SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

January 2017

Board Meeting

February 28, 2017

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **February 28, 2017**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **January 2017 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:
  - Paul Hernandez, Dean of Student Affairs
  - Miguel Carranza, Interim Dean of Enrollment Management
  - Cynthia Blanco, Director of Student Records and Registrar
  - Dr. David Plummer, Vice-President for IS & P
  - Victoria Perez, student
  - Maria del Socorro Garza, student
  - Tom Himmer, OZ Principle speaker
  - Juan Mejia, Tyler College

Attended:
- Hobson's/South Texas Implementation meetings
- Academic Progress Standard Policy and Dual Eligibility Progress
- Joint Study meeting at the University of Texas Rio Grande Valley
- Finalization FTIC Process Mapping for Fall
- La Joya Data Sharing meeting
- Board Appreciation Breakfast

Participated:
- Enrollment Services Building K Plans
- ORG Leader call with Tom Himmer at Partners In Leadership along with Dr. David Plummer
- Student Affairs & Enrollment Management/PR & Marketing/Agency Team meeting

Enrollment Services & Registrar

- Worked during Winter Break on January 2 – 3, 2017 to assist students with admissions, registration and records/transcripts.
- Processed documents required to complete admission files and cleared students to register; to date, **32,709** students have registered for Spring 2017 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, block scheduling, data sharing & access working group, Enrollment Appeals Committee, Enrollment Services renovation at Pecan Campus, Bldg. K, 1st floor, financial aid attendance rosters for Spring 2017, FTIC process mapping for Fall 2017, Grade Appeals Committee, Math Pathways, Public Relations & Marketing & Agency team, Starfish attendance feature, and various search committees.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts continued certifying December 2016 graduates.
- Document Management Specialist downloaded, reviewed and verified **4,689** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during January 2017.
- 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 with all aspects of admissions and registration; STC has **115** international students enrolled for Spring 2017 semester, to date.
- Processed **267** course substitutions and exceptions in Degree Works during January 2017.
- Processed *Change of Grade Forms* for **263** students during January 2017.
- Processed *Reinstatement After Census Date Forms* for **50** students during January 2017.
- Processed *Schedule Change Forms* for **2,923** students since Spring 2017 semester began on January 17.
- Processed **1,541** high school and **1,006** college/university transcripts during January 2017.
- Evaluated **743** transcripts from other colleges and universities during January 2017.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **5,751** STC transcripts during January 2017.
- Scanned and indexed **4,325** documents submitted by students during January 2017.
- 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 Staff continue completing FAFSA applications and verification forms for the 2016-2017 and 2017-2018 academic year.
- SFS has filled 1 vacant position, Angela Cantu is our new Financial Aid Specialist at the Pecan Campus
- SFS Veteran Affairs staff have assisted students with enrollment and VA benefits for the Spring 2017.
- SFS Director and Administrative Assistant attend the Budget Open Lab session to submit the proposal budget for FY 2018
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 3 FAFSA drives throughout the month of January

Assessment Center

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	**345**			**TSI EXAM**	**139**
				CAAP	**236**
				ACT	**665**
Mid- Valley	**155**	**74**	**66 (89%show)**	**TSI EXAM**	**1,306**
Starr Campus	**91**	**49**	**47 (96%show)**	**TSI EXAM**	**558**
Pecan Plaza	**148**	**26**	**25 (96%show)**	**GED/ PEARSON**	**136**
		276	**259 (94%show)**	**TSI EXAM**	**2,706**
TOTAL:	**739**	**425**	**397 (93%show)**		**5,746– All Campuses YTD**

- Director attended meetings with TR, BUGS meeting, presidents administrative staff meeting, RAND project meeting, Enrollment Services meeting
- Continuous processing of TSI, ACT, SAT test scores into banner
- CBM002 reports for Fall 2016 finalization
- All Testing at Pecan Campus has been permanently moved to Pecan Plaza due to staff relocation

TSI Student Notifications Report January 1st- January 31st 2017							
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 YTD**	**Letters of Notification Before 1st Class Day**	**Letters of Notification After 1st Class Day**
Pecan	**25**	**261**	**21**	**139**	**97**	**110**	**0**
Nursing	**8**	**8**	**5**	**5**	**3**	**3**	**0**
Technology	**5**	**5**	**0**	**0**	**5**	**5**	**0**
Starr	**29**	**56**	**11**	**211**	**30**	**38**	**0**
Mid-Valley	**30**	**30**	**12**	**14**	**18**	**18**	**0**
Total	**107**	**366**	**64**	**179**	**153**	**174**	**0**

Assessment Center cont.

- 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

TSI Placement Report

TSI Scores: by placement score January 2017			
READING		**READING**	
Monthly (01/01/17 - 01/31/17)		**Year To Date (08/29/16 - 01/31/2017)**	
College ready (351+)	86	**College Ready** (351+)	561
Holistic Placement (349-350)	17	Holistic Placement (349-350)	147
Developmental Ed (342-348)	70	Developmental Ed (342-348)	583
ABE Level 6 (Developmental Ed)	19	ABE Level 6 (Developmental Ed)	154
ABE Level 5 (Developmental Ed)	46	ABE Level 5 (Developmental Ed)	381
ABE Level 4	16	ABE Level 4	132
ABE Level 3	2	ABE Level 3	16
ABE Level 2	2	ABE Level 2	24
ABE Level 1	1	ABE Level 1	12
Total	**259**	**Total**	**2010**
MATH		**MATH**	
Monthly (01/01/17 - 01/31/17)		**Year To Date (08/29/16 - 01/31/2017)**	
College Ready (350+)	36	**College Ready** (350+)	414
Holistic Placement (348-349)	12	Holistic Placement (348-349)	165
Developmental Ed (336-347)	76	Developmental Ed (336-347)	912
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	74	ABE Level 5 (Developmental Ed)	434
ABE Level 4	47	ABE Level 4	246
ABE Level 3	7	ABE Level 3	46
ABE Level 2	2	ABE Level 2	15
ABE Level 1	1	ABE Level 1	10
Total	**256**	**Total**	**2243**
Writing		**Writing**	
Monthly (01/01/17 - 01/31/17)		**Year To Date (08/29/16 - 01/31/2017)**	
College Ready (363 & 4+ Essay or 5+)	89	**College Ready** (363 & 4+ Essay or 5+)	826
Holistic Placement (361-362 & 4 Essay)	5	Holistic Placement (361-362 & 4 Essay)	28
Developmental Ed (350-362 & 0-4 Essay)	55	Developmental Ed (350-362 & 0-4 Essay)	387
ABE Level 6 (Developmental Ed)	16	ABE Level 6 (Developmental Ed)	112
ABE Level 5 (Developmental Ed)	11	ABE Level 5 (Developmental Ed)	62
ABE Level 4	15	ABE Level 4	100
ABE Level 3	5	ABE Level 3	48
ABE Level 2	1	ABE Level 2	8
ABE Level 1	1	ABE Level 1	13
Total	**198**	**Total**	**1584**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

*TSI Placement Report Notes

Reading	Placement
DE Diagnostic 349-350	Holistic Placement Option
DE Diagnostic 342-348	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	
Math	**Placement**
DE Diagnostic 348-349	Holistic Placement Option
DE Diagnostic 336-347	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	
Writing	**Placement**
DE Diagnostic 361-362 & 4 Essay	Holistic Placement Option
DE Diagnostic 350-362 & 0-4 Essay	Developmental Education
ABE Diagnostic Level 5-6	Developmental Education
ABE Diagnostic Level 1-4	Developmental Education
Note: Based on THECB Approved 1yr waiver	

Dual2Degree

IMPORTANT HIGHLIGHTS:

- Approximately **88% of all Dual Credit Registration was completed by the first class day** during the Spring 2017 semester, which is an increase from Spring 2016.
- The Dual2Degree Department **expanded the Self-Service Registration & DegreeWorks Initiative to 17 high school sites** during the Spring 2017 term. This initiative enables high school students to register for dual credit courses at STC via the JagNet student service portal, and simultaneously conduct a DegreeWorks audit. Plans are underway to further expand this initiative to an additional 10-15 high schools for Fall 2017.
- **More than 1,100 high school students registered for dual credit courses online** as a result of the Self-Service Registration & DegreeWorks Initiative. In total, **students self-registered for more than 1,850 sections online** via the JagNet student service portal.
- **More than 700 students attempted the online Dual2Degree Student Success Module prior to the first class day**. The Dual2Degree Department individually reviewed successful student completion of the module and lifted registration holds accordingly.

DUAL CREDIT SPRING 2017 ENROLLMENT REPORT:

Approximately 88% of all dual credit registration was completed by the first class day. This is an improvement from prior years as a result of initiatives spearheaded by the Dual2Degree Department, which includes working with school districts to improve course scheduling, the implementation of online registration, and the electronic submittal of high school transcripts and test scores via the Texas Records Exchange (TREx) system. Furthermore, the implementation of new enrollment deadlines and procedures, which require students to complete their enrollment process by the first class day, made a significant improvement in early registration.

Self-

Category	Description	Total Registration	Percentage
Early Registration	November 2016 - Registration Deadline	29,015	88.0%
Late Registration	1st Class Day – Census	3,920	11.9%
Total Registration	November 2016 – Census	32,935	100.00%

Service Registration & Advisement Initiative:

The Dual2Degree Department has begun to redesign the enrollment process for dual credit students in an effort to facilitate and enhance advisement and registration processes. The Self-Service Advisement and Registration Initiative enables high school students to register for dual credit courses at South Texas College via the JagNet Student Service portal after conducting a degree audit via DegreeWorks. During the Spring 2017 term, a total of 17 high school sites listed below participated in this new enrollment process.

Dual2Degree cont.

High School Site	Number of Adds Performed Online	Number of Students Participating
Edcouch Elsa HS/ECHS	228	90
Juan Diego Academy	0	17
La Joya Teaching Center	223	129
La Villa ECHS	65	34
Mercedes HS/ECHS	26	26
Oratory Athaneum	0	44
Premier HS – Edinburg	17	17
Premier HS – Mission	6	6
Premier HS - Palmview	2	2
Progreso ECHS	57	57
PSJA TSTEM ECHS	541	294
Weslaco East HS/Weslaco HS/ Weslaco CTE Ctr.	611	397
Vanguard Academy	75	66
Total	**1,851**	**1,179**

The objectives of the new enrollment process are as follows:

- Streamline registration of dual credit students in STC college courses by enabling students to have control over the initial stage of the enrollment process
- Increase student usage of DegreeWorks to improve awareness of degree progress and completion
- Increase student awareness of academic record at STC, including Academic and Financial Aid Standing
- Promote awareness of college resources and services including JagNet and Blackboard

La Joya Teaching Center

PSJA TSTEM Early College High School

Vanguard Academy

MEETINGS WITH SCHOOL DISTRICTS:

Meetings were held with the following school districts to discuss Spring 2017 enrollment:

- Premier HS Mission/Palmview – Staff Meeting
- Rio Grande City HS - Staff Meeting
- Vanguard Academy – Staff Meeting
- Vanguard Academy – Dual Credit Faculty Meeting

INTERNAL STC MEETINGS:

FTIC Intake Meeting:

The Director participated in meetings to map the College's intake process for first time in college (FTIC) students. It was agreed the Department will play a more active role in the transition process for dual credit students by facilitating Senior Fast Track sessions for non-TSI liable students.

Dual Credit Connection & Transition Meeting:

A meeting was held with the College Connections Department to discuss strategies for connecting and transitioning dual credit students to South Texas College. Discussions included creating personalized communications for dual credit students before the senior year utilizing the Hobsons-Radius CRM, as well as coordinating on and off-campus events and activities for students and parents. The Departments also agreed to continue the Dual2Degree High School Senior and Parent College Days, and providing training on usage of the Hobsons Radius CRM for Dual2Degree Staff.

Dual2Degree cont.

Repeat Fee Implementation Meeting:

A meeting was held with Cashiers to finalize implementation of the Dual Credit Repeat Fee, as approved by the STC Board of Trustees. It was agreed the Dual2Degree Department would identify students repeating coursework for two or more times using a "Dual Credit Intervention Report" created by the Technology Resources (TR) Department. The Dual2Degree and Early College High School departments will work with schools to determine whether ISDs will incur such charges. Students whom the ISD will not pay such fees for will be dropped from repeated coursework.

Office Space Redesign Meeting:

A meeting was held with the VP for SAEM and division leaders to discuss redesigning office space for the Dual2Degree Department, College Connections Department, and Student Assessment Center. It was agreed the Dual2Degree Department would relocate some offices to the Dean of Student Service Suite in the Pecan Campus to allow for College Connections Department Staff to have appropriate office space.

Academic Council:

The Department was represented at the monthly Academic Council and provided updates on behalf of the Student Affairs and Enrollment Management Division.

TRAININGS AND PROFESSIONAL DEVELOPMENT:

- Distinguished Leadership Academy (DLA)

Dual2Degree Upcoming Events & Activities for February 2017 Include:

- Meet with ISDs to scale up Dual Credit Self-Service Advisement and Registration Initiative for Fall 2017
- Work with College Connections Department to Develop a Connection and Transition Plan for Dual Credit Students
- Conduct Student Success Workshops at High Schools for Students Placed on Financial Aid Warning/Suspension
- Finalize Spring 2017 Dual Credit Student Enrollment Document Retention
- Work with PR & Marketing to Finalize Parent and Student Dual Credit Program Brochure
- Continue Review of Dual Credit Course Offerings at High School Sites
- Finalize Fall 2017 Dual Credit Enrollment Timeline

Collection Connections

- Partnerships/Events
  - La Joya ISD Senior Enrollment Planning
  - Deep South Texas Financial Literacy Alliance
  - RGV Lead College and Career EXPO Committee Meeting
  - STAR Network Meeting
- South Texas College
  - SAEM Extended Hours
  - First Day of Class
  - Call Center Expansion Planning
  - NAH Program Chair Meeting
- Apply Texas
  - Hidalgo Academy
  - Sharyland High School

Collection Connections cont.

- College and Career Fair
  - Mission High School
  - IDEA Mission
  - Rafaela T. Barrera Elementary
  - UTRGV Talent Search Junior Academy
  - Travis Elementary
  - Immaculate Conception School
- Recruitment
  - Gear Up Cybermentoring Zoom Session
  - Gear Up College Connections Event Starr Campus - 42 Students
  - Gear Up College Connections Event Mid-Valley Campus – 159 Students
  - Roma High School
- Parent Events
  - McAllen ISD - Blanca Sanchez Elementary Parent Presentation
  - McAllen ISD – Michael Fossum Middle School Parent Presentation
  - La Joya ISD – Kika de la Garza Elementary Parent Presentation
  - Rio Grande City – Parental Involvement Program
- Campus Tours
  - Pecan – 1 visitor
    - Personal Tour
  - Technology – 22 visitors
    - Personal Tour
    - Home School Group Tour
- Call Center

Phone Calls	
January 1 – January 31	18074 Inbound Calls
JagChat	
January 1 – January 31	153 Chats

Upcoming College Connection Events:

- February 14 – Gear Up I AM Conference for Females
- February 21 – Gear Up TIES Conference for Males
- March – May – Fast Track: Senior Clearance Events

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Monthly- Career & Employer Services Activity	
Total Number	
91	Student Contacts & Outreach
158	Student & Alumni Registered on CCN
46	Student & Alumni Resumes Revised/Uploaded on CCN
10	Employer Contact and New Employer Registered on CCN
35	Jobs posted to CCN
3,739	Total Students Registered to date
8,000	Total Alumni Registered to date
2,990	Total Employers Registered to date

Current/Upcoming Activities & Events:

(OCR) On Campus Recruitment

- 1 OCR event, U.S. Customs & Border Patrol, Pecan Campus
- 1 OCR event, U.S. Customs & Border Patrol, Mid Valley Campus
- 1 OCR event, Texas Department of Public Safety Mid-Valley Campus
- 1 OCR event, Vector Marketing, Pecan Campus

Workshop & Presentations / Activities

- Attended First Year Connection event, Pecan Campus, to observe
- 01/17/2017 presented an overview of services at orientation for HVAC majors at Technology Campus Auditorium
- Conducted PTA Career Seminar; Job Application, Interviewing Skills presentations and Mock Interviews; 14 students
- Welcome Week Info Tables
- C&ES Overview Presentation
  - Automotive Majors-Tech Campus
- Resume and Interviewing Workshop for Speech
  - Instructor Moraima Cardenas
- Career Services and College Central Overview
  - College Success – Paul Hernandez
- 5 College, life skills and importance of an education workshops – Juan Seguin Elementary

Coordination of Upcoming Events

- Coordinating of Spring Career Expo
- Coordinating Spring Career Expo (marketing material, agenda, team responsibilities, accepting registrations, finalizing guest speakers)
- Making reservations for upcoming events (on campus recruitment and culinary arts career fair)
- Coordinating upcoming department retreat (reviewing personality type in the workplace slideshow)
- Coordinating Spring Career Expo
- Making reservations for upcoming events

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

Meetings & Miscellaneous information

- Job development (City of Weslaco; Entravision Communications; Grifols; Houston Independent School District; Macy's; R Communications; The Esperanza Project)
- Serving on hiring committee for NAH Career & Placement Specialist position
- Meeting with Public Relations; Career Expo marketing materials
- Manage Social Networking Pages
- Job development (Appen; Rio Bank; SKY I.T. Solutions Inc.; The Gilbert G. Garcia Law Firm)
- Serving on hiring committee for NAH Career & Placement Specialist position
- Attended CCN Majors List GoMeetng
- Scheduling Spring Classroom Workshops
- Scheduling Spring Open Workshops
- Preparing LinkedIn Workshop Information
- Met with PMT Faculty member to cover overview of services
  Manage Social Networking Pages
- Meeting for Women in Technology event
- Developing Department Brochures
- Manage Social Networking pages.
- Job development (Aircool Tech-ACT. Corporation; Appen; Boys & Girls Club of McAllen; Frost Bank; Insight Global; Javier Hinojosa Engineering; Tu Vida Medical Transport)
- Serving on hiring committee for NAH Career & Placement Specialist position
- Meeting with Culinary Arts Department, Culinary Arts Career Fair
- Meeting with Workforce Solutions-requesting STC facilities for event
- Attended Department Staff Meeting
- Manage Social Networking Pages

Student Activities & Wellness

- First Year Connection Sessions (PCN, MID & STR)

- Welcome Tents (District Wide)

Student Activities & Wellness cont.

- Welcome Week Events (District Wide)

- Club Fair (District Wide)

Student Activities & Wellness cont.

- Intramural Sports Promo (PCN)
- Popcorn & Games Day (District Wide)

- Student Government Kickoff Events (District Wide)

- Student Leadership Kickoff Events (District Wide)
- Field Day(MID)

Student Activities & Wellness cont.

- Karaoke (PCN)
- Nintendo Competition(MID)

- College Connection Presentation (MID)

Counseling/Student Disability Services

Counselor Student Contacts								
Campus	**Advisement/ Telephone Contacts**	**Professional Counseling/ Referrals/Consult.**	**Student Disability Services**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other/Special Programs**	**Total**
Pecan	**895**	**121**	**199**	**42**	**0**	**898**	**185**	**2340**
Weslaco	**5**	**0**	**5**	**2**	**0**	**251**	**0**	**263**
Rio Grande	**161**	**5**	**23**	**6**	**0**	**123**	**0**	**318**
Tech Ctr.	**75**	**41**	**92**	**10**	**0**	**34**	**2**	**254**
NAH	**7**	**6**	**26**	**2**	**29**	**16**	**31**	**117**
Total	**1143**	**173**	**345**	**62**	**29**	**1322**	**218**	**3292**

Counseling/Student Disability Services cont.

Meetings/Presentations/Consultations

- Project HIRE Staff Meeting and Presentation on Autism
- Records Retention Meeting
- Review work study applications & schedule interviews
- Academic and Technical Divisions and Counseling and Student Disability Services Meetings
- UTRGV Counseling and Guidance Department Intern Orientation
- UTRGV Social Work Student Intern Meeting
- Staffing of Student Disability Services and Title IX Cases
- Academic progress case management, academic advising, review and completion of Scholastic Success Plans, and Scholastic Appeals
- Project HIRE Grant Activities: Case management, coordinate of classroom accommodations, Person Centered Planning and Coaches Meetings
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Professional Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services
- Academic & Personal Growth Workshops
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	5016
Weslaco	1458
Rio Grande	716
Tech	1595
Total	8785

A. Programs/Activities/Meetings:
   - Monitoring College Advising Training Program- Coordinated the scheduling of the training cohort for Area ISD High Schools in January, February & April; 5 training dates were scheduled and completed from February 13th, 2017 through the 17th, 2017; 37 presentations are scheduled for the cohort; campus visits are scheduled for Friday 17th at the Technology, NAH, campuses; cohort makeup LJISD, PSJAISD, MICISD, ECISD; are the districts to attend so far and STC staff 16 participants scheduled for training; 11 participants for April, 2 carryovers from prior group, 8 are signed up for June; School district personnel were asking for other dates for training;
   - 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; Visited the 3 High School sites; met with student mentors and reviewed policies with the mentors; Roma mentors started on January 30, 2017; Rio Grande City ECHS is next school to start mentor; Mentors had a professional development on January 13th where the received training from the CLE, Library Services and the Puente Program, all the programs are based out of the Starr County campus.

- Monitoring Beacon Mentor Program- Planning activities, emails have been ongoing between mentors and myself to plan for the semester; 12 sections are currently receiving services by mentors, 3 are still planned to be mentored awaiting confirmation by faculty, meet with faculty at division's convocation or department meeting on January 9th and the 11th, 2017;
- Monitoring Carl Perkins/PASS- participated in meetings with PASS Program staff to review program guidelines and practices; assisted with early registration for students; assisted with outreach and book distribution on January 19th and 20th, 2017 at the Technology Campus. Planning for early registration of DFTG 1325 and BMGT 1301 sections; possibility of adding HRPO 2301 as well; 11 sections overall for early registration initiative;

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; meeting was held on 1/24/17;
- Search Committees- participated in meetings for search committee of new faculty and staff next meetings TBD for February 18, 2017;

C. Preliminary Forms
- Reviewed/Approved timecards, 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

I. NEFA Program

A. Program Development

1. Submitted the HSI Annual Progress Report for the Faculty Advising Component on Jan. 13th.
2. Met with Director of Advising to draft "Talking Points" for the Spring Pilot faculty advisors on Jan. 25th.
3. Send email to the 10 program chairs participating in the spring pilot to inform them of the current status of the pilot project.

B. Training Activities & Outreach

1. Trained 7 faculty with Modules 1 & 2 on Jan. 27th. The group consisted of LASS Social Science and Humanities, NAH, Math & Science, and Business & Technology faculty.
2. Send emails to 125 faculty for NEFA online training recruitment on Jan. 18th, and 32 LASS and Math & Science faculty interested in the face-to-face training on Jan. 18th.

II. Lead Faculty Advisor Meetings/Activities

1. Held the Spring 2017 Lead Faculty Advisor Orientation on Jan. 13th.
2. Worked on the Lead Faculty Advisor Special Assignment, MOUs and tracking forms for Spring 2017.

III. Committee Meetings/Activities

1. Coordinated and led the Faculty Advising Subcommittee meeting on Jan. 24th.
2. Compiled data and training information documents for FA Subcommittee meeting held Jan. 24th.

IV. Professional Development Activities

1. Attended the Distinguished Leadership Academy session with Pam Mauro on Jan. 12th (all day) and Jan. 13th.
2. Met with DLA Mentor on Jan. 11th.

