SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

March 2018

Board Meeting
April 24, 2018

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	APRIL 24, 2018
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2018 THROUGH MARCH 31, 2018

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- President's Cabinet meetings
- STC Board meeting
- STC Strategic Planning committee meeting
- STC Facilities committee meeting
- STC Planning & Development Council Meeting
- President's Administrative Staff Meeting
- Conducted weekly Dean's meetings
- Conducted Division Leaders meeting
- Coordinated Operations Council Meeting
- Graduation conference call
- South Texas College – CCCIE Book Project Call
- Admissions Policy Review Committee
- Interviews for Associate Dean
- CBS 4 Town Hall at Channel 4 in Harlingen
- Review League Submission

ATTENDED

- South Texas College Radius meeting
- DREAMers Webpage Content Review
- Tyler Junior College lunch meeting and Articulation Agreement signing
- 60 x 30 Texas meeting at University of Texas Rio Grande Valley
- Review of Advisement holds process and ERP Data for Placement
- ERP Study Update meeting at Region One
- Pathways Core Team meeting

- Incident Lesson Learned
- ERP Data and Adjustment Process
- Student Life Mapping
- League Nomination Summary
- Tobacco Free College Program Grant
- Records Management Training

ENROLLMENT SERVICES AND REGISTRAR

- Staff participated in "Talking Circles," a service provided by the Ombuds Office, on March 1, 2018 to improve communication and morale within OAR.
- Opened registration for Summer 2018 and Fall 2018 semesters on March 5, 2018; **4,888** students have registered online for Summer I & III 2018, **2,141** students have registered online for Summer II 2018 and **2,863** students have registered online for Fall 2018, to date, after required documents were processed and they were cleared by OAR.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar attended a meeting at UT-RGV on March 9, 2018 to discuss December 2018 Commencement Exercises.
- At the request of VP of SAEM, Coordinator of Enrollment Services attended North American Center for Collaborative Development (NACCD) Conference held in Guadalajara, Mexico on March 21 – 23.
- Director/Registrar, Coordinator of Records ("Coordinator") and Coordinator of Enrollment Services ("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, transcript evaluations, graduation and records.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as admissions policy review, advisement process & ERP data, Banner 9, Banner disability tables, BUGs, co-requisite models, Enrollment Appeals Committee, Graduation Committee, progress meter data test, Radius (application feature), records management training, student life cycle mapping, student type, Texas Pathways Project, and hiring/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 Analyst continued reviewing potential May 2018 graduates.
- Document Management Specialist downloaded, reviewed and verified **6,551** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during March 2018.
- Residency Specialist and Admissions Specialist reviewed the residency status of all new students, including dual credit high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- STC has **88** international students currently enrolled for Spring 2018 semester; STC has **6** international students registered for Summer 2018 semester and **13** international students registered for Fall 2018 semester, to date.
- Processed **90** course substitutions and exceptions in Degree Works during March 2018.
- Processed *Schedule Change Forms* for **952** students during March 2018.
- Processed *Change of Grade Forms* for **82** students during March 2018.
- Processed *Reinstatement After Census Date Forms* for **23** students during March 2018.
- Processed **1,786** high school and **471** college/university transcripts during March 2018.
- Evaluated **296** transcripts from other colleges and universities during March 2018.

- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,553** STC transcripts during March 2018.
- Scanned and indexed **3,022** documents submitted by students during March 2018.
- 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 AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Director, Indira Salinas, Yesenia Garcia and Olivia de la Rosa met to discuss TPEG workshops for Continue Education students
- SFS Coordinator submitted the hiring packet to HR for the selected Financial Aid Outreach applicant
- College Closed March 12th through March 16th for Spring Break
- SFS Veteran Affairs staff Javier Arredondo, Claire Forrester, Manoella Leal, Melinda Garcia and Lauren Matthews attended the 2018 Texas Association of Collegiate Veteran Program Officials Conference in San Antonio, Texas
- SFS Outreach Specialist Jovelli De Leon assisted with 15 FAFSA events in the month of March

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report March 2018					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2017**
Pecan Campus	**190**			**ACT**	**828**
Mid- Valley	**75**	**51**	**45 (88% show)**	**TSI EXAM**	**1055**
Starr Campus	**63**	**25**	**23 (92% show)**	**TSI EXAM**	**329**
Pecan Plaza	**60**	**61**	**60 (98% show)**	**GED/ PEARSON**	**481**
Pecan Plaza		**109**	**100 (92% show)**	**TSI EXAM**	**2489**
Pecan Plaza		**86**	**81 (94% show)**	**HESI**	**474**
Pecan Plaza		**1**	**1 (100% show)**	**HiSET**	**4**
TOTAL:	**388**	**333**	**310 (93% show)**		**5660– All Campuses YTD**

TSI Scores: by placement score March 2018			
READING		**READING**	
Monthly (03/01/18 - 03/31/18)		**Year To Date (09/01/17 – 03/31/2018)**	
College ready (351+)	40	**College Ready** (351+)	613
Holistic Placement (349-350)	10	Holistic Placement (349-350)	168
Developmental Ed (342-348)	29	Developmental Ed (342-348)	656
ABE Level 6 (Developmental Ed)	4	ABE Level 6 (Developmental Ed)	118
ABE Level 5 (Developmental Ed)	14	ABE Level 5 (Developmental Ed)	378
ABE Level 4	1	ABE Level 4	113
ABE Level 3	1	ABE Level 3	23
ABE Level 2	2	ABE Level 2	32
ABE Level 1	1	ABE Level 1	10
Total	**102**	**Total**	**2111**
MATH		**MATH**	
Monthly (03/01/18 - 03/31/18)		**Year To Date (09/01/17 – 03/31/2018)**	
College Ready (350+)	26	**College Ready** (350+)	315
Holistic Placement (348-349)	6	Holistic Placement (348-349)	128
Developmental Ed (336-347)	41	Developmental Ed (336-347)	583
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	23	ABE Level 5 (Developmental Ed)	319
ABE Level 4	10	ABE Level 4	169
ABE Level 3	2	ABE Level 3	37
ABE Level 2	1	ABE Level 2	16
ABE Level 1	0	ABE Level 1	9
Total	**109**	**Total**	**1576**
Writing		**Writing**	
Monthly (03/01/18 - 03/31/18)		**Year To Date (09/01/17 – 03/31/2018)**	
College Ready (363 & 4+ Essay or 5+)	54	**College Ready** (363 & 4+ Essay or 5+)	768
Developmental Ed (350-362 & 0-4 Essay)	8	Developmental Ed (350-362 & 0-4 Essay)	204
ABE Level 6 (Developmental Ed)	4	ABE Level 6 (Developmental Ed)	7
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	8
ABE Level 4	1	ABE Level 4	22
ABE Level 3	0	ABE Level 3	25
ABE Level 2	0	ABE Level 2	7
ABE Level 1	0	ABE Level 1	9
Total	**67**	**Total**	**1050**
Data retrieved from College Board Accuplacer			

IMPORTANT HIGHLIGHTS

- The Dual2Degree Department held a total of 28 events and served more than 5,100 students and parents during the month of March.
- Dual credit registration for Summer I/II terms began in March and Dual2Degree staff continues to facilitate enrollment of students in 273 sections at 33 high school sites.
- The Dual2Degree Department will coordinate/support various matriculation events and activities for Dual Credit Students scheduled for April, including a "High School Senior and Parent College Day" on April 7th, a "Back on Track" event on April 28th targeting dual credit stop-outs, and CRM communications for CTE dual credit students who have not completed Summer/Fall FAFSA applications.

DEPARTMENTAL SNAPSHOTS

Roma HS College Fair

Rio Grande City HS College & Career Fair

PSJA ISD Summer Registration Round-Up

DUAL CREDIT RECONCILIATION – (March)

Request	Submitted	Approved	Denied	Under Review
Reconciliation	6	6	0	0
Appeals	8	3	3	21
Total	**14**	**9**	**3**	**21**

ENROLLMENT SERVICES

ADMISSION

Event	High School Served	Date	Location	Total Served
Application Drive	Edinburg North HS	03/01	ISD	520
Application Drive	Robert Vela HS	03/20	ISD	77
Application Drive	Mission HS	03/20	ISD	134
Application Drive	Veterans Memorial	03/22	ISD	154
Application Drive	Missions HS	03/22	ISD	59
Application Drive	Sharyland Pioneer HS	03/23	ISD	157
Application Drive	Science Academy	03/26	ISD	111
Application Drive	Science Academy	03/27	ISD	60
Application Drive	Robert Vela HS	03/27	ISD	21
Application Drive	Vanguard Mozart	03/28	ISD	16
			Total	1,309

REGISTRATION

Event	High School Served	Date	Location	Total Served
PSJA ISD Summer Registration Round-Up	PSJA ECHS, PSJA North ECHS, PSJA Southwest ECHS, PSJA TSTEM ECHS	03/24	ISD	890
			Total	890

SUPPORT SERVICES

ORIENTATION

Event	High School Served	Date	Location	Total Served
Student Orientation	Roma HS	03/07	ISD	241
Student Orientation	South TX HS for Health Professions	03/07	ISD	50
Student Orientation	PSJA TSTEM ECHS	03/22	ISD	50
Student/Parent Orientation	Vanguard Mozart Academy	03/22	ISD	70
Student/Parent Orientation	Academy of Health Science Professions	03/27	ISD	25
			Total	436

COLLEGE AND CAREER FAIRS

Event	High School Served	Date	Location	Total Served
Dual Credit Information Presentation	Foster Youth Group	03/01	Cooper Center	15
Career/College Fair	La Grulla HS	03/06	ISD	60
Career/College Fair	Roma HS	03/08	ISD	150
Career/College Fair	Central Middle School	03/09	ISD	150
Career/College Fair	RC Saenz Elementary	03/09	ISD	600
Career/College Fair	Rio Grande City HS	03/20	ISD	80
Recruitment Fair	Vanguard Academy	03/20	ISD	250
Career Fair	Veterans Memorial Academy – San Benito	03/23	ISD	766
Career/College Fair	Roma HS	03/28	ISD	400
			Total	2,471

PROFESSIONAL DEVELOPMENT

Activity	Purpose
Ambassadors Cross Training Academy (ACTA)	To provide Dual2Degree specialist the opportunity to continually improve their knowledge of all aspects of the college and increase their ability to assist students and colleagues
March AA/FM Roundup	To discuss upcoming deadlines and processes regarding Banner and the Annual Physical Inventory
Active Shooter Defense Training	To provide Dual2Degree specialist the opportunity to learn about safety procedures in an active shooter event

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
Fall Enrollment Planning Meeting	• Vanguard Mozart Academy • PSJA ISD • Edinburg North HS • McAllen HS • Premier HS Palmview • Robert Vela HS • Robert Vela ECHS • Mission HS • Valley View High School • Juarez Lincoln HS • Hidalgo ECHS • Nikki Rowe • Edinburg HS • Mission Collegiate • McAllen Memorial • Economedes HS • IB/Lamar Academy • La Joya ECHS • Mission Veterans HS • Monte Alto ECHS • Palmview HS • Macedonian Christian Academy • Economedes ECHS • Sharyland HS • La Joya HS • La Joya ECHS • Premier HS of Mission	To discuss Enrollment Action Plan with school districts regarding Summer and Fall 2018 dual credit enrollment
PSJA Faculty & Staff Training	PSJA ISD	Provide training to ISD Dual Credit Faculty on enrollment process for Summer 2018 enrollment
Edinburg ISD Success Metrics Meeting	Edinburg CISD	Annual meeting with district to provide update on ISD DC success metrics
Achieving Latino College Completion (ALCC) Convening	N/A	Director attended annual convening in Phoenix, AZ of largest Hispanic serving institutions to discuss progress towards implementation of ALCC institutional initiatives

Meeting	Department(s)	Purpose
Advisory Group Meeting	Dual2Degree	To discuss strategies for upcoming dual credit enrollment services projects
Weekly Staff Meeting	Dual2Degree	Weekly supervisors meeting to review tasks and project assignments
Weekly Supervisory Meeting	Dual2Degree	Weekly supervisors meeting to review tasks and project assignments
Monthly Department Meeting	Dual2Degree	Meeting with department staff regarding administrative updates and to assess progress towards ISD Enrollment Action Plans
DC Matriculation Meeting	Dean of Dual Credit, SAEM VP, College Connections	Review Dual Credit Matriculation events and activities
Advancing CTE Program Success Planning Meeting	Grants Department	Provide updates on progress towards grant compliance requirements
Personnel Committee Meeting	Dual2Degree	To discuss upcoming events and tasks assigned to the committee
Pathways Core Meeting	Various	Institutional meeting to discuss mapping of STC meta-majors/clusters towards ISD endorsements
Dual Credit Matriculation Task Force Meeting	Dual2Degree, Academies, ECHS, and Dual Credit Partners	Meeting among Dual Credit partners to discuss effective strategies for student matriculation
Carl Perkins Grant Meeting	Dual2Degree, and Student Financial Services	Meeting to discuss communication campaign and activities for DC CTE students needing to complete their FAFSA application
Records Management Training	Purchasing	Review records retention guidelines and policies
Student Life Cycle: Mapping	SAEM/AA/IT	Mapping of Current State Dual Credit Student Life Cycle in order to streamline critical services from entry to completion

UPCOMING EVENTS AND ACTIVITIES FOR APRIL 2018

- The 5th Annual Dual Credit Enrollment Update will be hosted at the Technology Campus on April 27th and will focus on SAEM updates. It will include presentations, peer-led discussions, and a tour of the campus.
- Host matriculation events for Dual Credit Students and Parents at the Pecan, Mid-Valley, and Starr County campuses for Summer/Fall.
- Work with Student Financial Services to target students who have not completed FAFSA applications for Summer/Fall terms through CRM.
- Continue to facilitate the Summer and Fall Dual Credit Enrollment Process by hosting student/parent meetings, admission application drives, and Registration Round-Ups at high school sites for priority enrollment. Continue to pre-screen student eligibility for STC admission and college readiness requirements.
- Work with high school registrars and the Office of Admissions & Records to resolve pending TREx issues.

COLLEGE CONNECTIONS

- South Texas College
  - Vision, Mission, Values Committee Meeting
  - Ambassadors Cross Training Academy
  - Student Ambassador Program Meeting
  - Jaguar Academy
  - ADA Awareness Day
- Partnership/Events
  - STC2UTRGV Denied Student Planning Meeting
  - South Texas Area Recruiter Network Meeting
  - TACAC RGV College Fair Walkthrough
- College Connections
  - La Salud del Valle TV Interview
  - La Voz de Los Padres – College Presentation for Parents of Current Students
  - Rio Grande City Women's Non-Traditional Careers Symposium
  - Dr. Seuss Birthday Event at Lincoln Elementary
  - Inside The Valley - TV Interview
  - Prospective Student Appointment
- Apply Texas
  - Johnny G. Economedes
- Financial Aid Drive
  - Edinburg North High School
- Recruitment
  - Rio Grande City High School – Registration Pre-Screening
  - Rio Grande City High School – STC Program Fair
  - South Texas Business, Education & Technology Academy – Registration Pre-Screening
  - Grulla High School – College Fair
  - IDEA Alamo – College Fair
  - Juarez Lincoln High School – College Presentation
  - Edinburg North High School - Registration Pre-Screening
  - Palmview High School – Registration Pre-Screening
  - Grulla High School – Registration Pre-Screening
  - Grulla High School – STC Program Fair
  - Edinburg North High School – Registration Pre-Screening
  - La Joya Academies - Recruitment Presentation
  - Roma High School – Registration Pre-Screening
  - Roma High School – STC Program Fair
  - Veterans Memorial High School – Registration Pre-Screening
  - PSJA High School – Parent Presentation
  - Sharyland Pioneer High School – College Presentation
  - Gear Up Student Success Institute – College Presentation
  - Mid-Valley Academy Mercedes – College Presentation
  - Vanguard Academy – College & Career Fair
- Elementary & Middle School Events
  - Harlingen CISD – Cano Freshman Academy College & Career Expo
  - La Feria ISD – Dominguez Elementary Career & College Night
  - Donna ISD – Sauceda Middle School Career Day

- Weslaco ISD – Central Middle School Career Fair
- Roma ISD – Saenz Elementary Career Day
- Rio Grande City CISD – Veterans Middle School Career Day
- Rio Grande City CISD – Grulla Middle School Career Day
- McAllen ISD – Seguin Elementary Career Fair
- La Joya ISD – Sam Fordyce Elementary School
- Sharyland ISD – Ruben Hinojosa Elementary School

- Fast Track

School		Attended	Registered
PSJA High School	Pecan	23 Students	23 Registered
PSJA Memorial High School	Pecan	49 Students	49 Registered
PSJA North High School	Pecan	67 Students	64 Registered
PSJA Southwest	Pecan	51 Students	38 Registered
PSJA High School	Technology	13 Students	13 Registered
PSJA High School	Nursing	21 Students	13 Registered
La Feria High School	Mid Valley	18 Students	15 Registered
Rio Grande High School	Starr	19 Students	16 Registered
PSJA Memorial & PSJA High School	Pecan	87 Students	71 Registered

- Campus Tours
  - Pecan Campus
    - Brown Middle School
    - Mission CISD Parent Tour
    - PSJA High School
    - PSJA Memorial High School
    - PSJA North High School
    - PSJA Southwest
    - STC Jaguar Academy
    - Robert Vela High School
    - Castro Elementary
    - Foster Youth Group
    - PSJA High School
    - PSJA Memorial High School
    - E.B. Reyna Elementary
  - Nursing Campus
    - PSJA High School
  - MidValley Campus
    - La Feria High School
    - San Benito CISD Joe Callandret Positive Redirection Center
    - Donna ISD
  - Starr Campus
    - RT Barrera Elementary
    - Rio Grande High School
  - Technology Campus
    - PSJA High School
    - Jaguar Academy

Campus	# Visitors
Pecan	692 Visitors
Mid-Valley	53 Visitors
Starr	72 Visitors
NAH	21 Visitors
Tech	43 Visitors

- Call Center

Phone Calls	
Inbound Calls	6876 Inbound Calls
JagChat	
Incoming Chats	420 Chats

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
400	Student Contacts & Outreach
23	Student & Alumni Registered on CCN
8	Student & Alumni Resumes Revised/Uploaded on CCN
10	Employer Contact and New Employer Registered on CCN
28	Jobs posted to CCN
4,267	Total Students Registered to date
8,083	Total Alumni Registered to date
3,125	Total Employers Registered to date
14	Workshops Presented
9	On Campus Recruitment
1,030	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENTS

(OCR) On Campus Recruitment

- 1 Vector Marketing, Pecan Campus
- 1 PSA Healthcare, NAH Campus
- 1 Customs & Border Patrol, Mid-Valley Campus

WORKSHOP & PRESENTATION/ACTIVITIES

- Business Career Fair and Student Showcase – Business Administration Department
- MHSM Mock Interviews Day one/two
- Networking Workshop for Dual Enrollment – Leo Castaneda
- Career Fair for Hendricks Elementary
- TECH
  Automotive Capstone In Class Presentation
    - CES Overview, Career Coach, College Central Network
    - 16 students

  Advanced Manufacturing Technology Career Expo Info Booth
    - 100+ students

  Open Workshop
    - CES Overview, Career Coach, College Central Network, Interview, Resume, & Cover Letter
    - 2 students
- Valley Scholar Welcome & Icebreaker
- NAH – Open Workshop
    - CES Overview, Career Coach, College Central Network, Interview, Resume, & Cover Letter (1 student)

  Health Information Technology Workshop
    - CES Overview, Career Coach, College Central Network, Interview, Resume, & Cover Letter (20 students)

COORDINATION OF UPCOMING EVENTS

- Phlebotomy In Class Presentations
- Automotive Capstone – In Class Presentations
- Women in Technology Event – CES Table
- Preparing Save the Date for Fall Employer Symposium
- Researching & development of Career Discovery Proposal
- Health Information Technology Capstone – In Class Presentations
- PTA Program In Class Presentations & Mock Interviews
- Preparing Save the Date for Fall Employer Symposium
- Researching & development of Career Discovery Proposal
- Occupational Therapy Summer Career Fair
- College & Career Readiness Summit presentation & ice breakers

MEETINGS AND MISCELLANEOUS INFORMATION

- Job development
  - Texas Legislative Council – job posting
  - Esperanza Project – job posting
  - Boys & Girls Club – job posting
  - Central Plumbing & Electric Supply – job posting
  - J & D Produce – job posting
  - Frost Bank – job posting
  - Prodigy Construction – job posting
  - Bridgestone Retail Operations – job posting

- Worked on Carl Perkins reporting.
- Continuing to promote Spring semester workshops for the NAH and Technology campuses.
- Career Expo-Marketplace Administration
- Preparing marketables for Fall 2018 Employer Symposium
- Scheduling Mock Interview Panel hours
- Scheduling Customs and Border Protection Monthly Campus Recruitment Events
- Scheduled Spectrum/Charter on campus visits
- Calendar entries to CCN
- Scheduling Spring Semester workshops and On Campus Recruitment
- Prepping for Women in Technology Fashion Show
- Preparation Workshop and Career Days Dates and Locations
- Sharing career events in collaboration with community partner – Workforce Solutions
- Compiled reports on CTE related employers and job postings for Carl Perkins reporting.
- Continuing to promote Spring semester workshops for the NAH and Technology campuses.
- Scheduling Customs and Border Protection Monthly Campus Recruitment Events
- Scheduled Spectrum/Charter on campus visits
- Recruitment of models for upcoming Women in Technology Event
- Scheduling Spring Semester workshops and On Campus Recruitment
- Sharing career events in collaboration with community partner – Workforce Solutions
- Worked on tabletop materials, handouts, and decorations for upcoming Women in Technology event.
- Completed CPR training and certification.
- Gave overview of services to NAH students registering for classes.
- Attended Active Shooter Defense Training.
- Compiled workshop and event evaluations.

