair denied the section due to lack of staff.
- Changed automotive classes for PSJA ISD.
- PSJA Southwest submitted English candidate for spring. DCF was approved.
- Checked course pre requisite for summer 2017 for all DC courses. (STRE 4000)
- Requested new government sections for a couple of school districts for the spring semester. Request is pending chair's approval.
- Cancelled and re-opened a music sections at Robert Vela. DCF decided to stay until the end of the semester.

Dual Enrollment Faculty Liaison, High School Programs & Services

- The follow-up I conducted in the month of September and first week of October with superintendent's offices from all school districts where dual credit courses are taught was successful. All ISDs had mailed in two originals of their signed MOU by early October.
- Contacting principals to make sure they are aware of the provisions in the MOU signed by their district's superintendent and that they understand the provisions of the Principal Agreement. Am in the process of obtaining principals signatures on the revised Principal Agreement from STCs 78 partner schools.
- Reviewed Dual Credit Task Force Action Plan for any needed updates.
- Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Attended Faculty Senate meeting on Tuesday, October 26, 2016. No dual credit issues were brought up at meeting.
- Met with an STC faculty teaching DC to discuss problems encountered with pay and schedule.

Sofia M. Peña
Director - Early College High Schools

- ECHS team spent the week with our visitors from SACSCOC taking them to the pertinent visits at the schools who were selected for review. The visits were a complete success.
- ECHS team is making last minute preparations for presentations at the College for All Conference. ECHS team will also man a table with South Texas College promotional materials.
- The RCHS team will be busy the first few days of the week escorting SACSCOCS visitors to their different destinations.
- ECHS staff are diligently working on degree audits to ensure Spring graduates and schedules.
- ECHS Director and pertinent Coordinators have been working closely with Laura T. Sanchez and the selected schools on preparation for the SACSCOC visit in early November.
- ECHS Coordinators have been conducting degree audits with all Sr. Students to ensure that they are on track to graduate in May.

    - ECHS Staff attended a "Ticket to Aggieland Train the Trainer session at the local Texas A&M recruiting center in McAllen to learn about transferability and how advising will help eliminate issues related to coursework transfer.
    - ECHS Staff are diligently working on Sr. Degree audits for purposes of identifying Spring Semester graduates.
    - ECHS Director will be working with schools to update MOU's in anticipation of the new and renewal ECHS Applications in November.

DE Workforce Specialist

- ECHS team welcomed a small contingent from Pennsylvania for a Learning Tour of South Texas College and an Early College High School Partner (Sharyland). The group left with a better sense of how to run a successful ECHS and some ideas on how to better prepare their students for success.
- ECHS Director participated in an expert panel discussion in Buffalo New York for a Learning Lab sponsored by the Institute of Higher Education Policy. As part of the panel, Ms. Pena was able to share all the successes, lessons learned and best practices. It was an honor to represent South Texas College at this event which had participants from across the country.
- **Conference/Workshops/Meetings**
    - Assisted with the Precision Manufacturing Day
    - Attended Business and Technology Staff Meetings
    - Registered CTE Students
    - Met with students in the Recovery Program for Donna 3D Academy
    - Met with students in the Recovery Program for Edinburg Vision Academy
    - Met with students in the Recovery Program for Mercedes AA Academy
    - Picked up DECA's

- Screening Dual Enrollment Instructors for Spring ’17.

- 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.

Dr. Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- Registration for recovery courses at 3D Academy, Mercedes AA, and Vision Academy in Edinburg were completed.
- DEMSA College Tour was held on October 13th and October 14th, 2016 where 81students visited the University of Texas- San Antonio, University of Texas at Austin, Baylor University and Texas A&M University at College Station TexPREP Year 4 Trip approval was received by Hidalgo and Roma ISD during their school board meetings for the 31 Year students to attending a STEM Trip in December 2016.
- Academies and High School Projects in partnership with Computer Information Systems Department applied for the Texas Workforce Commission Governor's Summer Merit Program Grant to host a Summer CyberCamp at South Texas College from July 17 through July 21, 2017 at the Pecan and MidValley Campuses. The $61,046 grant will offer 90 rising 9th and 10th grade students from partnering districts the opportunity to further their STEM knowledge and skills through classroom instruction, career awareness speakers and field trips.

TexPREP:

- On October 7th STC took 158 students from Weslaco, Hidalgo, Roma and PSJA ISD to participate in the UTRGV HESTEC Middle School Challenge Day. Participants experienced the "Birds of Prey" session at the Student Union Theater, followed by the "Sue the Dinosaur" session at the Visitor's Center, "Engineering for Kids" session at the Engineering building, and a session titled "College of Engineering and Computer Science" at the UTRGV Library. Students finished the day with lunch at Peter Piper Pizza.
- Parent meetings were held with Hidalgo and Roma ISD TexPREP Year 4 students on October 18 and 20, 2016 to complete permission slips and retrieve necessary student information.
- Business Office meeting was held on October 11th to discuss the PSJA Account and MOU Agreements.

Academies Programs:

- Case Management occurred with students who were below "B" averages in their courses.
- Recruitment presentations are in process of being scheduled for October and November with partnering high school for our application deadline of Friday, March 31st.
- Director of Academies and High School Projects was invited to attend a meeting on October 28th at the NAH Building with lead nurses from surrounding hospitals to discuss internship opportunities for Summer 2017.
- Parent meetings were held for the 81 students during the first week of October for the DEMSA College Tour.
- DEMSA College Tour was held on October 13th and October 14th, 2016 where 81students visited the University of Texas- San Antonio, University of Texas at Austin, Baylor University and Texas A&M University at College Station.

- Academies Director attended the Ticket to Aggieland session on October 6th to obtain further insight on admission requirements for the institution.
- Dual Enrollment Academies Program Online Application preliminary meeting was held on October 20th to discuss the utilization of RADIUS. A follow-up mapping session was held at the IT Building on October 31st with Academies staff.
- On Friday, October 7th, the following workshops were held:
    - Pecan Campus: The juniors had a presentation from a Library Staff Member, Minerva Alvarez who presented on, "Do you know how to research? The students were taught how to further enhance their researching skills through the utilization of the STC Online Database. The seniors were provided a presentation on ApplyTexas and Scholarships to prepare for their May 2016 graduation.
    - Mid Valley Campus: Student Leadership Academy presented to participants on Emotional and Social Intelligence to identify and assess their enlivenment optimally and learn to react appropriately for social success. In addition, an admissions presentation from a Representative of Texas A&M Kingsville.
    - Starr Campus: UTRGV School of Nursing Workshop was held by the Clinical Associate Profession, Nancy Nadeau, who discussed the pre-requisites for the BSN Program, the success, and job awareness/placement.
- Workshop on Friday, October 21st included the following:
    - Pecan Campus: Academy students attended a presentation by Adriana Saavedra on Brown University Admissions. Ms. Saavedra discussed the admissions process and her personal experience at the institution.