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month January 2017				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		66	31	35
*Mediation		55	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		278	84	194
Title IX: Victim Advocacy Support		24	4	21
Written Complaints/Maxient Referred to Human Resources Student to Employee		38	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**406**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month January 2017		
		YTD Cases
Pecan		185
Nursing & Allied Health		32
Technology		20
Mid Valley		44
Starr County		7
Internet		108
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
High School		9
Total		**406**

Complaints Student Violating Student Code of Conduct for the month January 2017			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	56	53	**109**

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

Student Conduct Cases per Campus for the month January 2017		
		YTD Cases
Pecan		67
Nursing & Allied Health		11
Technology		9
Mid Valley		6
Starr County		6
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
Internet		9
Total		**105**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month January 2017		
Student Affairs		**YTD**
Cases Reviewed		54

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

CARE (Collaboration, Assistance, Resource & Education		**YTD**
Cases Reviewed		3

Human Resources		**YTD**
Cases Reviewed		0

Police Department		**YTD**
Cases Reviewed		6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	20	0	11	0	12	0	4	0	1
CARE	0	0	0	1	0	1	0	1	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	1	0	2	0	0	0	2	0	1

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 MGE
Vice President for Finance & Administrative Services

DATE: February 21, 2017

SUBJECT: Activity Report for Finance & Administrative Services
January 1, 2017 through January 31, 2017

The following is a summary of activities from January 1, 2017 through January 31, 2017 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, Finance, Audit and Human Resources Committee Meeting, President's Administrative Staff Meeting, and Planning and Development Council Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, 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:
    - Attended a meeting with Director of Accountability, Risk and Compliance on Los Fresnos Cost Analysis
  - Business Office:
    - Attended the Budget Retreat with Comptroller, Associate Comptroller, and Accounting Group Supervisor
    - Held meeting with Comptroller and Accounting Group Supervisor on CPWE discussion points
    - Held meeting with Comptroller and Associate Comptroller on Finance items

- Facilities Planning and Construction:
  - Attended the Bond Construction Program Status Meeting with Broaddus and Associates and College staff
  - Attended the Groundbreaking Ceremony at Starr County Campus
- Human Resources:
  - Attended the Hiring Workflow PI & Benchmarks/Goals meeting with staff
  - Held meeting with Employee Relations Officer
- Food Services:
  - Attended the Food Services Proposal Meeting with Purchasing Department
  - Held interviews of Temp Agency employees for Food Services Cook and Cashier
- Operations & Maintenance:
  - Attended the A&M Lease Space with Director of O&M
  - Attended the Safety Team Meeting with Director of O&M, Director for Accountability, Risk and Compliance, Chief Administrator for Department of Public Safety and Risk Manager
- Other Meetings:
  - Attended a meeting with College President and Director of Human Resources on HR Policies
  - Attended Graduation Ceremonies
  - Attended meeting with College President and Chief Administrator for Department of Public Safety on pending issues
  - Attended the FLAC meeting with staff
  - Attended the Point of Sale meeting
  - Attended the Revenue Dashboards meeting with staff
  - Held meeting with Internal Auditor on outstanding items
  - Held meeting with Legal Counsel and HR Director on Personnel Policies
  - Held meeting with Security Supervisor on DLA Mentoring
  - Held the Title IX Meeting

- **Worked on the following items**:
  - Policies:
    - Policy # 4118: Provision of Letter of Appointment: Faculty, Administrative, or Executive Employee
    - Policy # 4901: Standards of Conduct
    - Policy # 4911: Disciplinary Action Procedures
    - Policy # 4922: Separation of Employment and Re-Employment
    - Policy # 5200: Purchasing Authority
    - Policy # 5210: Purchasing
    - Policy # 5700: Official Travel of Employees
    - Policy # 6325: Prohibition of Weapons
  - Budget and Financial:
    - Reviewed the Budget History FY18
    - Reviewed the Budget Reports
    - Reviewed the Budget Transfers
    - Reviewed the Non- Resident Tuition
    - Reviewed the FY 2017 Summary of Auxiliary Non Self-Supportive Organizations
    - Worked on Transparency Award
    - Worked on W2's and 1099's and 1098T's
  - Board Items:
    - Worked on Finance and Board of Trustees Committee Meetings and Action Items
  - Other:
    - Reviewed the Building Responders list
    - Reviewed the Campus Carry Task Force Report

- Reviewed the Campus Security Authorities Mandatory Training
- Reviewed the Employee Relations Officer Report on Complaint Intake & Other Services
- Reviewed the Facilities Planning and Construction Projects Pictures
- Reviewed the Registration Report and unpaid graph
- Reviewed the Restricted Gun Free Zone
- Reviewed the STC Department of Public Safety Title IX Report
- Reviewed the Surveillance Camera Locations
- Worked on Dashboards
- Worked on Equal Employment Opportunity Commission

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended Budget Retreat
  - Attended Carl Perkins Desk Review Audit meeting
  - Attended Cash Flow Statement meetings
  - Attended Community College Contribution Conference Call
  - Attended Grant Development Advisory Committee meeting
  - Attended IAM/NAAMREI meeting with Interim Associate Dean to discuss Revenue and Expense Reports
  - Attended Management Reports meetings
  - Attended meeting to review CPWE discussion points
  - Attended meeting with AP staff to discuss work status and pending items
  - Attended meeting with Business & Technology staff to discuss the McAllen Chamber of Commerce Agreement
  - Attended meeting with Dean of Continuing Professional & Workforce Education on new tuition rate calculation
  - Attended meeting with Human Resources staff to review commercial card procedures for MorphoTrust
  - Attended meeting with Veteran's Office to discuss status of Home Depot restricted fund
  - Attended President's and Administrative Staff
  - Attended Professional Development Day Planning meeting
  - Attended STC in FOCUS Grant Annual Performance Report meeting
  - Attended the Time Clock Plus meeting to discuss timeline
  - Attended Transparency Review meeting
  - Held meeting to discuss Bond 2013 projects
  - Held meeting to discuss Campus police and Student Transportation Services reports
  - Held meeting to discuss status of management reports
  - Held meeting to discuss the FY 2016-2017 non-resident rate increase and Cashier website
  - Held meeting to learn about the "Owner In Site" Broaddus & Associate software
  - Held meeting with Purchasing to evaluate the delinquent tax attorney proposal
  - Held meeting with travel staff to discuss travel procedure revisions needed to comply with annual audit management response
  - Participated in conference call with AMP Personnel Services and STC Security Office to discuss outstanding invoices
  - Participated in conference call with Dunn & Bradstreet to discuss available services
  - Participated in meeting with D. Davila, American Express Corp. representative
  - Participated in Skills Development Fund/Doctors Hospital at Renaissance Grant meeting

- Trainings:
  - Attended DataWatch Monarch Webinar
  - Attended the GFOA Advanced Financial Reporting in Long Beach, CA
  - Hosted the Budget Development Open Lab

- **Worked on the following items:**
  - Cashier call center experiencing a high influx of calls related to the $60 after deadline registration fee issue
  - Cashiers are generating and emailing the Spring 2017 unpaid list
  - Cashiers extended hours of operation to assist students with the Spring drop payment deadline
  - Cashiers working on correcting the $60 after deadline registration fee. Information Technology ran script on January 1st and again on January 5th with incorrect student data. The balances on student accounts were incorrect, thus affecting bills, installment plans and emergency loans
  - Completed 1099-MISC process, reconciliation and mail-out
  - Completed Management Response for the Mileage Reimbursement Internal Audit
  - Holiday cashier skeleton crew on January 2nd and January 3rd to assist students with the Spring drop payment deadline of January 9, 2017
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 114 monthly reports were completed during the month of January
  - Participated in interviews and completed hiring proposal for the Accountant position
  - Prepared the Bachelor of Applied Technology Contact Hour and Semester Credit Hour report
  - Provided Texas Workforce Commission Cash Draw System updated access information to VP FAS office
  - STC Education Foundation Tax Filings
  - Submitted travel information requested by VP FAS office
  - Updated two existing Marketplace stores to accommodate events for next year
  - Worked on Facilities & Administrative Rate Proposal
  - Budget
    - Completed Finance Dashboards
    - Completed on line budget transfers retesting after removal of capital budget transfers, application has been migrated to production. Currently trying to schedule pilot group testing/training
    - Created the Non-Resident Tuition per Student history report
    - Gathered and prepared supporting reports needed for the completion of the Report of Fundable Operating Expenses for Fiscal Year 2016
    - Gathered and submitted information requests needed for the completion of the Continuing Disclosure
    - Prepared Budget Development folders for distribution to financial managers at the President's Administrative Staff meeting on January 6, 2017
    - Prepared the Delinquent Tax Attorney request for proposal summary and forwarded to Purchasing; submitted reports for the Delinquent Tax Attorney motion
    - Researched program for multiple options in order to provide on-line training on Banner Finance
    - Revised Management Reports
    - Submitted the Finance Motion for the Resolution to revise to the list of authorized banks
    - Submitted the revised Finance Motion for the MEDA with information as of December 31, 2016
    - Updated Transparency Information and posted stars to website

- Worked on Cash Flow Report - CF Vendor Payments
- Worked on FY closing in test, once completed and tested will move forward to production
- Worked on the Finance Transparency Motion, Transparency Award Procurement and Contracts
- Worked on the Quarterly Investment Report

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

- Checks Processed as of January 31, 2017:

Bank No.	9/16	10/16	11/16	12/16	1/17
01 E&G	568	603	589	497	522
01 Direct Deposit	120	101	100	98	85
03 Student	13,075	1,202	508	89	17,634
12 I&S Taxes	-	-	-	-	1
16 I&S Bond	-	-	-	-	1
17 Plant	14	10	5	11	5
32 AP Card	448	555	355	239	374
38 Unexp-LT Bond Series 2014	12	10	17	16	8

- 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	11	549
01 Direct Deposit	4	66
02 Payroll	13	550
02 Direct Deposit	3	1,587
03 Student	9	17,635
12 I&S	1	1
16 I&S	1	1
17 Plant	2	5
38 Bond Series 2014	2	8
Total	46	20,402

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	6
Bank Transfers between Bank Accounts	26
Wire Transfers for Benefits	1

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	9
Approval Queues	13
Bank Reconciliations	12
Cafeteria daily sales report	54
Cancelled checks provided to AP and/or verification and positive pay	98
Checks printed and/or mailed	992
Checks scanned - bond - hours used	1
Copies of booklets/journal entries requested	30
Deposits prepared	18
Disbursement of returned mailed checks including filing	233
Donations - telephone calls & emails received	3
Errands to Inter-office deliveries	46
Financial manager changes	20
FOAP created/inactivate	78
Hours used for scanning - estimated	1
IDT's - telephone calls received	57
Interdepartmental Transactions reviewed	16
Invoices and encumbrances reviewed	74
Journal entries prepared	33
Journal entries processed including FUPLOAD	1234
Journal entries processed - transactions including FUPLOAP	4742
Journal entries/documents scanned - including daily's	1004
Journal entries logged	1118
Journal entries file and organized	1075
Labeled Record Retention boxes for Storage	1
Positive Pay submitted	33
Requisitions prepared	13
Stale dated list prepared	174
Stale dated letters prepared and mailed	172
Stop payments processed icluding state dated checks	233
Transactions removed from bank reconciliation	253
Special project-hours used to test FULOAD	2

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	123
General Journal Entry (Inter-Fund) (JE 16)	87
Cash Receipts (CR 05)	504
Encumbrance Liquidation (E032)	0
Encumbrance Liquidation (E020)	2
General Journal Entry (IConstruction) (JE17)	6

- Payroll processes for the month ending January 31, 2017:

Activity	Numbers
Payroll Re-Issue Processed	11
Payroll Cycles	4
Payroll Checks & DD	2,862
New Employee Setups For Timeforce	444
Timeforce Access Forms Processed	38
Number Of Employees With OT Reviewed For OT Memos	47
NOE's Approved	473
Salary Budget Transfer Forms Processed	12 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,505	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	610	Bank Transfers	3
Timecards Processed		**Hand Cut/PBK**	
(Waged 12/16-12/31) SR01	266	Salaried	0
(Waged 01/01-01/15) SR02	357	Wages	0
(Salaried: January) MR01	1,863		
NOE's Processed		**Stop Payment Processed**	
(Additions, Deletions, Changes)	4	Salaried	6
Salaried	125	Waged	5
(Additions, Deletions, Changes)	0		
Waged	377	**Void Checks Processed**	
		Salaried	6
Payroll Adjustment Worksheets		Waged	5
(Additions, Deletions, Changes)	9		
Salaried	50	**Replacement Checks Processed**	
(additions, deletions, changes)	0	Salaried	6
Waged	6	Waged	5
Liabilities Processed		**Voided Direct Deposits**	
ORP	11	Salaried	0
Annuity	11	Waged	0
Student Loans	3		
United Way	1	**Direct Deposit Processed**	
Child Support	3	Salaried	1,517
IRS Levy	1	Total Net	$ 3,747,845.10
Withholding & FICA	3	Waged	309
Met Life	1	Total Net	$ 37,727.46
Legal Judgement	1		
Social Security Administration	0	**Checks Processed**	
Reports Processed		Salaried	218
Compass Bank Direct Deposit File	3	Total Net	$ 502,867.99
Void And Replacement Check Cycle File	1	Waged	321
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 34,212.56

Food Services

- **Worked on the following items:**
  - Worked on the cafeteria sales and meals report

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 Campus Carry meeting
  - Attended the Campus Carry Task Force meeting
  - Attended the Coordinated Operations Council meeting
  - Attended the Emergency Response training preparation meeting
  - Attended the Facilities Committee meeting
  - Attended the Faculty Senate President meeting
  - Attended the Finance, Audit and Human Resources Committee meeting
  - Attended the Human Resources meeting
  - Attended the McAllen Police Department coordination for SWAT training
  - Attended the Parking permit and citation issuance meeting
  - Attended the President's Administrative Staff meeting
  - Attended the Research and Analysis department meeting on Campus Carry online survey
  - Attended the Staff meeting
  - Attended the Surveillance camera meeting with IT
  - Attended the Title IX meeting

- **Worked on the following items:**
  - Prepared Activity Report
  - Prepared Cabinet Updates
  - Prepared Campus Carry Task Force Final Report
  - Prepared police revision for Prohibited Weapons
  - Reviewed case files
  - Worked on Classroom door locks initiative
  - Worked on Clery Act database
  - Worked on Emergency Response training for Open Labs employees
  - Worked on Faculty Senate parking concerns
  - Worked on hiring proposal for Police Dispatcher, Police Officer, and Security Guards
  - Worked on Internal and external event security planning
  - Worked on Investigation reviews
  - Worked on Jag Express bus wrap
  - Worked on Parking citation appeals
  - Worked on Presentation to the Administrative staff concerning gun free zones
  - Worked on Purchase order requests
  - Worked on Staffing requests for FY 2018

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attended a meeting on procurement of a Point of Sale system for Food Services
  - Met with the Business Office to review expenditures requirements for obtaining recognition by the State of Texas Comptroller's Office of Transparency
  - Met with Project Director for HIS Grant on the Active Learning Classroom fixed assets
  - Participated in the Bond FF&E procurement timeline and deadlines
  - Participated in the evaluation of three proposal projects
  - Reviewed and negotiated changes to fifteen agreements

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - Public Bid Openings:
      - ⇒ 16-17-1029 Bond Construction La Joya Jimmy Carter Teaching Site
      - ⇒ 16-17-1031 La Joya Jimmy Carter Teaching Center AV Installation
      - ⇒ 16-17-1032 Mid Valley Campus – Health Professions and Science Building AV Installation
      - ⇒ 16-17-1033 Nursing and Allied Health Expansion AV Installation
      - ⇒ 16-17-1034 Pecan Campus – North Academic Building AV Installation
      - ⇒ 16-17-1035 Pecan Campus – South Academic Building AV Installation
      - ⇒ 16-17-1036 Pecan Campus – STEM Building AV Installation
      - ⇒ 16-17-1037 Starr County Campus – Health Professions and Science Building AV Installation
      - ⇒ 16-17-1038 Technology Campus – Southwest Building Expansion AV Installation
      - ⇒ 16-17-1028 Food Service Equipment
      - ⇒ 16-17-1030 Travel Services
      - ⇒ 16-17-1039 Mid Valley Campus – Student Services Expansion AV Installation
      - ⇒ 16-17-1040 Mid Valley Campus – Workforce Training Center Expansion AV Installation
      - ⇒ 16-17-1041 Pecan Campus – Cafeteria and Student Activities AV Installation
      - ⇒ 16-17-1042 Starr County Campus – Student Activities Building Expansion AV Installation
      - ⇒ 16-17-1043 Starr County Campus – Student Services Building Expansion AV Installation
      - ⇒ 16-17-1044 Starr County Campus – Workforce Training Center Expansion AV Installation
      - ⇒ 16-17-1045 Risk Management Consultant Service
      - ⇒ 16-17-1046 Food and Related Non-Food Products
  - The Purchasing Department processed in excess of five hundred ninety nine (599) purchase orders, approved four hundred seventy eight (478) requisitions, disapproved two hundred nine (209) requisitions, processed change orders for goods and services, and completed thirty six (36) travel authorizations. A total of one hundred forty one (141) new vendor W-9 forms were verified and entered into Banner Finance and zero (0) existing vendors were updated
  - The Fixed Assets Department is currently reviewing all assets purchased since January 2017. The asset review process was completed as follows:
    - Approved seventy seven (77) assets
    - Adjusted forty five (45) assets in Banner

- Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed five hundred ninety seven (597) deliveries (purchase orders and complimentary books) and a total of four thousand twenty seven (4,027) packages/boxes. A total of four hundred twenty five (425) purchase orders were posted received in Banner. A total of three thousand three hundred ninety two (3,392) items were transferred/relocated as per move/set up request forms. A total of forty eight (48) faculty/staff moves were completed in January
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $2,625.66, Cashiers - $1,750.06, and Student Outreach - $26.69
  - A total of three hundred ninety one thousand eighty eight (391,088) copies were completed at the copy center for the month of January
  - A total of forty six thousand five hundred forty four (46,544) letters were mailed out and five hundred sixty six (566) 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 E-Verify webinar regarding revisions to Form I-9
  - Attended Faculty Load And Compensation (FLAC) meeting
  - Attended Planning & Development Council – presented HR Policies
  - Attended President's Administrative Staff meeting
  - Attended Search Committee forum for VP ISPP&SI
  - Attended TimeClock Plus meeting
  - Attended Title IX Meeting
  - Held meeting to review the Oz Principle's Steps to Accountability, and provided updates on the HR website revamping project and PeopleAdmin Performance Management project
  - Kicked off their new donations drive for The Edinburg Rainbow Room, a local non-profit emergency shelter for rescued children
  - With Business Office regarding fingerprinting program/process
  - With College President regarding revised HR policies
  - With Risk Manager on Records Retention procedures
  - With VP FAS and legal counsel regarding personnel policies
  - <u>Personnel matters with:</u>
    - Administrative
    - Employee Relations Officers
    - Legal Counsel
    - Vice President for Finance and Administrative Services
  - <u>Trainings:</u>
    - Attended 504 Coordinator training, hosted by the Association of Title IX Administrators in Orlando, Florida
    - Attended Civil Rights Investigator Training & Certification Course Level 1 & 2 in Orlando, Florida
    - Attended webinar: "Title IX Recordkeeping Requirements & Best Practices"

- **Worked on the following items:**
  - Reviewed of Human Resources Procedure Manual
  - Reviewed Policies and Motions for Board Packet
  - Reviewed Policy and update for Cabinet

- Worked on Adjunct Leave form distributed to all departments
- Worked on Dual Enrollment NOE form
- Worked on Faculty Emergency Hires for Spring 2017
- Worked on Hiring Proposals – Staff/Faculty
- Worked on Hiring Workflow Process Improvement & Benchmarks/Goals
- Worked on HR website revamp project: worked on FAQ's and form review/updates
- Worked on List of FTR Faculty for Renewal Notices
- Worked on Litigation claim – contact parties
- Worked on Merritt Research Survey
- Worked on PeopleAdmin Onboarding forms, documents, performance management program and updates
- Worked on Records subpoena
- Worked on Report development
  - Internal Reports
    - ⇒ Faculty 2016 LHE report for Accountability Services
    - ⇒ Regular Faculty Renewal list for Director of Human Resources
    - ⇒ Employee Count by location for Purchasing
    - ⇒ Faculty position reports for NAH and MSB Divisions
    - ⇒ Salary Report for Budget Office
  - External Reports
    - ⇒ Faculty Load and Compensation – Peer Data for Director of Human Resources
    - ⇒ CBM008 Fall Faculty Report for Office of Enrollment
    - ⇒ Merritt Resear4ch Survey Report for Business Office
    - ⇒ DOL Monthly Employee Count – telephonic report
- Worked on Vacancy Report for Board
- Worked on Xtender scanning audit

HR Staffing	
Staff Position w/ Job Description Requests processed	18
Positions posted to HR Website	19
Canceled positions	2
Advertisement of Staff Positions placed	4
Search committees assigned/searched committee forms requested	50
Hiring Proposals reviewed and approved	18
Job offers	12
New Hire paperwork completed	14
Vacancy Reports completed	2
Staff resignations processed	26
Educational supplements processed	0
Notices of Employment (NOE's) Processed	
Full Time Staff	7
Full Time-Temporary Staff	0
Direct Wage (DW)	96
Trainer (PT)	37
Work Study (WS)	0
HR Faculty Staffing	
Adjunct/Dual Enrollment Faculty Applications Processed	0
Intent to Hire/Adjunct process	5
Intent to Hire/Dual Enrollment	0

Full Time Temporary Faculty Hires Processed	28
Transcript Reviews (PeopleAdmin)	
Faculty	0
Staff	7
Transcripts Entered into Transcript Database	10
Positions posted to HR Website	6
Advertisement of Faculty Positions Placed	12
Search Committees Assigned/Search Committee Forms Requested	0
Hiring Proposals Reviewed and Approved	0
Job Offers/New Hire Paperwork Completed	0
Vacancy Reports Completed	2
Educational Supplements Processed	6
Notices of Employment (NOE's) Processed	
Adjunct	0
Overload	0
Dual Enrollment	0
Benefits	
New Hire Orientation	25
Internal Transfers	10
Benefits Credits/Collections	0
Tuition Reimbursement Applications	15
TRS Records Reported	2,301
TRS Prior Years of Service Verifications Completed	26
TexaSaver 457/403B Accounts Completed	1
Benefits Eligibility Review (ACA)	
Faculty (Adjunct, Temporary)	12
Staff (Direct Wage, Part Time)	366
Exits	
Full Time	11
Part Time	0
Retirees	2
FMLA	
New Claims	0
Closed Claims	8
Workers Compensation	
New Claims	7
Closed Claims	3
Tuition Grant Applications	
Employee	63
Dependent	49
Leave Forms	
Exempt	261
Non-Exempt	0
Payroll	
Direct Deposit Transactions	50
PDR Notifications	153
Cell Phone Stipends	1

Exits/Resignations	22
Garnishments	10
Texas Office of Attorney General (TXOAG) Reporting	100
Under Hours/DOC Worksheets	0
New Hires, Rehires, Transfers processed	107
Verification of Employment	
Forms Processed	31
Letters Sent	2
Phone Calls Made	18
Notice of Employment	
Direct Wage (DW)	387
Work Study (WS)	146
Adjunct	40
Overload	30
Dual Enrollment	0
Trainers	41
Faculty Special Assignments or Other Stipends	0
Faculty Salary Retroactive Pay Adjustment	0
Faculty Base Salary Pay-Off	0
PeopleAdmin Requisitions/Transactions	
Approvals	10
Hiring Proposals	24
NOE/Staff/Faculty Payroll Worksheets	22
HR Support	
Application Processing	
Staff applications	246
Faculty applications	62
Part-Time applications (DW/PT/AD)	95
New Hires/Rehires/Transfers processed	95
Temporary Agency Employee Requests	7
Records Technician	
Files Scanned & Indexed in XTENDER	379
New Hire/DW/WS files prepared	76
Termed files processed	60
Employee Relations	
DPS CCH Background Checks, Total FYTD	437
Fingerprints, Total FTYD	332
Fingerprints this month	45
DPS Driver's Eligibility Checks, Total FYTD	71
DPS Driver's Eligibility Checks, Total for month	3
TWC Claims, FYTD	22
TWC Claims this month	7
Open Records Request, Total FYTD	10
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 meeting to review status of the furniture for the libraries with Broaddus & Associates, HPG Design, and College staff
    - Attended meeting with B&A and legal counsel to discuss bond program pay applications
    - Attended meeting with B&A to review pay applications regarding off site material storage
    - Attended meeting with B&A, Purchasing, and Carlisle Insurance to revise invoice on OCIP
    - Attended Point Of Sale Software Meeting with College staff
    - Attended the Bond FF&E Procurement Kick Off meeting
    - Attended the meeting to review the kitchen menu board and POS equipment
    - Attended weekly Bond Program progress meeting with Broaddus and Associates
    - Bond Program AV Equipment – Attended a meeting on the procurement of equipment
    - Held meeting with furniture vendors to review alternate computer lab furniture
    - La Joya Teaching Center – Attended construction walkthrough with contractors and La Joya I.S.D Facilities Department; attended the bid proposal opening; attended meeting with La Joya ISD to review new lease agreement
    - Mid Valley Campus Bond – Attended AOC construction progress meetings; attended meeting with furniture equipment moving company
    - Mid Valley Campus Parking and Sitework – Met with Broaddus & Associates to review damaged fiber lines, phone lines, and fire sprinkler service line
    - Nursing and Allied Health Campus Expansion – Attended 3 concrete pours (2nd floor & 3rd Floor); attended AOC construction progress meetings
    - Pecan Campus – Attended AOC construction meetings
    - Pecan Campus Parking and Sitework – Met with Broaddus & Associates to review damage electrical pull box
    - Pecan Campus STEM and South Academic Building – Attending preliminary review of interior color selections by Boultinghouse Simpson Gates Architects
    - Pecan Campus Thermal Plant – Attended Test and Balance Kick Off meeting; attended meeting with College staff to review controls issues
    - Regional Center for Public Safety Excellence – Attended project status meeting; attended meeting with the City of Pharr
    - Starr County Campus – Attended AOC construction progress meetings and the ground breaking ceremony
    - Starr County Campus Thermal Plant – Attended meeting with Broaddus & Associates and Sigma HN Engineering to review project issues
    - Starr County Campus Thermal Plant and Chilled Water Lines – Met with Broaddus & Associates to review and discuss damaged chilled water line
    - Technology Campus – Attended AOC construction progress meetings
  - Other:
    - Attended Facilities Planning and Construction staff meetings
    - Attended meeting with Administration to review available properties
    - Attended meeting with College staff to discuss the Non-Bond Equipment List
    - Attended meeting with Drama Department staff to discuss a future CIP
    - Attended meeting with Executive Officer for External Affairs to review status of future Veterans Career Center
    - Attended meeting with FAS staff to review space management software