EMSI ANALYTICS

Top Viewed CAREERS PROGRAMS

Architectural and Engineering Managers	20
Computer and Information Systems Managers	15
School Psychologists	14
Computer Hardware Engineers	12
Occupational Therapy Assistants	11

1 2 3 4 ... 60 →

Top Cities

McAllen, Texas	287
Mission, Texas	97
Arlington, Texas	94
Weslaco, Texas	53
Edinburg, Texas	47

1 2 3 4 ... 17 →

Top Zip Codes

78501	174
78504	94
76004	94
78572	54
78596	49

1 2 3 4 ... 23 →

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of March 2018				
		YTD Cases	Active Cases	Closed / Referred Cases
Consultations		75	22	53
Mediation		6	0	6
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		345	112	233
Title IX: Victim Advocacy Support		69	18	51
Written Complaints/Maxient Referred to Human Resources Student to Employee		57	N/A	N/A
Total Cases		552	152	343

Ombuds Cases per Campus for the month of March 2018		
		YTD Cases
Pecan		260
Nursing & Allied Health		40
Technology		14
Mid Valley		87
Starr County		16
Internet		120
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		13
Total		552

March 5 – 8, 2018
Staffed Office Information Booths on each Campus
March 7, 2018
Ombuds met with student group to discuss student project for office
March 9, 2018
Ombuds conducted the Student Academy Part II Session 2 at the Pecan Campus
March 21, 2018
Ombuds assisted a group of Dual Enrollment students with a project assignment
March 23, 2018
Ombuds conducted the Student Academy Part II Session 3 at the Pecan Campus

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the month of March 2018			
New	Active YTD Cases	Closed YTD Cases	YTD Cases
	94	174	268

Student Conduct Cases per Campus for the month of March 2018		
		YTDCases
Pecan		172
Nursing & Allied Health		19
Technology		12
Mid Valley		39
Starr County		15
La Joya Teaching Center		3
Pharr College & Career Teaching Center		4
Internet		4
Total		268

March 7 and 9, 2018
The Office of Student Conduct conducted Student Conduct Panelist Trainings
March 5 – 8, 2018
Staffed Office Information Booths on each Campus

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of March 2018		
Student Affairs	NEW	YTD
Cases Reviewed	0	77

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

Human Resources	NEW	YTD
Cases Reviewed	0	0

Police Department	NEW	YTD
Cases Reviewed	0	0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	27	7	32	3	13	0	5	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- Info table at the ADA Awareness Event (PCN)
- Soccer Finals (PCN)

- Karaoke (PCN)

- Assisted the STC Jazz Ensemble with Jazz on the Quad

- Student Government Association Meetings (PCN, STR, MID)
- Student Government Association Executive Meeting (STR)
- Student Leadership Academy Workshops (STR, MID, PCN, TEC)

- South Texas Basketball Shootout Tournament at UTRGV
    - Two Men's teams and one Women's

- Blood Drive (STR)
- Spring Break Blitz (District Wide)

- National Pancake Day (PCN)

- Classroom Presentations (PCN)
- Student Government Association Meeting with Campus Administration (STR)
- Student Government Association Meetings (STR, MID, TEC & PCN)
- Student Leadership Academy Workshops (STR, MID, TEC & PCN)
- Assist in ADA Awareness & Transition Fair (STR)
- Activities & Events for March 12-16 – Spring Break College Closed
- Student Government Association Meetings (PCN, STR, MID, TEC)
- Student Leadership Academy Workshops (PCN, STR, MID, TEC)

- Classroom Presentations (PCN)
- Foosball Tournament (Mid-Valley)

Foosball Tourney- Mid Valley

17 Photos · Updated 4 days ago

- 2018 NIRSA Regional Basketball Championship (College Station, TX)

2018 NIRSA Regional Basketball Championship

25 Photos · Updated about a minute ago

Texas A&M University and the Department of Recreational Sports hosted the NIRSA Championship Series Regional Basketball Championships Mar. 23 – 25, 2018

- Men's & Coed Flag Football League (Pecan)
- Basketball Skills Hot Shot Contest (Mid-Valley)

- Cesar Chavez Day (Starr Co & Mid-Valley)

Cesar Chavez Celebration- Mid Valley

37 Photos · Updated 4 days ago

"Real education should consist of drawing the goodness and the best out of our own students. What better books can there be than the book of humanity?" - Cesar Chavez

Starr County Campus - Cesar Chavez Day

6 Photos · Updated 4 days ago

- Easter Celebration (Starr Co & Mid-Valley)

Starr County Campus - Easter Celebration

23 Photos · Updated 4 days ago

- Student Government Association – Forum (Mid-Valley)

- Community Awareness Fair (Mid-Valley)

- Karaoke Day (Pecan)
- SGA Active Shooter Defense Training (Starr Co)
- Student Activities & Wellness Department Presentation & Leadership activity (Pecan)
- Student Government Association – Forum & Raspa Giveaway (Technology)

COUNSELING AND STUDENT DISABILITY SERVICES

	Counselor Student Contacts							
Campus	**Advisement**	**Mental Health/ Academic Counseling**	**Stu. Dis. Svcs.**	**Title IX Svcs.**	**Career/ Transfer Svcs.**	**Academic Probation/ Suspension**	**Workshops/ Presentations Other**	**Total**
Pecan	**65**	**119**	**117**	**11**	**19**	**141**	**134**	**606**
Mid-Valley	**18**	**5**	**10**	**8**	**6**	**39**	**10**	**96**
Starr Co.	**13**	**4**	**5**	**0**	**7**	**13**	**1**	**43**
Tech	**0**	**1**	**9**	**0**	**0**	**3**	**0**	**13**
NAH	**1**	**2**	**13**	**10**	**0**	**1**	**10**	**37**
Total	**97**	**131**	**154**	**29**	**32**	**197**	**155**	**795**

MEETINGS/CONSULTATIONS

- CSDS Planning Meeting
- Disability Awareness Training
- Persistence Task Force
- CSDS Work-Study Meeting
- CSDS Planning Meeting
- Disability Awareness Training
- Tobacco Prevention and Control Council Meeting
- Know Your Status (Mental Health, HIV/AIDS, and Substance Abuse) Coordination of Schedules Meeting
- Mental Health Counseling case staffing
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- TAMUK Interns' Supervision Meeting
- QPR Follow-Up Meeting, UTRGV School of Medicine
- Academic progress case management, academic advising, review and completion of Scholastic Success Plans, and Scholastic Appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services Meeting
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- South Texas College Ambassadors Cross Training Academy
- Hope Family Health Center Board Meeting
- Know Your Status Grant Men's Retreat Planning Meeting
- CCTV Demo Meeting with Texas Workforce Commission Representative
- President Administrative Staff Meeting

WORKSHOPS/PRESENTATIONS

- Know Your Status Grant Outreach-All campuses (Pecan, Technology, Mid-Valley, Starr and NAH)
- Counseling & Student Disability Services: Campus Suicide Prevention Training: Question, Prevention, Referral…
- Valley View High School Annual Transition Fair
- Disability Awareness Day, High School Transition and Community Awareness Fair – Mid-Valley Campus
- Workshop: Decision Making-Don't Snap– Pecan Campus
- Workshop: Tips for a Successful Transfer– Pecan Campus
- Workshop: Take Charge of Your Mental, Physical & Emotional Health– Pecan Campus
- Workshop: Understanding Anxiety and Depression– Pecan Campus
- Workshop: Understanding the American with Disabilities Act– Pecan Campus
- Workshop: Wellness, Health, and Nutrition– Pecan Campus
- Workshop: Stress & Anxiety – Pecan Campus
- Workshop: Overcoming Obstacles – Pecan Campus
- Workshop: Memory Skills– Pecan Campus
- Workshop: Improve Your Social Skills– Pecan Campus
- Workshop: It's More Than the Blues: Depression and Mental Health– Pecan Campus
- Workshop: Intellectual and Developmental Disabilities Awareness Month– Pecan Campus
- Workshop: College and Community Resources-Food Pantry – Pecan Campus
- Workshop: Transfer Track Texas A&M Nursing – NAH Campus
- Workshop: Muscle=Man=Myth – NAH Campus
- Workshop: Love Thy Body – NAH Campus
- Workshop: Safe Spring Break Awareness – Tech Campus
- Workshop: Dealing with Anger – Tech Campus
- Workshop: Goal Setting – Mid-Valley Campus
- Workshop: Create a Visualization – Mid-Valley Campus
- Workshop: Counseling and Student Disability Services Informational Session – Mid-Valley Campus
- Workshop: spring Break Blitz – Mid-Valley Campus
- Workshop: Balancing College, Work and Family – Mid-Valley Campus
- Workshop: Discovering Your Learning Style- Mid-Valley Campus

PROFESSIONAL DEVELOPMENT

- Title IX Training Session
- CPR Training

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2,111
Mid-Valley	570
Starr	251
Technology	274
Total	3,2016

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising –**
  - Began JagAdvise Program Services for Fall 2018 FTIC students
  - Began advisement sessions for all students enrolling in Summer and Fall 2018
- **Faculty Advising** – Ongoing communication with HSI Project Manager to discuss objectives, position budget changes and services for the semester; submitted Search Committee recommendation for Coordinator for Faculty Advising; reviewed applications for Coordinator of Faculty Advising;
- **College Advising Training Program-** Next training planned for June 11th – 15th;
- **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planning training for mentor;
- **Beacon Mentoring Program** – Beacon Mentors Spring Cohort 2018 is underway for the spring term. 17 sections were recruited for spring term; 15 have assigned mentors; held appreciation ceremony for mentors and faculty on the 27th in partnership with Culinary Arts department, 15 faculty and mentors attended;
- **Carl Perkins –** collaborated with SAEM Directors to gather data; completed the Biannual Report for the SAEM Division; submitted to grants office and SAEM VP for review and approval;
- **PASS Program –** met with PASS Program staff to plan for program redesign; established the PASS Program Redesign Committee with representation from academic affairs, business office, financial aid, and IT departments; finalized the distribution of textbooks for the Spring 2018 semester;

PARTICIPATED IN THE FOLLOWING

- **Search Committees** – Coordinator of Faculty Advising committee held interviews in March; recommendation was made
- **Faculty Advising Steering Committee** – participated in meetings for implementation of current advising guidelines and strategies for new academic year; had meeting with Dr. Annie Liss for tentative training dates in the Spring Semester with Pol. Sci. faculty (April 13th and 20th, 2018) and Psychology Department (April 27th)
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project and PASS Program Redesign Committee; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving in Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee
- **Preliminary Forms:** Reviewed/Approved, time cards, other forms for advising staff, THECB work-study staff, and CATP & Beacon Mentor Programs related training documents; Submitted activity reports for programs
- **Follow-Up Status:** Review of documents for THECB work-study mentorship; CATP & Beacon Mentor schedules TBD, Carl Perkins/PASS programming guidelines for new program year were discussed and reviewed; scheduled committee meetings for PASS Program Re-design; requested data for FTIC Mandatory Advisement and pending review of the data.

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES
DATE:	APRIL 16, 2018
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2018 THROUGH MARCH 31, 2018

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Special Board of Trustees Meeting, Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Planning and Development Council Meeting, President's Administrative Staff Meeting, and Finance and Administrative Services Director's Meeting.
- 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.
- Accountability Department:
  - Attended meeting with Director of Accountability, Risk, and Compliance on Records Management.
  - Attended meeting with Director of Accountability, Risk, and Compliance and Risk Manager on records management and travel process review.
- Business Office:
  - Attended meeting with Comptroller on performance appraisals.
  - Attended meeting with Comptroller, Accounting Group Manager, Director of Purchasing, Director for Facilities, Planning and Construction, Project Manager for FPC and Project Manager for FAS on M&O Tax Revenue Purchases.
  - Discussion with Comptroller on FY 2019 Budget.
- Department of Public Safety:
  - Conference Call with TASB and Chief Administrator regarding Campus Demonstration Policy.
- Facilities Operations & Maintenance
  - Discussion with Director of Facilities Operation & Maintenance on AECHS maintenance.
- Facilities Planning and Construction:
  - Attended the 2013 Bond Mobilization Team Meeting.
  - Attended meeting with Broaddus & Associates regarding the 2013 Bond Construction Program.

- Attended 2013 Bond Construction Program meeting to discuss Final Completion of Projects with Board Members, D. Wilson, Mata Garcia, Boultinghouse Simpsons, College President, Director of Facilities Planning & Construction, and Broaddus & Associates.
- Held meeting with Director of Facilities Planning & Construction, Construction Accountant, and FAS Project Manager regarding Board items.

- Food Services:
  - Attended meeting with Director of Food Services on equipment for kitchen.
- Human Resources:
  - Held meeting with HR Director, Comptroller, and System Analysts on status of I.T. projects.
  - Held meeting with IT System Analysts, Comptroller, Bursar, and HR Director regarding IT projects.
- Internal Auditor:
  - Attended meeting with Internal Auditor on Management Feedback for Audit on 2013 Bond Projects for Change Orders & Related Additional Consultant Services.
- Purchasing:
  - Held meeting with Director of Purchasing, Director of Facilities Planning & Construction, and Comptroller regarding additional M&O Tax Additional Purchases.
- Title IX:
  - Held meetings with Title IX team regarding cases.
  - Held meetings with Title IX team regarding review of Policy 4216 and Title IX procedures.
  - Held Title IX Training Session Cooper Center Auditorium, March 2, 2018.
- Other Meetings:
  - Attended meeting with McAllen ISD on Facilities Needs for Achieve ECHS.
  - Attended meeting with Associate Dean of Ind Trng & Econ Dev and Dean of Continuing Profession and Workforce Education regarding Maquiladora Contract.
  - Attended meeting with College President and Director of Facilities, Planning and Construction on Final Completion of Projects.
  - Attended meeting with Legal counsel and Director of Operations & Maintenance on Pecan Fire.
  - Attended meeting with System Analysts on I.T. Projects.
  - Attended Tyler Junior College Lunch Meeting and Articulation Agreement Signing.
  - Held Conference Call with Legal Counsel regarding policies.
  - Held FAS Director Meeting to discuss Risk Assessment Tool.
  - Held meeting with Legal Counsel and Chief Administrator to discuss Freedom of Speech and Assembly Policy.
  - Conducted interviews for Temporary Accounting Assistant.

WORKED ON THE FOLLOWING ITEMS:

- Reviewed 2013 Bond Construction Projects - Closeout Document Checklist.
- Reviewed Active Military Tuition.
- Reviewed Active Shooter Defense Training Schedule.
- Reviewed Banner Requisitions Deadlines.
- Reviewed Bookstore Revenue Report and Spring 2018 Recap Report.
- Reviewed Campus Security Authorities Certification Report.
- Reviewed Cost Estimate for 3 Portables at RCPSE.
- Reviewed Department Fund/Organization Reconciliation.
- Reviewed FY2018 – 2019 Budget.
- Reviewed GASB75.
- Reviewed M&O Tax Additional Purchases.
- Reviewed Planning and Budget Calendar.
- Reviewed proposed Maverick bin locations.
- Reviewed Propositions Primary March 2018 Results.

- Reviewed Records Retention Management and Proposed Schedule (Training Academic Counsel 2/27/18).
- Reviewed Scholarships Funds.
- Reviewed Spring 2018 Registration Report.
- Reviewed UTRGV 's Request.
- Updated Faculty Move Instructions.
- Updated Title IX Case Report.
- Worked on brochure for Title IX Training.
- Worked on Facilities Board packet information.
- Worked on Policy 4216: Harassment, Discrimination, and Sexual Misconduct and Write-up.
- Worked on Policy 4901: Standards of Conduct and Policy 4904: Employee Complaint Procedure.
- Worked on Policy Inventory List.
- Worked on the Department Risk Assessment Tool.
- Worked on the FY 2018-2019 Staffing Plan.

MYRIAM LOPEZ, COMPTROLLER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended "Web accessibility Self training" meeting to learn how to convert current documents prior to uploading on web.
- Attended A/R process mapping in preparation for CRC consultant visit in May 2018.
- Attended Audit Exit/Planning meeting with External Auditors.
- Attended Banner 9 Admin Project Status meeting and general overview video session.
- Attended Human Resource's Lunch and Learn related to Diversity and Hiring Practices.
- Attended March Board Meeting.
- Attended March Marketing and Communications Meeting hosted by Public Relations Department.
- Attended meeting with SAEM and Public Relations to discuss departments' postcards.
- Attended monthly CPWE update meeting.
- Attended President's Administrative Staff Meeting.
- Attended Travel and Expense by Chrome River project intake meeting.
- Attended TWC Hearing.
- Attended Vision, Mission and Values Committee Meeting.
- Interviewed temporary agency cashiers.
- Joined in to TouchNet phone conference to discuss eRefund implementation Q&A's.
- Joined IT on eRefund conference call with TouchNet technical team.
- Met and discussed Childcare Procedures and Write Offs.
- Met and discussed Internal Audit Questions.
- Met and discussed the Business Office Risk Assessment.
- Met and discussed various Business Office and Cashier items.
- Met to discuss and to update the Bond and Non-bond Reports.
- Met to discuss and to verify the A/E minute order amounts provided by Broaddus and Associate.
- Met to discuss Bond 2013 bond construction and FFE purchases.
- Met to review internal audit questionnaire – AP Commercial Card and Fuel Card processes.
- Met with AP staff to discuss AP card outstanding list and adjustments.
- Met with Business Office to discuss "positive pay exceptions".
- Met with FAS-VP on IT projects and action plans.
- Met with General Accounting and the Associate Comptroller to discuss donations and fundraising.
- Met with HR staff to discuss PeopleAdmin workflow for grant-funded positions.
- Met with Human Resources staff to discuss deadlines for the preparation of the FY 2019 staffing plan.