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

- Attended the PSJA College Night Career Expo held at the Boggus Ford Event Center on Tuesday, September 27, 2016, from 6:00-8:00pm that included the participation of various Business and Technology programs including the Construction Supervision, Electrician, and HVAC&R programs. Students, parents, and visitors from throughout the district were in attendance.
- Attended the 2016 Building Responder Training on Friday September 30, 2016 from 9:00-12:00pm at the Cooper Center Auditorium.
- Coordinated the delivery and placement of student furniture transported from Hidalgo to the Pharr Teaching Center's Police and Fire Academy classrooms.
- Attended the Blackboard advanced training session demonstrating Bb Accessibility features.
- Met Dr. Petrosian and Ms. Yvette Gonzalez to initiate the Pharr Teaching Center advisory committee meeting to be held between STC and PSJA ISD administrators in late October.
- Met with high school counselors participating in the College Advising Training Program on Friday, October 7, 2016, as they visited the Technology Campus for an in-depth tour of the various technical programs, workforce departments and student support service areas available for students.
- Attend the HESTEC Community Day event to promote the Business and Technical program offerings.
- Attended SACSCOC High School planning meeting with all identified participants held at the Pharr Teaching Center and led by Dr. Sanchez.
- Hosted registration and FAFSA workshop held Thursday, October 27, 2016 from 6:00-7:00pm.
- Attend the SACSCOC Site Visit Prep meeting held at the Pecan Campus Board Room.
- Coordinated meeting room availability and setup for SACSCOC visit.
- Continued preparations for the November 17 Registration Round-up event to be held at the Pharr Teaching Center.

Other:

- Attended the Business & Technology program chair meetings.
- Attended DBT department meetings.
- Participating in the E-Teach II – Quality Matters workshop.
    - Addressed information requests for spring enrolled students.
- Continued to meet with Construction Supervision students and classes.
- Will be attending Pioneer HS Career Fair
- Will be attending PSJA ISD CTE Advisory Committee Meeting
- Will attend Project Hire meeting with current students and other participating members to be held at the Technology Campus on November 11.

Dr. Rene R. Zuniga
Site Coordinator – STC-La Joya Teaching Center

- Completed Spring 2017 schedule, October 04, 2016.
- Continued promoting Spring 2017 schedule to current students. October 04-11, 2016.
- Coordinated priority registration for LJTC current students, October 3-4, 2016
- Attended the Texas Community College Instructional Leaders Conference (TCCIL 2016: Leadership in Times of Transition) on October 5-7, 2016 in Austin, Texas. This conference focuses on issues that La Joya Teaching Center may be facing (Title IX, Project MALES, college readiness, Guided Pathways, Educational improvement, and updates from the Texas Higher Education Coordinating Board).
- Attended the TCCTA Faculty Leaders Conference on October 7-8, 2016 in San Antonio, Texas. This conference, concentrated on Dual Credit, Guided Pathways, 84th Legislative Session, and Systems Thinking (working as a unit to improve student success).
- Continued promoting Spring 2017 schedule to current students and community. October 07-25, 2016.
- Coordinated Blackboard training for LJTC faculty, October 17, 2016.
- Coordinated priority registration for LJTC current students, October 18 & 19, 2016.
- Attended the SACS Site Visit Preparation Meeting for LJTC, October 19, 2016.
- Met with Ronnie Cabrera, principal at LJISD College and Career Center, to discuss registration for students who will be graduating in December 2016, October 19, 2016.
- Attended LJISD Parent Meeting to promote LJTC, October 19, 2016
- Met with Mr. Danny Garza and Mr. A.J. Chapa, LJISD Facilities, to discuss the LJTC signage installation, October 24, 2016.
- Met with Mr. Robert Cuellar to discuss the LJTC signage installation, October 24, 2016.
- Met with Blanca Cantu, LJISD PR to discuss LJTC announcements during football games, October 24, 2016.
- Discussed LJTC priority registration/advising with Willie Johnson, October 25, 2016.
- Secured banner for LJTC to promote Education Program, October 26, 2016.
- Coordinated priority registration for LJTC current students, October 26 & 27 2016.
- Met with STC Leadership Team to prepare for SACS visit at LJTC, October 28, 2016
- Continued promoting LJTC during football games, October 28, 2016
- Met with La Joya Jimmy Carter Early College high school principal, Sylvia Sepulveda, to discuss SACS committee review at La Joya Teaching Center, October 31, 2016.

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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
October, 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The implementation team requested additional data to be extracted from Banner into Radius in order to track all prospects students through the enrollment cycle. Radius is a hosted solution that will be used to create communication campaigns for prospects students as well as targeted communication for current students. The project is expected to go live with the Spring enrollment communication.

Early Alerts system – Starfish by Hobson's
After launching the Starfish pilot with faculty from the Developmental program, the implementation team continues to fine tune the information extraction process. The Applications team was able to configure the Exchange calendar option to work with Faculty's office schedules and Starfish; this functionality will be tested for the project's second phase. Additional courses/faculty will be added to participate in the second phase of the pilot until the Starfish Early Alerts system is fully deployed.

Luminis 5 upgrade - JagNet
The Applications team completed the committee's request to modify JagNet content for the Employee portal. Issues such as the Office 365 email interface inside JagNet are being addressed prior to the JagNet redesign deployment. The technical team began preparations for the Luminis 5 upgrade on November 30 while the Public Relations team kicks off the communication plan to announce the new JagNet to students, faculty, staff and the STC community.

Banner XE transformation
After receiving Cabinet approval to Institutional priorities for the Fiscal Year 2016-2017, the Information Technology team reached out to Ellucian to begin scheduling resources for a Banner Accounts Receivable follow up, Faculty Compensation Load Calculation (FLAC) training and implementation, Instructional Learning Platform (ILP) and Ellucian Mobile implementations, as well as, preparing for the Banner XE registration for students module. The above referenced system improvements will begin in January 2017.

Timekeeping System - TimeClock Plus
The Systems and Applications team met with the Project Manager to begin the conversations on the TimeClock implementation. IT will begin setting up servers and staging the technical environment in December 2016 in preparation for the project kick off on January 9, 2017. This project is expected to go live on May 1, 2017.