- Attended meeting with FPC project managers to review status of projects and review internal processes
- Attended meeting with La Joya ISD to review new lease agreement
- Attended meeting with Risk Management to review requirements for Records Retention
- Attended President's Administrative Staff meeting
- Attended the Facilities Operation Council meeting with maintenance staff
- Attended the January Facilities Committee and Board meeting
- Pecan Campus Bldg. G Fume Hoods Phase II – Attended a Pre-construction meeting; construction meetings, attended a site meeting to review status for late delivery of fume hoods by the contractor; and attended site meetings
- Pecan Campus Building K Enrollment Center – Attended construction progress meetings; conducted meeting with Architect, contractor, and staff to review final change order
- Pecan Campus Relocation of Information Booth – Conducted meeting with Zitro Electric and the Student Activities department
- Technology Campus Building C New Conference & Building B Door and Frame Replacement – Attended a construction meeting
- Technology Campus GM Car Storage Upgrade – Attended bi-weekly construction meeting

- **Worked on the following items:**
  - 2013 Bond
    - District Wide Owner Contracted Insurance Program – Contacted Broaddus to clarify Pecan Campus Thermal Plant OCIP program status; reviewed and worked on revised invoice from Carlise regarding OCIP
    - La Joya Teaching Center – Worked on draft lease agreement with legal counsel and Broaddus; reviewed furniture quotes; reviewed draft lease agreement and contacted LJISD for update; contacted LJISD for update on proposed lease agreement; followed up on new monument sign status; reviewed and processed the addendums with Purchasing
    - Mid Valley Campus – Reviewed contractor pay applications; performed site visits
    - Nursing and Allied Health Campus – Worked with project team on an existing irrigation issue
    - Nursing and Allied Health Campus Expansion – Reviewed contractor pay applications; reviewed additional services request from engineer; conducted site visit, and reviewed contractor pay applications
    - OCIP – Worked on invoice from Carlisle to address payment allocation
    - Pecan Campus Bond Projects – Reviewed contractor's pay applications; conducted site visits
    - Pecan North Academic Building – Provided additional comments on interior signage; conducted site visits
    - Regional Center for Public Safety Excellence – Conducted site visit to review existing grades of adjacent properties
    - Reviewed invoices, proposals, agreements and additional services from various Architects, Engineers, consultants and CM@R companies
    - Reviewed material test reports from testing labs
    - Starr County Campus – Conducted site visits; reviewed contractor pay applications; and conducted site visit to review chilled water pipe repair
    - Technology Campus – Conducted site visits; forwarded College concerns for the campus projects to Broaddus & Associates
  - Other:
    - Conducted interviews for Senior Project Manager and temporary secretary
    - Pecan Campus AECHS – Assisted and coordinated with MISD vendor for location of new canopy

- Pecan Campus Building A Signage Replacement – Worked on design of new sign with Public Relations and forwarded to Administration
- Pecan Campus Building K Enrollment Center – Attended bi-weekly construction meeting; conducted site visits; conducted substantial completion punchlist walkthrough; received delivery of partial shipments of furniture: worked with Purchasing on delivery dates of remaining furniture; worked on schedule update as requested; worked on furniture delivery issues with Purchasing
- Pecan Campus Fume Hoods Phase II – Received and reviewed submittals
- Pecan Plaza Emergency Generators – Provided information requested by design engineer
- Pecan Plaza Parking Area for Police Vehicles – Conducted contract negotiation meeting with awarded contractor; reviewed owner/contractor agreement
- Reviewed damaged furniture issue
- Reviewed policy revisions
- Reviewed possible grant for furniture regarding Active Learning Classrooms
- Starr County Campus Building E & J Crisis Management Center – Provided information requested by design engineer
- Technology Campus – Conducted site visit with City of McAllen and College staff regarding water leak along Ware Road
- Technology Campus Building C New Conference & Building B Door and Frame Replacement – Performed site visits; performed the substantial completion walk thru and punch list
- Technology Campus Building D Metal Panel Replacement – Worked on scope of work and developed program information
- Technology Campus GM Car Storage Area Upgrade – Conducted site visits
- Worked on Facilities Committee agendas and packets
- Worked on paperwork for FPC vacant positions
- Worked on Space Modification Requests and Move Requests
- Worked on updating status of district wide lease agreements

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended meeting to discuss Pecan Campus Thermal Plant Issues
    - Attended the Bond Construction Program Planning Meeting
    - Attended the Bond Procurement Follow Up Meeting
    - Attended the MVC - Monthly Progress Meeting
    - Attended the Pecan Campus - Thermal Plant - Test & Balance Kick Off Meeting
    - Attended the Pecan Thermal Plant Expansion Progress Meeting
    - Attended the Seed Company Building Property Inspection with the Office of the President and FPC
    - Attended the Starr Campus Construction Progress Meeting
    - Attended the STC Technology Campus Southwest Building Renovation // Construction Progress Meetings
  - Other:
    - Assisted Planning & Construction with Special Projects Manager Interviews
    - Attended the Facilities Committee Meeting
    - Attended the Facilities Operations Council Meeting

- Attended the President's Administrative Staff Meeting
- Attended the Records Retention Meeting with Risk Manager
- Attended the Tech Campus Landscaping Meeting
- Met with VP FAS to discuss the Texas A&M Lease Space
- Met with Executive Officer for External Affairs

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan
      - ⇒ Requested quotes on repairs for generator in Building M
      - ⇒ Requested quotes for disposal of paint/art waste in Building B. Job completed
      - ⇒ Requested quotes for disposal of chemical waste at Pecan. PO was completed
      - ⇒ Building G north exterior wall was soft washed to remove dirt/grime build up
    - NAH
      - ⇒ Requested quotes on repairs for generator at NAH
    - Tech
      - ⇒ Quotes requested for repair of McQuay Chiller at Technology Campus
    - District Wide
      - ⇒ Reviewed and confirmed all fire inspection reports and repairs. Preparing fire inspection results spreadsheet for 2016
      - ⇒ Inspected landscaping at all campuses, discussed shortcomings and expectations with landscaping contractor. We are seeing improvement and will continue to monitor
      - ⇒ We continue to investigate district wide communications issues with our fire panels. Meeting set up with IT department to try and resolve
  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	80	$ 377.77
Electrical	71	2,807.89
Energy	21	183.23
HVAC	212	8,748.14
Locksmith	93	731.88
Painting	21	496.48
Plumbing	84	2,209.15
Plant Services	0	0
Total Cost		**$ 15,554.54**
General Preventative Maintenance	478	
Total Work Orders	**1,060**	

  - Maintenance Department Work Orders and Expenditures

Work Orders Created	1,166
Work Orders Completed	1,060

  - Custodial Department

Set-Ups	311
Moves/Relocations	83

Accountability, Risk and Compliance Depart7ment
Jason Gutierrez, Director of Accountability, Risk and Compliance Department

- **Attended or held meetings as follows:**
  - Accountability Department meeting to discuss Dual Credit Cost Analysis report, hiring workflow, Out of District Fee, Dual Credit Process Improvement, department handbook, FY 2018 budget, Food Services, Child Care Follow-Up report, and Child Care Cost Analysis
  - Attended the Budget application training session
  - Attended the President's Administrative Staff meeting
  - Discussed with Director of Human Resources, Associate Director of Purchasing, and the Benefits and Payroll Manager on Worker's Compensation questions
  - Discussed with personnel at Texas State University and Austin Community College regarding planned EHS site visit
  - Discussed with TASB personnel regarding deductible invoices
  - Met on Food Services POS software
  - Met with Accounting Group Manager regarding out of district cost
  - Met with Carlisle Insurance, Broaddus & Associates, Director of Facilities Planning & Construction, and Associate Director of Purchasing to discuss invoicing and builder's risk calculations for OCIP
  - Met with Comptroller and Financial Analyst on Associate Degree of Nursing cost analysis
  - Met with Comptroller regarding bond renewal for Hidalgo County tax assessor
  - Met with Director and Assistant Director of Facilities Operations and Maintenance, Director of Facilities Planning and Construction, Director and Associate Director of Purchasing, HR Director and Administrative Assistant, Director of Grants, and Director of Counseling/ADA on records retention
  - Met with High School Programs administrator to discuss cost analysis to out-of-district intuitions
  - Met with Risk Department to discuss records retention procedures, department meetings, Grants records retention procedures, and review FY 2018 proposed budget
  - Met with Risk Manager to discuss records retention procedures and department meeting schedule
  - Met with VP FAS to discuss various assignments and upcoming projects
  - Met with VP FAS, Business System Analyst, Staffing & Compensation Manager, and HR Staffing Specialist on status of the hiring workflow

- **Worked on the following items**:
  - Associates Degree of Nursing
    - Prepared questions for Associate Degree of Nursing cost analysis
  - Child Care Follow-Up
    - Reviewed follow-up report
  - Continued discussions with Carlisle Insurance on Builder's Risk invoices and accompanying backup information
  - Department Standard Operating Procedures
    - Included additional information in the handbook to detail standard operating procedures
  - Dual Credit Cost Analysis – Breakdown of the Dual Credit Programs
    - Spring 2016
      - ⇒ Revisions made to faculty costs
    - Summer 2016
      - ⇒ Reviewed DECAs
  - Hiring Workflow Process Improvement

  - Contacted companies regarding the availability of services for reviewing and updating job descriptions
  - Hiring workflow memorandum prepared based on 1/24/17 meeting discussions
- Started the insurance RFP 2016-2017
- Out-of-District Cost Analysis
  - Researched University of Texas Permian Basin's dual credit fees
  - Prepared cost recovery based on 15 and 20 students using ISD faculty
  - Prepared cost recovery based on STC adjunct faculty
- Prepared and submitted a requisition for Title IX webinar
- Produced record retention flowchart to help College employees identify official records
- Professional Development Day
  - Researched Ted Talks specific to improved communication, employee motivation, and effective ways to jumpstart the workday
  - Researched material and exercises on communication and health/wellness topics
  - Developed a draft agenda
- Researched upcoming trainings and certifications related to Risk Management, Environmental Health & Safety, and Records Retention
- Requested and distributed Employee Safety Handbooks from TASB to the Chief Administrator for the Department of Public Safety and Director of Accountability, Risk, and Compliance
- Reviewed and processed invoices for Maverick, TASB, and Creative Imaging
- Revised records retention procedures and meeting schedule
- Revised draft Environmental, Health, and Safety Policy
- Scheduled and coordinated meetings with various college departments on records retention
- Supervised Creative Imaging visit for the return of document boxes at the Retention Center
- Worked on bond renewal for Hidalgo County tax assessor; reviewed bond and processed invoice for payment
- Worked on contract for RCI (records retention)
- Worked on travel preparations for San Marcos and Austin (Environmental Health & Safety Program site visits) and summary report

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ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

PO Box 9701
McAllen, Texas 78502- 9701

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

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

Memo

Date: February 13, 2017

To: Dr. Shirley A. Reed, President

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

Subject: **JANUARY 2017 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 February 28, 2017 Board of Trustees meeting.

Division: Liberal Arts and Social Sciences
Department: Psychological Science
Highlight: Instructor serves as Guest Speaker for STC College Career Connection Experience

On Wednesday, **January 11, 2017**, **STC Psychological Science Instructor,** Mr. Alex Sarabia, served as a **Guest Speaker for the STC College Connection Experience Event** at Starr County Campus. Mr. Sarabia was introduced to deliver his 30 minute motivational / inspirational talk to about 50 seniors from Roma, Rio Grande City, and Grulla High Schools who are part of the Gear Up Program. He **elaborated on the importance of using all college resources** (tutoring advising, counseling, applying for scholarships, attending workshops), the **benefits of getting involved in student organizations and community service**, and provided other practical advice: time and stress management, self-efficacy—believing in yourself, optimism, learning from failure, the importance of giving back through volunteerism and community service, and how gratitude can improve one's life. Along with his speech, Mr. Sarabia showed two video clips to help assist in getting his point across, "Famous Failures" and "No Arms, No Legs, No Worries."

Division: Academic Affiars
Department: Professional & Organizational Development
Highlight: Nursing and Allied Health Customer Service Training

On Wednesday, **January 11, 2017**, the Office of Professional & Organizational Development (O.P.O.D.) provided **customized Customer Service training for the Nursing and Allied Health Division** at South Texas College. This session was the **first professional development opportunity to be offered outside of the Pecan Campus**. The session was facilitated by OPOD Faculty Liaison and OPOD Specialist. A total of **13 Administrative Assistants** from various NAH departments **learned about their various behavior styles and how these styles impact they way they interact with others and the way customers interact with them**. Furthermore, different scenarios were discussed, and staff had the opportunity to discuss the best practices for email and telephone communication.

Academic Affairs Highlight January 2017

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Adjunct and Dual Credit Faculty Professional & Organizational Development Day

On Saturday, **January 14, 2017,** the **Office of Professional & Organizational Development** (OPOD) hosted the annual Adj**unct and Dual Credit Professional and Organizational Development Day** Region One ESC in Edinburg, TX. A total of **257 faculty** attended the Professional Development Day which featured an update on the Division of Academic Affairs, a detailed explanation of Guided Pathways for Student Success, and an explanation of the college's work on the Texas Pathways Project to date. Furthermore, faculty had a chance to participate in a facilitated discussion, analyzing and deconstructing common concerns or misconceptions about Guided Pathways for Student Success. This Professional and Organizational Development day offered both adjunct and dual credit faculty **the opportunity to take part in the discourse about Pathways** as they are a **vital part of our successful organization**.

Division: Social and Behavioral Sciences
Department: Psychological Science
Highlight: Faculty participated at Idea Public School –Mission College & Career Day

On Friday**, January 20, 2017**, STC **Psychological Science Instructor** participated at the annual **College and Career Day at Idea Public School in Mission, TX** from 12:30-3:40 PM. Mr. Sarabia and other professionals spoke to the middle and high school students ranging from 6th to 12th grades. There were **a total of 781 students that participated** and attended the different stations of the professionals and colleges/universities in rotations (the breakdown is below).

6th graders – 127 students	7th graders – 112 students	8th graders – 131 students
9th graders – 117 students	10th graders – 111 students	11th graders – 96 students
12th – 87 students		

Mr. Sarabia **inspired the students to attend college and elaborated on the fields of psychology and counseling**. He also had models of the human brain for the students to see and touch. It was a great experience, as career days always are! Many even told him they are interested in attending STC and majoring in psychology!

Division: Math, Science and Bachelor Programs
Department: Texas Regional STEM Degree Accelerator (TRSDA)
Highlight: Partnership Meeting and Breakfast

On Wednesday and Thursday, **January 24 and 25, 2017**, the **Texas Regional STEM Degree Accelerator Grant** held a **Partnership Meeting and Breakfast** for 2 different sectors on 2 different days at the Weslaco Chamber of Commerce.

January 24, 2017 – Healthcare Sector
The Healthcare Sector Partnership meeting represented the kick-off of the Healthcare Industry Partnership to formulate an action plan by bringing the leadership of various sectors of the Healthcare industry within the Rio Grande Valley together to collaborate on growth requirements and opportunities.

Panelists included representatives from Rio Grande Regional Hospital, McAllen Medical Center, Valley Baptist Medical Center-Brownsville, Valley Regional Medical Center-Brownsville, Starr County Memorial Hospital, Cornerstone Healthcare Group, Solara Hospitals, Weslaco Regional Rehabilitation Hospital, Doctors Hospital at Renaissance, South Texas Behavioral Health Center, Skyline EMS and South Texas College. Also in attendance were representatives from the Harlingen Chamber of Commerce, Weslaco Economic Development Council, Workforce Solutions-Hidalgo, RGV Focus, Communities Foundation of Texas and Educate Texas.

January 25, 2017 RGV– RGV Information Technology Sector (RGV-ITSP)
The RGV-ITSP Sector Partnership meeting represented the first follow-up of the RGV Information Technology Sector Partnership (RGV-ITSP) to formulate an action plan by bringing the leadership of various sectors of the IT industry within the Rio Grande Valley together to collaborate on growth requirements and opportunities.

Panelists included representatives from Lone Star National Bank, Rioco/Mayfair, Inter National Bank, First Community Bank, Rio Grande Regional Hospital, WirelessNerd.com, Cobalt Digital Marketing, and South Texas College. Also in attendance were representatives from the McAllen Economic Development Council, Harlingen Chamber of Commerce, Weslaco Economic Development Council, RGV Focus, Communities Foundation of Texas and Educate Texas.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Held the Business and Technology Division Meeting – Monday, January 9th
  - Attended a meeting in Weslaco to discuss funding for the Regional Center for Public Safety – Thursday, January 12th
  - Participated in the Planning and Development Council meeting held at the Pecan Campus – Friday, January 13th
  - Participated in the EWDC Board Committee Meeting – New Program Proposals held at the Pecan Campus – Tuesday, January 17th
  - Met with Special Assistant to the President to figure out how to get funds for the Regional Center – Wednesday, January 18th and 24th
  - Met with McAllen Assistant City Manager to discuss how to get funds for the Regional Center – Wednesday, January 18th
  - Met with Fire Science Program Chair to discuss program updates – Wednesday, January 18th
  - Attended the City of Pharr State of the City Address – Thursday, January 19th
  - Attended the City of McAllen/STC Grant Announcement Ceremony held at the Technology Campus – Thursday, January 19th
  - Senior Administrative Assistant attended the FLAC – Faculty Load and Compensation Meeting held at HR, since I was unable to attend – Thursday, January 19th
  - Follow up meeting with McAllen Assistant City Manager to discuss how to get funds for the Regional Center – Friday, January 20th
  - Planning for the upcoming Women in Technology event to be held April 2017
  - Attended the City of McAllen Address – Tuesday, January 24th
  - Met with Joaquin Spammer to discuss the involvement in the advisory committee – Wednesday, January 25th
  - Met with Building Urban Culture, Urban Designer for Architectural & Engineering Design Technology to be involved in promoting a seminar – Wednesday, January 18th
  - Met with IIES to discuss the inaugural address in Reynosa, Mexico – Thursday, January 26th
  - Attended the grand opening at Retama Business Center in Mission, TX – Thursday, January 26th
  - Participated in the 2015.10 – STC Conference – Punchlist for the Substantial Completion walk thru for the Conference Room and Storefront Entrances – Thursday, January 26th
  - Attended the South Texas College Board Appreciation Breakfast held at the Pecan Campus – Friday, January 27th
  - Held the Business and Technology Program Chair Meeting to discuss the Active Learning Classroom by Project Director- HSI Grant, faculty advising by AEDT Program Chair, budget development deadline and information from administrative staff meetings – Friday, January 27th
  - Attended a meeting at the Office of Human Resources – Monday, January 30th
  - Participated in the Interview with Finalist for VP for Information Services, Planning, and Strategic Initiatives planning held at the Pecan Campus, Board Room – Monday, January 30th
  - Attended the Academic Council Meeting held at the Pecan Campus – Monday, January 30th
  - Met Director of Judicial Affairs, Dean of Student Affairs, faculty and program chair to discuss student issue – Tuesday, January 31th
  - Planning for the upcoming Women in Technology event to be held April 2017
- **Technology Area:**

Advanced Manufacturing Technology:

- Preparing NOEs and working on Jagpride – Tuesday, January 17th
- Cancelled classes, advising students and working on Syllabi – Tuesday, January 17th
- Attended Mission Career Fair, took 3-D printer, had great success. More than 20 students signed up about another 20 students signed up for the early college classes. – Wednesday, January 18th
- Met with instructor to discuss CRN number of those classes under the block scheduling for Curriculum Office – Wednesday, January 18th
- Attended the Grant Award Ceremony at Technology Campus for the McAllen Development corporations. – Thursday, January 19th
- Reviewed application for TACTE Award. – Thursday, January 19th
- Met with Rio Grande CATE director and CATE strategist to discuss needs for labs, both equipment and software. Also discusses and made plans to meet again to review new ways to recruit and market from at Rio Grande City and La Grulla high school. Emailed dual enrollment teacher on outcome of meeting – Friday, January 20th
- Met with Universal Metal Products to discuss possible training opportunities/class schedule for summer and fall for the employees. Introduced him to STC Institute for Advanced Manufacturing (IAM) Interim Training Manger to discuss possibilities through their department as well. – Friday, January 20th
- Instructors met with Weslaco CTE Director to discuss details and possible dates for a STEM workshop event at Calvillo complex in late march.
- Hosted Middle school tours from Weslaco ISD at Calvillo CTE complex for purpose of recruiting possible candidates for the upcoming school cycle
- Attended STMA meeting to learn about possible job opportunities for our students. – Tuesday, January 24th
- Provided material to dual enrollment faculty for Veterans Memorial Career Fair in Mission. – Thursday, January 26th
- Attended a presentation on CMM Arm measuring equipment to possibly look into integration one to our lab. – Thursday, January 26th
- Attended meeting at Business office on Chamber of Commerce agreement to discuss distribution of funds and payment options for faculty working on inventor projects. – Thursday, January 26th
- Submitted TACTE award application for Presidental signature. – Thursday, January 26th
- Attended Women in Technology meeting to decide on theme for this year's event. – Friday, January 27th
- Attended Business and Technology Chair meeting with Dean. – Friday, January 27th
- Attended Advanced Lathe Procedures in-house training with faculty to keep up with machining skills. – Friday, January 27th
- Faculty met with Weslaco CTE Director to discuss details and possible dates for a STEM workshop event at Calvillo complex in late March
- Instructor attended the STMA (South Texas Manufacturing Association) meeting at McAllen Club. – Tuesday, January 24th
- Planning for Professional development meeting – Tuesday, January 31st
- Instructor hosted Middle school tours from Weslaco ISD at Calvillo CTE complex on 01/31/17 for purpose of recruiting possible candidates for the upcoming school cycle

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

- AEDT Faculty continued to work on registering students and assigning classes. Two new adjuncts will be joining the team, teaching ARCH 1311: Intro to Architecture coursers as well as (adjunct last semester) for the DFTG 1317: Residential Drafting course.
- Program Chair joined Advanced Manufacturing Technology Program Chair at the Chamber of Commerce to meet with entrepreneurs to discuss their ideas and how we could be of assistance.

Each Program Chair will meet with their faculty to determine who should continue with what the client needed. In this case, the client needed CAD Drawings, so we will meet to discuss who will be assigned this task.