- Met with IT and Evisions to discuss new vendor payment process.
- Met with IT and HR staff to test banner 9.
- Met with Payroll to submit Affordable Care Act state report.
- Met with Professional development on use of software to track trainings.
- Met with staff from the Student Affairs and Enrollment Management division to discuss the Banner reconciliation process and worksheet template.
- Met with the Director of Food Services to discuss the FY 2018 and FY 2019 budget.
- Participated in Computer Inventory Specialist interview committee.
- Participated in weekly AP virtual card conference call with BBVA Compass.
- Presented at ACTA's and meeting.

TRAININGS OR WEBINARS:

- Attended "Active Shooter Defense" Training.
- Attended the Capital Budget webinar.
- Attended TouchNet webinar on "How to Use Bill Payment to communicate with Users".
- Attended TouchNet webinar on "Overview of Bill Payment eRefund process".

WORKED ON THE FOLLOWING ITEMS:

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

ACCOUNTS PAYABLE / GRANTS AND CONTRACTS:

- Reviewed AP & Fuel Card procedures.
- Reviewed Accounting Specialist Candidates / AP.

Bank No.	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar
01 E&G	598	642	856	418	573	576	685
01 Direct Deposit	105	157	168	104	96	111	1556
03 Student	12,521	1,685	311	107	17,677	2,559	1,140
12 I&S Taxes	-	2	-	-	-	1	1
16 I&S Bond	-	-	-	-	-	1	-
17 Plant	31	10	17	10	17	10	24
32 AP Card	462	540	375	205	373	427	399
37 Unexp-LT Bond Series 2015	40	21	24	26	59	26	65
38 Unexp-LT Bond Series 2014	9	-	-	2	2	1	-

PROPERTY TAX / BUDGET & REPORTING:

- Created scenarios for faculty and staff salary increases in preparation for the FY 2019 budget.
- Gathered and calculated revenues and expenditures information required for the Integrated Postsecondary Education Data System FY 2017 survey.
- Prepared faculty salary increase scenarios for FY 2019.
- Provided financial information to Grant Development, Management and Compliance to determine the College's eligibility for Title III/V.
- Provided property tax information needed for the completion of tables in the August 31, 2017 Continuing Disclosure Report.
- Requested FY 2019 restricted budgets for the restricted fund from appropriate staff.

- Reviewed and approved Tax entries and management report.
- Reviewed and confirmed data for South Texas College included in the Texas Association of Community Colleges Local Revenue Survey report.
- Updated and provided FY 2019 budget reports requested by the Vice President for Finance and Administrative Services.
- Updated motions for faculty and staff salary increases in preparation for the FY 2019 budget.
- Updated the Banner Reconciliation Concepts presentation and the Department Fund/Organization Reconciliation worksheet template.
- Updated the FY 2019 Revenue and Expenditure Budget summary, budget presentation and Finance Committee motion.
- Updated the Tax Assessment and Collection motions for Hidalgo and Starr counties.
- Worked on retesting budget transfer workflow in new test instance as well as Dean approvals.

CASH MANAGEMENT/SPECIAL PROJECTS/OFFICE SUPPORT:

- Assisted Student Services with compiling Internal Audit Responses.
- Assisted with information and memos regarding CD solicitations.
- Issued a $3 million Certificate of Deposit.
- Participated in the on-going banner 9 testing.
- Prepared MEDA Scholarship Fund Trust Finance Committee Motion.
- Reviewed and prepared staff Performance Appraisals.
- Reviewed Policy 5125 Establishment of Endowment Fund Policy.
- Updated ACTA Presentation with FY 2017 / current information.
- Updated and Reviewed Business Office Procedures.
- Worked with Investment Advisor on CD Solicitations.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	17	695
01 Direct Deposit	6	156
02 Payroll	11	744
02 Direct Deposit	3	2,192
03 Student	4	1231
12 I&S	1	1
16 I&S	0	0
17 Plant	6	24
37 Bond Series 2015	8	64
38 Bond Series 2014	0	0
Total	56	5,107

ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	18
Wire Transfers for Benefits	1

GENERAL ACCOUNTING/CONSTRUCTION/FIXED ASSETS:

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 104 monthly reports during the month of March 2018.

Duties	Total
Approval Queues	12
Bank Reconciliations	11
Cafeteria daily sales report	21
Cancelled checks provided to AP and/or verification and positive pay	39
Construction Checks - Retrieve for Auditor	60
Copies of booklets/journal entries requested	6
Deposits prepared	18
Returned mailed checks - Logged and Filed	22
Returned Mailed checks - Disbursement	33
Errands to Inter-office deliveries	44
FOAP created including activity codes	24
Hours assisting other departments	8.5
Hours Filing and organizing of Journal Entries and boxing	3.5
Hours used for scanning - estimated	39
Hours used to prepare documents for scanning	4.5
IDT's - telephone calls received	11
Interdepartmental Transactions reviewed	89
Invoices and encumbrances reviewed	162
Journal entries prepared	54
Journal entries processed including FUPLOAD	1478
Journal entries/documents scanned	1324
Journal Entries Logged	684
Journal Entries Filed and Organized including creation of labels	650
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	56
Record Retention - labeled boxes	7
Requisitions prepared	1
Stale dated list prepared	3
Stale dated letters mailed	451
Stop payments processed (includes stale dated checks)	49
Stale dated stop payment verification	22
Transactions removed from bank reconciliation	54
ACTA and Workplace Answering training Hours	3
Webinar trainings (hours)	2
Updated Procedures - hours	16
Banner Testing-hours	1

General Journal Entry (Intra-Fund) (JE15)	138
General Journal Entry (Inter-Fund) (JE16)	141
Cash Receipts (CR05)	1,143
Encumbrance Liquidation (E032)	8
Encumbrance Liquidation (E020)	2
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	64
Misc Receipt Payments (CA10)	3
General Journal Entry (STCJ)	0

THE CASHIERS/ACCOUNTS RECEIVABLE:

- Activated Summer II (201840) tuition tables.
- Cashiers generated and contacted students on the Spring 2018 unpaid report for "N6" part of term.
- Cashiers in the process of finalizing Summer I/III testing for targeted activation on March 2, 2018.
- Cashiers testing Summer SII tuition tables targeted for activation on March 9, 2018.
- Conducted interviews for Administrative Assistant.
- Extended hours of operation to assist students with the Spring installment due date.
- Generated and contacted students on the Spring 2018 unpaid report for "N4, B2, D7, N13, D2, D3, M3" part of terms.
- Met with IT on resolving Xtender missing component and explained to staff.

PAYROLL AND POSITION CONTROL DEPARTMENTS:

- Updated Payroll Procedures.
- Researching Accounts Payable API's for employee's payroll reimbursement using Accounts Payable.
- Worked on Affordable Care Act state report.
- Payroll processes for the month ending March 31, 2018:

Payroll Re-issue Processed	7
Payroll Cycles	3
Payroll Checks & DD	3,236
TimeClock Plus Access Forms Processed	74
Number of Employees with OT reviewed for OT Memos	465
NOE's Approved	120
Salary Budget Transfer Forms Processed	7 with multiple transactions

Business Office Performance Indicators
Payroll March 2018

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,789	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,129	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 01/16-01/31) SR03	559	Salaried	1
(Waged 02/01-02/15) SR04	574	Waged	6
(Salaried: February) MR02	3,101	**Void Checks Processed**	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	5	Waged	6
Salaried	237	**Replacement Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	0
Waged	47	Waged	6
Payroll Adjustment Worksheets		**Voided Direct Deposits**	
(Additions, Deletions, Changes)	40	Salaried	1
Salaried	64	Waged	0
(Additions, Deletions, Changes)	0	**Hand Cut/PBK**	
Waged	0	Salaried	1
Liabilities Processed		Wages	0
ORP	11	**Checks Processed**	
Annuity	11	Salaried	251
Student Loans	2	Total Net	$ 521,629.80
United Way	1	Waged	485
Child Support	2	Total Net	$ 99,866.30
IRS Levy	0	**Direct Deposit Processed**	
Withholding & FICA	3	Salaried	1,808
Met Life	1	Total Net	$4,949,580.52
Legal Judgement	1	Waged	692

Number of Employees		Deposits Processed	
Social Security Administration	0	Total Net	$ 144,038.18
Reports Processed			
Compass Bank Direct Deposit File	6		
Void And Replacement Check Cycle File	0		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance and Administrative Services Director's meeting.
- Conducted Conference call with Employee Relations Officer.
- Conducted Conference Call with NAH FSM.
- Discussed Equipment from Blimpie with VPFAS.
- Held Conference call with Dixie SmartStock.
- Held Food Service Department Monthly Leader Meeting.
- Met with Human Resources.
- Met with Island Oasis Vendor for new slushy machines at MVC and PCN.
- Met with MVC FSM in regards to Snack Bar layout.
- Met with NAH Staff concerning cashier paperwork.
- Met with Accounting Group Manager on budget for FY18 and FY19.
- Met with Pepsi Vendor concerning multiple soda machines at TECH.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Student Activities and Wellness for event quote for National Grilled Cheese Sandwich Day.
- Collaborated with HR for necessary documentation to resolve MVC Employee issue.
- Completed Risk Assessment Tool.
- Completed Workplace Answers "Respect and Inclusion" online course.
- Composed list of possible equipment to be acquired from Blimpie.
- Finalized "Jerry's Burger Barn" menu for Technology.
- Finalized Closing Procedures.
- Golf Carts for Food Service Department were delivered at MVC, PCN, and TECH.
- Granted PAdmin Access and POS access to new Lead Cooks at NAH.
- Issued move request forms for POS to be installed by IT at MVC G building or snack bar.
- NAH team created new menu for East café lounge.
- Requested FY17 Outsource Vendor Coffee Lounge Financial Reports to benchmark sales at MVC and NAH.
- Requested meeting with Business Office to go over 2019 Budget.
- Requested Reconciliation Report for month of February.
- Requested salary savings be moved into operating at various locations.
- Requested that open POs on vendors not being used be closed and put back into operating at various locations.
- Requested that the cashier at Pecan Campus be re-opened online.
- Researched Peer Colleges that had similar food service operation to send out peer review questions.
- Reviewed Food Services Cashier Job Description.
- Reviewed FY17 Coffee Lounge reports.
- Reviewed Item Totals Report for Technology Café; need to change menu to suit clientele.
- Rolled out Burger Barn Menu at Pecan for test run.
- Rolled out new personal pan pizza combos at Pecan Cafeteria.
- Started brainstorming for new name for NAH East Cafeteria and revised menu to create healthier options.

- Worked a power point presentation for Food Service Department Monthly Leader Meeting.
- Worked on a list of employees needed to obtain their Food Handler's Certificates for their respected city location.

PAUL VARVILLE, CHIEF ADMINISTRATOR FOR DEPARTMENT OF PUBLIC SAFETY

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting concerning Human Resources assistance.
- Attended meeting concerning the Texas Tropical Behavioral Health program.
- Attended meeting pertaining request for additional surveillance cameras.
- Attended meeting pertaining to emergency management.
- Attended meeting to close out the Hidalgo County Elections Department early voting at Pecan and NAH.
- Attended meeting to discuss budget transfer for equipment acquisition.
- Attended meeting to discuss department risk assessment.
- Attended meeting to discuss preparations for the graduation ceremony.
- Attended meeting to discuss Texas Commission on Law Enforcement training.
- Attended meeting to finalize of a Title flyer to be distributed to students and employees.
- Attended meeting to prepare Active Shooter Defense training for faculty, staff, and students.
- Attended meeting to prepare for TV interviews concerning college safety and security.
- Attended meeting to prepare letters to police agencies regarding Clery Act Crimes.
- Attended meeting to provide a response to a peer college request for information.
- Attended meeting to review Clery Act statistics.
- Attended meeting to revise draft o policy concerning freedom of speech.
- Attended meeting to update department procedures.
- Attended meetings to address issues with building surveillance cameras.
- Attended Staff meeting.
- Attended the Administrative Staff meeting.
- Attended the ARMS software meeting.
- Attended the Behavioral Intervention Team meeting.
- Attended the IT assistance meeting.
- Attended the Police patrol duty meeting.
- Attended the Security meeting.
- Attended the Title IX meeting.
- Attended the TLETS meeting.
- Attended the Transit Services meeting.

WORKED ON THE FOLLOWING ITEMS:

- Prepared a PowerPoint presentation for Active Shooter Defense.
- Responded to faculty request for assistance.
- Reviewed police reports.
- Reviewed Title IX cases.
- Revised draft policy for Freedom of Speech.
- Revised police procedure.
- Worked on bond building surveillance camera issues.
- Worked on budget transfer for equipment acquisition.
- Worked on Campus Carry report required by the State.
- Worked on Clery Act database.
- Worked on department risk assessment.

- Worked on Human Resources online training sessions.
- Worked on internal and external event security planning.
- Worked on news article pertaining to safety and security at South Texas College.
- Worked on parking citation appeals, concerns, issues, and permit issuance management.
- Worked on preparations for the Law Enforcement Management Institute of Texas training at the College.
- Worked on preparations for the Texas Commission on Law enforcement regional conference at the College.
- Worked on recommendations of the Texas Tropical Behavioral Health Department.
- Worked on revision of a Title IX flyer to be distributed to students and employees.
- Worked on the Behavioral Intervention Team threat assessment.
- Worked on the investigations in inventory.
- Worked on the office operations.
- Worked on the security manager position description review with Human Resources.
- Worked on the shuttle bus maintenance.
- Worked on the transportation services bus operation.
- Worked on TV station request for interviews concerning college safety and security.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the following meetings: FAS Director meeting, M&O Purchases Review, PASS Program Redesign, Risk Assessment Plan, and Broaddus Furniture Purchases Review.
- Attended the monthly Banner 9 meeting for data owners and discussed recent updates.
- Participated in a pre-proposal conference for RFP 17-18-1026 Technology Campus – Building B Fire Sprinkler Lines Replacement.
- Participated in a pre-proposal conference for RFP 17-18-1027 Technology Campus – Building B Domestic Water Lines Replacement.
- Presented at the Business Office AA Round Up.
- Reviewed and negotiated changes to eleven (11) vendor agreement/contracts.
- Reviewed and updated as needed Department procedures.
- Staff meeting to updated staff on Banner 9, security precautions, and evaluations.

WORKED ON THE FOLLOWING ITEMS:

- The Purchasing Department processed four hundred twenty-one (725) purchase orders, approved four hundred twenty-one (421) requisitions, disapproved one hundred forty-one (141) requisitions, processed change orders for goods and services, completed fifty (50) travel authorizations, and two hundred thirty-eight (238) new/exiting vendor W-9 forms which were created or updated in Banner.
- Prepared the following Request for Proposals (RFP):
  - 17-18-1030 District Wide Audio Visual Installation for Study Works.
  - 17-18-1031 Technology Campus Audio Visual Installation for Multimedia Classrooms.
  - 17-18-1029 New Bond Buildings Information Desks.
  - 17-18-1032 Creative Agency Services.
  - 17-18-1034 Vehicle Maintenance and Repair Services.
  - 17-18-1035 Student Insurance.
  - 17-18-1036 Regional Center for Public Safety Excellence Audio Visual Installation.
  - 17-18-1037 Pecan Campus Rainbow Room Audio Visual Upgrade.
- Conducted Public Bid Openings for:
  - RFP 17-18-1026 Technology Campus – Building B Fire Sprinkler Lines Replacement.
  - RFP 17-18-1028 Metal Products for Welding Programs.
  - RFP 17-18-1031 Technology Campus Audio Visual Installation for Multimedia Classroom.

- The Fixed Assets Department is currently reviewing all assets purchased since March 1, 2018. The asset review process is as follows:
  - Approved two hundred forty-three (243) assets through March 15, 2018.
  - Adjusted fifty-six (56) assets in Banner for the month of March.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department complete three hundred sixty-two (362) deliveries (purchase orders and complimentary books) and four thousand twenty (4,720) packages/boxes. Three hundred ninety-three (393) purchase orders were received and posted in Banner, fifteen thousand two hundred thirty-six (15,236) items were transferred/relocated as per move/set up request forms, and thirty-two (32) faculty/staff moves were completed in March.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $1,102.92, College Connections - $1,184.99, and President's Office - $231.70
  - A total of three hundred thirty-nine thousand seven hundred two (339,702) copies were completed at the copy center for the month of March.
  - A total of eighteen thousand one hundred two (18,132) letters were mailed out and thirteen (13) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a Title IX Meeting.
- Attended A.C.T.A. Academy.
- Attended Banner 9 Administrative Project Status meeting.
- Attended FAS Directors meeting for discussion of Risk Assessment tool.
- Attended Finance, Audit, and HR Board Committee meeting.
- Attended FY18-19 Staffing Plan Preparation meeting.
- Attended Planning & Development Council Meeting regarding Policy 4216-Stands of Conduct.
- Attended Preparation of FY18-19 Staffing Plan Meeting.
- Attended Presidents Administrative Staff Meetings.
- Attended Texas Workforce Commission Telephone Hearing.
- Attended the Brain storm on the Lunch N' Learn Presentation.
- Attended the Comparison/Training for 2018 Faculty Placement Report.
- Attended the IS&P Banner meeting regarding new forms setup.
- Attended the Lunch N' Learn event; topics covered "Diversity in the Workplace", and "Hiring Process Best Practices".
- Attended the Palmview Chamber of Commerce job fair.
- Attended the PeopleAdmin webinar "The Missing Link: How to get People, Positions, and Performance on the Same Page".
- Attended the SHRM-RGV monthly meeting; topic was "Cultural Intelligence".
- Attended the TimeClock Plus Summit in Austin TX.
- Attended the Title IX Meeting for review of Policy 4216-Discrimination, Harassment, Retaliation, and Sexual Misconduct and Title IX procedures.
- Conducted Lunch N' Learn events (2) on Diversity in the Workplace/Best Practices for Hiring Process.
- Conducted Supervisory Symposium Spring 2018.
- Conducted the March HR Team Meeting.
- Contacted HRIS Database Specialist at Davidson College regarding batch EPAF's.
- Get Fit Challenge health/wellness promotion.
- Hosted the PeopleAdmin Grant workflow design meeting.
- Human Resources hosted a Supervisory Symposium at the Pecan Campus.
- Met with VPFAS and legal counsel regarding draft revisions to Policy 4901 and Policy 4904.

- Met with Assistant Director for Human Resources regarding personnel matters.
- Met with Director of CLE Direct Wage CLE Salary Pay Plan revisions.
- Met with Employee Relations Officer regarding personnel matters.
- Met with Grants department regarding hiring proposal workflow development.
- Met with HR Director and Compensation Manager regarding access to Share Point, HR Staffing, and Applications distribution lists.
- Met with IT System Analyst regarding Workplace Answers automation.
- Met with legal counsel regarding case deposition.
- Met with new Evisions point of contact regarding Argos reporting.
- Met with PR and Marketing to test the Administrators site.
- Met with Staffing & Compensation Manager and Staffing Specialist regarding CLE compensation matters.
- Met with Staffing personnel regarding the Spring 2018 Faculty Placement Spreadsheet.
- Met with Title IX Team for case review.
- Met with VPFAS regarding IT-FAS project status.
- Presented the Adjunct Job Fair Proposal.