Infrastructure

Disaster Preparedness/Recovery Planning

STARR Data Center

After completing the INB server environment set up, the Applications and Data Base teams are testing the Banner data replication process. Banner production data has been mirrored to the new Data center in Rio Grande without any issues. The team will proceed to detach Banner production and attach a Banner test database to continue to test DR scenarios. The current test scenarios do not include power supply failure since the gas generator installation required for such testing has been delayed. The installation of a gas generator to provide energy to the Rio Grande Data center and building J is part of the Institutional DR plan lead by Facilities.

Office 365 Migration

A new timeline to migrate faculty and staff email accounts was identified, all email boxes will be migrated during the winter break. The IT team will continue working on the communication plan in November with an email to the STC community informing them about the email migration plans. The Office 365 migration project for faculty and staff is part of the DR institutional plan to provide a means of communication among STC employees in case of disaster. The new cloud environment won't allow individuals to have two STC inboxes; therefore, the IT team has identified modifications to the email account creation process to eliminate issues with students who become STC faculty/staff and vice versa.

Virtualization Phase I – Podiums

The IT team began preparations for the second phase of the Virtualization project which consists of installing a total of 88 tin clients for Student Services. The SAEM renovated area is expected to be ready after the winter break when the Support Services team will begin the hardware installation.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  No update.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.

- **Virtual Private Network (VPN) / Secure Mobile Access (SMA)**
  Update: We enabled two-factor authentication for the SMA. It will only apply to users that are enrolled.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We had our first weekly meeting. We will receive the report draft early November.
  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.

- **2016 Security Incident Retainer Engagement**
  Update: We received the report from the vendor.
  Summary: We are preparing to obtain services from Dell SecureWorks to utilize our retainer. We are having a Compromise Screening Assessment this year.

- **Cyber Legal Advise**
  No update.
  Summary: We are exploring obtaining a retainer for legal advice related to a cybersecurity incident.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  Update: We currently have 7 applications going through the web application firewall.
  Summary: We created an advisory to IT informing them that we need to adopt web communication encryption protocols that are considered secure by today's standards.

- **Secret Server Implementation**
  Update: IT created a Project Charter for the deployment of this tool.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Hiring new Information Security Analyst**
  Update: Offer was accepted by top candidate. Start date will be 11/07/2016.
  Summary: We are hiring an Information Security Analyst to fill an existing position.

- **Intrusion detection from MS-ISAC**
  Update: We receiving additional documentation that needs to be completed with the order. We will submit an agreement for president's signature early November.
  Summary: One of our weaknesses is our limited capabilities for intrusion detection. We are planning on leveraging a service offered by MS-ISAC to provide us with improved detection with minimal investment.

- **McAfee Web Gateway replacement**
  Update: The gateway seems to be consistently performing well. IT staff performed a group policy change to solve an issue where some computers were not being routed through the gateway.
  Summary: We replaced our McAfee Web Gateway equipment with two new resources.

- **Preparation for National Cyber Security Awareness Month**
  Update: We sent awareness messages for each of the five weeks of the month with a different message.
  Summary: We are going to have a limited campaign for National Cyber Security Awareness Month. We replaced the logon background with a new message and we will target the campus with additional information through email.

Marie Evans, Director

Educational Technologies Department

Monthly Activity Report for Oct. 2016

Meetings:

- 10/3/2016: Project Update Conference Call
- 10/4/2016: Council of Chairs Meeting
- 10/10/2016: Learning Support Services Meeting, Project Update Conf. Call
- 10/14/2016: Focus Academy, ET Dept. Meeting
- 10/17/2016: Project Update Conf. Call
- 10/19/2016: Leadership Meeting, IT meeting.
- 10/21/2016: Educational Technologies Team Meeting
- 10/24/2016: Project Update Conf. Call
- 10/25/2016: Meeting with Dean of Library Services & Learning Support
- 10/28/2016: Focus Academy
- 10/31/2016: Project Update Conf. 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	100
June	104
July	105
August	132
Sept	148
Oct	192
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	156.75
June	197
July	119.5
Aug	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	225
Mar	179.25
Apr	458.50
May	524.25
June	119.25
July	148.75
Aug	260.75
Sept	236.25
Oct	307.50
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	70	41	1	165	0
Data Projector	1	0	0	3	1
Laptop	112	10	27	2	184
PA System	5	10	6	3	0
CD Player	0	6	2	0	0
VCR's Only	0	0	4	0	0
Smart Board	0	0	0	0	0
Video Camera	3	0	3	0	0
TV	0	1	4	0	0
Microphone	112	12	29	19	17
Direct Box	0	0	3	0	0
Digital Camera	0	0	0	0	0
Speakers	70	24	6	165	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	17	1	4	0
Document Camera	119	0	184	0	1
DVD/VCR Player	6	18	0	1	1
Wireless Lab	0	17	0	0	0
Keyboard/Mouse	10	2	1	1	0
Sympodium	0	0	54	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	2	0	1
CPS	0	0	0	0	0
Mixer	4	2	5	3	3
Tripod	3	0	1	0	0
WebCam	3	1	2	0	2
Computer	0	0	0	3	0
Portable Table	5	2	4	6	3
Microphone Stand	22	12	8	6	0
HD Video Streamer	0	0	0	1	0
Polycom Phone	3	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	3	0	1	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	0	0	0	2	0
Mac Adaptor	8	0	0	0	0
TableTop Mic Stands	13	0	0	0	0
Ipad	4	2	1	2	1
PTZ Joystick	0	0	0	2	0
Gooseneck Mic	2	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	23	21	1	2	4
TOTAL	*601*	*198*	*350*	*390*	*219*