- Program Chair attended the Lead Faculty Advising Meeting on Friday, January 13, 2017.
- Program Chair attended the Planning and Development Council Meeting on Friday, January 13, 2017.
- AEDT Faculty will be completing their Faculty Advising training this semester during TLA.
- New adjunct had his first Intro to Architecture course at the DC high schools: La Joya High School, Juarez-Lincoln High School, and Mission Veterans High School. And new adjunct also began her first Intro to Architecture class at the Mid-Valley Campus.
- Adjunct instructor began working on a project for the McAllen Chamber of Commerce's first inventor. Meetings with this inventor are scheduled for this week and new inventors will be scheduled in the next couple of weeks.
- Program Chair will continue working with the Lead Faculty Advising committee.
- Two instructors met with the Chamber of Commerce and STC's Business Office representatives to discuss the MOU agreement and how to keep track of the faculty's time working on the project.
- Adjunct instructor met with the Inventor to get feedback for her drawings that were requested. There were slight changes and the client will confirm changes this week to finalize this project. Faculty will then meet with Chamber of Commerce to discuss the next inventor.
- Instructor attended the Pathways Chairs meeting to discuss CWPD day.
- Two instructors completed their final training for Faculty Advising through TLA. They continue to attend TLA throughout this semester.
- Faculty continue to work on shield design for Faculty Advising "badge" as well as other projects that were postponed last semester.

Automotive & Diesel Technology

- Program Chair held department meeting to discuss updates – Wednesday, January 11th
- Attended Sharyland I.S.D. Career Fair – Friday, January 17th
- Another instructor attend B.L. Gray Jr. H.S. Career Fair – Friday, January 17th
- Diesel Assistant Chair and instructor attended Marcell Elementary Career Fair – Tuesday, January 24th
- Attended San Benito H.S. Business & Education Council Meeting – Thursday, January 26th
- Attended Business & Technology Program Chair Meeting – Friday, January 27th
- Attended Meeting with Robert Cuellar, from Planning & Construction. Due to finishing the details of storage parking area – Tuesday, January 31st
- Promoted the Diesel Program to 210 elementary kids, from 3rd to 5th graders. They explained to the children on how to start preparing for a future career and/ or college. (see photo to the right)

Business Administration

- Planning for the INNO Conference (September/October 2017)
- Orientation Sessions were held Monday, January 23rd
- Meeting with Mission CISD advisor, to discuss potential new classes for the Fall 2017 and Spring 2018, on Monday, January 30, 2017.
- Attended Budget Training at Pecan campus on January 31, 2017.
- Meeting with faculty to organize a Business informational session/series on campus for the students and the public, on January 30, 2017 at Tech campus.
- Attended VITA morning training at Tech campus, on February January 28, 2017.
- VITA first day at the Tech campus, faculty and student volunteers started attending, on January 30, 2017.

- Kappa Beta Delta Ceremony for new members organized by Business Administration instructor – Saturday, February 11th
- AEB/HRS Department Meeting was held – Friday, February 10th
- Attending the Pathways Meeting – Thursday, February 2nd
- Will be attending the Distinguished Leadership Academy "DLA" – Friday, February 17th
- Will be attending the Meta-major Models Meeting – Friday, February 17th
- Will be attending OSHA training in February and March 2017
- Will be participating in the STC Mid-Valley Career Day – Thursday, February 16th

Design & Building Technology

- HVACR Faculty attend a fully paid event sponsored by the BEST Foundation. The workshop was focused on sustainable buildings and HVACR systems. Oakland, CA on January 10-15, 2017.
- Construction Supervision Faculty and Electrician Assistant Lab Assistant represented the DBT Department at Brown Middle School Career Day in McAllen, Texas. The Electrician and Construction Supervision programs were highlighted. – January 26, 2017.
- Program Chair met with Construction Manager for Habitat for Humanity to discuss field events at the project sites. January 27, 2017.
- Program Chair attended Habitat for Humanity – RGV Board Meeting on January 26, 2017. Topics: Baking AAS, Interdisciplinary AAS, Ethics Policy, Carry Fire Arm Law.
- HVACR Faculty will be attending AHR National Conference (HVACR Technology and Equipment Update) in Las Vegas.

Information Technology

- The program met to discuss this year's IT Expo event – Friday, January 27th
- Faculty attended a meeting to discuss the Women in Technology Event scheduled for April 2017 – Friday, January 27th
- Faculty attended an event at Rackspace. The event was held in San Antonio on February 10th. Some students following the Networking Specialist degree attended.

Office Administration

- Attend Division Meeting (January 9, 2017)
- Attend Program Chair Meeting (January 27, 2017)
- Attend Faculty Senate (January 24, 2017)
- Attend Hiring Committee for HR Faculty Staffing Specialist/Evaluator (January 27, 2017)
- Advising/Registering Students
- Assigning Faculty
- Prepare Notice of Employment Forms (Overload)
- Finalize Faculty Schedules
- Collection of Course Syllabi
- Collection of Faculty Schedules
- Made all arrangements for BPA Event (January 12 & January 13, 2017)
- Completed Paperwork/Reference Checks to for new hire
- Completed Budget Development (January 28, 2017
- Select Candidates for HR Faculty Staffing Specialist/Evaluator – (People Admin)
- Instructors attended Faculty Senate Meeting (January 24, 2017)

Vacant

Dean – Distance Learning and Virtual Campus

- Course Development
  - Completed the following sections
    - Medical and Health Services Management: 1 courses
    - Technology Management: 3 courses
  - Showcase Model Courses to the following departments:
    - Music Department
    - Computer Science
  - Course Audits
    - 569 courses
  - QM Peer Reviewer
    - 6 courses reviewed
- Projects:
  - Month of January
    - Phone/Email – 3,049 contacted students
  - Online Course Revision Academy / Course Revision Process
    - Developing new workshop that will facilitate instructors with a step by step Course Revision Process using a Course Design Storyboard as well as meeting with Instructional Designers.
  - Online Course Revisions
    - Presentation of Online Course Revision to department.
  - Distance Learning Sign-in Application – Production
    - 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.
    - Pending wall monitor and desk at the entrance for walk-ins
  - Distance Learning First Time Online Student - Orientation Pilot Course
    - Worked with Smarter Measure to customize reports.
    - 1,620 first time online student for Spring semester added.
    - Emailed all students about mandatory orientation.
  - Distance Learning assisted with Hiring Committee for the following departments
    - Student Services
    - Public Relations
    - Advising
  - Dual Enrollment Online Orientation Pilot program
    - Project will provide web based orientation method designed to allow Dual Enrollment Students ability to become familiar with the college's services, policies and procedures.
      - Created Supervisor rolls for Dual2Degree staff to allow ease of session scheduling.
  - Distance Learning Capturing of online videos
    - Working with Educational Technologies on purchasing captioning software Rev.com.
    - Ensemble Video will assist storing instructor-led video tutorials

        - Mapping current video streaming server processes.
    - New Cross List Application
        - Created by IT for faculty submissions on cross list request within Blackboard.
        - Added features such as approve or deny; history of submissions on faculty member, completed by name of staff
        - Reporting tool provided
        - Testing phase for the month of January.
        - Reported errors to be fixed.
        - Production date – February.
    - Increasing Multimedia Usage for all online courses
        - Project plan created for department.
- 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.

- Cross List (master courses): Created 160 courses requests for Spring 2017 semester.
- STEM Project: Removed all users from last term on shell and created and added new users for this term STEM project.
- BASOL courses: Courses extended end date for incomplete students. Creation of BASOL template used as model course for program.
- Banner Integration – eLearning
    - Month of January
        - Manual extracts have been uploaded in order to get full enrollments before the spring semester.
        - Still not picking up any previous drops from the semester but all new drops are currently working.
        - Errors with reinstated users into a Master Course
            - Blackboard applied a patch to resolve the issue.
- Blackboard Learn SaaS - Known Issues
    - Course copies not processing: issue is Resolved.
    - Cloud Services Incident: Unable to connect to Blackboard
        - On Tuesday, January 17th at 1:30 PM EST a critical component of our Learn SaaS infrastructure inside AWS failed under load. The component was responsible for network address translation (NAT), which is used for authentication, monitoring, mail relay & communication with storage services (S3). The (NAT) component auto-recovered, but with an incorrect configuration. The engineering teams within Blackboard were immediately engaged, identified the failure and manually corrected the configuration to restore service.: Approximate 3 hours to restore services.
    - Discussion text disappearing: Pending fix in February.
    - Assessments: Error when trying to clear an attempt, Pending fix in February.
    - Building blocks updated.
- Blackboard SaaS
    - Introduce new Blackboard 2016 Theme.
    - Pending to lock down left side menu.

- **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 Laura Lea Rand
            - Continue customizing dashboards for chair programs.
            - Discuss known issues with SaaS and Analytics; team working on resolving the issues.
        - Blackboard Analytics failed to load data was resolved in January.
            - Pending hotfixes to the system in order to help the report load properly.
    - 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.
        - Met with Dr. Laura Little from Blackboard to discuss evaluations within Blackboard.
        - Tested all functionality within SaaS and Outcomes to proceed to evaluation period.

- **Distance Learning Helpdesk**
    - Numbers for the month of January
        - Students/Faculty Chats: 537
        - Students Tickets: 262
        - Faculty Tickets: 148
- **Trainings/Workshops**
    - Online Trainings
        - eTeach I
            - 18 faculty/staff
        - Blackboard Collaborate Ultra
            - 122 students
        - Orientation
            - 72 students
    - Face to Face Trainings – Location: A-121
        - eTeach I
            - 2 faculty/staff
        - Creating Accessible Online Course Content
            - 5 faculty/staff
        - Quality Matters
            - Applying the Quality Matters Rubric (eTeach II)
                - 12 faculty/staff
        - Advance Training: Blackboard Analytics
            - 4 faculty/staff
        - Blackboard Collaborate Ultra
            - Vocational Nursing
                - 67 students
            - Radiology Technology
                - 3 faculty/staff
    - Workshops
        - College Advisor Training: Blackboard Basics
        - First Year Connection – DL Online Programs
            - Weslaco Campus, Pecan Campus, Starr Campus
        - Vocational Nursing Program
            - Blackboard Collaborate Ultra training for faculty/staff and students.
        - Library Technical Services
            - Create online training and meeting capabilities for staff using Blackboard Collaborate Ultra

- Online Course Revision
- LAS Division – Presentation on Open Education Resources and course retention standards.

- **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:	411
Distance Learning Walk-Ins:	9
Distance Learning Chats:	2
Telephone Contacts:	509
Virtual Campus Advising Email:	450
Orientation Emails	1,668
Total:	***3,049***

- **Professional Development**
  - Webinars
    - Blackboard - Meeting Workplace Goals: Bellevue University's Skills to Performance Model
    - Accessibility Online: ADA and ABA Accessibility Standards
    - Accessibility Online: Section 508 Refresh
  - Applying the QM Rubric Facilitator Course - Face to Face
    - Articulate the foundational concepts of Quality Matters.
    - Identify the responsibilities and logistics of facilitating the face-to-face Applying the QM Rubric workshop.
    - Present the underlying principles of QM, the peer course review process, the QM Rubric, the alignment concept, and writing helpful recommendations.
    - Demonstrate the use of the Rubric Standards, Annotations, and the Course Worksheet by applying them to the SPCH 1113 course through a series of activities.
  - Ambassadors Leadership Academy
    - A New Breed Leader and the 8 leadership qualities that matter the most in the real world.
- **Distance Learning Meetings**
  - Weekly Department Meetings held every Monday at 10am
  - Blackboard Analytics Status meeting held every Thursday of every week at 1:30pm
  - Counseling Department bi-weekly meeting
  - Instructional Designers Meeting - Progress on model courses
  - Scholastic Appeals Committee Meeting
  - Smarter Measure Online Orientation Meeting
  - ILP & Mobile Project administrative meeting: Timeline to complete prerequisites and ILP project.
  - Meeting with IT department: Including Distance Learning department for self-service tickets.
  - Academic Council – presented on open education resources and online student success rates.
  - Meeting with Computer Science department to discuss BAT-CIT competency based program on implementation.
  - Meeting with Lumen open education resources for competencies based courses.

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

- **Division Dean's Updates:**
  - Upon return after the winter break, the President's Staff Meeting met and director of PR gave a review of what marketing tools were used to increase our traditional enrollment, we got a chance to see the Gun Free Zones we may be able to establish, there was a discussion on FA and satisfactory progress and the IE folks presented on the synchronization of our IE and Budget Planning.
  - The LASS division met to present some facts on Pathways, celebrate the great things that are done by the LASS faculty and staff, and, unfortunately, to commemorate four well respected faculty and one staff member who had passed away during the latter half of last year.
  - Met with her mentee to talk about matters of leadership.
  - The Puente faculty and staff met for the once a semester "Puente Pizza", provided by the Dean herself, to discuss upcoming activities and Puente faculty needs.
  - The PDC met to discuss several policy changes and the week finished with a visit to HR for personnel reasons.
  - The LASS division has been approved for a new program, Deaf Support Specialist Certificate. The proposed certificate would allow graduates to gain the skills needed to serve the deaf community in a shorter amount of time. The PDC recommended it be forwarded to the Board for further approval.
  - The Dean attended the Workforce and Education Board subcommittee meeting in support of the Sabbatical for Art Instructor.
  - Another meeting was held to discuss Policy 4001 and possible changes.
  - The Dean visited La Joya STEM ECHS to meet her Psychology students. Students were able to ask questions and she provided an orientation for the Black Board site so they can be successful and know how to reach her.
  - A meeting was held to discuss the Public Administration program, which now has 15 students enrolled. The need to test for the TSI remains a problem, and solutions were discussed. The program would like to implement a stackable certificate to ease the way into the program. A follow up meeting with VP of AA will be organized.
  - A Faculty Load and Compensation meeting was held at HR. VP of AA suggestion to start a pilot on the Spring NOE submissions of a limited amount of departments (Psychology for the LASS division) was well received. It is of utmost importance that we enter a BANNER column with LHEs that every course is worth before we even start synching our Banner system with the FLAC software.
  - The week ended with memorials to celebrate the lives of one faculty and one staff, who passed away over the Winter Break. Heartwarming testimony from students and colleagues emphasized how devoted and successful our faculty is to help even the most challenged student's graduate. The Center manager was praised for her devotion to her clientele and humanitarian attitude towards her staff, the Center parents, and the Center children. The deceased' families all spoke about their loved ones and expressed their gratitude to STC for this compassionate gesture. (see photos to the right) Thank you to MidValley Art instructor for coordinating a beautiful memorial service at the Mid-Valley Campus.

- The LASS Chairs met with a full agenda talking about the upcoming Pathways needs, announcements about new forms, the Dual Credit sequence, upcoming legislative, and other matters.
- Visits to HR took place to discuss personnel matters
- The Board Appreciation breakfast turned out to be a powerful event where people shared their children's experiences at STC and their gratitude towards our faculty and staff who make everything possible.
- Hundreds of Spring NOEs were signed and submitted in time to make payroll for the January pay stubs.
- A data meeting took place to discuss factors associated with high and low pass rates for individual faculty.

➢ **Social and Behavioral Sciences Area:**

Criminal Justice

- Faculty finished plans for the department orientations for our majors. They will be held on Pecan G201 on February 1st 4PM and at Mid-Valley G191 February 2nd 4PM. These orientations will help declared majors and any student interested in our majors learn about the careers available in their field, meet faculty from their discipline, and learn how to better plan the class schedule.
- Progress is being made towards signing an articulation agreement with Texas A&M Kingsville's Social Work program. It is pending approval of their administration.

Psychological Science

- Psychological Science Instructor, served as Guest Speaker at STC College Connection Experience Event at Starr County Campus to deliver his 30 minute motivational / inspirational talk to the students, about 50 seniors from Roma, Rio Grande City, and Grulla High Schools who are part of the Gear Up Program. (see photo to the right)

- Psychological Science Instructor, participated in annual College and Career Day at Idea Public School in Mission to speak to middle and high school students, 6th-12th grades. 127 6th graders, 112 7th graders, 131 8th graders, 117 9th graders, 111 10th graders, 96 11th graders, and 87 12th graders attended the different stations of the professionals and colleges/universities in rotations. (see photo to the right)

- On January 27, faculty presented APA writing style tips to tutors at the Center for Learning Excellence (CLE).
- The following events are slated for the Spring 2017 semester for the Starr Co. Psychological Science Club
    - STC Starr Co. Recruitment Fair on Tuesday, January 31, 2017
    - Historical Cemetery Clean Up in La Grulla on Saturday February 11th, 2017
    - 11th Starr Co. Role Models Get Inspired Conference in February
    - 8th Starr Co. Mental Health Awareness Conference in March
    - Starr Co.'s Got Talent 11 in April
    - Awarding of 6th Annual Scholarship in May
- Pecan chapter of Psychological Science honor fraternity, Psi Beta, slated the following schedule in week two.
    - Data collection for the Psi Beta GRIT Study begins and will be held Monday and Wednesday
    - Psi Beta meeting Tuesday, January 24 to discuss poster preparation and conduct test-retest measures of the thematic section of the orientation survey.
    - Ongoing sale of Psi Beta t-shirts to fund Psi Beta research lab travel to SWPA
    - Ongoing recruitment efforts of Psi Beta members in classrooms for GRIT Study.

Child Education

- On Tuesday January 2017, we began our spring semester with a total of 60 children here at the Mid Valley Campus Child Development Center. The children adjusted very well since most of them had been here during our fall semester. Children will continue to enhance their social-emotional, language, physical, and cognitive skills through meaningful play. This month the children learned about the culture of the Chinese people, what they eat, how they dress, their customs and holidays they celebrate. Children ended the month with a parade celebrating Chinese New Year's Day. (see photo to the right)

- **Activity Report from the Assistant Dean of Humanities**
  - The LASS Division and each of the Departments in the Humanities Area conducted their respective beginning-of-the-semester meetings
  - The Departments of English, History & Philosophy, and World Languages conducted their Professional Development afternoon activities for their respective Dual Credit and Adjunct Faculty – the English Department even had a smattering of break-out sessions for their DC&A Faculty to choose from (an intriguing idea that we will discuss some more at our next Humanities Area meeting)
  - The Assistant Dean of Humanities reconvened the members of the Academic Challenge Task Force to discuss progress to date and next steps – preliminary data from faculty surveys of assessment types has been collected and the TF members from IEA and RAS are crunching the data
  - The Assistant Dean of Humanities convened the members of the Meta-Majors Models research sub-group, supporting the Texas Pathways Project initiative – the team will be researching and discussing multiple models of meta-majors at other institutions; right now, we're individually researching, and will reconvene to discuss the various results in February
  - The Assistant Dean of Humanities continues to meet and work with the Starfish EAS project team – gearing up for the Spring 2017 data/user push which should be happening later this week, for a scale up to administering progress surveys in *all courses*
  - Representatives from the Department of World Languages presented their proposal for the creation of a Deaf Support Specialist Certificate at PDC – well received and moving forward
  - Faculty from the Developmental English Department participated in the most recent CTN (Catch the Next / Puente / Dreamcatchers) Teaching and Learning for Student Success Monthly Webinar
  - Chairs in the Humanities Area began completing their FY17-19 budgets
  - Chairs from Developmental English and Developmental Reading met with the Assistant Dean of Humanities to set and clarify scheduling practices and procedures for equitably staffing the INRW courses
  - The Assistant Dean of Humanities and the Chair of the English Department continued to work with a team chaired by the LASS Division Dean and charged with the revision of Policy 4001 – the next substantial draft should be ready in another week or so …
  - The Assistant Dean of Humanities and the Dean of LASS met to help generate some prompts for the department-specific pathways breakout sessions at this year's CWPD afternoon
  - The Assistant Dean of Humanities met once more with the SAEM team to review plans for adopting Starfish as the system for faculty reporting and verifying first and second week financial aid rosters – it looks more promising than it had originally, and a tentative go live date of Fall 2017 is not out of the question …
  - The Assistant Dean of Humanities and the LASS Division Dean participated in yet another monthly check in call from the RAND representative, reviewing our progress to date on two initiatives: (1) the Tutor-Facilitated My Foundations Course (running this semester); and (2) the development and launching of the ESOL-0051 and ESOL-0052 courses (in Fall 2017)
  - Department Chairs and support staff in the Humanities Areas completed NOEs

- The Chair of the World Languages Department continued work on the Summer 2017 Study Abroad, meeting with students and (thanks to PR&M!) getting their meetings linked on the STC FB page
- Faculty in the English Department began work on planning a multi-campus poetry festival, aiming for some time in April
- The student club, Open Equal and Free, hosted guest speaker Antonia Harter
- The Assistant Dean of Humanities met with the NEFA Committee, to take stock and gear up for the first semester in which Faculty Advising will be piloted in select departments
- The Assistant Dean of Humanities attended the Board Appreciation Breakfast, and had the pleasure of meeting several new local ISD administrators and board members

➢ **Activity Report from the Assistant Dean of Fine & Performing Arts**

<u>Department of Art</u>

- The South Texas College Art Department presents "The Ranch Hand Festival Steamroller Prints," an art exhibition organized by Texas A&M University-Kingsville Department of Art, Communications and Theatre, in partnership with the College of Engineering and the City of Kingsville. The exhibit opens Monday, January 30, and will be available to view Monday through Friday from 9:00 a.m. to 5:00 p.m. until April 7, 2017 at the Art Building Gallery located in B–103 on the Pecan Campus.
- Chair of Art assisted students with last minute schedule changes and registrations.
- Faculty of our capstone courses, along with department chair, performed a graduation review through Degreeworks and advised all students enrolled in capstone, ARTS2389 and ARTS2313.
- Gallery Assistant finished the installation of "Ranch Hand Festival" Exhibition
- Art Chair held an adjunct interview and called the listed references.
- Art Chair worked on the development of the 2018 FY budget proposal.
- The Art Faculty supervises studio hours for students to access facilities for student success.
- Faculty members continued research into utilizing current open source resources for online courses.
- Faculty members performed continuous redevelopment of online ART Studio courses for the Online Graphics Degree.
- Fauclty members attended the faculty senate meeting as representatives for the department.
- Faculty worked on the logistics for the professional artist visit.
- Faculty performed community service with the Weslaco Bicultural Museum, and Knights of Columbus in Weslaco.

Upcoming Events:

- The Ranch Hand Festival, Steam Roller Prints (from the permanent collection of Texas A&M University Kingsville) January 30, 2017 – April 7, 2017 with Workshop, Artist Talk, and Reception – February 9, 2017
- Friday Feb. 3rd we'll be having a special screening of the documentary Composed. The showing will start at 2pm in the STC Cooper Center Auditorium then immediately after we'll have a live Q/A with director John Beder.