WORKED ON THE FOLLOWING ITEMS:

- Assisted the Coordinator of Compliance with CBM008 report.
- Created a SharePoint Site for IT – FAS Plan of Action.
- Created Auxiliary Report for Staffing Plan FY-18-19 Budget review.
- Reviewed proposed revisions for Policy 4216-Discrimination, Harassment, Retaliation, and Sexual Misconduct draft.
- Reviewed RFP for Professional Recruitment Services.
- Trained HR Staffing personnel on faculty reports for Policy 4118.
- Worked on Adjunct Job Fair preparations.
- Worked on Administrative & Executive Rosters with IS&P.
- Worked on draft updates to Policies 4901 – Standards of Conduct.
- Worked on Employee Relations cases and reviews.
- Worked on EMT personnel files review.
- Worked on Faculty Placement Report.
- Worked on FAS Division Leave Report.
- Worked on FY18-19 Pay Plan preparations.
- Worked on FY18-19 Staffing Plan preparations.
- Worked on HR Faculty Training Binder.
- Worked on HR forms classification system for distribution to HR Staff.
- Worked on I.T. Action Plan OrgPublister – IS&P History report.
- Worked on internal Form I9 audit.
- Worked on modifying all Argos scripts.
- Worked on MR02 Reconciliation Report.
- Worked on New Hires Report.
- Worked on Payroll calendar updates on HR main Website.
- Worked on PeopleAdmin applicant portal.
- Worked on review of employees with missing information release from data.
- Worked on review of EMT faculty personnel files in preparation of CoAEMSP Site Visit.
- Worked on revisions to search committee email notifications.
- Worked on Special Assignments report and documentation.
- Worked on TCC response to Ellucian regarding position classes.

- Worked on the creation of two new payroll positions: Work Study-TX CC Mentorship and Work Study-TX Adv Mentorship.
- Worked on the faculty part of the IPEDS Fall 2017 Survey.
- Worked on the HR Personnel file workflow procedures for distribution to HR Staff.
- Worked on the job titles definition for the Texas Workforce Commission.
- Worked on training binders for EEO documentation.
- Worked on web content accessibility guidelines for distribution to HR Staff.
- Worked on case files review with ERO.
- Worked on hiring proposals.
- Worked on nepotism reviews.
- Worked on peer Review HR Survey to TX Colleges.
- Worked on policy 4118 Renewal notices for faculty employed within the first year.
- Worked on preparation of training information for EEOC mediation.
- Worked on Public Information request.
- Requested for Quotes for:
  - Advertising & Recruiting Services.
  - Online Training.
  - Job Description Software.
  - Job Description Consulting Services.
- PeopleAdmin systems management:
  - Cases Opened: 6.
  - Cases Resolved: 5.
- IS&P Issues:
  - Tickets Opened: 9.
  - Resolved Issues: 7.
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
- Report Development
  - Internal
    - Faculty salary placement report for the Faculty Senate.
    - Fall Enrollment Survey - Faculty to Student Ratio Faculty numbers for IRA.
    - Position Report to work on FY19 preliminary budgets for the Business Office.
    - Position Report of Administrators (position titles) for Staffing review.
    - Spring Faculty 2018 for Academic Affairs.
    - Faculty Renewal List – Regular faculty with less than one year in position for HR Director.
    - Weekly Staff Posting status from PeopleAdmin prepared for HR Compensation and staffing manager.
    - EEO Applicant Veteran Details report from PeopleAdmin for HR Director.
    - Count of Staffing Plan positions for HR Director.
    - Vacant Administrative and Executive staffing plan positions report for HR Director.
    - FY2018 goals and objectives report for HR Director.
    - Veterans status FY 2018 second quarter report.
  - External
    - Department of Labor employee count at the Pecan Campus in March.
    - Monthly Department of Labor total employees in February.
    - Employee count for Facilities Planning & Construction.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	8
Search Committees assigned/forms requested	33 / 3

Staffing & Recruiting (Staff/Faculty)	
Hiring Proposals reviewed & approved	37 / 0
Job Offers	37 / 1
New Hire Notifications	33 / 0
Vacancy Reports completed	3 / 0
Educational Supplements	3

Staffing & Faculty Staffing/Evaluation			
Positions Filled	27	Positions Posted	7
Resignations	13	Positions Cancelled	0
PeopleAdmin Sys. User Maintenance	27	Adjunct/Dual Credit Applications	5
Staff Email Accounts	20	Intent to Hire	
NOEs		*Adjunct*	1
Full Time Temporary	2	*Dual Credit*	2
Direct Wage	26	Lecturers	1
Trainer (PT)	91	Transcripts reviewed	145
Application Processing		Transcripts entered on database	82
Applications		NOE's	
Staff	348	*Adjunct*	260
Faculty	38	*Overload*	340
Part Time (DW/PT/AD)	21	*Dual Credit*	360
New Hires, Rehires, Transfers	57	Temporary Agency Employees	
Nepotism Review	43	*Request*	2
		Replacements	3
		Assignment Extensions	3

System/Staffing Support			
Position Requests w/ Job Descriptions	28	New Hire (E-Verify)	43
Positions		Audits *Accepted*	48
Posted	24	Audits *Rejected*	25
Re-Posted	2	Banner Updates (PEAMPLE)	44
Extended	12	Form I-9 Requests	2
Cancelled	2	Financial Aid Workstudy review	0
		E-Verify TNC cases	0
		Name Changes on I-9	1
		For I-9 review	14
Records			

System/Staffing Support	
Files scanned & indexed	450
New Hire folders prepared	30
Termed files prepared	21
Boxes to Record Retention	9

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	597	50	TWC Claims	29	4
Fingerprints	254	21	Open Records Requests	7	5
DPS Driver Eligibility Checks	114	12			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations	25	PDR Notifications	226
Internal Transfers	6	Direct Deposit Transactions	
Benefits Credits/Collections	14	*Full Time*	49
TRS Records reported	251	*Direct Wage/Work Study*	19
TRS Prior Yrs of Svc Verifications	0	Resignations	
TexaSaver 457/403B Accounts	0	*Full Time*	7
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	12
Faculty (Adjunct, Temporary)	0	Garnishments	62
Staff (Direct Wage, Part Time)	0	TXOAG Reporting	50
Exits		Under Hours/DOC Worksheets	10
Full Time	5	New Hires, Rehires, Transfers	52
Part Time	0	Name Changes	1
Retirees	0	Address Changes	22
FMLA Requests		Form W-4 Changes	23
New	2	Verification of Employment	
Closed	35	*Forms processed*	32
Workers Compensation Claims		*Letters sent*	0
New	5	*Phone Calls*	25
Closed	7	Cell Phone Stipends	0
Tuition Reimbursement Applications	1	Adjunct Leave Forms	0
Tuition Grant Applications		NOEs	
Employee	13	*Faculty Full Time Regular*	0
Dependent	0	*Lecturer*	0
Sick Leave Pool		*Direct Wage*	116

Benefits & Payroll			
Enrollment	0	*Work Study*	13
Termed	0	*Adjunct*	0
Donations	0	*Overload*	0
SECC-State Charitable Deductions	0	*Dual Credit*	99
Letter/Appointment FT Regular Staff	0	*Trainers*	122
NOE's Staff Full Time Temporary	0	*Fac. Special Assignments, Other*	1
		Fac. Salary Retro-Pay Adj	0
		Fac. Base Salary Pay-Off	0
		Full-time Regular Faculty Pay-Off	0
		New Temporary Lecturers	0
		Special Assignments	6
		Assistant Chairs	7
		Dual Enrollment Faculty	162
		Educational Increase	7
		Mini-mesters	28
		Certification Stipend	0
		PeopleAdmin Transactions	
		Approvals	9
		Hiring Proposals	26
		Payroll Worksheets	19
		Move Request Updates	21

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance and Administrative Services Directors meeting.
- Attended Facilities Planning and Construction staff meetings.
- Attended March Board Meeting.
- Attended March Facilities Committee meeting.
- Attended meeting to discuss Owner-Insite software with OI representatives.
- Attended meeting with College Administration and project teams to discuss Final Completion of projects.
- Attended meeting with Gateway.
- Attended meeting with McAllen ISD for Achieve Early College High School.
- Attended meeting with Purchasing to review remaining balance for M&O non-bond equipment.
- Attended the Bond Mobilization meetings.
- Attended the Facilities Operation Council meeting to review revised project list for FY 2017 and FY 2018.
- Attended weekly Bond Program progress meetings with Broaddus & Associates.
- M&O Equipment List-attended meeting to discuss additional purchases of equipment.
- Mid Valley Campus-performed a site visit to verify status of construction.
- NAHC CLE Conversion-attended Architect RFQ Meeting.

- Pecan Campus Parking & Site Improvements–attended the remaining Substantial Completion Punchlist walk thru on the north side of campus.
- Pecan Campus Sand Volleyball Courts-attended meeting with the Student Activities Department staff and Architect to define project scope, reviewed proposal for the design professional services.
- Pecan Thermal Plant-attended conference call with legal counsel to discuss chiller fire incident.
- Qube Software-attended weekly meeting.
- Regional Center for Public Safety Excellence-attended an IT meeting; conducted site visit.
- SC Logic–attended a conference call to discuss the software's capabilities to see whether it would meet the college's needs.
- Starr County Campus Health Professions and Sciences Building–attended meeting with IT, O&M and NAH staff to discuss installation of headwall units.
- Starr County Campus-attended pre construction meeting for the Emergency Generator project and site visit to verify status of construction.
- Tech Campus-Domestic Water lines Replacement–Sprinkler Line Replacement-attended Bid Review meeting.

WORKED ON THE FOLLOWING ITEMS:

- Conducted Facilities Planning and Construction Project Technician interviews.
- District Wide Automatic Door Openers Phase III–met with Engineer to review scope of work and request proposal.
- District Wide-worked with ISP Department staff to acquire quotes for additional data drops needed in some of the buildings.
- Mid Valley Campus Child Development Covered Walkway-worked on close out document request and review.
- Mid Valley Campus Esperanza Clinic-Gateway installed partitions; relocated furniture to space.
- Mid Valley Campus Health Professions-coordinated upcoming Faculty/Staff moves.
- Mid Valley Campus Library-reviewed latest drawings for mobile shelving.
- NAHC Basketball Fence-worked on plans and quote for fencing around courts.
- NAHC CLE Conversion-participated in the RFQ evaluations for architectural services.
- Pecan Campus Relocation of Information Booth-attended substantial completion walkthrough.
- Pecan Information Technology–requested quote for converting training lab to office space.
- Pecan North Academic Building-worked on classroom to office conversion.
- Pecan STEM Building-punched furniture.
- Pecan Student Activities and Cafeteria Building-worked with Broaddus & Associates on flooring warranty issues.
- Reviewed and worked on additional M&O FFE requests.
- Reviewed and worked on finalizing the building plaque template.
- Reviewed field reports from Garland Roofing for roof installation progress.
- Reviewed invoices, proposals, agreements, and additional services from various Architects, Engineers, consultants, and CM@R companies; Construction Material testing lab reports and invoices.
- Technology Campus A201 & A202-worked on proposed computer lab conversion layouts.
- Technology Campus Domestic Waterline Replacement and Sprinkler lines Replacement-conducted and attended pre proposal meeting.
- Technology Campus Domestic Waterline Replacement and Sprinkler lines Replacement-attended bid openings.
- Worked on amendment to agreement for Broaddus & Associates.
- Worked on developing outdoor furniture plans.
- Worked on drawings and RFP documents for Information Desks.
- Worked on drawings for Information Desks needed for RFQ documents.
- Worked on Final Completions and A/E fee adjustments for the March Board meeting packet.
- Worked on furniture quotes and move requests.
- Worked on March Facilities Committee agenda and packet.
- Worked on Renewal and Replacement quotes from Operations and Maintenance.

- Worked on Space Modification Requests and Move Requests.
- Worked on updating campus maps as requested by College DPS.
- Worked on updating FY 2018-19 Non Bond Construction Budget with Operations and Maintenance staff.
- Worked on updating monthly OCIP schedule as requested by Risk Management Department.
- Worked with Broaddus & Associates on updated project and furniture delivery schedules.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended 2013 Bond Mobilization Team Meeting.
  - Attended an Energy Options Discussion.
  - Attended Mannington Meeting with Ms. Townsend.
  - Attended MVC Emergency Generator Pre-Construction Meeting.
  - Attended MVC Garden Project Meeting.
  - Attended NAH Professions Bi-Weekly Progress Meeting.
  - Attended Pecan N. Academic Building - Site Improvement Substantial Completion Walk-thru.
  - Attended Pecan STEM Final/Closeout Observation.
  - Attended Pecan STEM Generator Start Up Meeting.
  - Attended Pecan Student Union SS Duct Modifications Pre-Install Meeting.
  - Attended Siemens Building Automation Systems Meeting.
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting.
  - Attended STARR Campus Emergency Generator Pre-Construction Meeting.
  - Attended Tech Domestic Water Lines and Sprinkler Replacement Contractor Bid Evaluation.
  - Attended Tech Electrician Meeting.
  - Attended the RCPSE Landscape Bid Meeting.
  - Attended the STC RCPSE OAC Meeting.

- Other Meetings:
  - Attended FM Data Report Meeting.
  - Attended FOC Meeting.
  - Attended Glo Update Meeting.
  - Attended March 2018 Board of Trustees Meeting.
  - Attended the Facilities Committee Meeting.
  - Attended the Finance and Administrative Services Director's Meeting.
  - Attended the Finance Committee Meeting.
  - Attended the President's Administrative Staff Meeting.
  - Held meeting with representative from Cavallo Energy.
  - Held the Facilities Operations Managers' Meeting.
  - Participated in a telephone conference with legal counsel.
  - Participated in MSDSonline Webinar.

WORKED ON THE FOLLOWING ITEMS:

- Operations Contract Department
  - Pecan
    - Installed new bins for spent cooking oil in building U
    - Completed landscaping improvements at building J and K
    - Repaired galvanized pipe fence across building F
    - Installed fire strobes in building K
    - Delivered equipment for parking lot sweeping project, job completed
  - Starr
    - Completed repair of fire hydrants by JF Trenching

    - Repaired roof of building B
  - Tech
    - Relocated fire sprinkler to building B
    - Delivered equipment for parking lot sweeping project, job completed
  - Mid Valley
    - Conducted meeting with Central Fence regarding fencing improvements, awaiting proposals
    - Delivered equipment for parking lot sweeping project, job completed
  - Nursing & Allied Health
    - Installed new bins for spent cooking oil in building B
    - Conducted meeting with Otis Elevator regarding addition and modernization of elevators
    - Delivered equipment for parking lot sweeping project, job completed
  - District Wide
    - Handled typical pest control issues and equipment rentals
    - Conducted a walk-through with TLC of all campus landscaping to address areas of improvement, awaiting proposals

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	186	$1,145.72
Electrical	122	$1,505.32
Energy Management	151	$323.32
HVAC	528	$29,296.01
Locksmith	144	$4,368.41
Painting	34	$1,894.12
Plumbing	117	$8,613.30
Plant Services	1	$6,216.53
Total Cost		**$53,362.73**
General Maintenance	34	
Total Work Orders	**1317**	

- Custodial Department

Set-Ups	223
Moves/Relocations	56

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Academic Council; Risk Manager provided training on Records Management.
- Attended CTE Taskforce Meeting.
- Attended Global Knowledge Training.
- Attended meeting with Title IX Committee on Policy 4216 review and to prepare for presentation.
- Attended meeting with, VPSAEM, Associate Dean for Student Financial Services, Director of Student Records & Registrar, Chief Information Security Officer, and Risk Manager to discuss and perform a Lessons Learned assessment.
- Attended President's Administrative Staff meeting.
- Attended South Texas All Hazards Conference.
- Attended the Ambassadors Cross Training Academy and presented on the department functions.
- Attended Title IX training for faculty and staff.
- Discussed Finance Committee and Board motions with Risk Management Consultant.

- Discussed Records Management Procedures with Academic Affairs personnel.
- Held discussions with Associate Director of Purchasing regarding RFQ for shred bins and Insurance RFP.
- Held discussions with Chief Information Security Officer regarding Cyber Liability Insurance application and destruction of records.
- Held meeting with Project Manager – Accountability to review move/setup request workflow, CTE Taskforce, Travel PI, and Hiring PI.
- Held multiple meeting with Risk Manager to discuss, records management, risk assessment, and insurance property schedule.
- Held Risk Assessment Training for FAS division.
- Met with Accountability Assistant regarding reconciliation process.
- Met with Comptroller regarding financial thresholds for South Texas College related to Entity-wide Risk Assessment.
- Met with Custodial Manager regarding Environmental, Health and Safety program.
- Met with Facilities Planning and Construction staff regarding conference call with SC Logic.
- Met with FAS Executive Administrative Assistant regarding the reconciliation procedures.
- Met with Internal Auditor and Risk Manager to discuss and review insurance coverages.
- Met with IT staff regarding status of move/set up workflow and pilot group.
- Met with VPFAS and Risk Manager to discuss Records Management and Maverick Bins.
- Presented Records Management Training for SAEM Division management.
- With Interim Dean for Dual Credit Program do discuss CTE Taskforce and upcoming Summit.

WORKED ON THE FOLLOWING ITEMS:

- Assisted on the creation of FAS reconciliation procedures.
- Began creating a move/set up manual for pilot group.
- Compiled information regarding the department objectives and status of project for the Director of ARC.
- Compiled reasons/roadblocks for rework for Travel PI.
- Compiled weekly HR staffing metrics and updated cabinet report with new figures.
- Completed required institutional mandatory online trainings.
- Completed the IT Projects Action Plan for Move/Set Up request PI.
- Continued preliminary work on 2018-2019 Insurance RFP and Student Insurance RFP.
- Continued reviewing Travel data, calculated delay time, reasons for rework, and summary based on data analyzed.
- Continued work on institutional policies gap analysis.
- Coordinated/scheduled visit with RCI (Records Management vendor).
- Correspondence with Dean for NAH regarding number of students enrolled (related to Student Medical Professional Liability Insurance).
- Created an accountability assessment questionnaire hiring workflow.
- Created meeting summary based on the move/set up meeting.
- Evaluated the reasons/roadblocks contributing to delay time from job requisition to job posting.
- Finalized work on Records Management Procedures to address accessibility issues and posted manual on ARC website.
- Monitored Banner Workflow for Records Management related requests.
- Performed annual staff appraisals.
- Prepared a comparison spreadsheet for NAH - number of students enrolled (related to Student Medical Professional Liability Insurance).
- Prepared ACTA Presentation.
- Prepared and submitted Builder's Risk report to Carlisle Insurance.
- Prepared document detailing current locations of Maverick bins as well as proposed locations for new Maverick bins and associated costs.

- Researched colleges/ universities policy revision process.
- Researched financial thresholds for Colleges (related to Entity-wide Risk Assessment).
- Researched the management and creation of job descriptions of other institutions.
- Reviewed CTE Task force correspondence.
- Reviewed the Interagency Cooperation Contract for Team Mate licenses and created board motion.
- Revised and reformatted Insurance Property Schedule and Liability Rating Data spreadsheet (for Insurance RFP).
- Revised spreadsheet of new buildings, expansions and renovations for insurance agent and answered corresponding questions.
- Revised the Hiring PI project charter.
- Revised/updated Records Management Procedures.
- Worked departmental risk assessment tool and scheduled training for FAS directors.
- Worked on draft Title IX procedures.
- Worked on special assignment assigned by VPFAS, Policy 4901.
- Worked on Title IX audit action plan items, board motion and crosswalk for policy 4216, and charter/bylaws.
- Worked on Title IX cases and prepared items for committee meeting.
- Worked on Title IX NCHERM Group retainer agreement.
- Worked on Title IX website changes, audit action plan items, prepared crosswalk for policy 4216, training presentation, and flyer/logistics.
- Worked with PR staff to convert documents regarding accountability assessments and project improvement to HTML.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	4/13/18
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2018 THROUGH MARCH 31, 2018

BUSINESS, PUBLIC SAFETY, & TECHNOLOGY DIVISION
MARIO REYNA, DEAN

DIVISION DEAN'S UPDATE:

- Participated in the Tyler Junior College Meeting and Technology Campus Tour – Thursday, March 1st
- Attended the President's Administrative Staff Meeting held at the Pecan Campus – Friday, March 2nd
- Attended the Economic Development Summit held at the Convention Center, McAllen – Wednesday, March 7th
- Visited the Regional Center Site – Thursday, March 8th
- Attended the 2018 Innovations Conference in National Harbor, MD from March 17-21, 2018.
- Participated in the Conversion of BPST programs to competency based – Thursday, March 22nd
- Visited Pecan Campus for updates – Thursday, March 22nd
- Attended the Planning and Development Council meeting held at the Pecan Campus – Friday, March 23rd
- The BPST Career Day was held at the Mid-Valley Campus on Friday, March 23rd organized by Business Administration instructor.
- Faculty and staff attended the Active Shooter Defense Training held by STC Police Department at the Technology Campus – Monday, March 26th
- Participated in the Academic Council Meeting held at the Pecan Campus – Monday, March 26th
- Attended the 2018 South Texas All Hazards Conference held at the McAllen Convention Center – Wednesday, March 28th
- The Women in Technology Event is scheduled for April 19th (evening-public) and April 20th (high school students)

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- Attended the Tyler Junior College lunch meeting at Pecan campus – Thursday, March 1st
- Attended the Tyler Junior College meeting with the program chairs and Deans, also stayed with the visitors on their tour of our Technology Campus – Thursday, March 1st
- Attended the Online Teaching Certification Part A training at Pecan campus – Friday, March 2nd
- Attended the Women in Non-Traditional Careers Symposium at Rio Grande. Able to communicate with several young ladies and advised on career pathways. – Wednesday, March 7th
- Attended our department's Manufacturing Career and Expo, had great speakers and presentations. – Thursday, March 8th
- Attended the heels conference targeting in empowering women. Was able to get in contact with several city leaders and they will follow up with me in attending their school marking events.
- Attended the Blackboard recertification training at Pecan campus.