Dr. Fernando Chapa, Director

Institutional Effectiveness & Assessment

- **IE Related Activities:**
- 2013-15 IE Plan
- Office of the President—ongoing
- Meeting with Radiologic Technology IE Plan writer – Mid-Bi 2016 Report complete
- Meeting with English department IE Plan writers – Mid-Bi 2016 Report complete
- Meeting with Computer Science IE Plan writer – Mid-Bi 2016 Report in progress
- Entering academic program review components into 2015-2017 IE Plans in Xitracs – in progress
- Updated IEA/Budget Calendar for 2016-17
- 2013-2015 IE Success Stories
  - Computer Science – in review
  - Biology Program – in review
  - Comprehensive Mentoring & Advising – in progress
  - Reviewing Departments from ISPSI for success story
  - Dean of Registrar and Degree Completion – in progress
- 2015-2017 Mid-Biennium Activities
  - Mid-Biennium Report Guide – Completed
  - Updated contact IE writers list
  - Assisted Humanities (Dr. Nelson) with Mid-Biennium
  - Added users to Xitracs
  - Updated Xitracs to include Mid-Biennium Findings
- 2015-2017 IE Plan
  - Grants, Development and Compliance
  - Sent mass notification to all IE writers
  - Added new users into the Xitracs system
  - Office of Industry Training and Economic Development – Mr. Carlos Margo
  - Public Relations & Marketing – Mr. Daniel Ramirez
  - Continuing, Professional, and Workforce – Mr. Juan Ramirez- *He replied my email and we arranged an appointment on 10/26/2016 at 11:00am.*
  - Grant Development – Dr. Champion
  - Vice President for Academic Affairs – Ms. Maricela Silva
  - Curriculum & Student Learning – Ms. Kristina Wilson
  - Distance Education – Dr. Addae
  - High Schools Programs – Mr. Nick Gonzalez, Sofia Pena and Rebecca De Leon
  - Honors Program – Dr. Reittinger
  - Professional Development – Dr. Grimes
  - PTK Honors Society and Valley Scholars – Ms. Jessica Garcia
  - Vice President for Academic Affairs – Ms. Maricela Silva; she will contact me again for 2016 Biennium report completion due to she still pending to collect information from other departments.
  - World Languages – Ms. Delia Magdaleno; 2016 Biennium report has been completed.
  - Humanities – Chris Nelson 2016 has been completed

  - Architectural & Engineering Design Technology 2015-2017 IE Plan complete
  - AEDT Mid-Biennium Report in progress (pending program review data)
  - Entering academic program review components into 2015-2017 IE Plans in Xitracs – in progress

- IEA Training presentation on IEA Website – in progress
- Added new users into the Xitracs system
- Xitracs training – ongoing

- Finished to update the contact list for 2016 Mid-Biennium. Also, this list was upload on sharepoint website.
  - Contacted help desk requesting Premium movie maker.
  - Downloaded 2015-2017 IE Reports on PDF file formats and uploaded on department website.
  - Currently working to complete to change, update, organize and link all 2015-2017 IE reports files on departmental website. Also, upload all 2015-2017 IE reports on sharepoint website.
- Computer Science department IE Success Story – in progress
- Arranged for PR to publish the Success Stories via the Staff/Faculty News – Ray Pedraza and Abdaly Yanez
- Obtained approval from Dr. Plummer regarding the IE Success Stories
- Set up an appointment to meet with the Starr Campus Administrator – 2016 Mid-Bi Report –Dr. Arturo Montiel
- Set up an appointment to meet with the Mid-Valley Campus Administrator – 2016 Mid-Bi Report –Daniel Montes
- Set up an appointment to meet with the Division of Bachelor Programs & University Relations – 2016 Mid-Bi Report –Dr. Esmaeili
- Set up an appointment to meet with the Office of Business & Technology – 2016 Mid-Bi Report –Mr. Reyna
- Set up an appointment to meet with the College Success – 2016 Mid-Bi Report –Mr. Rene Zuniga
- Set up an appointment to meet with the Communication Studies – 2016 Mid-Bi Report – Dr. Rosalinda Cantu
- IE Plan Archiving
  - Continuing downloading and filing all reports from 1998 to present day by department. All these files will be allocated on SharePoint and departmental website library.
-
- **Assessment Reporting Specialist's Activities:**
  - Reviewed all non-academic 2016 Biennium reports before attend their appointments.

- **IEA Website Related Activities:**
  - Continuing the downloading and filing of all reports from 1998 to present day by department. All these files will be allocated on SharePoint and departmental website library.
  - Continue revising all IE reports from previous cycles to be allocated in the right division.
- **Data request:**
  - Completed and closed – the Completion rate and Grade distribution for online course by section, by deportment, and by Enrollment Type for Distance Learning
  - Completed and closed – the Enrollment for TMGT and CIT
  - Retrieved data and provided reports for the "gaps in achievement" data request for the Director of Grant Development & Compliance
  - Work in Progress – CTN-PUENTE Persistence and Success reports
  - Work in Progress – DE Student TSI-Writing performance for Developmental Writing
  - The Fall to Spring Retention by Major for Child Development - completed
  - The Enrollment & Graduation for PSJA and surrounding area as delineated by Zips, the Enrollment by major for students in delineated zips area, and the Traditional and DC Enrollment PSJA and surrounding area as delineated by Zips (2012 – 2016) – in progress
  - Completion rate and Grade distribution for online course by section, by deportment, and by instructional mode for Distance Learning – In progress
- **Reporting:**
  - Supported the IE report for Office of President
  - Entering Student Success Initiative (ESSI) Pre-Homework – completed
- Factbook
  - Updated and posted the Enrollment: Composition and the Retention by Major: Fall to Spring (2007-2016) reports for internal Factbook
  - Worked on the updating for 'Completion' and the rest part of sections for external STC Fact book
  - Updated the script for the retention reports
  - Updated the **Data Release Timeline**

- Updated and posted the Enrollment: Headcount by Age Groups and the Enrollment by Gender and by Ethnicity for external STC Factbook
- Updated the 'Transfer' and the 'Post Graduation Success' sections for external STC Fact Book
- Worked on the script updating for the Grade Distribution report
- Work in Progress – Completion rate and Grade distribution for online course by section, by deportment, and by Enrollment Type for Distance Learning
- Work in Progress – CTN-PUENTE Persistence and Success reports
- Work in Progress – DE Student TSI-Writing performance for Developmental Writing

➢ **Meetings:**
- President's Administrative Staff
- Supervisory Symposium
- Attended the IEA weekly meeting
- Self-trained on the THECB Data Fellows Training Videos

➢ **Contacted via email the following Non Academic staff for appointment for 2016 Biennium training:**
- Student Affairs & Enrollment Management – Mr. Matthew Hebbard
- Dean of Enrollment Services – Mr. Larry Barroso
- Dual2Degree – Mr. Tony Matamoros
- Director of Degree and Certificate Completion – Ms. Cythia Blanco
- Student Assessment Center, Financial Student Services and Veterans – Mr. Miguel Carranza
- Student Activities & Wellness – Mr. Eli Nguma
- Student Affairs – Mr. Paul Hernandez
- Career & Employer Services – Ms. Celinda Palacios
- Comprehensive Advising & Mentoring Services – Ms. Nancy Garcia
- Counseling – Ms. Santa Pena
- Office of Student Conduct – Mr. Karey Barnes
- Special Programs – Ms. Nancy Garcia
- PASS – Ms. Graciela Zamora