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

- **Divison Dean's Update**
  - South Texas College was recently awarded the Texas Affordable Baccalaureate grant to convert our existing Bachelor of Applied Science in Computer and Information Technologies (CITP) degree. CITP faculty, chair, dean and Bachelor of Applied Science in Organizational Leadership (BASOL) chair and academic coach met to discuss the conversion of the existing CITP courses into the competency-based format, currently employed in the BASOL program. Faculty will be collaborating with their counterpart faculty from Austin Community College in the re-design of these courses. Elective courses are expected to be ready by December 2017.
- **Biology**
  - Promotion of this grant has been in full force with short presentations given to each class by Biology Department Faculty, emails thru STC News-Faculty/Staff Blast emails, flyers posted in Biology classrooms, and posting on the Plasma screens at all campuses. (see photo to the right)

  - A meeting was held on 1/27/17 at the Pecan campus to discuss issues associated with the administration of the STEP2 grant. The issues included but were not limited to: promotion of the grant, current status of applicants and students requesting information, review of tentative schedule of events for this year of the grant, publicity, purchasing, potential uses of travel funds, and criteria for ranking of applicants, and development of the form to send to applicant references.
  - Biology Club hosted a table at the STC Club Fair to get students engaged in college life. The Biology Club table had posters demonstrating some of the past Biology Club activities along with a sign-up sheet for new recruits. (see photo to the right)

  - 1st Biology Club meeting for Spring 17 was on Thursday, January 26th where they had a full classroom of students interested in participating in the Biology Club.
  - Texas Pathways Project: Biology Committee members held a meeting to discuss the Texas Pathways Project activities, organization, planning, and documentation.
  - On, January 26, 2017, at the Mid-Valley Campus, faculty gave a presentation on "Community Talk on Ethics: A Brief History of African Countries". This presentation had a total of 20 attendees. This event was organized by the Philosophy Department. These talks are given by Faculty from various parts of the world. They give brief talks on the history of their countries of origin followed by a discussion on ethics and colonialism. The talks are open to the community and are held at 7.00 PM at MVC (see photo to the right)

  - Faculty participated in the "Reproductive Rally" at Whole Woman's Health Clinic in McAllen on January 21 (see photo to the right)

  - Faculty participated in the "Immigrants National Day of Action" on January 14, 2017 at Archer Park in McAllen. Immigrants, together with hundreds of community members, people of faith and advocates for environmental justice, rallied through central McAllen to Archer Park on a national day of action to protect the rights of border residents and prevent deportations. (see photo to the right)

- Faculty participated in the "2017 Chevron Houston Marathon-Aramco Half Marathon" on January 15 2017. The international physical challenge (26.2 miles for the Marathon or 13.1 miles for the half marathon) that takes place in the heart of Houston, in TX. This type of events helps build characters such a determination, resilience, faith in one's ability/capability in doing and achieving something, the know how to prepare an event/assignment and the delivery of a task. These listed characters have been proven effective in shaping up an educator. This performance could be used to illustrate one aspect of muscle contraction, physical activity, and muscle fatigue during his lecture on the Muscular system to the A&P I (BIOL 2401) students, or one aspect of the regulation of Heart Rate and Respiratory rate during physical activity on both the Cardiovascular and Respiratory system to the A&P II (BIOL 2402) students. (see photo to the right)

- On January 2nd faculty participated in the McAllen Nature Center Volunteer Day for planting to help our natural parks. As he worked he would talk about STC to show that STC does help out in the community. He helped to plant trees in the area for the Nature Center's new ebony grove. (see photo to the right)

Upcoming Events

- Biology Club - Coastal Expo at the Edinburg Birding Center. Every February, the Edinburg Scenic Wetlands and World Birding Center, City of Edinburg, U.S Fish and Wildlife, and Texas Parks and Wildlife partner to organize the Rio Grande Valley Coastal Expo. We invite elementary schools all across the Rio Grande Valley to come to this event and enjoy numerous fun and educational activities. Each year, we expect around 1500 students per day! (see photo to the right)

- College and Major Fair that will be held at the McAllen Public Library on Saturday, February 18, 2017 from 2-5 PM. – Opportunity to share with the public the opportunity and degree plans at STC in Biology.
- Science Fair Judging event – La Joya. – Faculty participate with students at the La Joya ISD to judge the Science Fair Projects, showing STCs support and talk about the programs offered.

➢ **Math**

- The first Spring 2017 Department of Mathematics meeting was held on Wednesday, January 11th
- The Department of Mathematics held a Spring 2017 Dual Credit/Adjunct Professional Development meeting with all Dual Credit & Adjunct faculty after the morning general session
- The Department of Mathematics submitted the FY2018-19 Budget
- Over 400 sections of Mathematics classes were created and filled for the Spring 2017 semester (~170 traditional and ~220 dual credit)

➢ **Computer Science**

- January 9, 2017 - Professional Development is the key to improve teaching and learning. zyBooks demonstrated Programming Language C++ to the Computer Science Department. zyBooks are interactive textbooks with learning activities, animations, tools and embedded homework. (see photo to the right)
- January 11, 2017 - Bachelor of Applied Technology in Computer & Information Technologies is one of four dynamic Bachelor Programs at South Texas College. The orientation to New Students in CIT program benefit the students and faculty to work together to increase graduations.

- January 12, 2017 - Program Chair and Assistant Program Chair met with first year Computer Science students during the First Year Connection Orientation held at the Pecan Campus in Building H to explain the resources and services available to them through the college and the Computer Science Department, such as tutoring, remote desktop assistance, and access to Microsoft software at no cost to them. In addition, practical advice was given on how to approach and be successful in the computer programming courses. The Computer Science Department looks forward to getting to know each of these students and helping them meet their academic and career goals! (see photo to the right)

- January 31, 2017-Spring 2017 Mock Interviews – Capstone is one of the important classes in the BAT in CIT program. Students complete their internship with different organizations by working on specific projects. The STC Job Placement Office assist students with their resume, cover letter and interview techniques. The CITP Advisory Committee performs Mock Interviews to help prepare students for the real world. (see photo to the right)

- **Physical Sciences**
  - The department faculty and staff participate in a number of community service and student engagement projects. This activity report highlights only a portion of the contributions made by the department faculty and staff to facilitate student learning and student success at South Texas College.
  - Program Chair and faculty participated in the Math & Science First Connect Orientation coordinated by the Student Services Office.
  - Program Chair participated in an email meeting for the UTRGV Institutional BioSafety Committee (IBC). The purpose of the meeting was to review safety protocols for a Diabetes study a research group at UTRGV will be performing.
  - January 20th faculty member scheduled 4 hours extra office hours including 2 hours of scheduled 1411 math review. (See photo) 8 students attended. We covered significant figures, calculations with significant figures, and dimensional analysis

  - Working on a hiring committee for a Physics Instructor position, already begun reviewing applications and working to arrange meetings with the other committee members.
  - Fauclty spent 2 hours at the Center for Learning Excellence during the last week of January and will be spending two hours a week there throughout the semester.
  - Faculty attended the UTRGV & STC articulation agreement meeting on December 2nd. The meeting spotlighted the two plus two degree plans for UTRGV's electrical, mechanical, civil and mechanical engineering degrees.
  - Faculty attended the Capital improvement plan meeting for physics and engineering in G Bldg. The meeting spotlighted the proposed changes to G127, G126 and G125 for expanding the electronics lab and introduction to engineering lab.
  - Faculty attended the 2nd Annual Boys Rally at Raphael Cantu Jr. High 8am – 12pm. The presentation introduced students to the STC engineering program and demonstrated STC student lego sumo mindstorm projects.
  - Faculty served as a judge for Weslaco ISD Secondary District Science & Engineering Fair on 1/21/2017:

- Faculty met with STC's SHPE chapter to discuss getting the club involved in the LID project. Students seemed quite interested and are planning to include them.
- Faculty attended a planning meeting with UTRGV representative regarding the LID project for the semester. We want to make a push for the students to be involved in the water testing process.
- Faculty began discussions with UTRGV regarding recruiting students for the STC/UTRGV Bridge program. Considering a social for STC students to meet UTRGV faculty and students. Things are very preliminary at this point with no commitments made.
- Faculty attended the Distinguished Learning Academy on Thursday, January 12 and Friday, January 13.
- Faculty participated as a science fair judge at the Weslaco ISD Secondary Science & Engineering Fair on January 21.
- Faculty attended the Planning and Development Council on Friday, January 13. The topics for discussion included the revision of personnel policies and the review of the Deaf Support Specialist Certificate program.
- Faculty attended Faculty Senate Meeting on January 24, 2017. Topics of discussion included concerns of two clauses (#14 and #15) in the proposed new Policy #4901; STC salary status with respect to other community colleges in Texas; discussion on faculty parking problem and discussion on role of STC police and relation of police with faculty community and effort to improve relation was discussed
- Faculty is coordinating meeting on non-science major chemistry course(s):
- Faculty coordinated General Chemistry textbook meetings.
- Faculty met with his DLA mentor during Spring 2016 and in January 2017 several times to discuss academic leadership strategies and ideas for DLA project and participated in an all-day coaching session on January 12 and a 2-hour Coaching Session on January 13, 2017. During the all-day coaching session strength domains, observations, communications, and emotional intelligence were discussed.
- Faculty met Mario Reyna, Dean, Division of Business & Technology and discussed about effective academic leadership strategies.
- On January 13, 2017, faculty attended a Lead Faculty Advisor orientation meeting and on January 24, 2017 a Faculty Advising Subcommittee Meeting. During these meetings the logistics of faculty advising training, procedural and technical issues, and future goals were discussed. On January 27, 2017 from 1:00 pm to 5:00 pm, the faculty was one of the co-facilitators during the New and Enhanced Faculty Advising (NEFA) Training and Certification session.

➢ **BASOL**

- Received notification that the TAB Extension Grant had been approved. This grant will be used to finance the new BAT CITP Program
- Organized and presented the orientation for the new BASOL students in collaboration with Academic Coach from 6:00 p.m. to 8:00 p m.
- Attended the Planning and Development Council meeting.
- Participated on the committee hosted by LASS dean to edit Policy 4001 in the faculty ethics code. Existing policies and new policies were considered. One week later, an edited version of the policy concerning faculty innovation was submitted to LASS dean
- Participated in the TAB grant meeting hosted by Grants Director in X110 to discuss the content and applicability of this new grant.
- Attended the OER meeting hosted by Distance Learning dean to discuss the use of Lumin open access educational materials in the BASOL Program.
- Attended numerous events and meetings for the National Society of Student Leadership and Success.

- Attended the STC Board of Trustees Meeting to provide any needed information about the new TAB grant.

- **TMGT**
  - TMGT Faculty Spring 2017 general meeting: Pecan Campus Library to review and discussion of current and planned enrollment; review and discussion of class section documentation, and get an update on Blackboard and cyber class sections review
  - Bachelor's Programs new students orientation: Pecan Campus; G 201
  - TMGT Recruitment Planning: Student Success Specialist faculty coordination, New Fall 2017 curriculum and campuses visits.
  - Terra Grande Annual Meeting, Austin, Texas: Terra Grande District is the regional association of the APICS (The Association for Operations Management). This was the Board of Directors District meeting. Faculty member is Board member of Terra Grande.
- **University Relations**
  - Transfer Visits
    - **Pecan Campus:** UTRGV Transfer Admissions, UTRGV College of Education, Texas A&M University – Kingsville, Texas A&M University School of Public Health, Texas A&M University School of Public Health, Texas A&M University – Corpus Christi,
    - **Mid Valley Campus:** Texas A&M University School of Public Health and UTRGV Transfer Admissions
    - **Starr County Campus:** UTRGV Transfer Admissions
  - University Relations Activities
    - Coordinated with Dr. Mark Uerkvitz about a collaboration between South Texas College, a Thai University and a Chinese University to develop a program in which students would take three years of instruction at their home institution and matriculate to South Texas College in the fourth year to complete one of our Bachelor's degrees.
    - Coordinated with Will Collins regarding the removal of all of the old articulation agreements between South Texas College and UTPA and UTB from the website as they have been superseded for the most part by agreements with UTRGV. All electronic versions and original paper copies are available in my office. We looked at ways to keep them online but the consensus was that it would be better to remove them
    - Worked with Dr. Maria Oralia de los Reyes from the Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative to assure that her instructors had guest access to the computers in order to teach their classes.
    - Met with Dr. Gina Garza-Reyna about the transitions occurring in the Texas A&M University – Kingsville Education Program offerings in Weslaco and how the program will be structured moving forward.
    - Met with Dr. Richard McCutcheon, site director for the Rio Grande Valley extension of Wayland Baptist University to see how our two institutions could improve our partnership.
    - Coordinated with Texas A&M University – Kingsville and Our Lady of the Lake's respective Social Work Programs for them to provide a field experience orientation on our campus.
    - Began working with Dr. Enriqueta Cortez and Dr. Ali Esmaeili to develop a proposal for Texas A&M University's request for space usage in the Fall 2017 and Spring 2018 semester.
    - Attended the Transfer Advisor Update at Texas A&M University – Kingsville to learn about everything that they have to offer.
  - Articulation Activities

- Began coordinating the signing ceremony/guest speaker event for the UTRGV Honors College and the South Texas College Honors Program that will take place on Friday February 3 at 1 pm in D 106 in conjunction with the Valley Scholars meeting.
- Reviewed documents from Seminole State College in Florida for articulation agreements for AAS degree earners in computer related fields.
- Continued the conversation the Texas A&M University Engineering Extension Service to create baccalaureate degree opportunities for AAS degree earners.
- In progress agreements:

#	DEPARTMENT	PARTNERSHIP	STATUS	COMPLETION DATE
1	ADN Program	Stephen F. Austin State University	Initial Discussion Phase	Fall 2017
2	ADN Program	University of Phoenix	Draft Written	Fall 2017
3	ADN Program	Chamberlain College of Nursing	Initial Discussion Phase	Fall 2017
4	Social Work	TAMUK	Draft Written	Spring 2017
5	General MOU	TAMUK	Draft Written	Spring 2017
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	General MOU	Excelsior College	Ready to be signed	Spring 2017
12	Information Technology	Seminole State College	Draft Written	Spring 2017
13	Digital Forensics	Seminole State College	Draft Written	Spring 2017
14	Computer Maintenance Technology	Seminole State College	Draft Written	Spring 2017
15	Computer Specialist	Seminole State College	Draft Written	Spring 2017
16	Computer and Advanced Technology	Seminole State College	Draft Written	Spring 2017
17	Communication	TAMUK	Initial Discussion Phase	Fall 2017
18	Communication	UTSA	Initial Discussion Phase	Fall 2017
19	Communication	TAMUCC	Initial Discussion Phase	Fall 2017
20	Drama	UT-Austin	Initial Discussion Phase	Fall 2017
21	Drama	TAMUK	Initial Discussion Phase	Fall 2017
22	Drama	Sam Houston State University	Initial Discussion Phase	Fall 2017
23	Drama	Texas State University	Initial Discussion Phase	Fall 2017
24	Drama	TAMUCC	Initial Discussion Phase	Fall 2017
25	Cyber Security	Texas A&M University Engineering Extension Service	Initial Discussion Phase	Fall 2017

- Special Projects
  - Attended and presented the Division of Math, Sciences and Bachelor Programs. I presented on the Achievements, Goals and Challenges of the past year for the University Relations, Transfer and Articulation Center.
  - Attended in the Mathematics Department meeting and provided information about the Texas Pathways Project and the UTRGV Articulation Agreements
  - **Texas Regional STEM Degree Accelerator Grant Events:**
    - Attended the walk-through for the industry panels
    - Attended the first meeting of the Health Care Sector Partnership
    - Attended the second meeting the Information Technology Sector Partnership
    - Met with John Melville about what to expect from our attendance at the Next Generation Sector Partnerships meeting in Arizona in February.
    - Participated in the Texas Regional STEM Degree Accelerator Regional Lead Check-In Call.
    - Met with Valerie Gamez and Dr. Maricela Silva regarding events for the Texas Regional STEM Degree Accelerator Grant
  - Attended the American Association of Women in Community Colleges monthly meeting. There are some scholarships that are coming up that may be of interest to our students.
  - Attended the Beacon Mentoring Program Information Session to volunteer to be a mentor
  - Met with Liz Diaz regarding the transfer website and links that have been removed and things that need to be renamed. I coordinated with Public Relations to have the changes

made on behalf of our two departments. I am also working on having the transfer rep page updated and linked to the University Relations page and am exploring the option of creating a new page with resources for our bachelor's students and faculty/staff who are looking to get a graduate degree

- Presented to the two sessions of the Business Administration Orientation about the offerings of the University Relations, Transfer and Articulation Center.
- Worked on the homework assignment for the next Texas Pathways Project Institute.
- Attended the Grant Office open lab to learn and completed the Budget Development pages for the University Relations, Transfer and Articulation Center.
- Attended the January 2017 FM/AA Roundup to learn more about Business Office processes.
- Met with my Beacon Mentoring class to share information and resources with them to assure their success in their College Algebra course.
- Attended the orientations for Criminal Justice, Social Work, Sociology and Anthropology to alert them to transfer opportunities and the University Relations, Transfer and Articulation Center.
- Attended the Pathways Meeting for Chairs and Deans to find out about the events that will be occurring during College Wide Professional Development Day

- Upcoming Events
  - South Texas College Honors Program and UTRGV Honors College Agreement Signing Ceremony on Friday February 3rd in conjunction with Valley Scholars.
  - Texas A&M University – Kingsville Transfer Advisor Update on February 3rd in Kingsville.
  - Next Generation Sector Partnerships Academy: February 7 and 8 in Avondale, AZ.
  - Spring 2017 College Fairs: Week of February 13, 2017
  - Attending the Texas Pathways Project Institute #2 in Dallas on March 5 – 7
  - Presenting at the Community College Baccalaureate Association Conference: March 10th – 12th in San Francisco, CA
  - Baylor Bound Summit on Tuesday March 28, 2017
  - TAMUK MOU and Articulation Agreement Signing Ceremony planned for April/May 2017

➢ **TRSDA GRANT**

- Participated in Regional STEM Accelerator Lead Check In Call on January 11, 2017.
- Finalized travel arrangements for internal and external partner arrangements for the Next Generation Sector Partnerships Conference in Avondale Arizona on February 7th and 8th
- On January 24, 2017 we held our Healthcare Industry Sector Breakfast at the Weslaco Chamber of Commerce from 8 AM to 10:30 AM. We had a successful turnout and will be having an upcoming Industry Consortium Meeting on the 16th of February at the Pecan Rainbow Room from 3-5 PM. (see photo to the right)

- On January 25, 2017 we held our Information Technology Industry Sector Breakfast at the Weslaco Chamber of Commerce from 8 AM to 10:30 AM. We had a successful turnout and will be having an upcoming Industry Consortium Meeting on the 16th of February at the Pecan Rainbow Room from 3-5 PM.
- Are continuing to plan and prepare for the two follow up industry meetings in March. Have reserved conference rooms at the KNAPP Medical Center in Weslaco. These events will be follow up meetings to the January 24th Healthcare Industry & the January 25th IT Industry.

Dr. Jayson Valerio
Division Dean – Nursing and Allied Health

- **Division Dean's Updates**
  - NAH Division Spring 2017 meeting was held on January 9, 2017 at the Pecan library, Rainbow Room facilitated by the Interim Dean for Nursing and Allied Health. Dean went over NAH Fall 2016 Progress Report and what to expect for Spring 2017. The division meeting ended with a workshop group activity on Seven Evidence-Based Practices in Undergraduate Education to foster student success and achieving academic excellence. (see photo to the right)

  - Over the winter break, the Simulation Specialist was busy setting up new mannequins purchased through the Jet Grant and ensuring that it is available for the students on the first day of the Spring 2017 semester.
  - The following departments had their departmental meetings on January 9, 2017. This allowed them to convene as a department and prepare for the Spring 2017.
    - ADN
    - VN
    - EMT
    - Pharmacy Tech
    - HMAS
    - Respiratory
    - Radiology Department Meeting
- **Project Manager Report**
  - January 5, 2017 budget meeting was held to discuss any need to increase or decrease on operating, travel, and capital accounts for the Division office. This allowed for discussion in current department needs and proper expenditures to meet those needs.
  - January 6, 2017 met with Scholarship Coordinator for STC in creating a streamline for all scholarships under the NAH Division. This will allow NAH Students to compare what scholarships they are eligible to apply for.
  - January 13 submitted JET Grant Quarterly report to TWC. The Jet Grant awarded the ADN Program $176,145.00 to purchase simulation mannequins, monitors for debriefing purposes, and defibrillators.
  - Assisted Interim Dean in finalizing Staffing Plan for New Bond buildings FY17-18
  - Updated Division Staff Information Website
  - Reviewed requested equipment for New Bond Buildings
  - January 19, 2017 - attended the Faculty Load and Compensation meeting to review the project goal and objectives. This program will help in creating a uniform streamline of submitting NOEs for faculty.
- **Pharmacy Department**
  - PHRA faculty will attend the TSHP annual seminar in Galveston, TX in April. The Texas State Board of Pharmacy and representatives from institutional pharmacy attend this meeting each year. The faculty will have an opportunity to earn 15 CEUs during the meeting which is half of the licensing requirement in Texas, as well as join a Q&A session with the TSBP about state pharmacy issues.
  - Spring 2017 PHRA department meeting focused on the need for a first semester review with the students so they can identify factors that encouraged success and factors which did not. There will be an emphasis on the fact that the students have only 16 more weeks to solidify their knowledge and skills before attending practicum in assigned pharmacies as an individual (no classmates, no instructors).

- **OTA & PTA Department**
  - OTA & PTA secretary represented the Nursing & Allied Health Division at the Career Fair at IDEA Mission College Prep, where students were shown the different programs offered by the division. One particular student had questions like: What is the admissions process like for STC? How much will I pay for tuition and fees per semester? Does the college offer scholarships? What was most impressive was that at 11 years old this student (pictured right) had a college going attitude! Future Jaguar "In the Making"!

- **Associate Degree & Vocational Nursing Programs**
  - January 19, 2017 – The members of the Texas Board of Nursing considered the report of the survey visit to the South Texas College ADN & VN Programs. Board members extended appreciation for the dedication to nursing education in Texas and a special thank you for the service the VN programs 21 years of existence! The report was accepted for both programs and allowed its continued accreditation.
- **Patient Care Program**
  - Caregiver Information Services: Area Agency on Aging comes to campus once a semester to bring a "Virtual Dementia Tour" which is a physical experience that allows students to understand the world from the prospective of someone suffering from dementia. Our students are also given the opportunity for further training and volunteer to bring this experience into the community later in the semester. (see photo to the right)

- **Occupational Therapy Program**
  - NAH librarian presented to our first year students in OTHA 2335 with emphasis placed on learning how to access and use databases such as Google Scholar and ProQuest to locate professional journal articles. Students were then given a topic to research and to locate a specific article to find to measure level of understanding. The same presentation will be given on 2nd year clinical students on 01/21/2017.
- **Respiratory Therapy Program**
  - Respiratory Students participated in Asthma Training at Texas A&M School of Rural Public Health and allowed the students to provide asthma education to elementary students. (see photo to the right)

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrator's Office:** Memorial Service held for 2 MV staff and faculty member on Jan 19th and 20th
- **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.
  - South Texas College Championship Series-Planning Meeting – Jan. 10th
  - First Year Connection – Jan. 11th
  - Welcome Tables – January 17th & 18th
  - Field Days – Jan 24th and 25th
  - Club Recruitment Fair on Jan. 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 – Mondays at 4pm
  - Mid Valley Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
    - Pizza Sale Fundraiser – Jan. 26th
- **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 Academies Specialist. Students gain valuable information from the workshops and presentations.
- **MVC College Connections Department**
  Throughout the semester, campus tours are scheduled for local and surrounding high schools.
  - GEAR-UP College Connection – Jan. 12th & 30th
  - Department Interviews – Jan 20th
  - Campus Tour – Jan. 26th
- **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:
  - Citizenship Classes
  - Precision Tools & Manufacturing
  - Programmable Logic Controllers
- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - University Relations –
    - TAMU School of Public Health Representative Table – Jan 17th
    - UTRGV Representative Information Table
  - Career and Employee Services Department: On Campus Recruitment-Border Patrol
  - Faculty Senate held their monthly meeting on Jan. 24th.
  - Office of Student Rights and Responsibilities hosted an information booth and presentation on Jan. 31st.
- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
  - STAR Network monthly meeting was held on Jan. 27th
  - General Dynamics Information Technology Employee Evaluations
  - United Blood Services brought in their mobile blood unit for student donations on Jan. 31st.