- Met with Grants office regarding paper work that needed to be finalized for the Gene HAAS scholarships and new STEM initiatives to recruit females. – Friday, March 9th
- Met with Public Relations regarding the She Persisted, She Succeeded campaign, PR took several pictures for this new brochure for the division. – Friday, March 9th
- Instructor attended WISD Central Middle School Career Fair – Friday, March 9th
- Attended the Advancing CTE Program Success Planning Meeting with the Grants office at Pecan Campus – Tuesday, March 20th
- Promoting our upcoming WIT event by sharing it on Facebook and posting flyers on building E – Wednesday, March 21st
- Attended the Women in Technology planning meeting. Will assist Angelita on getting a speaker and nominating more women nominees. Thursday, March 22nd
- Attended the Jaguar Academy visitors on their campus tour, asked other program chairs to be available in their areas so when group went by the Technology Campus – Thursday, March 22nd
- Met with BPST Dean and other program chairs regarding Competency Based programs and what is required to convert two of them. Will follow up on this. – Thursday, March 22nd
- Attended a Career Fair at Castro Elementary in Mission. Spoke to Principal and will stay in touch so we can plan a visit for the students to Technology Campus. – Friday, March 23rd
- AMT instructor participated in the Mid-Valley Campus Career Day – Friday, March 23rd
- Attended the Academic Council meeting at Pecan campus. – Monday, March 26th
- Attended the PASS Program Redesign Committee meeting at Pecan campus. Tuesday, March 27th
- LJ from the FBI agreed to be our guess speaker for our WIT event! – Tuesday, March 27th
- Attended a Community Wellness Fair at Castro Elementary in Mission – Tuesday, March 27th
- Met with Dean to discuss Apprenticeship Programs and the process for this as well as to assign a faculty to take care of this project. – Wednesday, March 28th
- Will be attended the IMTS Expo in September 2018

FACULTY AND PROGRAM CHAIRS ACTIVITIES
ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Participated in the Tyler Junior College Visit to the Technology Campus on Thursday, March 1st
- Faculty attended the "Integration of New Design and Build Technologies" presentation at the TCCTA 2018 – 71st Annual Convention in Frisco, TX, Saturday March 3.
- Attended the Vision, Mission, Values Committee Meeting: Monday, March 5
- Instructor visited: PHTC 2431 Architectural Photography class photo shoot at La Borde House in Rio Grande City, March 7th
- Attended the Persistence Task Force Meeting: Thursday, March 8
- Attended the LOAC Committee Meeting: Friday, March 9
- AEDT Photo Shoot was held on Friday, March 9
- Attended meeting and discussion with Vice President for Academic Affairs to discuss Program Clusters
- Attended the Persistence Task Force collaboration to complete Goals and Strategies: Thursday, March 22nd
- Participated in the Mid-Valley Campus Career Day – Friday, March 23rd
- Attended meeting with TAMUK – STC to discuss MOU: Monday, March 26th
- Attended the STMA meeting and was able to catch up with Pamela from Valley Plastics on the internship opportunity. Tuesday, March 27th
- Attended the Dual Credit Faculty Meeting: Tuesday, March 27th
- Attended the Vision, Mission, Values Committee Meeting: Tuesday, March 27
  Recruiting.

AUTOMOTIVE:

- Program Chair met with Dean of Student Affairs, Director of Career & Employer Services, the owner of Pueblo Tires and sales manager to discuss future student placement.
- Program Chair met with Ford Corporation to discuss STC's Ford Program. Ford Corporation is allowing STC to run its last Ford YAATC in the Fall 2018.

- Automotive/Diesel Technology Program conducted its NATEF recertification for the Automotive and GM ASEP Programs. NATEF evaluators were on campus on March 7, 2018. Results of the Recertification will be in later.
- On March 20th, Automotive/Diesel Technology Program Chair met with students from IDEA Academy. Students received information regarding the Automotive and Diesel Programs, and some of them registered during their visit.
- The Automotive and Diesel Technology Programs were present at the Mid-Valley and BPST Career Day. Diesel instructor gave information to students regarding our programs. Automotive Instructor gave a breakout session on "Changing a Tire" and two Automotive Instructors were present at the BPST Career Day giving information about our programs.

BUSINESS ADMINISTRATION:

- Attended the Rio Grande High School Career Fair on Tuesday, March 20, 2018
- Program Chairs participated in the Mid-Valley Career Day on Friday, March 23rd
- The BA Department held a training to the CBP (Customs and Border Patrol) from 7:30 am to 5:00 pm. M-F at the Technology Campus. – Monday, March 26th
- The BA Department held its first Career Fair at the Cooper Center with the participation of 18 companies. Students from the BA degrees made presentations of different classes projects. – Tuesday, March 27th
- Attended Vanguard Mozzart Secondary Career Fair to promote the BA and HR programs to students.
- The Business Administration Program will host their 1st Career Fair and Student Showcase 2018 event at the Cooper Center on Tuesday, March 27, 2018
- The Business Administration Program will host their 1st Career Fair and Student Showcase 2018 event at the Cooper Center on Tuesday, March 27, 2018
- The department will be hosting the NAFTA event on Friday, April 20th

DESIGN & BUILDING TECHNOLOGY:

- ELPT Program Coordinator visited Starr County campus and met with Campus Administrator to discuss outreach efforts to community on providing electrical training to students. March 1, 2018
- Electrician Assistant instructor attended career fair in La Grulla Tx. For outreach purposes. March 1, 2018.
- Program Chair presented and showcased the DBT programs to a group of administrators from Tyler Community College. March 1, 2018.
- Program Chair attended Vision – Mission – Values Committee on March 19, 2018 to revise/recommend a new statement for South Texas College at the Pecan Campus. Attendee
- Construction Supervision instructor attended Women in Technology Planning Committee meeting at the Technology Campus on Thursday, March 22, 2018.
- Electrician Technology faculty completed the "rough-in" for Habitat for Humanity home in Pharr, Texas. March 20, 2018.
- DBT Departments participated in a career fair sponsored by Mid-Valley Campus on Friday, March 23, 2018. All programs highlighted their programs to recruit students.
- HVACR Department hosted HVACR Expo on March 22, 2018 at the Technology Campus. Various vendors and subcontractors, students, and faculty participated at the event.
- Program Chair attended Vision – Mission – Values Committee on March 27, 2018 to revise/recommend a new statement for South Texas College at the Pecan Campus.
- DBT Faculty and Construction students participated in Valley Building Officials Association event at the Technology Campus, March 27, 2018.
- Program Chair and Construction Supervision instructor met with South Texas College Grants Office to work on a grant application that is due on March 27, 2018. The grant will allow students to register for a semester and enroll in 1st semester course for Electrician Technology, HVACR, and Construction Supervision.
- Construction Supervision instructor participated in a career fair sponsored by Van Guard Institute on Thursday, March 28, 2018. All programs showcased their programs to recruit students.
- CEO of balancebook and Executive Director for the John Maxwell team will be at the Pecan Campus on April 4, 2018 from 11:30 to 12:30 as a guest/motivational speaker.

DISTANCE LEARNING AND VIRTUAL CAMPUS

ANA PENA, DIRECTOR

DISTANCE LEARNING MEETINGS

- Banner User Group meeting to discuss patches updates and errors for banner 9.
- Demo meeting with EesySoft software to evaluate a reporting and monitoring user interactions within Blackboard for retention purposes.
- Met with Paralegal Department staff to discuss lecture capture options using devices currently owned by the department. It is my recommendation that regardless of the capture device, the simplest upload method would be to use Blackboard Collaborate as the recording platform and repository.
- Participated at the College-wide Committee "Vision, Mission, Values", March 5, 19 and 27.
- Meeting with Portfolium
    - LTI installation on production server of Blackboard for Nursing Department.
- Distance Learning Helpdesk – 24/7 Support
    - Meeting with Blackboard to finalize contract
- Academic Council
    - Presentation on ILP
- President's Administrative Staff Meeting
    - Presentation on ILP and JagMobile
- Distance Learning met with Assistant Dean of Bachelor Programs to discuss the competency based template for all BASOL courses.
    - BASOL courses are divided by all Instructional Designers for redesign.
- Meeting with VP for Student Affairs and Enrollment Management
    - Persistence Task Force – create four major goals to look as for persistence
        - Distance Education, FTIC, CTE and Part Timers.
- Distance Learning met with Assistant Dean of Bachelor Programs to discuss the competency based template for all BASOL courses.
    - Discussion on final master template for all BASOL courses.
- Meeting with HIS grant Director to discuss the grant component #3.
- Participated at the College-wide Committee "Vision, Mission, Values", March 19.
- Meeting with VP for Student Affairs and Enrollment Management, March 8.
    - Persistence Task Force – create four major goals to look as for persistence
        - Distance Education, FTIC, CTE and Part Timers

PROJECTS

- Month of March– Summer/Fall 2018 Registration
    - Phone/Email – 6,000 contacted students
- Distance Learning First Time Online Student - Orientation Pilot Course
    - Working with IT to get error resolve for summer courses.
- Course Development
    - BASOL
        - Updating master template.
    - Course Reviews
        - 6 courses
- ILP & Mobile Project
    - New integration with banner and Blackboard so that we can have a two-way communication with Blackboard and banner.
        - Blackboard sending final grades over to banner.
    - Presentations
        - Academic Council
        - President's Administrative Staff
    - Pilot group created for Summer I 2018
        - Kickoff meeting in April.

- Distance Learning Distance Learning assisted with Hiring Committee for the following departments:
    - Physical Science Department
    - IS&P Department
- Distance Learning Job Descriptions
    - Updated several job descriptions for the proposed staff positions.
- Distance Learning Symposium 2018
    - Weekly meetings
        - Brainstorm theme
        - Colors
        - Budget
        - Keynote
        - Location
        - Sessions
- Status Report for Division Deans
    - Continue working on developing status report for Division Deans as to number of online faculty who have completed their only certification. Report is given each month to the number of faculty pending Online Teaching Certification in order to be able to teach online for the Fall 2018 semester.

DISTANCE LEARNING – TECHNOLOGIES

- **Blackboard Learn**
    - DELTA Program
        - Provided support for DELTA program.
    - Blackboard Learn SaaS - Known Issues
        - Locking Left side Menu for standardization
            - Pending fix.
    - Cross list requests for Spring 2018 for minimesters
        - 10 courses
    - BASOL program
        - Support errors with competencies
        - Assistance with 8 incomplete courses
- **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.
            - Costume reports created to help faculty have better student retention.
- **Distance Learning Helpdesk**
    - Numbers for the month of March
        - Students/Faculty Chats: 155
        - Students/Faculty Tickets: 214
        - Helpdesk phone calls: 621
- **Trainings/Workshops**
    - Face to Face Trainings – Location: A -121
        - Blackboard Certification
            - 10 faculty/staff
        - Online Teaching Certification
            - 15 faculty/staff
        - Blackboard Re-Certification
            - 19 faculty/staff
    - Online Trainings
        - Blackboard Certification
            - 26 faculty/staff
        - Blackboard Collaborate ULTRA
            - 4 faculty/staff
    - Workshops
        - Promoting Distance Learning Department
            - La Grulla HS Program Fair

        - Roma HS Program Fair
- Professional Development
    - Distance Learning Retreat
        - Held a Distance Learning Retreat to improve customer service and to review the departmental goals and objectives on March 20. The Office of the Professional and Organizational Development conducted a Customer Service workshop for all the department staff to ensure that every one at the department is aware of the Customer Service Standards and Principals.
    - NODA IV Conference
        - Promoting South Texas College Online degrees at Kansas City.
    - Texas Distance Learning Association Conference
        - Fast Track to Successful Course Design
        - Changing Course from "Self" to "Collaboration" in a Self-Paced World
        - Rio Grande Valley Regional Group Meeting
        - Using Learning Analytics to Optimize Student Institutional Effectiveness
    - Webinars
        - Blackboard Learn Roadmap, Blackboard Collaborate Roadmap, Using Wikis as a collaborative tool for online student engagement.

➢ **Student Success Activities:**

- Below is a breakdown of student contacts and advisement activities for the period.

Type of Service	Number of Students
General Advising:	445
Distance Learning Walk-Ins:	7
Telephone Contacts:	203
Virtual Campus Advising Email:	232
Registration Emails	6,000
Total:	***6,887***

LIBERAL ARTS AND SOCIAL SCIENCES DIVISION
DR. MARGARETHA BISCHOFF, DEAN

DIVISION DEAN UPDATES:

- A meeting was held to discuss the ERP initiative, which offers an opportunity for holistic placement for high school students according to a heuristics model provided from a California based data provider company.
- The Dean attended a well thought out presentation by retiring David Shepard who presented on the brain and its peculiar abilities.
- The Dean conducted several interviews with Political Science candidates.
- Two pathways Core Team Meetings were organized to help complete questionnaires required for Pathways institute 4, which the Dean will be attending as part of her duties in the Developmental Reading and Writing Department.
- The Dean attended an admissions policy meeting on the new admissions requirements for the Physical Therapist Assistant program. A new test, the HESI, will be used to better screen applicants for their potential to succeed and language arts passing requirements are 75%, an 11th grade reading level.
- The LASS program chair meeting discussed several matters concerning the LASS program chairs. Among other things, the discussion evolved around grade appeal procedures, the DTLA nominations, the need for Memos for everything, and update of PLO and CLO reporting needs, the faculty job description, disappointing CCSSE results, the uniform class time changes.

- A Lunch and Learn event was held to update supervisors on best Equal Opportunity hiring practices.
- Extensive search interviews were held for the Associate Dean for Student Rights and Responsibilities, which several very qualified candidates.

- The Planning and Development Council provided interesting presentations on Active Learning Classrooms, Texas 60x30 data, a discussion of Title IX resource guidelines, Policy 4216, and the draft agenda for the Career and Readiness summit
- Representatives from the Music Department and Kinesiology Departments attended a walk through at Lincoln Middle School to access possible need for their facilities.

DEPARTMENT OF PSYCHOLOGIAL SCIENCE:

- Ms. Melanie Espinoza attended a career fair at Hidalgo High School that was structured so all presenters had their own classroom and students attend three different sessions, according to their own selection based on their career and education goals.
- The first edition of the event "Department of Psychological Science: Faculty Profile" was hosted at STC Starr County Campus Auditorium with guest speaker Dr. Linda Jackson, Psychological Science Faculty from the Pecan Campus. She elaborated on why she chose psychology as her major, her research interests in psychology, and how she uses psychology in her everyday professional and personal life. The purpose of this event is for STC Starr County Campus students to meet psychological science faculty from Pecan and Mid-Valley Campuses. Every fall and spring, this event feature a different psychological science faculty member.

- Psychological Instructors, Eli Sarabia and Alex Sarabia, participated at the STC Program Fair at Rio Grande City CISD's Grulla High School. They passed out brochures of the psychological science department, had the models of the human brain for students to look at, and provided information to potential STC students and psych science majors on the psychology courses offered at STC, the degree plan, career options in psychology, and answered any questions.

- The Starr County Campus Psychology Club exercised their right to vote at the Starr County Courthouse. Posters were created by the club officers for a social media awareness campaign on the importance of voting.

- The Starr County Campus Psychology Club volunteered at the Starr County Youth Fair from 7:00 – 11:00 PM. The psychology club members were stationed at the entrance and exit of the Youth Fair stamping people on the wrists as they left (in case they want to return) and allowing those with the stamp to go in. The stamp allows people to leave the premises and return later in the day (if they would like) without having to repay or make line to enter. The students were also in charge of traffic control, greeted and dismissed attendees, posted posters about youth fair sponsors and fair maps, and assisted in any other way they were needed.

- The Starr County Campus Psychology Club attended the 90th Anniversary of the Roma-Miguel Aleman International Suspension Bridge. The ceremony took place by the bridge with many community leaders present, including the mayors of both border towns who provided remarks.
  - Mr. David Shepard, Associate Professor presented the fourth of five lectures in the series, ***Brain Matters***. Mr. Shepard shared insights on *Preventing Psychological Problems: Staying Sane in an Insane World*. The large classroom was filled to near capacity with enthusiastic listeners.
  - Alex Sarabia was invited to participate in Roma ISD's Roma Middle School Career Day. He spoke to hundreds of students, from 6th-8th grade, about his career as psychological science instructor at South Texas College and Licensed Professional Counselor (LPC).

- The Starr County Campus Psychology Club hosted its 5th meeting of the spring 2018 semester from 4-5pm and about 40 members attended. The theme of the meeting was appreciation—members were presented with certificates for participating in Adopt-A-Highway Trash Pickup and for getting sponsors for the club calendar fundraiser.

- The Starr County Campus Psychology Club picked up the 2018 club calendar from the company that printed it. With approval of campus administrator Dr. Arturo Montiel, Club Officers placed the calendar in all bulletin boards of Building E (academic building/classrooms) as well as in other buildings of STC Starr County Campus to help promote the sponsors that are featured on the calendar (community leaders, judges, stores, restaurants, attorneys, and other businesses).

- The Starr County Campus Psychology Club volunteered at Rio Grande City's Paseo Del Arte (formerly known as Keepin' It Rio Art Walk) for the 6th consecutive year. Paseo Del Arte will be hosted 3 times a year (March, April, and May) showcasing talented local artists and photographers. There was a photography contest with the theme of pets. This event was open to the entire community---there was food, music, and entertainment.
- the Starr County Campus Psychology Club attended Rose Benavidez's Campaign Kickoff and Fiesta. Rose Benavidez has been the Starr County representative to the STC Board of Trustees for several years, replacing her father the legendary Manuel Benavidez Jr. Rose Benavidez has been supportive of Starr County Campus Psychology Club events throughout the years, often times attending the club's signature events hosted on campus and providing opening/closing remarks. She has also been a judge on three occasions of Starr County's Got Talent and a panelist of Starr County Role Models Get Inspired Conference. The election for Starr County Board Position is May, and this event's purpose was the official campaign kickoff to inform the public that she will be running and what her platform is. There was food, music, and entertainment at La Borde House, which was the location for it.