➢ **Provided assistance for 2016 Biennium reports for the following departments:**
- Risk Management – Ms. Irma Sierra
- High School Programs & Services – Mr. Nicholas Gonzalez
- Security – Mr. Paul Varville
- Library Technical Services – Mr. Jesus Campos
- Director of Degree and Certificate Completion – Cynthia Blanco
- Financial Student Services, Student Assessment Center and Veterans Affairs – Mr. Miguel Carranza
- Accountability Risk and Compliance – Mr. Frank Jason Gutierrez
- ISPSI Professional Development 5th Friday
- Emergency Responder Training
- Presented to Academic Council on CCSSE Data for Academic Challenge Taskforce Update
- Facilitated Meeting for ESSI & Completed Homework
- Attended IData Data Governance Presentation
- ESSI Check-In Call
- Office of Industry Training and Economic Development – Mr. Carlos Margo
- Public Relations & Marketing – Mr. Daniel Ramirez
- Continuing, Professional, and Workforce – Mr. Juan Ramirez- *He replied my email and we arranged an appointment on 10/26/2016 at 11:00am.*
- Grant Development – Dr. Champion
- Vice President for Academic Affairs – Ms. Maricela Silva
- Curriculum & Student Learning – Ms. Kristina Wilson
- Distance Education – Dr. Addae
- High Schools Programs – Mr. Nick Gonzalez, Sofia Pena and Rebecca De Leon

- Honors Program – Dr. Reittinger
- Professional Development – Dr. Grimes
- PTK Honors Society and Valley Scholars – Ms. Jessica Garcia

➢ **Miscellaneous:**

- Prepared Presentation to Academic Council for Academic Challenge Taskforce update
- Updating IEA Website
- Updated Comprehensive IEA Plan
- Information Services, Planning & Strategic Initiatives Departmental Staff Meeting
- Provided via email Mid-Biennium guide to Dr. Nelson from Division of Liberal Arts and Social & Behavior Sciences.
- Emergency Responder Training
- ISPSI Mission & Goals retreat

Cody Gregg, Dean

Library and Learning Support Services

Dean's Meetings:

- 10/3/16: Meeting to review NAH colors and finishes; meeting to discuss upgrading F220 to an active learning classroom.
- 10/4/16: COC; Bond Construction Program Planning Meeting.
- 10/5/16: Outreach and Instruction Weekly Meeting; AA Interviews.
- 10/6/16: Bi-weekly meetings with directors; Library & Learning Resources Administrative Staff Meeting; Historias de La Vida Award Dinner.
- 10/7/16: AA Interviews; President's Administrative Staff Meeting.
- 10/10/16: Learning Support Services Group Meeting.
- 10/11/16: Bond Construction Program Planning Meeting; Library Holds Meeting; CCUMC Committee Meeting; Board Meetings.
- 10/12/16: Meeting to Discuss Starr County Library; IT Service Desk Task Force Meeting.
- 10/13/16: Meeting with the VP; Bi-monthly meetings with directors; Library Leadership Meeting; L&LSS Manager Training.
- 10/14/16: Traditional Enrollment Planning Assumptions Meeting.
- 10/17/16: CCUCM Online Board Meeting.
- 10/19/16: Bond Construction Program Planning Meeting.
- 10/19/16: Outreach and Instruction Weekly Meeting; CCUMC Elections Committee Meeting.
- 10/20/16: Directors' bi-weekly meetings; CLE Leadership Meeting; CCUMC Panel Rehearsal Meeting.
- 10/21/16: President's Administrative Staff Meeting.
- 10/24/16: Meeting to discuss laptops for ADA students; meeting to discuss library staff offices.
- 10/25/16: Bond Construction Program Planning Meeting; Meeting with Direction of Educational Technologies; Proposal Evaluation Criteria Review; faculty Senate Presentation.
- 10/26/16: Hector Astorga Photography Art Talk; Copyright & Reserves Meeting.
- 10/27/16: Bi-monthly meetings with directors; personnel meetings; Board Meeting.
- 10/28/16: SACSCOC Site Visit Prep Meeting; Meeting to discuss library doors.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with Amigos Library Services, Elsevier, and Emerald regarding database agreements and renewals.
- Corresponded with Library Interiors of Texas and reviewed their quote for thermal people counters.
- Continued working on the CLE topics covered reports for faculty.
- Continued researching documentation and configuring Proficio Elements.
- Continued working with IT staff to deploy Symphony Workflows updates over the network.
- Began working with IT staff concerning services hanging on the Symphony production server.
- Began working with SirsiDynix and IT staff to schedule and prepare for a Symphony production environment upgrade.
- Continued working with EBSCO concerning Naxos Music Library results in Discovery Search.
- Continued working on the student, faculty/staff, and community user rack cards.
- Continued working on an Open Lab furniture layout diagram.
- Continued designing buttons to be handed out to students.
- Continued testing report capabilities for several databases that are not currently COUNTER 4 compliant.
- Continued researching OCLC Data Sync to determine how new catalog records should be uploaded to OCLC.

- Began investigating an error with Gale records in Discovery Search.
- Worked with CLE staff to improve two online forms.

Collection Development Balances:

- Library Acquisition…… $ 171,214.00
- BAT & BAS/ Materials- …… $ 28,680.00

Information Commons and Open Labs:

Highlights

- Two employees attended the week long Network + Training.
- The Learning Commons, Open Labs and CLE Open Labs are currently conducting the annual Student Satisfaction Survey.
- The Community User Corner is currently being set up in PCN F-183. This corner will consist of 6 computers which will be used by the community users that come to the Library at the Pecan Campus.. TR is currently working on the log in for these computers.