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement**
  - Start work on Campus Ministries for Spring 2017 student snacks and drinks
  - Reestablish contacts with faith-based community for events on campus
  - Preparing for Rio Grande City job fair
  - Contact local high schools for gratitude for mariachi band provided at ground breaking ceremony
  - Reestablishing Campus Ministries to start semester
  - Beginning recruiting campaign 2017
  - Working with ISD counselors to help in advising for graduates from HS
  - Contacting community outlets for presentations on bond construction
  - Working with early college high school to establish more lab access
  - Working with biology faculty to have more access to classroom
  - Working with continuing education to establish more access to their computer labs
  - Begin 2017 recruiting campaign
  - Focusing on increasing club memberships
- **Campus Events**
  - Starr County Head Start TMC 1/17
  - Rio Grande City Job Fair 1/18
  - Texas Department of Public Safety Training 1/18
  - Texas Retired Teachers Association 1/19
  - Student Activities "Welcome week" 1/24
  - Student Activities "Voter Registration" 1/24
  - Texas Agrilife Extension Service "Captain's Training" 1/25
  - University of Texas Rio Grande Valley 1/26
  - Gear Up Region One 1/27
  - Open forum VP of information Service, Planning Performance & Strategic Initiatives 1/30
  - Student Activities Club Recruitment Fair 1/31
- **Facilities Related**
  - Fencing completed to begin expansion on Student Services buildings
  - All ditches covered for safety around campus by construction company
  - Continue work on Kinesiology Wellness Center move
  - Proposal being explored for Open Lab space
  - Continue working on bond construction progress
  - Working with KINE to establish space for Wellness Center
  - Working with Continuing Ed to inventory welding program equipment
  - Relocating bicycle rack for students on campus
  - Getting podium replaced in E2-404
  - CIP submitted for cover for basketball court
  - Continue attending meetings for construction progress
  - Submit a request for computer lab in C building
  - Submit a request for full time cafeteria worker
  - Continuing work with kinesiology department

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:
    - Adjunct/Dual Credit Professional Development Day
    - Customer Service Training: NAH Staff
    - Instructor Participates at College/Career Day
- **Projects (development, data compilation, design, publication)**
  - Worked on the Texas Pathways Project web design in collaboration with PR
  - Created artwork for the Adjunct/DE PD Day Agenda Booklet
  - Created artwork for Distance Learning Information Booklet
  - Continued to work and compile content on the Distance Learning Information Booklet
  - Created artwork and compiled content for the Public Partnership summary page
  - Finalized Adjunct/DE PD Day agenda booklet for OPOD
  - Assisted with development and data compilation of presentation for Adjunct/DE PD day
  - Assisted Honors Program Coordinator review online student application tool
  - Assisted with dual enrollment program data compilation for upcoming reports such Dual Credit Program Review Process, Dual Enrollment report, and Public Partnership booklet.
  - Updated the Dual Credit Program Report with new content
  - Assisted Academic Excellence Department and Honors Program Coordinator with Honors Program student inquiries and eligibility during first week of class.
  - Compiled information for the Dec. 2016 monthly activity report to be submitted to the Board of Trustees
  - Assisted OPOD in creating artwork for CWPOD agenda booklet
  - Assisted Academic Excellence with artwork for Night with the Stars booklet
  - Assisted with Texas Pathway Project Data reformatting
  - Started to divided 1617 Comprehensive Plan for mid-year status report to be sent to the Academic Affairs leadership team
  - Updated OPOD annual report
- **Reports (development, data compilation, design, publication)**
  - Assist Academic Affairs with compiling program data and information with the assistance of RAS and respective program administrators for requested reports & presentations in the following areas:
    - Distance Learning
    - Dual Credit Program
    - Pharr Area
    - Puente Project
    - McAllen ISD report
- **Meetings**
  - Met with Associate Dean of Curriculum and OPOD Faculty Liaison to discuss specification on Texas Pathways Project web design: Friday, Jan. 6th
  - Attended meeting to discuss Adjunct/DE day: Jan. 9th
  - Met with RAS Director to discuss upcoming report request: Jan. 11th

- Met with Associate Dean of Curriculum and OPOD Faculty Liaison to discuss Adjunct/DE PD Day: Thursday, Jan. 12th
- Met with ECHS Director and HSPS Project Manager to discuss redesigning the ECHS webpage: Thursday, Jan. 12th
- Participated in monthly DLA academy meetings: Thursday and Friday, Jan. 12th -13th
- Met with PR to discuss the Texas Pathways Project web design: Jan. 18th
- Met with HSPS Project Manager to discuss HSPS website and the possible of redesigning: Jan. 23rd
- Project Managers held meeting to review ongoing reports such as Distance Learning Report: Jan 23rd
- Met with Curriculum Team to review Smart Eval scheduling process-will be scheduling meetings with team throughout semester to assist and train with transition of activity: Jan. 25th
- Met with OPOD to discuss CWPOD agenda booklet: Jan. 26th and 27th
- Attended Academic Council: Jan. 30th
- Attended Distance Learning Dean's farewell: Jan. 31st
- Attending STLA for Staff committee meeting: Jan. 31st

Jessica S. Garcia
Coordinator – Academic Excellence Program

- **Valley Scholars Program**
  - **Fundraising** – Followed up with sponsors pending payment for the 11th Annual ANWTS. Began researching color schemes, venues, and dates for 12th ANWTS. Met with PR to discuss publications and marketing for the 12th ANWTS.
  - **Retention** –Finalized details for the 2016 College Tour scheduled for March 30th – April 1st. The tour includes visits to UTSA, UT Austin, Texas A&M, Texas A&M University Corpus Christi, and Texas A&M University Kingsville. Drafted probation/termination letters to VS students in need of academic assistance.
  - **Recruitment** – Presented at Starr County Student Work-study Mentorship Training on Fri. 1/13/2107 and provided information regarding eligibility, application process, and program requirements.
  - **Scholarships/Awards** – Awarded scholarship funds to all VS students based on enrollment hrs.
  - **Administrative** – Completed Budget Approval Process
- **Phi Theta Kappa**
  - **Meetings** – Held Jan. officer meeting on Jan. 27, 2017.
  - **Hallmark Awards** – The Beta Epsilon Mu Chapter submitted their Commit to Complete C4 event entry for the College Project Hallmark Award. Held a meeting on Jan. 27, 2017 to present the Chapter's Honors in Action research.
  - **Administrative** – Completed Budget Approval Process
- **Honors Program**
  - Assisted Academic Excellence Dept. with incoming student inquiries about program and referred students to new Honors Program Director. Assisted with processing honors faculty NOEs.
  - **Administrative** – Completed Budget Approval Process

Dr. Maricela Silva
Officer - Academic Grants and Projects

- **Grant Activity**
  - 15 Active Grants
  - 1 Grants were under development for consideration

  Recently Awarded:
  - TWC – JET Grant in the **Amount**: $238,269.98. Funding will help support our LVN Program by providing Simulation Labs for our Mid-Valley and Starr County Campuses.
- **Grant Oversight**

  TRSDA Grant
  - Participated in monthly check-in call.
  - Reviewed and responded to emails regarding grant, upcoming conferences, etc.
  - Started travel preparations for conference in February.
  - Informal meeting with TRSDA project director to discuss Industry meeting scheduled for next week.
  - Contacted Skyline EMS to extend an invitation to the Industry meeting for next week.
  - Travel paperwork was signed and submitted for review/consideration.
  - Attended the Healthcare Industry Engagement on January 24th to observe and learn ways we can improve our current grant to strengthen the Healthcare portion of the faculty training.
    - A common need cited by attendees: Talent – more combined training and collaboration among healthcare providers.
  - Attended the IT Industry Engagement on January 25th.
    - Attendees from this group again identified "Talent";
    - More Broadband infrastructure needed to support the RGV;
    - Need for a closer relationship between industry;
    - Needs for programs in Forensics and Information Security.
  - Met with John Melville and STC team to discuss upcoming conference in Phoenix.
  - Reviewed/edited news article for TRSDA project director and PR Department.

  RAND Grant
  - Read and responded to request to submit a dooblepole (to schedule future check-in calls).
  - Reviewed article forwarded by RAND group regarding Adult Learners.
  - Participated in Tutoring Pilot and ESOL update conference call.
  - Data Transfer conference call is scheduled for next week.
  - Participated in Data Transfer conference call. Per discussion:
    - Advising director and the advising team will provide data collected regarding advising that took place through Fall 2016;
    - Advising director will submit "talking points" used by Advisors when meeting with students;
    - Advising director and Willie Johnson will be extracting data next week to submit to the RAND group.

  Starfish Grant
  - Participated on Check-in call to review and discuss updates/changes.
  - Follow-up with faculty regarding questions they had about accessing Starfish.
  - Participated in meeting to review project and discuss upcoming project survey.
  - Email sent to Hobson representative, to Administrative role and upcoming survey.
  - As the administrator for Starfish, this week I set up:

- Announcement to go out on Monday, January 30th, reminding faculty of upcoming project survey;
- Scheduled first project survey to open up on February 9th and close on February 24th.
- Scheduled second project survey to open up on April 4th, and close on April 18th.

- Participated in a one-to-one telephone conference with Hobson representative to discuss Administrative role upcoming survey, and confirm we are on track.

Project HEAL2 Grant

- Reviewed and responded to various emails regarding initiative.
- Attended meeting at Region One to review the grant and discuss next steps.
- Attended on campus meeting, which include representatives from STC, Region One, South Texas ISD, PSJA, and DHR, to discuss concerns with grant.

STEP2 Grant

- Reviewed email received regarding student recruitment.
- Email communications regarding promotions of grant/recruitment efforts for students.

I3 Project HEAL Grant

- Participated in planning meeting to develop Agreement/MOU for upcoming meeting with Region One.

TAB Grant

- Participated in initiation meeting to discuss next steps and budget with the grants office.
- Email communications sent to the Grant office and copy of the RFA was submitted to them per their request.

CIBER Grant

- Email communications sent out to request updates/status of grant.
- Follow-up email was sent to grants to provide an update.

➢ **Grant Development**

- Recently submitted: None
- Grants being considered for Development/ Preparation in the month of January: 1

1. **Steelcase Education Grant Due Date: February 10, 2017 Grant Amount: $65,000**
    - Attended meetings to discuss grant potential.
    - Reviewed grant opportunity and disseminated grant information to
    - Worked on draft of grant application.
    - We will be meeting with the Grants Office, next week, to discuss the opportunity further.
    - Suggested a meeting be scheduled to invite key personnel needed to be involved (i.e. E.T. and Facilities).
    - Developed a draft of the application was submitted to the Grants office for review.
    - We will be meeting with the Grants Office, E.T., and Facilities, next week, to discuss the grant opportunity and ask for their support.
    - Communicated, through email, telephone and face-to-face, with Yolanda Jaramillo and Darci Cather regarding grant.
    - The Grant offices cancelled all further meetings until further notice as concerns were raised by both facilities and Grants about the "plaque" the grantor requires be displayed in the classroom, if we are awarded, as it may go against PR policies and regulations.

➢ **<u>Upcoming</u>**

- TRSDA - Collaborative Economics STEM Conference scheduled for February 7th-8th in Phoenix, AZ.
- Excelencia in Education – ALCC Meeting scheduled for March 2nd-3rd in Orlando, FL.
- Educate Texas – mandatory meeting scheduled for March 31st – Location TBD.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued ALC scheduling for each campus, adding Pecan C111 availability for morning courses Monday – Thursday. All ALCs at the Pecan campus are efficiently scheduled with a few openings at the Mid-Valley and Starr Campuses. An increase in discipline diversity is noted at the NAH campus with room for more classes to be scheduled. Tech continues to be challenging and has no classes scheduled. Emails have been exchanged to improve ALC efficiency, as well as communication with program chairs.
  - Meeting with VPAA to discuss concerns of adding an additional ALC to the Tech Expansion. Contact has been made with Purchasing, Planning and Construction, and Educational Technology to review options.
  - Meeting planned with Educational Technology to review Tier 1 ALC technology expansion and Tier 2 ALC needs. Will also discuss summer renovation plan and the extra wiring in G101.
  - Requested work orders for the lighting issues in G101 and wall damage. Will follow up with Educational Technology on the external wiring added to a wall outlet.
  - Inventoried the tables and chairs at Mid-Valley G169.
  - Requested furniture (desk/chair combos) from NAH 3.44 and Mid-Valley G169 to be moved to NAH 204.
  - Meeting planned with Educational Technology to review Tier 1 ALC technology expansion and Tier 2 ALC needs.
  - Presented at the Tech Program chair meeting to discuss strategies to improve the utilization of A119. A Tier 2 ALC is better suited to the needs of the campus. Shortly after this meeting eight courses were scheduled in A119. This is the best utilization of the room since it became an ALC in fall of 2015.
- **FOCUS Academy**
  - Continued recruitment efforts to improve enrollment. Currently there are 34 registrations, BT (8), LASS (12), MSB (9), and NAH (5). Due to faculty schedule changes five registrations have been canceled. Emails to Deans, Department/Program Chairs and faculty who have expressed interest have been sent, as well as a list of the 201-2016 TLA graduates who have not completed FOCUS Academy. The maximum number of faculty that can be accommodated for this training is 36.
  - Online registration via Formstack is live with forms completed by faculty from BT (4), and LASS (9). Additional emails were sent to specific divisions, department/program chairs with program information, registration links and list of department/program graduates.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Met with FA Coordinator to review the progress of activities and updated the number of faculty advising certifications. Projections for Year 3 faculty advising certifications are strong. Currently there are 38 enrolled in TLA, 46 in Online Modules and 23 for the existing faculty workshops, for a total of 107 participants. This exceeds the initial goal of 70 with one more semester left in the reporting year. The area of focus is assessment completion. The deadline for TLA and online recertification participants was extended to December 13th with 68 completions.
  - Completed the Statement of Commitments, Memorandums and Tracking Records for the Lead Faculty Advisors.

- Met with the Director of Advising, FA Coordinator and the Lead Faculty Advisors to review the semester responsibilities and expectations. Each LFA received their Statement of Commitment and Tracking Record. Original copies of the Statement of Commitments and Memorandums will be kept with the HSI Project Director in preparation for processing NOEs when all requirements have been met. Copies of these documents will be shared digitally with Director of Advising, FA Coordinator
- Met with the Faculty Advising Subcommittee to review the pilot study timeline and next steps for implementation.

<u>Component 3</u>

- **Enhancement of Technology Infrastructure**
  - Continued communication with stakeholders to facilitate the spring registration time line for remote NAH course delivery. CSFH 0101 was a course specifically identified in the original grant proposal and is part of the four courses to be delivered to Starr remotely. The objective was to offer remote synchronous courses to Starr without students needing to leave the Starr campus. Curricular requirements of CSFH 0101 course do indicate that students will need to visit the NAH campus, but an agreement was made that this would be modified from mandatory visits to one. The other courses that were proposed for the spring launch by NAH, PTHA 1409, OTHA 1305, EMSP 1371, are not offered in spring and will be launched fall 2017. Three respiratory courses, RST 2319.AY1, RSPT2319.AY2, RSPT2231.AY1, will be offered spring 2017.

<u>Management/Compliance</u>

- **Department of Education**
  - Continued to gather data and updates for the Annual Progress Report.
  - Met with Purchasing, Business Office, Educational Technology and Grants to review the requisition process and plans for consistency.
  - Met with Business Office to work collaboratively on the APR budget report.
  - Met with the component leads to follow up with the progress of the APR summaries that were due November 18th. Upon meeting in December the summaries had not been completed and a further extension was given for January 13th. Short summaries were completed by FA Coordinator and OPOD Liaison
  - Continued work on the Legislative Allowable Activities documentation and narratives for the Annual Progress Report (APR).
  - Met with the business and grant offices to finalize the budget portion of the APR.

<u>Other</u>

- **South Texas College**
  - Followed up on IS&P request to restore missing files from the OPOD shared drive. Numerous files and documents had been saved to this drive for the FOCUS Academy. A collaborative effort is in place to restore as many of the documents as possible.
  - Met to give an update on the meeting with MV Admin and plan the next steps on the grant application. The next meeting with Educational Technology, Planning and Construction, Information Technology and MV Admin is scheduled for Tuesday, January 24, 2017. The Steelcase grant provides $65,000 of furniture, but the technology and facilty infrastructure to support this learning environment are the responsibility of the institution. The requirements are updated lighting, paint and carpet with the smallest room option of 930 sq ft for a maximum of 30 students. The average ALC on this proposal requires 31 to 42 square feet per student. The HSI project has an average of 21 sq ft per student to maintain capacity. Steelcase is not an authorized vendor and prominent marketing will be a part of the grant. Further discussions with PR and Planning and Construction are planned.
- **Highlights.**
  - Online Spring 2017 FOCUS Academy Registration/Recruitment
    - October 24th – January 31st

- Department of Education Annual Progress Report Due – January 31, 2017
- Educational Technology Meeting – February 1, 2017
- FOCUS Academy Kick-Off – February 3, 2017
- 2017-2018 CIP due – February 10, 2017
- Steelgate Grant Proposal – February 10, 2017

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Associate Dean Update's**
  - Met with OPOD Liasion and OVPAA Project Manager to discuss the Texas Pathway Project.
  - Attended the President's Administrative Staff Meeting.
  - Attended the Division of Math, Science and Bachelor Program's Spring Convocation. Provided an overview presentation regarding the Texas Pathways Project.
  - Met with OPOD Liasion and OVPAA Project Manager to discuss Adjunct/DE PD Day.
  - Attended Faculty Attendance Roster meeting for Spring 2017. Sent a notice to the Chairs regarding deadlines for this semester.
  - Met with UTRGV to discuss Digital Measures Program for HB2504 compliance.
  - Held a meeting for the final run through for Adjunct/DE PD Day.
  - Held a meeting to discuss Texas Pathways Project.
  - Met with faculty member and Registar Director to discuss the Deaf Support Specialist Certificate.
  - Attended meeting to discuss block scheduling meeting.
  - Attended the Planning and Development Council meeting. One new program was presented, the Deaf Support Specialist Certificate.
  - Attended the EWDC Board Committee meeting, to discuss new program proposals.
  - Met with Learning Outcomes Specialists to discuss the SLOAs.
  - Had a conference call with Alamo Colleges to discuss the Banner FLAC module.
  - Met with OPOD Liasion to Discuss College-Wide Professional Development Day.
  - Attended the Faculty Load and Compensation meeting.
  - Met with VPAA to discuss classrooms, labs, and offices in building M.
  - Attended a SmartEvals Training with Curriculum coordinator.
  - Attended the Culinary Arts event.
  - Attended the CAT Workflow Spreadsheet Training.
  - Participated in an Online Xitracs demonstration with Concord USA Inc.
  - Met with OPOD Liasion to discuss and plan for Chairs meeting.
  - Attended the Board Appreciation Event.
  - Participated in a conference call with IT to discuss SmartEvals.
  - Began work on the Texas Pathways Project Institute #2 Pre-Work.
  - Made preparations for the upcoming CourseLeaf online catalog training.
- **Curriculum**
  - Worked on Spring 2017 Hybrid Exceptions Report.
  - Sent reminder to Deans about Fall 2017 schedule.
  - Worked on Cashier's request for maintenance of fee attributes on sections.
  - Assisted Cashier's Department with fee attribute assignment to courses.
  - Set up registration for conference in Orlando for Ellucian Live (March 16-19).
  - Completed SmartEvals department user guide and FAQs.
  - Worked on errors found in the CBM report from Admissions.
  - Reviewed December revisions for Curriculum team and provided feedback.

  Program Development
  - Worked on the workflow setup for the STC Online Catalog approvals.

  Meetings attended and Trainings by the Curriculum staff
  - Met with Curriculum staff to review 2017-2018 catalog revisions and provide feedback.

- Attended January Banner User Group meeting.
- Attended Spring Financial Aid Attendance Roster meeting.
- Met with the Curriculum staff to go over Spring deadlines and upcoming projects.
- Completed Consulting training with Ellucian regarding DegreeWorks prerequisites.
- Attended call with Alamo Community College regarding FLAC module in Banner.
- Attended preliminary taskforce meeting regarding FLAC.
- Conducting SmartEvals training for Curriculum Specialist.
- Attended SmartEvals vendor training.
- Met with Digital Services Manager to discuss setup of registration for Courseleaf training.
- Attended Student Course Evaluation Training by OVPAA Project Manager.
- Attended a SmartEvals training with Assoc. Dean and Coordinator

Curriculum Software

- Began reviewing the catalog revisions for the curriculum staff to provide feedback.
- Worked on College-Wide Curriculum revisions for Fall 2017.
- Worked on revisions on CourseLeaf for CRIJ 1301 sections.
- Worked with Distance Education Manager to troubleshoot SmartEvals link in Blackbroad.
- Finished reviewing curriculum revisions for staff from September – November meetings.
- Researched on DegreeWorks prerequisite for possible implementation.
- Ran final Spring Hybrid report.
- Correlated with CourseLeaf staff to go live with STC online catalog.
- Worked on section prerequisite editing for CRIJ 1301 and SOCI 1301 (appox. 160 sections) with 74 lines of prerequisites logic per course.
- Edited previous month's revisions and corrected mistakes that were caught by Coordinator
- Pulled Argos report on SPAN 2313 and SPAN 2311 sections to edit prerequisites (approx.. 150 sections to edit with 54 lines of prerequisite logic in Banner.
- Finished up revisions for prerequisites for SPAN 2311, SPAN 2313 and Span 1313.
- Worked on College-Wide Curriculum revisions for Fall 2017.
- Started testing Degree Works pre requisites in test environment.
- Began Corrections on sections GOVT 2305 and 2311.

➢ **Student Learning Outcomes and Assessment**

- Reviewed Fall schedule and sunset zero enrollment courses still appearing in JagPRIDE.
- Reviewed and returns PRIDE emails and phone calls missed.
- Began researching AEFIS assessment management system. System is similar to TaskStream software.
- Curriculum map revisions will be sent out next month and changes will reflect Fall 2017 in JagPRIDE.
- Researched faculty evaluation plans at other colleges.
- Researched material for Taskforce meeting in February.
- Worked with other learning outcomes specialist to organize meeting 3 material for the Assessment Taskforce.
- Contacted Distance Ed to schedule meeting with Dr. Little and team to discuss Bb outcome pilot. Due to issues and recent upgrades to Bb, we will have to wait on Bb outcomes until late February.
- Received First signatures report for Fall 2016. We currently stand at 58% submission. Final deadline for all faculty was January 31st.
- Researched faculty evaluation plans at other colleges.
- Researched material for Taskforce meeting in February.
- Worked with other learning outcomes specialist to organize meeting 3 materials for the Assessment Taskforce.

- Reviewed multi-state collaborative documents to become acquainted with their processes and sampling procedures.

Faculty Support

- Assisted several faculty with questions over and issues with JagPRIDE. Issues were duplicated courses and cancelled courses still appearing. All issues were resolved.
- Provided a couple of Department chairs with their program curriculum maps as they questioned new changed appearing in WECM.
- Assisted several faculty with JagPRIDE reporting.
- Department Chair identified new issues with multiple faculty assigned to a single course.
- Assisted several faculty with activity roll over and duplicated course sections in JagPRIDE.

Meetings and Trainings

- Met with Specialist and Associate Dean to discuss upcoming deadlines, project and pending issues.
- Met with the Associate Dean and Outcomes specialist to discuss upcoming semester projects.
- Met with Dean and Specialist to review SACSCOC letter over student learning outcomes.
- Attended Xitracs webinar to obtain information on the assessment section of the system. Dean will schedule a second webinar to revisit some questions generated after the presentation.
- Met with the Associate Dean and learning outcomes specialist to discuss participation in MSC initiative.

Technology

- Communicated with Reporting team in reference to creating a new program name needed in JagPRIDE. (Program name was added and a Kinesiology course was able to be entered in JagPride for faculty to complete Fall assessment.)
- Continued research on assessment software and faculty evaluation planning.
- Encountered issue with duplicated CLOs under the data analysis page. Submitted a service ticket and the issue was corrected.
- Contacted technicians to review roll activities icon in JagPRIDE to assure appropriate functionality.

➢ **Course Scheduling**

- Produced weekly report on Active Learning Classroom Schedules for HSI Director.
- Processed room reservation request for both internal and external events on Pecan Campus.
- Worked with Achieve ECHS to secure computer labs in M building for future events.
- Reviewed multi-state collaborative documents to become acquainted with their processes and sampling procedures.

Schedule Development

- The Scheduling Technicians Created new Spring 2017 minimester courses, new courses for Summer 2017. Inputted Fall 2017 schedules to meet Public Relations deadline of January 23rd. They created new courses, cancelled courses, added classrooms and faculty names, and processed the reminder for schedules being submitted by Department Chairs for Fall 2017. Worked on 1st and 2nd view and report for Fall 201810 SZASXRF.

Schedule Maintenance

- The Scheduling Technicians processed scheduling changes for Spring 2017 (additions, cancellations and faculty changes). Worked on Schedule updates, TBA Reports, and SZASXRF reports. Removed all cancelled courses and increased the capacity on all the restricted courses. Technicians processed room reservation requests and generating classroom utilization reports for custodial department. They met with Dr. William Santana to review and make corrections to the Spring 2017 Schedule.

Nicolas Gonzalez
High School Programs and Services Administrator

- ECHS Coordinators are finished with the student enrollment process. Enrollment was a lot smoother than last year, because of the rollover of sections and deadlines on submitting class rosters.
- I have been invited to participate in the P16 Council information session at UTRGV, scheduled for February 22nd.
- We will start working on the Recovery schedule of classes this week, which starts March 31st. The number of schools and number of classes has stayed small, with more students graduating and less need for recovery. PSJA starts their class at the start earlier under session M0, which started Monday.
- I had a long conversation with Executive Director of Academics, at Los Fresnos CISD. We are meeting Thursday at 10:00 to complete our discussion and decision on whether they wish to partner with us this coming fall.
- Los Fresnos has 15 approved academic DCF with TSTC. TSTC is gradually closing their offering of academic courses and concentrating entirely on CTE.
- I am meeting with STC Director of Accountablity this Tuesday to finalize the cost per student when outside the district with their own DCF teaching the course.
- An analysis of the most recent and education bills that might impact STC and have been proposed to the Legislature was sent for Cabinet's discussion as necessary.
- The enrollment of dual students is quickly being finalize as this Friday is the deadline.
- A final rollover of dual students from the fall to spring was completed on December 23rd, with 15,459 (duplicated) registered for the spring term.
- I ran a report last week which showed that 181 dual sections had zero enrollment. This was distributed to the Dual2Degree and ECHS Coordinators so they may contact the schools. We were anticipating a total enrollment of over 15,000 students, but this was depending on all sections making, and primarily, the possible withdrawal of students on suspension, probation - both of which a counseling session must be made-, and the elimination of holds by students.