- Various STC departments had an informational table, and the Sarabia Brothers represented the Department of Psychological Science. They distributed brochures of the psychological science department, had the models of the human brain for students to peruse, and provided information to potential STC students and psychological science majors on the psychology courses offered at STC, the degree plan, careers in psychology with different degrees (associates, bachelors, masters, doctoral), and answered any other questions students had. Last week they were present at Grulla High School's STC Program Fair, and the last one for this spring, will be at Rio Grande City High School on March 20th. The purpose of these program fairs is recruitment to STC and to specific majors. Other departments present included Education, Nursing, Business, Welding, Occupational Therapy Assistant Program, Electrician Technician, among others.
- Alex Sarabia was invited to participate in Roma ISD's Roel & Celia Saenz Elementary School's Career for 2nd time. He spoke to hundreds of students, from Prek-5th grade, about his career as psychological science instructor at South Texas College and Licensed Professional Counselor (LPC
- the Starr County Campus Psychology Club participated at the South Texas College Starr County Campus ADA (Americans with Disabilities Act) Awareness and Transition Fair. The purpose of this event was to inform the students with disabilities from the Starr County High Schools (Roma, Rio Grande City, La Grulla) about the assistance options available to help them transition from high school to college.
- The Starr County Campus Psychology Club attended a suicide awareness and prevention presentation hosted by Border Region Behavioral Health Center of Starr County. The presenter, Jackie Villanueva (Assistant Program Administrator & Suicide Prevention Coordinator at Border Region Behavioral Health Center of Laredo—pictured below with the Starr Psych Club), elaborated on the difference between suicide and self-injury, fact or fiction statements on suicide, risk factors, prevention, and resources available to help those who have suicidal ideation and/or history of previous suicidal attempts.

- Alex Sarabia, STC Psychological Science Instructor, presented on "Stress- Causes, Effects and Management" during the TMC (Teaching & Mentoring Communities) Rio Grande Valley Spring In-Service Training at KC Hall in Rio Grande City from 3:30-5:00 pm. There were over 180 attendees (childcare providers, teachers, teacher aides, etc. from Starr & Zapata Counties). Mr. Sarabia elaborated on what stress is and the sources of stress (such as daily hassles, catastrophes and significant life changes), the effects of stress (on our health, body, mind, and behaviors), and differentiated between unhealthy (like smoking, using alcohol/drugs, procrastination, isolation, taking out stress on others, over/under eating) and healthy (exercising, listening to music, deep breathing, meditating, reading/writing, getting a massage, talking to someone) ways of reducing stress.

- The Starr County Campus Psychology Club hosted its 6th meeting of the spring 2018 semester from 4-5pm and over 30 members attended.

- The Starr County Campus Psychology Club attended the talk by Dr. Sandra Ledesma (STC Education Faculty) on her book "Bombolai" sponsored by the Library Department. Dr. Ledesma elaborated on her personal and educational background, reasons why she wrote the book, and read some fragments from the book to the audience.
- The Starr County Campus Psychology Club attended Rose Benavidez's Candidate Meet & Greet Event at Rio Grande City's Lopez-Tijerina Courtyard. There was food, music, door prizes, and a photo booth. Alex Sarabia interviewed college students in attendance for a Facebook Live Video Transmission on why they think voting is important.

- The Psychology Club participated in the Fire Engine Pull on **March 31st.** Weslaco Fire Department hosted the event and it was held at Weslaco Stadium. The event was held to raise money for Special Olympics, which will be held at Weslaco Stadium later this month. Our club was able to get a sponsor for the $300 entry fee. The club was able to enter the competition and came in 3rd overall. The event was mentioned in the monitor and club was recognized for their hard work and dedication.

- The ASCEND club traveled in charter buses for our annual College Transfer Tour. Students traveled to Texas A&M University in Kingsville and Corpus Christi. The tours allowed first hand insight on the opportunities available to them as students. Students observed the facilities, were informed about the campus strengths, and where to find scholarships and tutoring. It was a success as always.
- The Starr County Campus Psychology Club volunteered at City of Roma's 6th Annual Easter Egg Hunt at Roma Municipal Park from 9:30am – 12:00pm. Starr Psych Club members helped out hiding the Easter Eggs throughout the park from 9:30-10am before the event started. From 10am-12pm, Starr Psych Club was stationed in a booth in charge of a game that kids could stop by and play to get prizes. Many different vendors and local school organizations and businesses had booths. There was food, music, and pictures with Easter Bunny. A fun morning united the Roma Community.

- The Starr County Campus Psychology Club hosted its 10th Starr County Mental Health Awareness Conference at the STC Auditorium in Rio Grande City from 4:00-5:00 pm. David Shepard, STC Psychological Science Faculty, presented on the topic of "Staying Sane," elaborating on bullying, suicide, reinforcement/punishment, phobias, and mental health over all. Throughout his talk, Mr. Shepard showed a few interesting video-clips, including how social media can be used to bully others and Oprah Winfrey sharing how she was suicidal as a pregnant teenager. It was a very informative conference, open to all STC students and the community, free of charge. Over 100 people attended. Alex Sarabia, STC Psychological Science Faculty, provided closing remarks—and presented Mr. Shepard with a Certificate of Appreciation.
- The STC Counseling Department along with UTRGV hosted a Campus Suicide Prevention Training for the Starr County Campus Psychology Club from 4-6pm. The overall goal of the Campus Suicide Prevention Training is to raise awareness of suicide as a critical but preventable issue among individuals. The training addressed the numerous risk factors faced by various groups including the general population, students, veterans, law enforcement, GLBTQI, students, children and adolescents, faculty and staff, as well as health providers. Most

importantly, the training provided guidelines on recognizing signs and symptoms of distress that can lead to suicide and how to address them with the individuals at risk.

- The Starr County Campus Psychology Club attended the Rio Grande City 2018 State of the City Address at RGC City Hall from 6:00-8:00 PM. Rio Grande City Mayor Joel Villarreal provided an overview of the major city achievements in 2017 and the exciting plans for 2018 regarding the economy, businesses, education, community events, etc.—and showed video clips highlighting past achievements and future plans. Rio Grande City Mayor Joel Villarreal publically thanked the STC Starr County Campus Psychology Club during his speech for continuously volunteering in the community
- South Texas College Mid-Valley campus is starting a Psi Beta Chapter through the Department of Psychological Science at South Texas College. It was through diligent work by Pedro Cantu (spearheaded the paper work), Janene Israel (pushed for signatures from President), Yvonne Chapa (scheduling and PR), Liza Veliz (helped with her experience and guidance) and Sandra Moreno (input on flier design) that we were able to meet the deadline required to start our chapter here at Mid- Valley Campus. A team effort made this possible. The requirements for full voting membership state that the GPA cut-off for full time students (11 units or more) shall be no less than 3.5 overall cumulative GPA. Furthermore, all students who are applying for charter membership in Psi Beta at South Texas College (Mid-Valley) campus will have earned a minimum of 12 units overall, with no less than a 3.5 overall cumulative GPA, have earned no less than 3.5 in psychology courses, and have passed at least one general psychology course with a B or better. With that being said, we are glad to announce to our fellow colleagues that our chapter agrees to comply with all the requirements set forth by the national Psi Beta organization. Our chapter will have an induction ceremony on September 11 to welcome our new students to the Psi Beta Chapter.

Advisers: Pedro Cantu & Yvonne M. Chapa
Induction: September 11, 2018
Time: 4:00pm-5:30pm

DEPARTMENT OF CRIMINAL JUSTICE AND SOCIAL SCIENCE:

- Assistant Professor Wendy Branwell is discussing among local Lipan Apache tribe members their interest in developing a language revitalization program. In addition, Ms. Branwell volunteers at PAWS Animal Shelter in McAllen, and has agreed with the agency to coordinate a supplies drive for sheltered animals in need.
- Assistant Professor and Department Chair James Blair, Instructor Oscar Garza and Instructor Homar Venecia attended the Joint Task Force briefing: "Operation Big Rig: They're Humans, Not Cargo" on March 20, 2018.

- Criminal Justice instructor Oscar Garza reached out to City of Roma Police Department Chief of Police Jose Garcia about a student fundraiser activity. Garza and his students requested that they wash police cars for 15 dollars each. All proceeds would go toward field trips, uniforms and equipment students need to extend their experience and knowledge of law enforcement.
- The Social Work club at South Texas College hosted a guest speaker of MADD (Mothers Against Drunk Driving) on March 7th at the MidValley Auditorium. The speaker presented goals, contributions and operations information to the students and community. Social Work Club T-shirts were also distributed.
- Dr. Sylvia Flores, president of Alpha Delta, opened a new chapter at Ivy Tech. An induction ceremony is shown in the following photo
- Alpha Delta members collaborated on a paper to be presented at the Engaged Learning Conference at UTRGV.
- Sociology, Social Work and other programs met last Wednesday, 28 March, in H building, Pecan Campus, to discuss plans for this week's "Cesar Chavez March for Justice". (See flyer below about the April 5th March.)
- The Social Work Club held a fundraiser after Spring Break. It sold sliced pizzas and soft drinks raising sufficient funds to make 71 Easter baskets for the STC Day- Care Center. On Wednesday morning, March 28, the club surprised 71 happy children with their Easter baskets.

DEPARTMENT OF COMMUNICATION ARTS:

- Public Speaking Club held their meeting on March 21, 2018.
- Dr. Rosalinda Cantu received a letter of commendation for Andrea Fuentes from the American Advertising Federation

DEPARTMENT OF EDUCATION/COLLEGE SUCCESS DEPARTMENT

- On Thursday, March 8, the College Success/Education Department participated in the Roma High School College and Career Fair. This was a great opportunity to promote South Texas College, the College Success, and Education Department
- On Thursday, March 8, 2018, Dr. Juan R. Ramirez and Dr. Lilly Moreno participated in the Mercedes ISD Harrell Middle School College and Career Day. Dr. Ramirez and Dr. Moreno, Education Department instructors participated in this event.

- Dr. Sandra Ledesma participated in STC's Jovita Gonzalez Women's History Month Lecture Series. Dr. Ledesma visited the three academic campuses to present her book, *Bombolai*, a collection of short stories from her life and childhood. Students, faculty, and staff had the opportunity to listen to Dr. Ledesma's anecdotes and inspiration to write this book.

- Dr. Juan R. Ramirez and Dr. Sandra Ledesma chaperoned Dream Catcher's students to their annual college tour field trip. Over 60 students attended the trip and had the opportunity to tour Texas A&M University-Kingsville and Texas A&M University-Corpus Christi. Students listened to presentations about transfer, housing, and financial aid available. This was a great experience for students because many expressed interest in attending those universities.

- Dr. Ramirez attended Rio Grande City High School College Transfer Fair. The Education/College Success Department and other South Texas College Departments participated in this important event. Students had the opportunity to visit different STC department tables to inquire about programs. Students also asked about financial aid and general admission questions.

DEPARTMENT OF HUMANITIES

- The Assistant Dean of Humanities continued working with the "Vision, Mission, and Core Values" Review Committee – nearing completion of a first rough draft
- The Assistant Dean of Humanities continued working with the STC Texas Pathways Project Team, on the Institute 4 advance work (Developmental Education, and Dual Credit, mapping) – advance work nearly complete
- The Assistant Dean of Humanities continued working with the Starfish Academies Cohort design team – progress surveys and attendant procedures are nearing completion

- The Assistant Dean of Humanities continued working with both the Learning Outcomes Assessment Committee, and the Taskforce for the Assessment of Core Objectives – Humanities Area PLO's are complete (with one exception); Core Objectives assessment rubrics have been drafted
- The Assistant Dean of Humanities continued working with the HB-2223 Co-Requisite pilot team and 3 year plan – enrollment has begun for Fall 2018, in which we are aiming for 25% of our Development Reading and Writing students to be co-enrolled in a specific academic course

DEPARTMENT OF FINE & PERFORMING ARTS

NURSING AND ALLIED HEALTH

DR. JAYSON VALERIO, DEAN

DIVISION DEAN'S REPORT:

- The Dean joined the PASS Program Redesign meeting - March 5
- A first of its kind, the Dean led a visit to Grulla High School was conducted as the different Nursing & Allied Health Programs hosted a Program Fair. There were a total of 102 high school students of all grade levels that went up and made a connection with at least one program present – March 6
- A Program Fair was also held in Roma High School, where a total of 241 high school students of all grade levels that went up and made a connection with at least one program present as well – March 8
- This month, the Dean completed quarterly progress report for the LVN Grant
- The Nursing & Allied Health programs visited the Rio Grande High School to present information on what the college has to offer to the 138 high school students that came to attend. The College Connections team reached out and want to continue working with us to create and maintain a college-going culture in those communities - March 20
- The Dean attended an Admissions Policy Review Committee to review all proposed changes to Physical Therapist Assistant admissions criteria - March 20
- The Dean presented a presentation regarding the VN Program: Journey from Out of Complacency held at the Rainbow Room to all STC personnel assigned to Carl Perkins Grant - March 21
    - Project Heal2_Executive Leadership. Met regarding Nursing Pipeline from College to Career
- The Dean held its monthly Program Chairs' meeting - March 21
- He attended EMT Program Faculty Meeting - March 22
- The Dean attended the Supervisory Symposium to stay updated on current information regarding HR Benefits and ER functions -March 23
- The Dean attended the Planning and Development Council Meeting - March 23
- Attended and oversaw the EMT Program Advisory Committee Meeting - March 23
- The Dean facilitated a meeting for all the Faculty and Staff Secretaries to discuss the needs of the different programs to brainstorm possible solutions to any issues being brought up - March 26
- Throughout the month, the Dean continued to hold meetings to ensure the success of the various Grants such as the JET Grant, NIG Grant, Community Health Project Grant, and NSRP Grant

- The Dean was invited to be a guest speaker by the Texas Workforce Solutions and talked about the nursing shortage and its impact in the Rio Grande Valley region. The event was attended by Mr. Jim Darling, McAllen Mayor, the different local healthcare industry partners, and the healthcare higher educational institutions like STC, UTRGV, TSC, TSTC, and TCHP - March 28

PROJECT MANAGER REPORT

- Throughout the month, the Project Manager has been hosting Nursing and Allied Health campus tours of the new building
- Project Manager has continued to attend all Bond Meeting held on Mondays to be up-to-date on Bond Building concerns and progresses. She has also been a strong advocate for the NAH Division regarding the progress of class schedules in the different campuses
- Project Manager has been working with different departments on finalizing the apartment so it can be ready for student use
- The Project Manager continued to work on finalizing all that was still needed to complete the transition of faculty and staff to the new Nursing and Allied Health Building B, as well as documenting any further changes that are needed to ensure a continued smooth transition for the students going to class in the new building
- The Project Manager diligently worked on and submitted the JET Grant quarterly report during this month
- She has been preparing for the upcoming Ribbon Cutting Ceremony for Starr Campus occurring April 5
- Along with the Simulation Coordinator, the Project Manager held meetings to discuss the preparations needed for the site visit and tour of the Superintendent of the Vann Guard schools
- Project Manager has been overseeing site issues.
- She hosted Tyler Junior College Administration and give a tour of our Simulation Hospital - March 2
- She conducted NAH Campus Tour for the newly hired personnel - March 22
- The Project Manager attended Lunch N' Learn Series to learn more about diversity in the workplace and the best practices for hiring employees - March 23

PATIENT CARE ASSISTANT PROGRAM

- This month, three of the faculty were sent to a conference to learn more about caring for people suffering with dementia. The work they learned is profound and cutting edge They will eventually become certified in this training to help reform basic nursing care in our nursing homes in the Valley. "Our objective is to have all PTCA faculty certified as trainers and to pass these caring attributes to our students and peers." –Sharon Rice, Program Chair
- Students in this program participated in an activity utilizing food to recreate models of wounds, providing an entertaining hands-on experience that helped them learn the structure of different types of wounds.

EMERGENCY MEDICAL TECHNOLOGY PROGRAM

- The Emergency Medical Technology Program has been holding preliminary meetings in preparation for their upcoming accreditation in April
- The EMT Program held its semester Advisory Committee Meeting to review the goals of the program, what has been to work towards the goals, and what adjustments could be made to further reach success in achieving them - March 23
- Oscar Cortez obtained his Masters of Science Degree in Emergency Management from Capella University - March 31

PHARMACY DEPARTMENT

- We are extremely proud to announce that the ASHP/ACPE has approved our Pharmacy Technology program its continued accreditation! Although it was not an easy feat, through the leadership of Dr. Garza and the collaboration of her department and staff, the department was able to achieve this once again!
- The Pharmacy Technology Faculty treated the students to a pizza lunch

ASSOCIATE DEGREE NURSING AND RESPIRATORY CARE PROGRAM

- The Respiratory Therapy and ADN students worked together for the interprofessional healthcare education collaboration. All the students who participated working hard on their presentations, making the fifth year of this tradition a great success.

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

- Students have been effectively utilizing the Apartment Simulation to further enhance their training with caring for patients in a daily living situation by recreating the different possible scenarios in the various rooms in the newly simulated daily living space in the new NAH building
- The OTA Program students participated in a Skype session with Amy Lamb, OTR, PhD, President of the American Occupational Therapy Association. The topic was Leadership and Advocacy in Occupational Therapy. The event was held at UTRGV in collaboration with the UTRGV OT program students - March 21
- Advocacy is a significant part of both OT and PT professions. As instructors to future OTAs and PTAs, it is vital to demonstrate to students the importance of participating in various outreach community service activities. March 21, is known as World Down Syndrome Day; therefore, OTA and PTA students collaborated to raise awareness by showing their mismatch or printed color socks to support the Lots of Socks Campaign. The faculty encourages both OTA and PTA students to continue to seek opportunities to advocate for their professions and for those they serve - March 21

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES

- The HMAS Program celebrated AHIMA's 29th annual Health Information Professionals (HIP) Week with this year's theme "Our Future is Bright". During HIP Week, health information professionals engage in focused activities within their organizations and the community to raise awareness of the important work we perform. Health Information management professionals understand clinical and financial data as well as information governance and data management that impact the healthcare experience for patient satisfaction, safety, and quality services. It was important for our future graduates to hear firsthand from industry guests, what qualities, characteristics, skills, and job opportunities are available in our area. Also, as the primary advisor for the HMAS Student Club, a pot-luck luncheon took place where first year students meet and greet second year students and network with our industry guests. Lastly, Dr. William Santana was also invited to provide Bachelor degree information about the Medical and Health Services Management Program to our Associate HIT students graduating this May - March 19
- The HMAS Program was represented at an STC Starr County Connections event at Rio Grande City High School, where they set up an information table - March 20
- Health Information Technology (HIT) Practicum Class of May 2018 presented at the Rio Grande Valley Health Information Management Association (RGVHIMA) local chapter professional association on Healthcare Disaster and Recovery Planning. Students participated as a practicum project and presented their content to meeting attendees - March 23

MATH, SCIENCE, AND BACHELOR PROGRAMS

DR. ALI ESMAEILI, DEAN

DIVISION DEAN'S REPORT:

- Dean, MS Assistant Dean, Biology Program Chair attend Tyler Junior college and South Texas College signing ceremony.
- Dean and MS Assistant Dean attended the TSI Committee meeting to review progress on INRW co-Requisite courses and discuss progress with Developmental math courses.
- Attended South Texas Health Care Sector Partnership
- Attended South Texas IT Sector Partnership meeting
- Participated in National Science Foundation (NSF)and Hispanic Serving Institutions (HSI) conference call