September 2016 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	3,129	11,715	24,715
Pecan F-134 Internet Café	980	2,901	9,650
Pecan T1.706 Info. Commons	780	1,592	6,406
Mid-Valley E-118, E-119	1,059	4,750	
Mid-Valley E-117 Open Area	529	1,372	
Mid-Valley G-144	726	1,929	
Starr J-108, J-109	708	3,166	
NAH 1.208J	1,207	5,734	
Technology B-141	675	3,109	
Technology B-160 Internet Café	205	501	
District Total:	**9,998**	**36,769**	**40,771**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,930	12,441
Pecan F-222	108	188
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	711	3,619
Technology A-136 Library	298	932
District Total:	**5,047**	**17,180**

***Mid-Valley Learning Commons was closed due to the Library move. They are currently located in MV A-101A.**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	478	685
Pecan F-130 Group Stations	68	98
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	6	13
NAH Group Stations	867	2,281
District Total:	**1,419**	**3,077**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	3,370	14,195
Mid-Valley A101A Open Labs	992	3,349
Mid-Valley G-270 CLE Open Labs	1,332	5,861
NAH CLE Open Lab	640	2,594
Starr CLE Open Labs	344	1,481
Tech CLE Open Labs	274	929
District Total:	**6,952**	**28,409**

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

- 10/03/16: Meeting to discuss the NAH Library colors and finishes; Meeting to discuss Pecan 2nd Floor Furniture Proposal.
- 10/04/16: Meeting to review quotes for Pecan Library 2nd floor furniture.
- 10/06/16: Bi-weekly meeting with the Dean; Library and Learning Support Services Administrative Staff meeting; meeting to discuss the Learning Commons and Open Labs' Student Satisfaction Survey for the next administration.
- 10/07/16: President's Administrative Staff meeting.
- 10/11/16: Traveled to Starr County to meet about the possible expansion of the Learning Commons at Starr County.
- 10/12/16: Meeting to discuss the Starr County Library; Meeting to discuss the needs of certain programs for the Learning Commons areas.
- 10/13/16: Employee Meeting; Library and Learning Support Services Manager Training.
- 10/14/16: One employee attended an ISP&SI Administrative Assistant meeting.
- 10/17/16: Traveled to the Mid-Valley campus to deliver promotional items for the Library's "Family Reading Night" and to oversee the operations at the Open Lab and G-270 areas.
- 10/21/16: President's Administrative Staff meeting.
- 10/26/16: traveled to the Technology Campus.
- 10/27/16: traveled to the Starr County Campus to assess the room being requested for the Learning Commons.

Public Services Data:

Library Services Data: 10/1/2016 -10/33/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	115	n/a	0	0	115
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	470	3,641	17,455	52,783	2,608	8159	3292	88,408
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	3	315	1464	n/a	195	70	2047
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	377	523	3194	n/a	429	294	4817
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	20	0	36	n/a	7	1	64
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	489	61	810	n/a	242	25	1627

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Attended a planning meeting with manager and specialist
- Celebrated "International Tutor Appreciation Week"
- Manager attended College Reading and Learning Association Publications Committee Meeting
- Manager attended first session of College Reading and Learning Association Mentoring Program
- Manager and Specialist met with Library Specialist to plan Family Reading Night activities
- CLE co-hosted Hispanic Heritage Month movie day with the Library.
- Manager and Specialist met with Library Specialist to plan Family Reading Night activities
- Planning meeting with manager and specialist to discuss distribution of CLE surveys
- Manager and Specialist met with Library Specialist to plan "Family Reading Night" activities
- Planning meeting with manager and specialist to discuss distribution of CLE surveys
- Manager attended "College Academic Success Programs" conference in Corpus Christi
- Mid-Valley CLE co-hosted "Family Reading Night", planned and organized by the Mid-Valley Library
- Manager attended Campus Carry Taskforce Forum at the Mid-Valley Campus
- Specialist attended Mid-Valley Fall Festival and Pecan Fall Festival as part of the CLE marketing initiative

Workshops:

- Specialist gave *Learning Styles Inventory* workshops to three classes of College Success for Health Professions students
- Master Tutor, presented *Learning Styles Inventory* workshop.

NAH:

Meetings and Events: Normal daily activities.

Pecan:

Meetings and Events:

- CLE celebrated "Tutor Appreciation Week"
- Met with Director of Veterans Affairs discussing Veterans Office in C-Building
- Met with search committee to interview applicants for FT SLA position
- Worked with Distance Education to promote resources to PSJA ECHS alumni
- Met with Chair of Developmental Math Department to discuss training opportunities for tutoring staff
- Conducted 8 tours and presentations for STC students
- Met to discuss APA style and formatting training series for tutors
- Met with search committee to interview applicants for FT SLA position
- Participated in Management training
- Specialist meeting
- Met with search committee to review applicants for FT SLA position
- Participated in Conflict Resolution Strategies for Student Employees.

Workshops:

- TSI Quick Math Workshop Elementary Algebra 10/3
- TSI Workshop *Main Idea and Supporting Detail* 10/5
- TSI Workshop Rational Equations 10/13
- TSI Workshop Linear Equations 10/14
- TSI Workshop Transformations and Symmetry 10/14
- TSI Workshop *Powers and Radicals* 10/6
- TSI Workshop *Linear Equations*
- TSI Workshop Inferences 10-19
- TSI Workshop Probability 10-19

Tutor Trainings:

- Tutor CRLA Training Role of A Tutor 10/14
- Tutor Content Training Working with Rational Expressions 10/15
- Content Training Calculus II Training Shell, Disk, Washer Method

STARR:

Meetings and Events:

- Starr CLE was invited to the Voter Registration Drive from the Student Activities Dept. to promote services the CLE offers.
- Interviewed two potential SLA's
- Presented to the Student Leadership Academy on Emotional Intelligence.

- Attended the L&LSS Manager Training
- Campus visit by CLE Director
- Attended the fall festival on Thursday October 20, 2016, to promote the services offered at the CLE
- Presented a welcome to the Starr County campus to the Jaguar academy for new faculty and staff on behalf of Campus Administrator
- Continued the promotion of the CLE with midterm weeks
- Participated in a meeting with Open Lab and Starr Open Lab Supervisor on what room B-209 can be used for in future

TECH:

Meetings and Events:

- Kicked off Tutor Appreciation Week with a breakfast and luncheon.
- Specialist attended CASP Conference in Corpus Christi for professional development
- Specialist met with the Online Tutoring Appeal Committee to discuss requests for additional tutoring hours
- Information Technology SLA attended new hire orientation at HR
- Tech CLE is now providing embedded tutoring at the Pharr Campus HVAC-R classes
- Attended Campus Carry Taskforce Forum
- Met with the Online Tutoring Appeal Committee to discuss requests for additional tutoring hours
- Conducted interviews in search of a new AEDT Student Learning Assistant
- Attended Pecan Fall Festival

Workshops:

- Basic Arduino Programming presented by Mechatronics Instructor
- *Introduction to Hydraulics* presented by Mechatronics Instructor
- Arduino Troubleshooting presented by Mechatronics Instructor

Tutor Trainings:

- New HVAC tutor began embedded tutor training with veteran HVAC tutor.
- *Introduction to Tutoring*
- *Record Keeping with the CLE*

CLE Data:

JagTrax Data (October 2016)							
	All Campuses	**MVC**	**NAH**	**PCN**	**PWC**	**STR**	**TCH**
Tutoring Contact Hours	2857	365	175	1208	502	413	194
Tutoring Visits/Sessions (U)	2519	406	364	688	792	197	72
Tutoring Visits/Sessions (D)	5464	830	521	2214	1256	433	210
Tutoring Visits (Students Enrolled)(D)	5386	820	512	2186	1234	424	210
Tutoring Visits (Students Non-Enrolled)(D)	62	10	10	17	16	9	
Tutoring Visits (Community Users)(D)	17			11	6		
Student Departures (Tutoring)	531	74	3	343	95	9	7
Independent Study (Unduplicated)	893	248	306	215	40	30	54
Independent Study (Duplicated)	2993	537	1608	597	45	50	156
Proctoring	416						
Workshops Hosted	14	4		6		1	3
Workshop Attendance	122	57		22		18	25

Total Sessions by Profile	**All Campuses**	**MVC**	**NAH**	**PCN**	**PWC**	**STR**	**TCH**
Tutoring Visits (Students Enrolled)(D)	5386	820	512	2186	1234	424	210

Tutoring Visits (Students Non-Enrolled)(D)	62	10	10	17	16	9	
Tutoring Visits (Community Users)(D)	17			11	6		

Sessions v Departures	All Campuses	MVC	NAH	PCN	PWC	STR	TCH
Tutoring Visits/Sessions (D)	5464	830	521	2214	1256	433	210
Student Departures (Tutoring)	518	74	3	343	82	9	7

Tutoring Visits by Day (Duplicated)	All Campuses	MVC	NAH	PCN	PWC	STR	TEC	TEC-ET
Monday	1756	237	183	509	318	106	51	352
Tuesday	1445	180	70	483	260	98	37	317
Wednesday	1425	162	107	487	247	107	37	278
Thursday	1368	131	84	441	262	110	64	276
Friday	359	74	78	115	59	12	21	
Saturday	335	46		179	110			
Total	**6688**	**830**	**522**	**2214**	**1256**	**433**	**210**	**1223**

Online Tutoring	Oct (Hrs)	YTD (Hrs)	Total Hours Purchased	Remaining (Hrs)
Upswing	71	167	1413	1246
Smarthinking	408	534	1500	966

Subjects Tutored (Top 15)	Total Sessions (Duplicated)	Percent of all Sessions
MATH	2088	43.59%
ENGL	1230	25.68%
CHEM	266	5.55%
RNSG	183	3.82%

BIOL	182	3.80%
CSFH	174	3.63%
INRW	129	2.69%
ENGR	95	1.98%
READ	78	1.63%
MDCA	78	1.63%
DFTG	73	1.52%
PHYS	66	1.38%
HIST	56	1.17%
ACCT	49	1.02%
RSPT	43	0.90%

Door Counts	MVCCLE	NAHCLE	PCNCLE	STRCLE	TCHCLE
8:00 AM	809	806	1747	85	238
9:00 AM	980	649	3295	151	251
10:00 AM	942	900	2540	170	223
11:00 AM	1178	1082	3452	183	353
12:00 PM	1094	1358	3866	143	339
1:00 PM	951	995	2583	204	287
2:00 PM	693	1038	2240	161	236
3:00 PM	671	922	2275	128	228
4:00 PM	555	1014	1600	124	208
5:00 PM	498	625	1298	109	224
6:00 PM	304	373	755	91	233
7:00 PM	329	238	650	18	307
Total	**9004**	**10000**	**26301**	**1567**	**3127**

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- Aspen Frontier Set Application narrative and data
- Board of Nursing NEPIS Survey Data
- CBM00A and CBM00C Recertification AY 2016
- CBM 116
- Civitas pre-workshop survey
- IPEDS Fall Survey
- Review of Aspen data

Surveys

- 2016 First Year Orientation for Psychology Survey
- Campus Carry Survey
- Child Development Observation Survey
- CLE New Survey form
- Evaluation and Business Survey
- La Joya Surveys
- Open Labs Survey
- Puente Pre Fall Form 2016 Survey
- Puente Survey
- STC Teacher and Course Eval Continuing Ed Survey
- Student Drop Survey

Qualitative Studies

- HSI Grant Evaluation - Focus Groups
- La Joya Teaching Center Study - Qualitative portion
- MVC-CDC Spring 2016

Data Requests

- Arts studio TSI readiness
- Aspen Institute Frontier Application Data
- CBM116 follow-ups
- Comprehensive Annual Financial Report (CAFR)Dissertation data
- Dual Funded Contact Hours Base Year 14-15
- Engineering 28+ hours rosters
- Enrollment and Awards 15-16
- Fall 2016 Dev Enrollment Percentage
- Fall 2016 FTE
- Fall 2016 FTIC count
- HB5 request
- Historical degree/certificate total
- History/English results
- IDEA School Fall Enrollment Trend
- iPass
- LibQUAL data for Nursing Accreditation
- Math & science division retention rates
- PCA Graduates - Admission into NAH Programs
- PSJA College For All - Preconference

- Puente survey data, de-identified
- Section counts for top CLE courses/Pecan
- SPAN-2313 college readiness
- Starr County undeclared majors
- Tech majors/distance to Weslaco
- Tuition Set Asides TPEG
- 2015-2016 Schedule by Department - NAH and MS

Data Analysis

- Analyze Upswing Data
- First Year Connection Fall 2015
- HSI evaluation; pass, fail, withdraw rates
- INDS request; Math and Science courses taken TC Data for PDC

Meetings

- Academic Department Cost Study Meeting
- Aspen Frontier Set Grant Meeting
- Campus Carry Survey Meeting
- Civitas Meeting – Austin
- HR Fall 2016 Supervisory Symposium Meeting
- HSI grant evaluation Meeting
- Immigrant survey conference call
- Meta-assessment: Evaluating the quality of academic program assessment
- PAS Meeting
- PDC Meeting
- RAS Weekly Meeting
- Texas Pathways Project Meeting
- THECB Webinar

Other Research/Support

- AS_SRD_TODAY
- Research Agenda 16-17
- Staff Satisfaction Survey - researching alternatives