➢ **DE Planning and Scheduling Manager**

- **Workshops/Meetings**
  - Attended Women in Technology meeting at the Tech Campus.
  - Met with STC Director of Accountability to discuss fees for Los Fresnos ISD.
  - Met with Executive Director for Academies at Los Fresnos ISD, to discuss fees and scheduling options for dual courses next fall.
  - Attended HSPS Staff meeting.
- **DE Scheduling and Planning**
  - Talked to DCF from Southwest on opening new sections of Marketing for spring 2017. The request was denied and courses will be offered next fall.
  - Made some time changes for PSJA North.
  - Opened a new Math class for Robert Vela.
  - Worked on sociology faculty changes for next fall.
  - Created two new Web Operators from Vanguard and Science Academy.
  - Worked with counselor from Vanguard on grade reports from last fall.
  - Worked with Asst. Principal from PSJA HS on summer schedule.
  - Called Oratory to request information that was missing from prospectus on their library services.

    - Spoke to CTE counselor from Sharyland on adding a second automotive section. School decided to stay with one.
    - Made some course changes on soring schedule for Southwest.
    - Per welding program chair, new faculty was added to the spring dual schedule.
    - Worked on faculty changes for the political science department for this coming fall.
    - Requested four more government section for summer I for PSJA and Rio Grande but was able to schedule three as per political science program chair
    - Made a couple of room changes for The Dual Enrollment Academies this spring.
    - Worked on faculty changes for computer science courses.

- **DE Workforce Specialist**
  - Conference/Workshops/Meetings
    - Attended Business and Technology Staff Meetings
    - Attended High School Programs and Services Meetings
    - Attended Women In Technology Committee Meeting
    - Attended BL Gray JR High Career Day
    - Attended T-STEM Advisory Board Meeting for La Joya.
  - Screening Dual Enrollment Instructors for Spring ’17 & Fall ‘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.

- **Dual Enrollment Faculty Liaison, HSPS**
  - Attended Human Resources new employee orientation, completed required benefits paperwork and fingerprinting, and obtained badge. Later, I completed the three online training modules that were due. Packed and moved from portable building office to new office location.
  - Continued to contact principals who had not yet returned signed Principal Agreement despite initial contact. By the end of January, most principals had mailed in the signed originals.
  - Followed up with schools that had been contacted before the holiday break, who were offering new or additional courses in spring 2017 to remind them of textbook needs.
  - Responding to faculty and/or chairs on semester startup issues with dual credit classes. This consisted mostly of textbook availability, general dual enrollment issues, and technology access issues. Submitted a report detailing issues, schools and STC departments involved to HSPS administrator.
  - Began working on revisions to DC textbook adoption list including corrections to existing entries as needed.
  - Met with OVPAA project manager to identify and plan redesign of HSPS webpages.
  - Worked on revisions to FAQs for Dual Credit Programs.
  - Requested access to DELTA professional development modules, so I can determine which modules would work for adjunct faculty and what changes might be needed to existing modules for dual credit faculty.
  - Reviewing ECHS MOU for possible revisions/updates.

Dr. Rebecca De Leon
Director – Academies and HS Projects

- **Completed: Projects / Activities**
  - Submitted all travel forms/paperwork required for the DEEA, DECSA, DECJA College Tour scheduled on February 23-24, 2017.
  - Workshop schedules at Pecan, Mid-Valley, and Starr campuses have been finalized for Spring 2017.
  - All grades were collected and distributed to school districts pending the data for ranking and other purposes.
  - Verified all Academy students have an attribute on Banner to cover tuition costs/fees
  - Specialists met with students and parents to process the withdrawal of students who withdrew from the Academies Program prior to the first class day in January.
- **TexPREP:**
  - Returners applications were sent out to students in years 2, 3, & 4 on the week of January 23rd with a deadline of February 17, 2017
  - Job postings for TexPrep Program Assistants and TexPrep Teachers were posted on the HR website on January 27, 2017.
- **Academies Program:**
  - Classroom visits were conducted the first week of school to check-in with students and professors at Pecan, Mid-Valley, and Starr campuses.
  - Roster audits were conducted of juniors and seniors to ensure all Academy students are registered in the correct courses and in line with their degree plans.
  - Parent Recruitment presentations have been scheduled to follow up with partnering school districts during the month of February.
  - Worked with Barnes & Noble Managers and High School Staff to ensure all students had their textbooks by January 27, 2017 at Pecan and Mid-Valley bookstores.
  - DECSA, DECJA, and DEEA College Tour will be held on February 23rd and February 24th, 2017 where students are scheduled to visit University of Texas at Rio Grande Valley, Texas A& M University-Kingsville, Texas A& M University-College Station, and Sam Houston State University. Notification to be sent to faculty and partnering school districts with the final list of students during the third week of February.
  - Department meeting on January 11, 2017
  - **Workshops on Friday, January 20th, included the following:**
    - Pecan Campus: Students got to play a team building activity "sit down if", workshop schedules and college tour/senior trip information was given out, and students got the opportunity to ask questions regarding textbooks, classes, schedules, etc.
    - Mid Valley Campus: Welcome Back Workshop included a visit from the Counseling Department. Updates on campus resources/services were provided to students, to include information about expectations, important dates, and textbooks.
    - Starr Campus: First workshop included a presentation from a Summer Health Professions Education Program representative and distribution of workshop schedules along with a textbook check-in.
  - **Workshop on Friday, January 27th, included the following:**

    - Pecan Campus: Texas Parks and Wildlife, Presenter Nicolette Ledbury talked about the many great career and internship opportunities the organization has to offer through their divisions.
    - Mid Valley Campus: University Transfer Presentation by Dr. Kelli Davis & University Admissions Presentation by Texas A&M School of Public Health.
    - Starr Campus: Texas A& M University-Corpus Christi presented to the students about financial aid and the admissions process.

- **In Progress: Projects and Major Activities**
  - Staff has been reviewing Academy applications and interest forms received.
  - Staff has been communicating with counselors of pending items to submit in order for the applications to be complete.
  - Parent meeting the first week of February for the 52 students attending the DECSA, DECJA, and DEEA spring college tour
  - Parent meeting the second week of February for the 66 students attending the Annual Senior Educational trip. Pecan, Mid-Valley, and Starr Academy
  - Annual Senior Educational STEM Trip coming up on March 2-3, 2017; collected 66 permission slips.
  - Alumni panel workshop for current academy students scheduled on April 7th, with 3 confirmed Alumni to attend.
  - Specialists will attend the 14th Annual Institute for Emotional Intelligence Conference in Corpus Christi, Texas on April 6-7, 2017.

Sofia Pena
Director – Early College High School

- ECHS is preparing to consult Degree audits for all seniors to make sure they are prepared to walk at graduation.
- ECHS team will be meeting with STC Director of Admissions for Traditional Students to work on a plan to help students transitions back to STC after high school graduation.
- ECHS Team is in the last two days of Spring registration and all students have been registered. There remain some minor schedule changes to complete the project.
- ECHS Team will begin the process of reviewing graduation degree plans for the potential May graduates and will also meet with students who are close to or core complete to speak to them about returning to South Texas College for completion before transition to a four-year institution.
- ECHS Team is entrenched in the registration of ECHS students for the Spring 2017 Semester. All efforts at this time are to ensure that students are registered and in the correct coursework.
- ECHS team is also making every effort to work with the administrators at all the ECHS schools to ensure that those students who are going to complete an Associate's Degree are in the correct coursework and on track to graduate.
- ECHS team has been busy registering students for Spring Semester and have successfully been able to get several schools to have their students register online with the assistance of staff and counselors. This allows for the students to become more independent and accountable for their own learning and planning.

Vacant
Associate Dean – Professional & Organizatonal Development

- **Academies/Trainings:**
  - **Customer Service Training- Nursing & Allied Health**
    The Nursing & Allied Health staff had a half-day session on January 11th that led them through daily scenarios staff go through with students and student's parents. Participants learned about how to recognize customer's behavior styles, effective and appropriate telephone and business etiquette, and how to communicate more effectively. Participants received their certificate of completion for customer service training.
  - **Distinguished Leadership Academy (DLA)**
    The DLA participants had a full-day session on January 12th with Coach and Facilitator that led them through a discussion of their River Stories, Strength Domains, Observations on Communication, Emotional Intelligence, and DISC styles/Conflict Conversational Model. Facilitator held hour-long, individual, appreciative coaching sessions with each of the academy's participants on the 13th of January in support of project and leadership development.
  - **Ambassadors Leadership Academy (ALA)**
    ALA met on Friday, January 13th. The remaining groups presented on A New Breed of Leader. DLA Coach met with the participants to review their group presentations for the end of the academy.
- **Special Events:**
  - **Adjunct and Dual Enrollment Faculty Professional Development Day**
    The OPOD hosted the spring 2017 PD Day for all dual credit and part-time faculty members. More than 257 attended the event at Region One ESC in Edinburg, Texas. The General Session featured presentations on Guided Pathways to Student Success by VPAA, Curriculum Associate Dean, and OPOD Liaison. Department Meetings followed the morning session at the Pecan Campus.
- **Programs in Development:**
  - **College Wide Professional & Organizational Development**
    The OPOD continues on with the CWPOD breakout session by division to be emailed out to faculty and staff.
  - **Upcoming Academies**
    Preparation is underway for the two sessions of Spring 2017 DELTA Academy to begin February 20th, as well as upcoming FOCUS, TLA, DLA, and ALA sessions.
  - **Customer Service Training**
    The OPOD is currently working on currently a customized Customer Service Training for the Weslaco Campus.

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

- Attended the spring semester Business & Technology Division meeting.
- Assisted with contacting students identified as having attended in the fall semester but not enrolled for the spring semester.
- Assisted in contacting and enrolling students for classes in the Building Technology programs.
- Met with incoming dual credit ELPT students, gave them a tour of the facilities and an overview of student expectations.
- Coordinated media cart maintenance and laptop Wi-Fi set up in preparation for the start of the spring semester.
- Attended ground breaking ceremony for the new Habitat for Humanity building project to be assisted by students from the Construction Supervision and Building Technology related programs.
- Prepared for the first day of class and CNBT teaching assignment.
- Assisted DC faculty with classroom assignments, coordinated book requests, and tool ordering requests to serve DC students.
- Coordinated media cart assignments for optimal utilization by faculty.
- Attended Brown Middle School Career Day event on Thursday, January 26, 2017. Led students in spaghetti tower building competition and awarded STC promotional items to all competitors.
- Attended Women in Technology planning meeting
- Attended Business & Technology Program Chair meeting.
- Attended the *Latinas in Progress* (LIP) Education Series mentoring workshop as hosted by the Hispanic Women's Network of Texas –Rio Grande Chapter. The *LIP* program is scheduled to run from January to June 2017. Will be working with two aspiring engineering students from Nikki Rowe High School.
- Attended the Texas Pathway's Project prep meeting on Thursday, February 2, 2017.
- Attended the FOCUS Academy Session 1 Kickoff on Friday, February 3, 2017.

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

- Facilitated La Joya Teaching Center enrollment with program chairs, January 9-13, 2017
- Coordinated storage for science labs, January 10-12, 2017
- Coordinated upgrading computer at La Joya Teaching Center, January 12, 2017
- Coordinated dual credit classrooms/registration/computer labs for evening classes
- Contacted program chairs to evaluate Fall 2017 courses at La Joya Teaching Center, January 23-27, 2017
- Coordinated Web Submissions for La Joya Teaching Center, January 23-27, 2017
- Coordinated evening Dual Credit registration at La Joya Teaching Center, January 23, 2017
- Met with Larry Barroso to discuss La Joya ISD high schools orientation/registration events
- Coordinated department programs' database for flyers for La Joya Teaching Center, January 26, 2017
- Coordinated upgrading computer at La Joya Teaching Center, January 26, 2017

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Dr. David Plummer
VP-ISP&SI

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
January 2017

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The first phase of the Radius project was completed and the functional and technical teams began discussing the second phase which will consist of using the CRM application for the Dual Enrollment academies. Hobson's consultants will support the team in creating the Residency requirements for a modified registration application.

Early Alerts system – Starfish by Hobson's
The Applications team completed the implementation phase of the Starfish project. The functional team is planning to launch the second phase of the Starfish pilot to include faculty who teach core courses in the spring term. IT will continue to monitor the data loads to ensure the processes run seemly from one phase to the next until full deployment.

Luminis 5 upgrade - JagNet
The IT team continues to work on the new ID creation batch process in the Luminis 5 environment in preparation for spring registration. The team is also planning new features and content upgrades as part of the second JagNet redesign project. Those features include the email access from the home JagNet page, as well as, a new Progress meter that will pull up-to-date data from Degree Works.

Banner XE transformation
The ILP and Mobile implementation projects will be rescheduled until next Fiscal Year in order to accommodate technical requirements for both projects. The Ellucian engagements for a Banner Accounts Receivable follow up visit, the Faculty Compensation Load Calculation (FLAC) and Work Flow training are being finalized.

Timekeeping System - TimeClock Plus
The implementation team continues to work on the design phase of the TimeClock plus implementation system after the system environment was validated by the consultants. The IT team will begin reviewing the scripts that will move the data from TimeClock to Banner for processing payroll. The new time keeping system is on target to go live on May 1, 2017.

Infrastructure

Disaster Preparedness/Recovery Planning - STARR Data Center
The IT team has been able to mirror Banner data from the main data center in Pecan to the new Rio Grande data center. A tabletop exercise is being planned in order to conduct a complete testing of the new equipment

and facility. This project is part of STC's Business Continuity and Disaster Recovery plan which is pending the installation of a power generator scheduled for this year.

Office 365 Migration
The faculty and staff email migration to the cloud was completed in early January. The Systems team continues to address issues as they are reported and will begin planning the next project phase which includes enabling the One Drive feature for email storage.

Virtualization Phase II
Preparations for the VDI second phase are in motion; IT will install 88 tin clients in the SAEM renovated area.

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 resolved an issue affecting our mac clients.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: The TCF assessment is complete. We are going to begin working on the gaps of our program. We are also working on finding a vendor for the TAC 202 assessment.
  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.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  Update: We upgraded the connections to our databases to current best standards.
  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: We made some progress with the configuration of the software and we are getting close to a release time.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Intrusion detection from MS-ISAC**
  Update: We upgraded the network interface to be able to support more traffic. The system is working as expected.
  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.

- **Access to GRC (governance, risk, and compliance) software used by Texas DIR.**
  No update.
  Summary: The Texas Department of Information Resources granted the college an instance of Archer (GRC software) to be used to help manage the risk to our information resources and facilitate compliance with TAC 202.

- **Information Security Governance**
  Update: We are currently revising the Information Resources Security Guidelines and considering proposing a new policy.
  Summary: We are transitioning to a new remote access vendor solution.

- **Cyber Insurance**

  Update: We obtained some recommendations on coverages from insurance agent. We are pending a follow-up meeting.

  Summary: We are going through the application process to obtain cyber insurance for the College.

Marie Evans, Director
Educational Technologies Department

Meetings:

- 1/4/2017- 1/6/17: Vacation
- 1/9/2017: Budget and Staffing Meeting, Learning & Support Meeting,
- 1/10/2017: Department Budget Meeting
- 1/11/2017: Display Note Software Meeting
- 1/12/2017: Campus Visits
- 1/13/2017: Budget and Staffing Meeting
- 1/16/2017: Project update Conference Call
- 1/19/2017: DECA Conference, Speaker proposal Meeting
- 1/23/2017: Project update Conf. Call, Staffing & Budget Meeting, Artwork in Library Meeting
- 1/24/2017: Steelcase Education Pre-planning Meeting
- 1/26/2017: Educational Technologies Meeting w/Dean
- 1/30/2017: Leadership Meeting, Open Forum-Dr. Plummer

Monthly Special Events by Comparison:

2016	
Jan	74
Feb	165
Mar	142
Apr	219
May	100
June	104
July	105
Aug	132
Sept	148
Oct	192
Nov	166
Dec	119

2017	
Jan	89
Feb	
Mar	
Apr	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

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	254.00
Dec	189.00

2016	
Jan	
Feb	
Mar	
Apr	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Special Events 2016	100	225	179.25	458.5	524.25	119.25	148.75	260.75	236.25	307.5	254	189
Special Events 2017	145.25											

SOUTH TEXAS COLLEGE

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	2	13	0	28	0
Data Projector	25	0	5	3	0
Laptop	48	0	41	1	119
PA System	0	4	0	3	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	0	4	0	0
TV	0	0	0	0	0
Microphone	29	0	2	2	14
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	0	0	0	28	0
Overhead Projector	0	0	0	2	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	3
Screen	0	0	0	3	0
Document Camera	23	7	21	0	0
DVD/VCR Player	0	2	1	0	0
Wireless Lab	0	2	0	0	0
Keyboard/Mouse	5	0	2	29	0
Sympodium	0	0	5	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	2
CPS	0	0	0	0	1
Mixer	0	0	0	1	2
Tripod	0	0	4	2	0
WebCam	3	0	2	0	2
Computer	25	0	4	2	0
Portable Table	0	0	0	1	0
Microphone Stand	0	0	0	1	1
HD Video Streamer	0	0	1	1	0
Polycom Phone	4	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	4	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	0	0
Mac Adaptor	4	0	0	0	0
TableTop Mic Stands	0	0	0	0	0
Ipad	0	0	0	0	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	6	0	0	1	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	15	0	0	1	7
TOTAL	*189*	*28*	*96*	*109*	*151*

Dr. Fernando Chapa, Director
Institutional Effectiveness & Assessment

- 2013-2015 IE Report Completion – Office of the President
- 2015-2017 Mid Biennium Reporting (Ongoing)
- Created a new PPT Presentation for the IE Plan Writers Training which includes graphics from the new reporting system that is currently being utilized.
- Made revisions to the new PPT Presentation for the IE Plan Writers Training, and also included slides regarding the mission statement.
- Made revisions to the Plan Writer's Guide for the new IE reporting cycle.
- Creating the Continuous Quality Improvement (CQI) IE Report which connects Action Plans from the 2013-2015 IE cycle to Goals/Strategies/Objectives in the 2015-2017 IE cycle
- Transcribed the information for the 2015-2017 Mid-Bi report onto Xitracs for the Dean of Institutional Research & Effectiveness
- Transcribed the information for the 2015-2017 Mid-Bi report onto Xitracs for the Paralegal department
- Revised and made changes to the 2017-2019 IE Planning and Budget Request Training PPT presentation.
  - Uploaded files from 1998 to present date for the following departments in Sharepoint:
    - Academic Excellence
    - Centers for Learning Excellence
    - Curriculum & Student Learning
    - Distance Education
    - Dual Enrollment
    - Early College High Schools
    - High School Programs and Services
    - Honors Program
    - Professional Development
    - PTK Honors Society
    - Student Learning and Achievement
    - Valley Scholars Program
    - Academic Advancement
    - Business, Math, Science, and Technology Division
    - Division of Bachelor and University Relations
    - Business Technology
    - Administrative Office Careers and Paralegal
    - Automotive and Diesel Technology
    - Business Administration
    - Business Computer Systems
    - Computer Aided Drafting and Design
    - Culinary Arts
    - Design and Building Technology
    - Electrician Assistant
    - Electronics and Computer Maintenance Technology
    - Fire Science
    - Heating Ventilation AC and Refrigeration Technology
    - Human Resources
    - Inactive Programs – Public Administration – Environmental Management
    - Information Technology
    - Plumber Assistant
    - Precision Manufacturing Technology

- Public Safety
- Welding Technology Combination Welding
- Division of Liberal Arts and Social Sciences
- Child Care Development
- Child Development Center
- College Success
- Communication
- Criminal Justice and Social Sciences

➢ Finished to upload files from 1998 to present date for the following departments in SharePoint:
- Developmental Reading
- Developmental English
- English
- History and Philosophy
- Interdisciplinary Studies
- Kinesiology
- Psychology
- Teacher Education Preparation (TEP)
- Visual Arts & Music
- Women's Studies (Inactive)
- World Languages
- Division of Liberal Arts and Social Sciences
- Division of Math & Science
- Biology
- Computer Science
- Departmental Math
- Division of Nursing and Allied Health
- Inactive Divisions
- Mathematics
- Physical Sciences & Engineering
- Mid Valley Camus
- Office of the Vice President for Academic Affairs
- Starr County Campus
- Vice President for Information Services and Planning
- Client Services
- Division of Library Services and Instructional Technologies
- Information Commons and Open Labs
- Information Security
- Institutional Effectiveness and Assessment
- Library Art Gallery
- Library Public Services
- Library Technical Services
- Office of Institutional Research and Effectiveness
- Office of the Vice President of Information Services & Planning
- Research and Analytical Services
- Strategic Initiatives
- Technology Resources
- Vice President for Institutional Advancement Inactive
- Vice President for Student Affairs & Enrollment Management

- Dean of Enrollment Services
- Office of Student Affairs
- Office of Student Life
- Placement Office
- Special Programs
- Student Activities & Wellness
- Office of the Vice President for Student Affairs & Enrollment Management
- Student Financial Services

- IE Plan field set structure discussion with IEA department
- Budget Request Open Lab training at Pecan campus
- Added Dr. Andres Padilla-Oviedo to Xitracs and assigned to Distance Education department
- Added Rose Colorado to Xitracs and assigned to Liberal Arts & Social Sciences department
- Scheduled a meeting with Khalil Abdullah to discuss the new Office of Internal Audits IE Plan
- CQI Reports linking the 2013-15 IE Reports to the 2015-2017 IE Plans (in progress)
- Completed Data Needs Audit and Survey Needs Audit for the 2015-2017 IE Reports
  - Finished to upload 2016 Biennium reports on sharepoint: (Status: Completed)
- Academic Affairs, Advanced Manufacturing, Architectural and Engineering Design Technology, Art, Associate Degree Nursing, Automotive Technology, Bachelor of Applied Science Organizational Leadership, Bachelors of Applied Technology Computer and Information Technologies, Bachelor of Applied Technology Medical and Health Services Management, Bachelors of Applied Technology Technology Management, Bachelor of Applied Technology Technology Management, Biology, Business Administration, Child Development Center, College Success, Communication Studies, Computer and Advanced Technolologies, Computer Studies, Computer and Advanced Technologies, Computer Science, Criminal Justice and Social Sciences, Culinary Arts, Curriculum and Student Learning, Design and Building Technology, Development English, Developmental Mathematics, Development Reading, Distance Education, Drama, Dual Enrollment Academies, Early College High Schools, Education, Emergency Medical Technology, English, Fire Science, Health and Medical Administrative Services, Healthcare Student Success, High School Programs and Services, History and Philosophy, Honor Program, Human Resources, Information Technology, Interdisciplinary Studies, Kinesiology, Mathematics, Medical Assistant Technology, Mid-Valley Campus, Music, Occupational Therapy Assistant, Office Management, Office of Academic Advancement, Office of Academic Affairs, Office of Bachelor Programs and University Relations, Office of Business and Technology, Office of Child Development, Office of Fine and Performing Arts, office of Humanities, Office of Math and Science, Office of Nursing and Allied Health, Office of Social and Behavioral Sciences, Paralegal, Patient Care Assistant, Pharmacy Technology, PTK Honor Society, Physical Sciences, Physical Sciences, Physical Therapist Assistant, Political Science, Professional Development, Psychological Science, Public Safety, Radiologic Technology, Respiratory Therapy, Starr County Campus, Valley Scholars Program, Vocational Nursing, Welding Technology – Combination Welding, World Languages, Accountability and Management Services, Business Office, Facilities Operations and Maintenance, Facilities Planning and Construction, Food Services, Office of Finance and Administrative Services, Purchasing and General Services, Risk Management, Centers for Learning Excellence, Educational Technologies, Information Commons and Open Labs, Information Security, Information Technology, Institutional Effectiveness and Assessment, Library Public Services, Library Technical Services, Office of Information Services and Instructional Technologies, Office of Strategic Initiatives, Research and Analytical Services, Continuing, Professional and Workforce Education, Grant Development Management and Compliance, Office of Industry Training and Economic Development, Public Relations and Marketing, Behavioral Intervention and Care Team, Career and Employer Services, Comprehensive Advising and Mentoring Services, Conflict Resolution Center Ombudsperson, Counseling, Dean of Enrollment Services, Director of Degree and Certificate Completion, Dual2Degree, Office of Student Conduct, Security, Special Programs, Student Activities and Wellness, Student Affairs, Student Assessment Center, Student Financial

Services, Student Information Center – College Connections, Title IX and Victim Services for Students, and Veterans Affairs.