- Attended inaugural Transfer Summit with UTRGV and Texas A&M-Kingsville
- Attended meeting with faculty and staff from Tyler Junior College
- Attended Title IX Training Session
- Participated in reviewing the National Science Foundation (NSF) grant
- Dean, Development Math Program Chair, MS Assistant Dean attended the ERP Study update Conference held at Region One
- Attended Bachelor Program Presentation
- Attended Pathways Core Team Meeting
- Attended UTRGV Community Engagement Mixer
  - Dean, Assistant Dean for Bachelor Programs, Director of University Relations, and Director of TAB Grants attended the Community College Baccalaureate Association Conference in Washington, D.C.
- Dean, faculty attended the Innovations Conference in Washington, D.C.
- Attended Branding Team meeting
- Attended Award Ceremony for Dr. Pezeshki's classroom
- Participated in interviews for Associate Dean for Student Rights and Responsibilities
- Attended Pathways Core Team meeting
- TRSDA Director attended a Branding Team Meeting on Wednesday, March 21, 2018 at the Harlingen CISD Administrative Annex. Meeting outcomes was that the team set the plans for the Branding Focus Group Meeting to be held on April 25th.
- TRSDA Team is continuing to plan for our next four events that include:
- April 6th- Consortium and STEM Faculty Institute Reunion
- April 23rd and 24th- Emotional Intelligence Certification
- April 25th- Branding Focus Team Meeting
- And possibly May 16th- IT & Healthcare Sector Partnership
- Attended Mock Defense
- Dean, Assistant Dean for Bachelor Programs, and staff met with Business Office staff to discuss Budgets for Math, Science, & Bachelor Programs
- Attended interviews for Academic Coach
- Met with Biology staff to discuss Howard Hughes Medical Institute (HHMI) Grant

ASSISTANT DEAN'S FOR BACHELOR PROGRAMS REPORT

- Assistant Dean, BASOL, TMGT, and MHSM faculty attended the LUMEN meeting to discuss identifying ongoing Online Education Resources, February 27th
- Assistant Dean and Distance Learning Director met with LUMEN to discuss billing and existing contract, February 27th
- Assistant Dean, BASOL and CITP faculty and program chair attended the Competency-Based Education Network (C-BEN) conference in San Antonio. C-BEN is the leading organization in Competency-Based Education, February 28th – March 2nd
- Assistant Dean and BASOL faculty met with the Director of Marketing to discuss marketing strategies for all of the bachelor programs, March 6th
- Assistant Dean and TMGT program chair attended the Bachelor Programs PLOs assessment methodology review, March 6th
- Assistant Dean attended the McAllen Chamber of Commerce Ambassador meeting as part of the bachelor programs promotion, March 8th
- Assistant Dean and LOAC representative attended the LOAC meeting, March 9th
- Assistant Dean met with Public Relations to discuss the upcoming RGVision magazine article promoting the bachelor programs at South Texas College, March 9th
- Assistant Dean participated in a conference call with Nicolet College regarding Competency-Based Education, March 20th
- Assistant Dean and Sociology faculty met to discuss planning detail for the upcoming STC Research Symposium in November, March 22nd
- Assistant Dean participated in a conference call regarding the review of the Texas A&M – Commerce BASOL program, March 22nd
- Assistant Dean participated in the Fast-Track to Success Steer Committee call, March 23rd
- Assistant Dean collaborated with PR regarding the Bachelor Programs article to appear in the RGVision magazine, March 26th
- Assistant Dean chaired interviews for the Academic Coach position, March 26th

- Assistant Dean chaired five interviews for the Academic Coach position, March 28th
- Assistant Dean participated in the review/discussion results for the Texas A&M – Commerce BASOL program, March 29th

BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP PROGRAM

- Program Chair worked with former Academic Coach to help BASOL students, Febru;ary 26th – 27th
- Program Chair conducted new faculty orientation via Blackboard's Collaborate Ultra., March 6th
- Program Chair and MHSM faculty participated in the National Society for Leadership and Success Orientation and Leadership Training Make-up session, March 22nd
- Program Chair participated in FOCUS Academy, March 23rd
- Faculty presented at the City of McAllen Leadership and Ethics, March 29th

TECHNOLOGY MANAGEMENT

- TMGT faculty attended the South Texas Manufacturers' Association Membership meeting and discussed were legislative priorities for the Texas Manufacturing and economic updates in the RGV, February 27th
- Faculty continue to promote their program
- TMGT faculty presented to the Field Engineering class, March 5th
- Faculty presented to the different programs at STC promoting the TMGT program, March 20th
- Faculty presented at the STC Mid-Valley Career Day, March 23rd
- Faculty participated in the Faculty Senate, Salary and Benefit Committee, March 23rd
- Faculty attended the Supervisory Symposium 2018, March 23rd
- Faculty participated in the Business Administration Department First Career Fair at the Cooper Center, March 27th
- Faculty attended the South Texas Manufacturing Association Luncheon meeting, March 27th
- Program Chair participated in the SACSCOC Lumina Grant coordinating meeting, March 27th
- Faculty participated at the Vanguard Mozard Secondary, College and Fair, March 29th

COMPUTER INFORMATION TECHNOLOGY PROGRAM

- Faculty presented to the City of Harlingen employees promoting the CITP program, March 20th
- Lab Assistant II from Starr Campus attended to Roma HS for a college fair to promote the degrees for the BAT-CITP and Associate's degrees on Computer Science and Computer Information Systems. A few students asked of what was the difference between Computer Science and BAT-CITP, explain to them the difference. The event was from 10:40am to 1:15pm.
- Lab Assistant II from Starr Campus attended the Rio Grande City High School College Fair on March 20, 2018 from 11:40 a.m. - 2:05 p.m. to promote the degrees for the BAT-CITP and Associate degrees in Computer Science and Computer Information Systems.
- Computer Science and BAT in CITP faculty attended the Game Developers Conference 2018 held March 19-23, 2018 in San Francisco, CA

MEDICAL AND HEALTH SERVICES MANAGEMENT

- TMGT faculty attended the South Texas Manufacturers' Association Membership meeting and discussed were legislative priorities for the Texas Manufacturing and economic updates in the RGV, February 27th
- Faculty continue to promote their program
- Faculty presented to SPECTRUM, McAllen, on their individual bachelor programs, March 7th

- Faculty attended the Manufacturing Career and Expo at the STC Technology Campus and presented on their individual bachelor programs. The STC Bachelor programs had a booth at the event as well, March 8th
- Faculty promoted their bachelor programs at the STC Technology Campus Job Fair, March 8th
- Program Chair and faculty visited Texas Southmost College to recruit students, March 26-28th

BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP, COMPUTER & INFORMATION TECHNOLOGY PROGRAM, MEDICAL AND HEALTH SERVICES MANAGEMENT, AND TECHNOLOGY MANAGEMENT PROGRAM

- Faculty participated in promoting their program at the McAllen La Plaza Mall booth, March 24th

BIOLOGY

- The Biology Program Chair discussed the THECB tuning committee proposed Biology Field of Study with her counterparts at Tyler Junior College. Both colleges agreed that the BFOS was inadequate and discussed options available; March 1st.
- Rick Snyder (Canadian winter Texan visitor) and David Skaggs (STC student and park ranger) guided ~25 students and their children on a 3-hour tour of the wonderful birding center Saturday March 3rd. The primary focus was on native trees and herbaceous plants, primarily because this is the point in the semester when our biology students learn about this topic. We also observed migratory birds, local reptiles and butterflies. Students were so excited about the exposure that we are planning a night walk and camping expedition at the park in May.

- Valley Nature Center board meeting (VP) was held on **Feb 27th** planning spring fest and Earth Day which includes STC students as volunteers from my bio classes as well as STC (MVC) Education Club members
- Biology instructor initiated the Walk Across Texas Team this **Feb 27th** which includes several MVC instructors
- More Biology Instructors attended the La Joya Science fair to participate as judges.

- 34 - South Texas College biology students came out from both the Weslaco and Mid-Valley campus to Estero Llano Grande State Park March 9th. These students were primarily from Dr. Vatankha's and Dr. Villalon's classes. They were instrumental in assisting us with the identification of cat-claw vines that are an invasive species on the green jay nature trail. Volunteers were able to treat a good number of these vines with a herbicide in just a few hours. TPWD habitat conservation coordinator Dr. Melissa Jones and Park Ranger David Skaggs provided direction for the event. After the volunteer opportunity many students stayed for the park tour in order to see the all the different birds and of course the alligators.

- The Midvalley Campus Biology Teachers held a booth at WISD Middle School job fair on March 9th. Many students were fascinated by the displays representing biology at STC. At least 7 other tables from our college were present. The biology department handed out candy, brochures and STC catalogs.
- One of the Biology faculty completed a review of a scientific journal article for the scientific journal. The article was named "Scientia Horticulturae" in the field of citrus.
- Sea Phage Grant committee meeting was held to discuss decide courses that will be good for candidates for the Sea Phage project on March 9, 2018 Another meeting was held on March 28th to discuss the curriculum of institution using Sea Phage grant from HHMI and looking at how this can fit South Texas College, unique needs. This meeting is looking at general biology/microbiology as potential courses syllabus for this grant project.
- Step 2 Program Orientation Meeting attended by STEP 2 grant prospective candidates for year 2017-2018 The orientation was held to meet with prospective candidates, give brief presentation on the goals and objective of the

STEP 2 USDA grant program.In addition students got to meet a previous participant of the step 2 grant Alma lopez who gave a presentation of her research, Biology department chair, and our Dean.

- Volunteering in Agrilife community gardens: This event is part of the commitment of the Biology Club with Agrilife to support the efforts towards an improvement in the nutrition of families in the Starr County. Community gardens are established by Agrilife in several points of the county. Most of the work is done by volunteers. This time, we helped with the planting of beans, cucumber, and several varieties of squash in La Casita community garden, and in Roma Housing community garden. March 12, 2018

- Cesar Chavez Blood Drive 2018 - 3/19-3/22 –Many Biology Department Faculty volunteered at the Cesar Chavez blood drive assisting with registration, games, and prizes. The Grand total for the drive was 377 units 20 more than last year!!

  This annual event aimed at raising awareness among students of the importance of civic engagement and community involvement through activities such as volunteering, blood donation. Starr Biology dedicated themselves in making this event successful by distributing flyers to students, making posters of the events available in classrooms and the alley of building in STRCC. The effort was worth as the outcome of blood donation of 55 blood units (topping last year's drive of 49) were collected.
- Biology faculty met with Mid-Valley Site Coordinator and STC Facilities Director to discuss re-introducing the Biology club Garden at the Mid-Valley Campus; March 21st.
- Three Biology faculty attended the Texas Distance Learning Association Conference, March 20-23, Dallas Sheraton and Conference Center for continued online course review/update and networking with colleagues from STC and other institutions and companies. The conference covered different techniques for distance learning and how to keep students engaged in online classes, but can see it working for traditional classes as well. It was very educational and the attending faculty will be looking at using new software like Softchalk and Raptivity for their classes.
- The Microbiology book committee held a meeting and had multiple publishers present their lab and lecture books for Microbiology : Morton publication: Room no. J3.204, Time: 9:00 am to 10:00 am; McGraw Hill publication,Room no. J3.204, Time: 10:00 am to 11:00 am; Pearson publication, Room no. J3.204, Time 2:00 pm to 3:00 pm.
- Biology Program held March department meeting to discuss updates to PLO,CLO, College Wide Policies, new building updates, and travel; March 23rd
- Professional Development Quality Matters March the 2nd & 9, 2018 Faculty from different Divisions and Departments attended this professional development workshop was designed for faculty who teach online, hybrid or web-enhanced course. The objective of the workshop was to bring Faculty up to the standard in designing and teaching online/hybrid/web-enhanced course according to the recommendations of Quality Matters (QM). The Facilitator, Dr. Andres Padilla-Oviedo successfully delivered the principles and application of QM rubrics for which all instructors should comply by Spring 2019 with the goal in increasing student recruitment, retention, and more importantly student engagement in course activities, thus in their success rate.
- Rio Grande City (RGC) 5K Run/Walk on March 3rd, 2018 in the heart of RGC (at Joe R. Sanchez stadium, 1 S Fort Ringgold) one of our A&P Biology Faculty attended with 10 of his students. This was a community fund raising event to raise awareness of wellness through exercise and offer scholarship to under-privileged kids around the city. This was an opportunity to involve the students because such distance running/walking helps build characters such a determination, resilience, faith in one's ability/capability in doing and achieving something. Each student performance can be used to illustrate one aspect of muscle contraction, physical activity; muscle fatigue used during lecture of the Muscular system to A&P I (BIOL 2401) students.Their individual performance was used to illustrate one aspect of the regulation of Heart Rate and Respiratory rate during physical activity while discussing the Cardiovascular and Respiratory systems to the A&P II (BIOL 2402) students.
- Wiley Ed Summit on March 15 & 16, 2018 in Chicago, IL. Dr. Urbain Tchoua, and score of Faculty from some colleges and university around the country accepted an invite from Wiley publishing to attend an Education Summit in Chicago, IL. The goal of the gathering was to get a feedback from faculty about the online materials being given to them by publishers in order for Wiley publishing to improve the design, quality and presentation of their materials for future students.

COMPUTER SCIENCE

- Computer Science instructor registered and attended "Part 2" of the Workshop #78648: Photoshop for Beginners on March 2, 2018 from 9:00 a.m. - 12:00 p.m. at the Pecan Campus B-129. The workshop emphasized A) working with the selection tool (using the marquee, lasso and magic wand), B) basic photo corrections (using the cloning stamp tool, patch tool, and spot healing tool), C) editing layers (understanding masking), and D) resolution and printing introduction. Our Workshop Presenter, Art Instructor Heaven A. Mendoza did an awesome job with her presentations.

- On March 2, 2018, Computer Science instructor attended the Title IX training, hosted by student's affairs department in Cooper center. The training session reviewed changes in the Federal law and guidance on Sexual Misconducts. A newly developed Title X Resource Guild was provided to faculties and employees to let them use as the future quick reference. Specially, faculties were deeply engaged in the discussion of pregnancy and parenting students' issues.

- Computer Science Lab Assistant II from Starr County Campus went to La Grulla High School, Roma High School, and Rio Grande City High Schoole on March 6 and March 20 to promote the BAT-CITP degree and the Associate's degree in Computer Science and Computer Information Systems.
- Computer Science Department Instructor attended the Psych Science Presentation, named Preventing Psychological Problems Presentation: Staying Sane in an Insane World, hosted by Psychology Department in Building B-201 on March 6, 2018 from 4:00 p.m. – 5:00 p.m. The presentation gave students and faculties the knowledge they need to handle tough situations in a world that is often difficult to navigate. One key topic that interested the audience was school bullying and how to stop it.
- The AAWCC (American Association of Women in Community Colleges) held a learn session to discuss the book "The 15 Invaluable Laws of Growth" by John Maxwell at the Pecan Campus Building D Room 106 from 5:30 – 6:30 p.m. on March 8, 2018. As a member, a Computer Science Faculty attended the learning session. Dr. Sanchez presented and discussed two of the 15 laws to personal growth. She reviewed "The Law of Dealing with Pain" and "The Law of the Rubberband". She gave all the members helpful hints on how to improve themselves through personal growth.
- Game Developers Conference (GDC) is a large industry conference focused on addressing the specific issues related to game design and development; Nicolas Gutierrez, Dr. Meng-Hung Wu, and Lucian Silcox attended on March 18-23, 2018 in San Francisco, CA. Many new and emerging technologies were discussed in panels hosted by tech giants such as Microsoft, Google, and Amazon, as well as many interesting and informative talks covering topics including education, artificial intelligence, and dialogue generation.

DEVELOPMENTAL MATH

- Program Chair participated in the RAND Teleconference call with Math Program Chair and Ms. Maricela Silva on Tue., February 27. Discussion pertained to the site visit and other items towards the RAND Grant.
- Program Chair participated in an Aleks Webinar on Tue., February 27. Webinar was to pilot the Aleks software for the Non-Course Based Mathematics (NCBM) courses, being implemented spring 2018 mini-mester.
- Program Chair attended the Pathways Co-requisite Committee Meeting with LASS Division Dean, SS Assistant Dean, Development Reading and Writing Program Chair, Office of Professional Development Interim Associate Dean, and Administrator for Curriculum Office on Thursday, March 1st. During the meeting, a pre-institute worksheet was completed prior to attending the upcoming Texas Pathways Institute #4 being held in Houston, TX.
- Instructor attended the 30th International Conference on Technology in Collegiate Mathematics (ICTCM) held on March 15th to 18th in Washington, D.C. Conference addresses technology in the classroom and being able to affiliate it with the courses currently being offered.
- Program Chair attended the Vision, Mission, Values Committee Meeting on Mon., March 19th.
- Program Chair attended the Texas Pathways Project Team Meeting on Thu., March 22nd. Discussion pertained to the upcoming Texas Pathways Project #4 Conference.
- Program Chair held the department meeting with faculty and staff on Fri., March 23rd. He presented to everyone the updates on House Bill 2223 and the ERP Study pertaining to the Multiple Measures Assessments. He also proposed the introduction of the Diagnostic Exam for all students enrolling in Math 0100: Developmental Math I.
- Program Chair attended the Planning and Development Council Meeting on Fri., March 23rd.

MATHEMATICS

- Program Chair attended TCCTA from Feb. 28 to March 3rd. The conference provided opportunities to participate in Great Ideas for Teaching (GIFT) sessions, Student Success Sessions, Technology Seminars, and visit with many exhibitors.
- Math Progra Chair joined Dr. Virginia Champion at the Texas HSI Consortium Annual Conference/PROMISE Conference in Laredo, TX. The meeting focused on writing successful NSF grant proposals and featured talks from NSF representative and HRD Division Director, Dr. Jermelina Tupus, as well as various recent recipients of NSF grant funding
- Math Faculty volunteered at the Starr campus CLE for tutoring students about any regular Math subject on MW 11:30 - 1:00 with Electronics work shop on TR 3:30 - 4:00 pm and Tutoring on Saturdays from 7:30 am - 8:00 am
- Pecan Faculty conducted CLE volunteer tutoring hours for Math 1414 Chapter 1 Review on March 2, 2018 in J2.308. The students who attended were asked to bring a friend. Eight students attended.
- Pecan Faculty conducted CLE volunteer tutoring hours on solving rational and radical equations with the CASIO fx-115 ES PLUS calculator in J2.308. Six students attended.
- Pecan Faculty conducted CLE volunteer tutoring hours at the CLE on 03/27/18.
  - Pecan Faculty conducted a review session for Math 2412 chapters 5 and 6 review on March 24, 2018 in J1.514. Twelve students attended.
- Mid-Valley Faculty volunteered at the CLE on Tuesdays and Thursdays from 12:00 PM - 12:50 PM and 4:00 PM - 6:00 PM. A schedule was provided to Regina Mason.
- Math Faculty participated in a discussion on March 2nd of core requisite courses for developmental math
- Math Faculty participated on March 23rd with the salary and benefits committee
- Math Faculty participated on February 27th at lunch workshop/meeting with Lumen to help identify ongoing OER resources.
- Math Faculty participated on March 9th in the COAT meeting for Learning Outcomes rubrics.
- Math Faculty participated on March 10th with developing a competency-based Statistics course to be set up as a pilot beginning March 19th, 2018
- Math Faculty participated on March 27th in a meeting organized by Dr. Oscar Plaza to develop a competency-based Business Statistics course for TMGT 3302
- Statistics Textbook Committee (Chose a new Elementary Statistical Methods textbook on 3/19/18)
- Math faculty participated in selection committee of 'Statistics Text book' as a voting member. During the first week of March, we selected top two choices. On 03/19/18, we selected the textbook effective Fall 2018, with the final one choice. During the spring break, I spent time on reviewing the technologies offered by the two publishers.
- Math Faculty Participated and Chaired the Committee on Elementary Statistics Textbook Selection. The committee first voted on textbooks on **March 2, 2018**, and selected the top two books. The final vote was on **March 19, 2018**. We selected Pearson's statistics textbook titled Elementary Statistics, 7th Edition by Larson.
- Faculty Advisory Committee Meeting (Thursday 3/22/18)
- Faculty Senate Meeting (Tuesday 3/27/18)
- Math faculty from 3/1/2018 – 3/31/2018 have continued to work on a Quality Matters designed course for Math 2415 – Calculus III to be taught online
- On 3/21/2018 and 3/23/2018 Math faculty have continued to work on creating College Algebra topic videos for the math department. Technical issues were hashed-out and organized how the topics should be selected.
- Math faculty have participated in discussions regarding the Communications rubric on 03/20, 03/23, 03/28.
- Math faculty currently teaching MATH 1332 - Contemporary Math were contacted for feedback on 03/20. The discussion continued for the month of March.
- Math faculty accepted the nomination for Faculty Senate via email.
- Math faculty attended the Beacon Mentoring Program Appreciation Dinner on 03/27.
- Math faculty attended the Catch the Next Seminar on March 1 – 2 in San Antonio, TX as part of a grant from the ASCENDer/Catch the Next project.
- Math faculty worked on Math 1324 – Mathematics for Business and Social Sciences Quality Matters online course design to begin the process of modifying the syllabus
- Math faculty members participated in professional development in the use of a portal via telephone. This conversation answered questions on how to register for the upcoming face-to-face eTeach training.
- Mathematics faculty were invited to participate on a taskforce focused on the use and implementation of Microsoft OneDrive. Based on the taskforce's feedback, STC IT Department will prepare a college-wide distribution of the software