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

10/3/2016: iPASS Monthly Coaching Session
10/4/2016: Radius Weekly
10/5/2016: JPCT: Staff Focus Group
10/6/2016: Texas Completes Monthly Call In
10/6/2016: IPASS Grant Data Report Meeting with Business Office
10/7/2016: JPCT: Faculty Focus Group
10/7/2016: PAS: JagNet Update
10/10/2016: Radius Weekly
10/11/2016: JagNet Portal Meeting
10/12/2016: Starfish Cabinet Presentation
10/12/2016: JagNet Staff Portal Meeting
10/13/2016: Assumptions Document Meeting
10/13/2016: Starfish Weekly
10/14/2016: Assumptions Document Focus Group
10/18/2016: Radius Weekly
10/19/2016: JagNet Portal Team (Staff)
10/20/2016: Starfish AdHoc: Attendance Feature
10/21/2016: JagNet Portal Team (Faculty)
11/1/2016: Hobsons Weekly
11/1/2016: Starfish Attendance Feature
11/2/2016: Strategic Initiatives

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Inquiry Form complete. Next Step is Communication Plan and begin Student Application design.
H_Starfish	Early Alert	✓	✓	✓	Pilot: Second Survey initiated 10/31/2016. Next Steps: Outlook integration, Design of Attendance Feature. Designing Spring Communication Plan.
TimeClock+	Time Keeping System	✓	✓	✓	Business and Process Mapping by HR: Test Development
Luminis Upgrade	JagNet Portal	✓	✓	✓	Compress Schedule: Go Live Date: 11/30/2016
ILP	Intelligent Learning Platform				Board Purchase Approval. Begin Initiation.
EMSI-Program Demand Gap Analysis	Measure how well aligned STC's program offerings are with the regional labor market.				Awaiting Final Contract Signatures

Dr. Laura B. Sanchez, Assoc. Dean

Institutional Research and Effectiveness

Leadership Activities

- Developed and presented a conference break-out session at the TCCIL Leadership Conference on Dual Credit Expansion and the necessary substantive change reporting for SACSCOC.
- Participated in Strategic Services Group meeting
- Met with DNA participant for a mentorship session.
- Presented on SACSCOC and the 5th Year review to the Teaching and Learning Academy.
- Facilitated a Communication Professional Development activity for the Professional and Organizational Development Staff during their departmental retreat.
- Participated President's Administrative Staff SCARF training.
- Attended Academic Council to represent RAS/IEA.
- Participated in Planning and Development Council meeting.

Accreditation Related Activities:

- ACEN/CNEA National Nursing Accreditation
  - Provided Dean Valerio with documentation of authorization to confer degrees required for the candidacy application.
- SACSCOC Activities:
  - Met with the Sales Director at Homewood Suites to coordinate visiting team logistics and hospitality needs.
  - Continued coordinating visiting team logistics including workroom set-up, technology needs, and hospitality reservations.
  - Worked with the High School Programs Administrator to schedule site visit preparation meetings at each of the 6 sites over the next two weeks.
  - Prepared EWD presentation to give the committee an updated on our SACSCOC 5th year process and site visit. Presentation scheduled for October 11, 2016.
  - Presented to the Board ED committee on the 5th year accreditation process.
  - Conducted site visit preparation meeting with staff and students at Thomas Jefferson Early College High School.
  - Met with the Director of Human Resources to coordinate roster updates and file preparation for the site visit.
  - Coordinated with support staff to plan and order hospitality/food for the visiting team.
  - Participated in conference call with SACSCOC Vice President to prepare for the site visit.
  - Conducted site visit preparation meetings with staff and students at La Joya Teaching Center, Robert Vela High School, and Palmview High School.
  - Conducted site visit preparation meetings with staff and students McAllen High School, and Pharr Teaching Center.
  - Conducted a preparation meeting with the staff assigned to drive the site visiting team to the off-campus sites.
  - Participated in Conference call with the Chair of the visiting committee to prepare for the visit.
  - Conducted a preparation meeting with the STC Leadership involved in the site visit.

IE Related Activities:

- Coordinated with the Director of IEA on ongoing projects.
- Met with staff with the HSI Grant to review activities required this semester for the evaluation plan, including data needs, student focus groups and faculty interviews.

RAS Related Activities:

- Coordinated with the Director of RAS on ongoing data requests and projects.

- Attended training in Austin by Civitas for all of the Texas institutions utilizing the Illume predictive analytics software.
- Coordinated with the Assistant Director of the HSI Grant to schedule focus groups and faculty interview during November.
- Reviewed the IRB process with the Qualitative Researcher in preparation to assume IRB review process.
- Met with the Director of RAS to update a presentation for the DLA.
- Participated in weekly Call with CIVITAS to prepare for an upcoming on-site training on November 17th.

State-wide Leadership Activities:

- Participated in the TCCIL Conference on October 5-7, 2016, and acted as MC for Day One of the Conference.
- Provided registration support for the conference.

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: November 17, 2016

Subject: October 2016 Activity Report

The major activities of my office this month were:

1) Attended STC INNO Conference 2) Met with Pharr Boys and Girls Club 3) Met with Dr. Andreas Holzenburg from UTRGV 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Met with MEDC and prospective manufacturing company 6) Attended RSTEC Board meeting 7) Continued Engineering Tooling Academy activities with UTRGV 8) Met with TAMU McAllen Center representatives 9) Assisted in planning of long-term robotics program 10) Further developed and planned Manufacturing Seminars Series Program 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Met with UTRGV Assoc VP of Research and Deans to discuss training initiatives 13). Met with STC Grants team to discuss JET grant opportunity 14) Attended TAMU McAllen Center Advisory Committee meeting. 15) Presented at Gonzalez Elementary 16) Attended Easter Seals Annual Dinner

Summary of Activities for October 2016:

- Attended STC INNO Conference presented by the Precision Manufacturing Technology Program.
- Met with Pharr Boys and Girls Club to discuss robotics opportunities for members.
- Met with Dr. Andreas Holzenburg from UTRGV, Research Associate to discuss collaborative research efforts.
- Attended RSTEC Board meeting in Weslaco.
- Met with MEDC and prospective manufacturing company from Spain to discuss training and other incentives.
- Worked on fall robotics program development.
- Met with TAMU McAllen Center representatives to discuss options to lease space at STC for the 2017-18 academic year.
- Met with UTRGV Associate VP of Research and the Dean and Associate Deans from their Engineering department to discuss the Engineering Tooling Academy. Discussions included tenancy in the new facility.
- Met with STC Grants team to discuss JET grant opportunity.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Attended TAMU McAllen Center Advisory Committee meeting. I serve on this advisory council.
- Attended Easter Seals Annual Dinner honoring Senator Juan Hinojosa.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.

- Presented to two classes at Gonzalez Elementary School in McAllen. The presentation included the NAO Robot and EV3 Robotics.
- Further worked on Partnership Agreement draft between South Texas College and IIES. This includes researching and identifying legal and operational aspects of proposed project.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives.
- Met with IAM staff 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.

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