- Reporting
  - Archived Historical Factbooks
    - The Physical Therapist Assistant plan writer sent her 2015-2017 Mid-Biennium Report Excel spreadsheet, and it was transcribed unto Xitracs. One Mid-Bi Finding was missing since it was not included on the original Excel draft that was sent out to her.
    - Wrote back to the Physical Therapist Assistant plan writer requesting the Finding for Objective 1.3.2.5 of the 2015-2017 Mid-Biennium Report Excel spreadsheet.
    - Obtained the Physical Therapist Assistant Department's Finding for Objective 1.3.2.5, and it was transcribed unto Xitracs. The report is now complete.
    - Updated the list of incomplete IE Mid-Biennium reports on Share point. The status of completion is currently at 85%.
  - Fact Book Redesign
  - Academic Challenge Data Template – Dr. Chris Nelson
  - Added missing departments that were not recorded on the status Excel spreadsheet on Share Point
  - Updated the status of the IE reports for the 2015-2017 Mid-Bi reports on Share Point
  - After adding the missing departments and updating the status of several departments, we are now at 86% completion.
  - Factbook Related Activities:
    - Worked with RAS for the Enrollment by Ethnicity update
    - Updated the Data Release Timeline
    - Updated and posted Fact Book reports listed below
    - Pass Rates and Grade Distribution
    - Academic Success after Developmental Studies (With Dual-Enrollment)
    - Academic Success after Developmental Studies (Without Dual-Enrollment)
    - Worked on the new internal Fact book website development
    - Continued work on the Enrollment by Ethnicity update
    - Provided Internal STC Fact Book site web analytics reports – the Top Destinations report and the Top Visitor report for the Fact Book Redesign Meeting listed below
  - Data request:
    - *Work In Progress*: ST-843, TSI Pass Rates for Developmental Writing Students
    - *Work In Progress:* ST-985, CtN-PUENTE Reports
    - Provided the Pass Rates and Grade Distribution – Fall 2016 report for Distance Learning per request
    - Provided the CrN-PUENTE Grade Distribution and Success Rates - Fall 2016 report

- IEA Departmental Duties
    - Completed and presented 2017-2019 IE Planning and Budget Request Training PowerPoint presentation
  - Completed 'What is IE' Presentation for Board – Dr. Plummer
  - Updated and upload departmental IE Master Calendar on website.

- Search and download the Pharmacy Technology and Computer Science 2016 Biennium reports for departmental request.
- Updated and upload 2013-2015 Final Reports on departmental website for the following departments:
  - Biology
  - Computer Science
  - Developmental Math
  - Mathematics
  - Physical Sciences/Engineering
  - Honors Program
  - PTK Honors Society
  - Valley Scholars Program
  - Center for Learning Excellence
  - Curriculum & Student Learning
  - Distance Education
  - High School Programs & Services
  - Dual Enrollment Academies
  - Early College High Schools
  - Professional Development
  - Administrative Office Careers/Paralegal
  - Automotive/Diesel Technology
  - Business Administration
  - Business Computer Systems
  - Culinary Arts
  - Electronics and Computer Maintenance Technology
  - Fire Science
  - Human Resources
  - Precision Manufacturing Technology
  - Public Safety
  - Welding Technology – Combination Welding
  - Child Care and Development
  - Child Development Center
  - College Success
  - Communication
  - Criminal Justice and Social Sciences
  - Developmental English
  - Developmental Reading
  - English
  - History and Philosophy
  - Kinesiology
  - Psychology
  - Teacher Education Preparation (TEP)
  - Visual Arts & Music
  - World Languages

- Updated and upload 2015-2017 Plans on departmental website for the following departments:
  - Honors Program
  - PTK Honors Society
  - Valley Scholars Program
  - Centers for Learning Excellence
  - Curriculum & Student Learning
  - Distance Education

- High School Programs & Services
- Dual Enrollment Academies
- Early College High Schools
- Professional Development
- Dean Enrollment
- Registrar & Director of Degree Completion
- Student Information Center – College Connections
- Student Assessment Center
- Office of Student Affairs
- Counseling
- Judicial Affairs & Conflict Resolution Center
- Comprehensive Advising & Mentoring Services
- Student Financial Services
- Veteran Services
- Office of Student Life
- Career and Employer Services
- Wellness Program

- Meetings/Trainings
  - President's Administrative Staff
  - TAIR Conference Preparation
  - Academic Challenge Taskforce Meeting – Dr. Chris Nelson
  - Received training on the Continuous Quality Improvement report.
  - Received training on the Data Audit report.
  - Attended the weekly departmental training.
  - IRE Dean Directors Meeting
  - IEA Weekly Team Meeting
  - IE Planning Meeting
  - Xitracs training – adding new plan writers
  - New Xitracs format
  - Planning and Budget Request Trainings – open lab
  - Attended the Data Discussion
  - IE Plan / Budget Request discussion with Office of Internal Audits
  - Provided IEA Budget assistance to Mr. Paul Varville from Police Department.
  - New IE Plan structure
  - Attended the Fact Book Redesign Meeting

IIV. Other

- IE Budget Development
- Sent a copy of the success story for the Office of Degree and Certificate Completion requesting the department's approval.

Cody Gregg, Dean
Library and Learning Support Services

Dean's Meetings:

- 1/4/17: Meeting to Review Bond Library AV Plans.
- 1/5/17: Bi-monthly meetings with Directors; Library Bond Furniture Meeting; Effective Library Signage Workshop.
- 1/6/17: President's Administrative Staff Meeting.
- 1/9/17: Meeting to review existing library furniture for reuse; CCUMC/UBTech Conference Call; Library and Learning Support Services Administrative Staff Meeting; Learning Support Services Group Meeting.
- 1/10/17: Bond Construction Program Planning Meeting; meeting to discuss MV and Starr time clocks.
- 1/11/17: Outreach and Instruction Weekly Meeting; meeting to discuss MV and Starr Library color boards & questions; Bond Procurement Follow-Up Meeting.
- 1/12/17: Meeting with the VP; bi-monthly meetings with directors; Library Leadership Meeting.
- 1/13/17: Meeting to review budget and staffing requests; Budget and Staffing Review Meeting; meetings to review library service desks; meeting to review existing library furniture to be reused.
- 1/17/17: Bond Construction Program Planning Meeting; Library Bond Furniture Review Meeting; Board Committee Meetings.
- 1/18 - 20/17: out of the office.
- 1/23/17: CCUMC Board call; ET Staffing and Budget Plan Meeting with VP; Artwork in Library Spaces Meeting.
- 1/24/17: Bond Construction Program Meeting; Steelcase Education Preplanning Meeting; TLA Conference Call; Meeting on art galleries with Art Department.
- 1/25/17: Outreach and Instruction Weekly Meeting;
- 1/26/17: Bi-monthly meetings with Directors; 2017 TLA Annual Conference Planning Discussion; Staffing request review meeting with Director, Open Labs
- 1/27/17: Vacation Day

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued working on budget and staffing requests for Library Services.
- Continued working on various Library employment position descriptions.
- Continued configuring ShiftPlanning.
- Continued working with IT staff to set up Argos reports to allow the Automation Team to obtain enrollment data each semester for Upswing.
- Continued creating reports and identifying errors with discarded item records.
- Began working with IT staff to resolve errors with Supplemental Instruction Leaders accessing the shared drive.
- Began investigating two errors with the Supplemental Instruction lesson plan system.
- Began investigating issues with certain links not appearing in Discovery Search.
- Continued working on the student, faculty/staff, and community user rack cards.
- Continued creating a study room guidelines poster.
- Continued creating a rough draft of guidelines for library and CLE signage.
- Continued creating new buttons for the library website and subject guides.
- Continued testing style modifications to the library website tables.
- Continued testing OCLC Data Sync and researching how it will interact with the new version of OCLC connection.

- Began creating several Symphony reports as part of his training.
- Began updating the 2015 CLE usage reports to the new format, as requested by CLE managers.
- Reconciled the library acquisitions budget.

Collection Development Balances:

- Library Acquisition…….. $ 107,022.00
- BAT & BAS/ Materials- ……. $ 14,109.00

Public Services Data:

Library Services Data: 1/1/2017 -1/31/2017								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	49	n/a	0	0	49
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	185	2,717	10,394	27,192	1,457	4,085	2,105	48,135
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	171	594	n/a	71	32	868
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	205	469	1696	n/a	198	178	2,746
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	8	3	47	n/a	9	5	72
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	480	55	814	n/a	189	31	1,569

Information Commons and Open Labs:

Highlights:

- Movers arrived at the Mid-Valley Campus Open Lab to move all equipment and furniture to storage in preparation for the bond construction.
- TSI Testing took place in the Pecan F-130 Open Lab from January 11th – January 13th.
- A Community User Corner was set up in the Pecan Campus Library. Community users will now be able to access our computers without hindering access to our students.
- Three employees attended the New Hire Orientation at Human Resources. They have been hired as work-studies for our department.
- One employee participated in this semester's First Year Connections district-wide.

January 2017 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	2,080	5,341	12,480
Pecan F-134 Internet Café **	106	151	6,855
Pecan T1.706 Info. Commons	535	872	2,851
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	621	1,187	
Starr J-108, J-109	539	1,443	
NAH 1.208J	1,102	3,689	
Technology B-141	774	2,369	
Technology B-160 Internet Café	190	423	
District Total:	**5,947**	**15,475**	**22,186**

***Mid-Valley Open Lab and Open Area were closed due to the new bond construction.**

****Currently our Pecan Internet Café is not reflecting logins. IT is aware of the issue and is working to resolve the issue.**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,254	7,417
Pecan F-183 Community User Corner**	26	85
Pecan F-222	106	175
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	571	1,790
Technology A-136 Library	246	579
District Total:	**4,203**	**10,046**

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

****Currently our Pecan Community User Corner is not reflecting logins. IT is aware of the issue and is working to resolve the issue.**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	120	171
Pecan F-130 Group Stations	17	27
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	812	1,893
District Total:	**949**	**2,091**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,381	6,360
Mid-Valley A101A Open Labs	904	2,513
Mid-Valley G-270 CLE Open Labs	1,284	3,825
NAH CLE Open Lab	601	2,347
Starr CLE Open Labs	192	710
Tech CLE Open Labs	269	639
District Total:	**5,631**	**16,394**

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

- 01/09/17: Meeting to review existing library furniture to plan to re-use in the bond construction; meeting to discuss bond buildings; Library and Learning Support Services Administrative Staff meeting.
- 01/10/17: Meeting to discuss the Mid-Valley and Starr County Library time clock locations.
- 01/12/17: Attended a Library Leadership Meeting.
- 01/13/17: Meeting for all full time Open Lab Technicians; Emergency Response Training for all Learning Commons and Open Labs staff; meetings to review new NAH, MV and Starr County Library Service Desk Designs; meeting to review existing Library furniture that can be re-used in bond construction.
- 01/17/17: Meeting to discuss several proctoring labs; Library Bond Furniture Review meeting and conference call.
- 01/19/17: Meeting to discuss Dr. Barea-Rodriguez's speaking proposal for the February 10th Professional Development day.
- 01/20/17: Meeting with a hiring committee to review applications and schedule interviews; meeting to discuss marketing materials; President's Administrative Staff meeting.
- 01/24/17: Meeting with hiring committee to interview for the 2 vacant Open Lab Technician positions; held interviews for a work-study position.
- 01/25/17: Traveled to Starr County in order to hold interviews for a work-study position.
- 01/30/17: Library Bond Construction FFE Update meeting; meeting to review furniture layouts and computer counts in bond libraries.

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- Manager and specialist held planning meeting.
- Conducted 10 CLE tours and classroom presentations.
- Provided orientation and training for newly-hired tutor.
- CLE Director met with CLE Manager.

Tutor Trainings: Manager and specialist provided training for a small cohort of newly-hired tutors. Trainings included *The Dos and Don'ts of Tutoring* and the *Techniques for Beginning and Ending a Tutoring Session*.

NAH:

Meetings and Events: Normal daily activities.

Pecan:

Meetings and Events:

- Attended faculty department meetings for Developmental Reading, Math, Biology, and Chemistry
- Participated in CLE full time staff meeting
- Completed 10 interviews to fill vacant part-time staff position
- Presented at First Year Connections
- Conducted Spring Tutor Training Day
- Began conducting in-class presentations and tours
- Finalized and scheduled Reading/Writing TSI Workshop
- Continued to update for math TSI workshops
- Released *New Proctoring Update Form Stack*
- Began conducting in-class presentations and tours reaching approx. 300 students 1/23-1/27
- Continued to fill vacant part-time positions
- Finalized updates for math TSI workshops
- Director conducted campus visits throughout the district.

Workshops: TSI workshop *Main Idea*

Tutor Trainings:

- Tutor Training Day: *Tutor Panel Recap* Level 1 and 2 Skills
- Tutor Training Day: *Intro to ASL Training for Tutors*
- Tutor Training Day: *Record Keeping and Documentation* CRLA Level 1
- Tutor Training Day: *Facilitation of Group Tutoring Strategies* CRLA Level 2
- Tutor Training Day*: Tutor Research Project* CRLA Level 3
- Tutor Training *APA Citations and Style*

STARR:

Meetings and Events:

- Finalized tutor schedules for spring 2017
- Submitted new hire packet for CLE clerk at Starr CLE
- Distributed spring 2017 CLE brochures throughout the campus.

TECH:

Meetings and Events:

- Spring semester kicked off by welcoming back CLE staff.
- Specialist met with Tech campus faculty to discuss embedded tutoring and there are currently 24 classes being supported with in-class tutoring.
- Specialist and staff presented at the Heating, Ventilation, and Air Conditioning (HVAC) student orientation.
- Informational CLE presentations were delivered to numerous classes from all programs at the Technology Campus (29 classes).
- Specialist conducted an interview for a new Information Technology SLA.

- Meeting with CLE Director at the Starr county campus.
- Spoke to instructors on recommending students for potential tutors at the Starr Campus.
- Attended the Student Activities welcome week event.
- Promoted the CLE throughout the campus dropping off flyers and brochures in other departments.

Workshops: *Multi-meter Basics*

CLE Data:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	39	62	29	39	25	4
NAH	106	128	97	88	38	
PCN	173	189	122	142	61	68
PWC	37	59	30	46	12	9
STR	29	28	9	14	5	
TEC	16	25	7	11	10	
TEC-ET	197	369	220	291		

Total Sessions by Profile
100%
99%
98%
97%
96%
95%
94%
93%
92%
91%
2
196
3
454
7
7
741
1
192
5
80
1
2
66
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits (Students Enrolled)(D)
Tutoring Visits (Students Non-Enrolled)(D)
Tutoring Visits (Community Users)(D)

Sessions v Departures
800
700
600
500
400
300
200
100
0
198
12
457
3
755
104
193
5
85
5
69
1
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
616
884
18
Upswing
1158
255
16
0
200
400
600
800
1000
1200
1400
Remaining (Hrs)
YTD (Hrs)
Jan (Hrs)

Top 15 Tutored Subjects
700
600
500
400
300
200
100
0
45.00%
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
Math
RNSG
ENGL
CHEM
MDCA
BIOL
READ
ENGR
INRW
DFTG
College Success for NAH
CITP
PHYS
HIST
SLNG
Total Sessions (Duplicated)
Percent of all Sessions

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
MVCCLE	455	572	621	798	817	918	548	682	380	266	193	142
NAHCLE	558	460	532	839	897	741	611	847	672	567	220	121
PCNCLE	872	1730	1144	1723	1774	1322	1207	1105	834	525	311	202
STRCLE	149	189	203	203	270	232	153	180	145	171	134	12
TCHCLE	163	171	209	244	265	242	178	181	152	174	157	245

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- IPEDS
- CCRC iPASS Student Survey Sample and Upload=
- TX Pathways Project Data Template
- IPEDS Outcome Measure survey
- SACSCOC Profile 2016

Surveys

- Bachelors Program Survey
- Campus Carry Survey
- Child Development Observation Survey
- Evaluation and Business Survey
- Library Art Gallery Events
- Library Evaluations
- Library Events
- Professional Development Survey
- Puente POSt Survey form
- Maquiladora Spanish Translation Survey

Qualitative Studies

- HSI Grant Evaluation - Focus Groups
- MVC-CDC Spring 2016

Data Requests

- Veterans' Success Measures Outcomes
- True freshmen counts by high school
- Spring 2017 BV1 sections student list
- BAS marketing lists
- Drama Major Graduates' Contact
- Fiscal Year 2016 Dept & Course Data
- 2015 SACUBO Benchmark Survey
- Dissertation data - A Munoz
- Projected STC Service Area Population
- 2017 Estimated Population STC Service Area
- 2015 SACUBO Benchmark Survey
- Drama Major Graduates' Contact
- Zero enrollment S sections update
- College Board Survey
- McAllen ISD DE
- Gainful Employment Title IV AY 2016
- GOVT grade data by course mode
- STEM data
- FYE early contact roster
- Repeaters for the spring semester
- KINE Majors' Contact and Courses 201720
- S sections without faculty name

- ABE 1-4 roster Spring 2017
- Zero enrollment S sections
- Starr Campus EDUC Majors Not Graduated
- FYE late contact roster
- Fall 2016 Total and Hispanic students' count
- Campus Enrollment Prior Year Comparisons
- First Year Connection student list update

Data Analysis

- GOT program data updates
- MVC-CDC Analysis and Report
- Academic Challenge Taskforce
- Dual data

Qualitative Analysis

- Academic Challenge Taskforce
- MVC-CDC Analysis and Report

Meetings

- RAS weekly
- Steelcase Education Preplanning
- Data Sharing and Access Working Group Kickoff
- CWPOD afternoon planning
- Factbook meeting
- ABE study call - Advising and Testing data
- Dean/Directors meeting
- Academic Challenge Taskforce data analysis
- PAS
- Business Evaluation
- UTRGV Joint Study meeting
- ATX and CRSM Reporting meeting
- Budget and Staffing Request Review
- Webinar: Nvivo
- Grant Advisory Committee meeting
- SSG
- PSJA Data Team Meeting

Isaac Garza, Project Manager
Office of Strategic Initiatives

Meetings:

01/04/2017: BPA for Advising
01/09/2017: Dual Credit Process Mapping
01/10/2017: ILP Pre-Project Meeting
01/11/2017: FTIC Process Mapping
01/17/2017: Radius Weekly
01/18/2017: ATD Coach Leon Meeting
01/20/2017: Starfish Attendance Feature
01/24/2017: Radius Weekly
01/26/2017: ILP Requirements Follow Up
02/01/2017: Dual Credit Follow Up
02/03/2017: Time Clock +
01/05/2017: ILP/Mobile ILP Project Planning
01/10/2017: Hobsons Radius
01/11/2017: ILP Meeting with Vendor
01/12/2017: Starfish Bi-Monthly (Spring Progress Surveys)
01/18/2017: ILP Planning Meeting
01/19/2017: ATD IPASS Edusurge Meeting
Ad Hoc 01/23/2017: League Presentation Review
01/25/2017: Global Knowledge RFP Update
01/27/2017: ATD League Presentation
02/02/2017: Banner XE Planning Meeting

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Initiate Building of New Student Application
H_Starfish	Early Alert	✓	✓	✓	Spring Progress Surveys have been scheduled.
TimeClock+	Time Keeping System	✓	✓	✓	Testing is scheduled to be conducted in March and April 2017.
Luminis Upgrade	JagNet Portal	✓	✓	✓	No update from Project Manager Stephen Crum since go live date.
ILP	Intelligent Learning Platform	✓	✓	✓	ILP Scope project has been delayed due to internal technological dependencies that must be completed prior to project initiation. Delay is estimated to be 2 months.
EMSI-Program Demand Gap Analysis	Measure how well aligned STC's program offerings are with the regional labor market.	✓	✓	✓	Vendor Compiling Regional Data, Surveying constituents

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

Leadership Activities

- Held a directors meeting with the Directors of RAS and IEA to coordinate on ongoing and upcoming projects.
- Participated in Grants Department Advisory Committee meeting.
- Participated in President's Planning and Development Council.
- Provided feedback to the Associate Dean of Curriculum and Student Learning regarding curriculum revisions and questions on compliance.

Accreditation Related Activities:

- SACSCOC Activities:
  - Continued drafting prospectus for Oratory Athenaeum.
  - Completed and submitted the SACSCOC Annual Institutional Enrollment Profile.

IE Related Activities:

- Completed the Min-Biennium report for the Institutional Research and Effectiveness Associate Dean IE Plan.

RAS Related Activities:

- Participated in in webinar regarding the use of NVivo Qualitative Research software in Higher Education Settings.
- Participated in check-in Call with Civitas Project Manager.
- Began a week-long online NVivo training course.
- Developed initial list of "Accomplishments for 2015-2016" for the THECB Accountability Website for review and feedback from Cabinet.

Statewide Leadership Activities:

- Participated in Spring TACTE conference planning committee conference call.
- Provided financial information to the TACTE Treasurer to assist with financial report preparation.
- Participated in conference call with Deana Savage from Midland College regarding the transition of WECM Maintenance from the WECM Leadership Committee Perkins Funded grant to oversight from the THECB.

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INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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STC
South Texas College

P.O. Box 9701
McAllen, TX 78502-9701

Office of Industry Training and Economic Development
3700 W. Military Hwy. • McAllen, TX 78503

(956) 872-6109
Fax (956) 872-2739

MEMO

To: Dr. Shirley A. Reed
President

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

Date: February 20, 2016

Subject: January 2017 Activity Report

The major activities of my office this month were:

1) Attended RSTEC Board Meeting 2) Met with Trainer for SSB grant 3) Traveled to Houston to meet with the German Chamber of Industry 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Attended and hosted the City of McAllen Grant announcement ceremony 6) Attended RGV Day Team Leader orientation 7) Continued Engineering Tooling Academy activities with UTRGV 8) Attended Presidents Administrative Staff Meeting 9) Attended City of McAllen State of the City Event 10) Further developed and planned Manufacturing Seminars Series Program 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Participated in conference call with TWC regarding Skills for Veterans grant program 13). Met with STC comptroller to discuss revenue and expense accounts. 14) Conducted

a conference call with TWC regarding SSB instructors and SDF proposal. 15) Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center.

Summary of Activities for January 2017:

- Attended RSTEC Board Meeting
- Met with Trainer for Skills for Small Business grant opportunity. STC will be utilizing the services of Dr. Barbara Hinojosa to provide this training.
- Traveled to Houston to meet with the German Chamber of Industry. Rio South Texas Economic Council coordinated this meeting and invited STC to participate. STC IAM will be participating in the German Chamber of Industry certification process and plans to adopt this model for its customized training programs.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Attended and hosted the City of McAllen Grant announcement ceremony at the STC Technology Campus.
- Attended RGV Day Team Leader orientation. Carlos serves on the RGV Day committee and developed the Workforce Training Legislative Priority.
- Continued Engineering Tooling Academy activities with UTRGV.
- Attended Presidents Administrative Staff Meeting and provided an update on IAM's Reynosa Maquiladora training initiative.
- Attended City of McAllen State of the City Event
- Further developed and planned Manufacturing Seminars Series Program. Next seminar planned is in the HVAC field.
- Continued development of Partnership Agreement draft between South Texas College and IIES. As of January 31, the agreement is 80% complete.
- Participated in conference call with TWC regarding Skills for Veterans grant program. STC Grant Development Department and Workforce Solution Lower Rio Grande also participated in the conference call.
- Met with STC comptroller to discuss revenue and expense accounts.

- Had a conference call with TWC regarding Skills for Small Business instructors and current SDF proposal. Dale Robertson from TWC.
- Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- 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.

SOUTH TEXAS COLLEGE

Office of the President
3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368