- Mathematics faculty attended the Texas Community College Teachers' Association/Texas Mathematical Association of Two-Year Colleges (TCCTA/TexMATYC) annual conference in Frisco, TX from March 1 – 3, 2018. South Texas College Mathematics faculty is the current President-Elect of TexMATYC beginning June 2018
  Department of Mathematics Program Chair attended the Council of Chairs meeting on March 6, 2018
- Department of Mathematics Program Chair met with Dr. Anna Alaniz regarding the Catch the Next grant and the support that the Mathematics Department could play in helping to fund the annual Spring College Tours for the ASCENDer grant students

- A Mathematics Department meeting was held on Friday, March 23, 2018
- Mathematics Faculty attended the Texas Hispanic Serving Institutions Consortium Annual PROMISE Conference in Laredo, TX March 22 – 23, 2018
- Throughout the month of March Dual Credit Faculty members were contacted in order to schedule required observations
- Dual Enrollment Faculty (Jose Carapia - Donna North HS) was observed on 3/6/2018.
- DC faculty member Marcia Ziegler was observed on March 21, 2018 at PSJA North High School. The topic covered was convergence and divergence of series.
- Dual Credit Faculty Member at La Joya TX Jimmy Carter ECHS Queen Marin was observed on March 02, 2018. The course was Calculus I and the subject was the derivatives of the reciprocal trigonometric functions.
- Dual Credit Faculty Member at La Joya TX Jimmy Carter ECHS Mr. Luis Mendez was observed on March 02, 2018. The course was College Algebra and the subject was even/odd functions and the symmetry of graphs.
- Dual Credit Faculty Member Vanessa Ojeda was observed on March 23 at 12pm.
- Dual Credit Faculty Member Ms. Obnial, Mila School at Jimmy Carter ECHS was observed on March 9, 2018.
- Dual Credit Faculty Member Ms. Gonzalez, Elydia School at Jimmy CarterECHS ; La Joya , TX was observed on March 7 , 2018.
- DC faculty member Juan Barrera was observed on March 20, 2018 at PSJA. He covered sections 7.1-Fundamental Identities and 7.2 Verifying Trig Identities.
- DC faculty member Alicia Martinez was observed on March 22, 2018 at PSJA. This was Calculus 3. The topics covered were sections 14.2–Limits and Continuity and 14.3-Partial Derivatives
- DC faculty member Haixin Guo was observed on **March 20, 2018** at Sci-Tech Academy. The topic covered was the Taylor series and the Maclaurin series.
- On 3/27/2018 Marc Del Rios Dual Credit Faculty Member was observed at Weslaco High School. They covered double and half-angle identities.

MATH & SCIENCE ASSISTANT DEAN/PHYSICAL SCIENCES

- MS Assistant Dean, Development Math Program Chair, Academic Math Assistant Chairs, and Academic Math Student Success Specialist met to discuss progress and action needed to enroll 25% of Developmental Math students in Co-Requisite courses in Fall 2018; March 2nd.
- MS Assistant Dean and Biology Program Chair attended "Consuejos Collectivos" NSF conference in Dallas Texas. Feb 27-28. Both had the opportunity to meet with the NSF HSI project manager, discuss NSF grant opportunities, and receive answers to questions related to the NSF HSI grant.
- Assistant Dean, Biology Program Chair, TAB Grant Director and Grant Office personnel attended a telephone conference with Dr. Harris to received feedback on NSF grant proposal; Feb. 27th.
- Physical Science Program Chair and Director of Dual Credit met the Hidalgo Early College High School to discuss Engineering academy and other Engineering alternatives; March 1st.
- Chemistry faculty met on Friday, March 2, 2018 to listen to publisher presentations about their textbook offerings for the new CHEM1405, 1407, and 1409 courses. Four publishers presented on at least one textbook and a couple presented on two. After all presentations were complete, the faculty discussed options, and finalized on a decision for CHEM1409, but not the other two courses. March 2.
- Physical Science Program Chair and Chemistry faculty met with publisher to review textbooks for Chemistry for Engineers and the two Introductory Chemistry courses that will be added in the Fall 2018 term; March 2nd.
- MS Assistant Dean, Biology Program Chair, Biology Faculty, TAB Grant Director, and Grant office personnel completed and submitted the NSF-HSI grant on March 6th.
- MS Assistant Dean/Program Chair, Physical Science Lab Specialist II, and Assistant Chair participated in Chemistry Faculty Search Committee on March 7th.

- MS Assistant Dean/Program Chair, Assistant Chair, and Geology faculty met to discuss applicant for the Geology Faculty position; March 8th.
- MS Assistant Dean and LOAC Committee representative attended the LOAC committee meeting to review assessment tools and PLO standards; March 9th.. LOAC Committee member reviewed and submitted the PLO Assessment report completed by division Program Chairs and Assistant chairs. March 18th.
- MS Assistant Dean and COAT committee representative attended the COAT committee meeting to review College Rubrics for Core Objectives; March 9th.
- Physical Science Lab Coordinator organized and participated a CPR training session for Biology and Physical Science Lab Specialist II personnel; March 9th.
- Physics faculties participated in APS (American Physical Society) annual meeting that was held in March 5-9, 2018, Los Angeles, CA. They were able to attend series of invited talks, APS press meeting, Poster presentation as well as meet with representatives of various companies actively working and utilizing the findings of recent Solid State Physics research.
- Physical Science and Chemistry faculties organized a planetarium show on Feb 23 at Bentsen Elementary, Mission TX. over 160 students of grade 4 and 5 were able to watch a couple of shows (seasonal stargazing and The Rocket man trailor) after a few interesting demonstration on a few Physics topics (mixing of different colors of lights/ a rainbow / total internal reflection etc).

- Physics faculties visited Griffith Observatory, located at 2800 East Observatory Road, Los Angeles, CA on March 06, 2018. Including events of different astronomical interest such as the Sun's daily transit across the meridian, simulation of lunar cycle, operating telescope etc, they observed a planetarium show called "Water is life" in Samuel Oschin Planetarium located inside the Griffith Observatory.

- Two Physics faculty participated in APS (American Physical Society) annual meeting that was held in Los Angeles, CA. They were able to attend series of invited talks, APS press meeting, Poster presentation as well as meet with representatives of various companies actively working and utilizing the findings of recent Solid State Physics research. March 5-9.
- One chemistry faculty attended Inventors and Entrepreneurs Club meetings; March 1, March 8 and March 22.
- A chemistry faculty member participated in a webinar on March 6, 2018, that introduced a new open-source organic chemistry lab manual. The webinar described how the lab manual introduces traditional organic chemistry experiments using greener methods. The lab manual was a collaboration between the Millipore-Sigma company and the My Green Lab Company to produce the material. The lab manual was provided to the faculty member free of charge and was given permission to edit and use in their college courses. March 6.
- A committee comprising of chemistry faculty, physical science staff, and outside staff interviewed candidates for the open Chemistry Faculty Secretary position. March 7.
- Chemistry Faculty attended the 255th National American Chemical Society meeting in New Orleans. The faculty members serves on the national Undergraduate committee and is the ACS Regional Counselor for the South Texas Region; March 16th to March 21st.
- The chemistry assistant chair and the Physical Science Lab Coordinator visited Thomas Jefferson (T-STEM) Early College High School in San Juan on March 22, 2018. The assistant chair and the lab coordinator took chemical and equipment inventory of the chemistry lab at the high school. Pictures were taken of the condition of the prep-room area and a report was submitted to the department chair. March 22.
- Chemistry faculty met on Friday, March 23, 2018 to listen to Morton Publishing present their chemistry lab manual offerings. The publisher only had options for CHEM1411/1412 and CHEM1405/1407, not CHEM1409. The faculty were impressed with the lab manuals and other offerings provided, but did not make decision. March 23.
- Physical science faculty attended Active Shooter training before the scheduled department meeting on Friday, March 23, 2018. The training was well received by the faculty and the STC Police Dept. answered all questions asked by the faculty. Other topics discussed in the meeting were budget, travel, textbooks, and storage of student information. March 23.
- Chemistry faculty completed a blackboard refresher course. March 23 and 26.
- One Physical Science faculty attended the fifth Annual LEAP Texas Conference in Houston, Texas. During the conference, various assessment and high impact strategies to improve undergraduate programs were discussed. March 26-27.

- A chemistry faculty member administered a Chemistry Olympiad exam on March 26 and 27, 2018. Students from area high schools took the written exam portion of the competition. The Chemistry Olympiad is an international competition to recognize talented students in the area of chemistry. March 26 and 27.

- A committee comprising of chemistry faculty, physical science staff, and outside staff reviewed the candidates that were interviewed and made a recommendation for hire for the open Chemistry Faculty Secretary position. March 28.
- MS Assistant Dean/Program Chair and Physical Science Lab Coordinator visited the Starr Campus Heath and Science Building to review the progress on the building and determine when to schedule; March 19th.

- MS Assistant Dean/Program Chair met with VP project manager to review faculty moves, room assignments, and placement of cabinets at the STEM Building and Mid-Valley Health Science Building; March 23rd.
- MS Assistant Dean/Program Chair, Chemistry Assistant Chair, Physical Science Lab Specialist, Purchasing Personnel, and LASS AA participated in Chemistry Faculty Search Committee interviews; March 21st.
- MS Assistant Dean/Program Chair and Physical Science Assistant Chair held a department meeting. The meeting included Active Shooter Awareness training, discussion of office moves, record retention, PLO assessments, and Core Objective Rubrics; March 23rd

- MS Assistant Dean attended the monthly Academic Council meeting and distributed information regarding CLE exam proctoring to division program chairs; March 26th.
- On March 28 and 29, the chemistry club participated in Nano Science Days at the Boys and Girls Club in Edinburg and Robert E. Lee Elementary also in Edinburg. They set up 10 stations and did hands on experiments/demos with the students 2nd thru 5th grade.

- On March 28-29 chemistry faculty volunteered at the Hidalgo County Local Emergency Planning Committee (LEPC) at the All Hazard's Conference at the McAllen Convention Center. The LEPC assists and advises government, industry, and the public with planning and educational programs on hazardous materials.
- Inventors and Entrepreneurs Network (McAllen Chamber of Commerce) On February 22nd chemistry faculty attended the Inventors and Entrepreneurs Network at the McAllen Chamber of Commerce. The meeting involved an educational presentation reviewing the use of social media for the promotion of business ventures. The presentation was very informative with a number of insights into the world of social media nuts and bolts, and resources available to local entrepreneurs. March 22.
- Physics faculty attended the Storm Center Live Conference in San Antonio, Texas on Saturday, March 3, 2018. The conference discussed the latest developments in forecasting, safety, preparedness, and extreme weather science. Most of the presentations focused on Hail and Hurricane Harvey. March.
- One Geology faculty met with two UT RGV geology faculty to discuss a research project that they wanted his input on. March
- One South Texas College student went on a field trip to Central Texas with UTRGV as part of the NSF SHIP – GEO Program. March.
- One Physics faculty worked with the college wide committee to provide feedback on the core assessment rubric for communication. Physics faculty polled faculty members teaching GEOL 1447 and PHYS 1404 to provide important data to the committee. March.
- One Engineering Faculty is working with the UTRGV Mechanical Engineering department to recruit 20 STEM faculty member to participate in a one day workshop in May. The workshop will discuss how develop tools to identify "at-risk" students in historically difficult classes at the beginning of the semester. Interventions could them be developed to increase the chances of success in the class. March.
- One Engineering Faculty is working with TAMUK and the STC Architectural Design department to develop an Architectural Engineering 2+2 track into the TAMUK Architectural Engineering Program. March.
- One Engineering Faculty is meeting weekly with STC students on a Low Impact Development research project. The goal is to have groups of students develop research posters to be presented at the end of the semester. March.
- One Physics faculty has been attending meetings to prepare for the 2018 RGV Hurricane Ready Expo. This region wide event is designed to educate Rio Grande Valley residents about the risks, dangers, and actions to take before, during, and after a hurricane. The 2018 Rio Grande Valley Hurricane Ready Expo is scheduled for Saturday, April 28, 2018 from 10:00am until 3:00pm at the South Texas College Mid Valley Campus in Weslaco, Texas. March.
- One Engineering faculty has started a new Dual Enrollment Academies Robotics Club with the aim of participating in local robotics competitions. There are approximately 15 members, including officers. Fund raising is the upcoming activity at this point. March.

UNIVERSITY RELATIONS AND ARTICULATION CENTER

- The University Relations, Transfer and Articulation Center Officer attended the South Texas Health Care Partnership and the South Texas IT Sector Partnership meetings, February 27th
- The University Relations, Transfer and Articulation Center Officer coordinated and attended the Inaugural South Texas Transfer Summit, February 28tt
- The University Relations, Transfer and Articulation Center Officer participated in the Tyler Junior College visit, March 1st and 2nd
- The University Relations, Transfer and Articulation Center Officer held office hours at the Mid Valley Campus, March 6th
- The University Relations, Transfer and Articulation Center Officer met with the web developers on revamping the webpage, March 8th
- The University Relations, Transfer and Articulation Center Officer worked with Dr. Esmaeili and Dr. Silva on a proposal to get more funding to further the sector partnership work that South Texas College has been engaged in through the Texas Regional STEM Degree Accelerator Grant, March 8th
- The University Relations, Transfer and Articulation Center Officer attended the Texas Pathways Project Core Team Meeting, March 8th
- The University Relations, Transfer and Articulation Center Officer attended the Student Conduct Panel Training on Notification to Parents, March 9th
- The University Relations, Transfer and Articulation Center Officer attended the BRANDING Team Meeting of the South Texas Healthcare Sector Partnership, March 21st
- The University Relations, Transfer and Articulation Center Officer attended the Lunch N' Learn event hosted by the Office of Human Resources on Best Practices in the Hiring Process, March 21st
- The University Relations, Transfer and Articulation Center Officer attended the March 2018 FM/AA Roundup hosted by the Business Office, March 21st
- The University Relations, Transfer and Articulation Center Officer held office hours on the Mid Valley Campus to assist students with questions related to transfer, March 22nd
- The University Relations, Transfer and Articulation Center Officer attended the March 2018 Mathematics Department Meeting, March 23rd
- The University Relations Transfer and Articulation Center Officer participated in the Business Administration Career and College Fair at the Cooper Center, March 27th
- The University Relations, Transfer and Articulation Center Officer attended the Active Shooter training session at the Cooper Center, March 28th
- The University Relations Transfer and Articulation Center Officer participated in the Texas Regional STEM Degree Accelerator Team Lead Check in Call, March 28th

STC MID-VALLEY CAMPUS
DANIEL MONTEZ, ADMINISTRATOR

CAMPUS EVENTS

- MVC Mayor's Walk – Mar 3
- Student Activities
- Student Government Executive Meeting – Every Monday at 3pm
    - SLA Workshops
    - Spring Break Blitz – Mar 5-8
    - Blanket Donation Drive
    - Spring/Easter Break Celebration – Mar 26
    - Cesar Chavez Celebration – Mar 28
- Page Turners Club Meeting – Every Thursday at 4pm

    - Bake Sale Fundraiser – Mar 27
- Faculty Senate – Mar 28
- RGV TASO Football Meeting – Mar 5
- STAR Network Monthly Meeting – Mar 7
- Criminal Justice Club Meeting – Mar 21
    - Pharr PD Presentation – Mar 26
    - Weslaco PD Presentation – Mar 5
    - Focus Group on College Studies – Mar 19
- MVC Spanish Club Meeting – Every Monday and Wednesday at 2:30pm
- Psychology Club Meeting – Mar 5
    - Great Condom Give Away – Mar 5 & 6
- Social Work Club Meeting – Every Wednesday at 1pm
    - MADD Safety Awareness Presentation – Mar 7
    - Pizza and Drink Fundraiser – Mar 21
- Access Esperanza Clinic Promo Table – various dates
- United Blood Drive Mobile Unit – Mar 26 & 27
- Campus Ministry Club Meeting – Every Wednesday 10:00am
- VIDA/STC Group Meeting – Every Thursday at 11:30am
- Education Club Meeting – Every Wednesday at 1pm
    - Fundraiser – Mar 26
- Political Science Club Meeting – Mar 27
- Texas Army National Guard Recruiting Table – Mar 5, 8, 21 & 22
- South Texas Valley District Awards Ceremony/BBVA Bank – Mar 8
- Marines on the Move Pull Up Bar Challenge – Mar 21
- Jaguar Academy Campus Tour – Mar 22
- Mid Valley Campus Faculty Advisory Meeting – Mar 22
- Reader's Theatre Night – Mar 22
- Colonial Dames of the 17th Century Membership Meeting – Mar 24

STC DEPARTMENTAL TRAININGS AND WORKSHOPS

Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.

- Child Development Center
    - Parent Workshop – Mar 23
- University Relations
    - UTRGV - Every Wednesday at 9am
    - TAMUK – Every Wednesday at 10:30am
    - University Relations Info – Every Thursday at 11:00am
    - Our Lady of the Lake University – Mar 8 & 22
    - TAMU College of Nursing Transfer Info – Mar 20
- Dual Enrollment Academies
    - Weekly Workshops for students
- Dual2Degree Department
    - San Benito CISD Campus Tour – Mar 8
    - Mercedes HS Fast Track – Mar 22
    - La Feria HS Fast Track – Mar 23
    - Donna ISD Parent Campus Tour – Mar 26
- Career & Employer Services
    - Customs & Border Protection – Mar 20

    - PSA Health Care – Mar 28
- Continuing Education
    - Region One Gear UP Collaboration
- Counseling & Advising
    - Goal Setting Workshop – Mar 1 & 6
    - Counseling & Student Disability Services Workshop – Mar 6
    - Safe Spring Break Workshop – Mar 7
    - Balance College Life – Mar 21
    - Learning Style Workshop – Mar 22
    - Community Disability Awareness Fair – Mar 27
- Office of Student Rights and Responsibilities Info Table – Mar 5
- Sociology Department
    - Transgender 101 Presentation w/guest speaker Antonia Hartman – Mar 1 & 5
- LASS/BPST Department
    - Priority Registration – Mar 5-8
    - Business, Public Safety and Technology Career Fair – Mar 23
- Library Services
    - Women's History Month Guest Speaker Dr. Sandra Ledesma – Mar 19
- Security Department
    - Active Shooter Training – Mar 27
- Faculty & Staff Literature Circle – Feb 23

STC STARR COUNTY CAMPUS
DR. ARTURO MONTIEL, ADMINISTRATOR

CAMPUS ENGAGEMENT ACTIVITIES:

- Collaborating with Student Activities to coordinate Week of the Young Child Event
- Collaborating with Student Services to confirm procedures for religious groups on campus to volunteer
- Working with Student Activities to monitor political activity on campus
- Discussing ribbon cutting ceremonies with community members regarding date & time
- Continue work getting guest speakers on campus for technical programs
- Continue work with Starr County Coalition to promote a drug & alcohol free community for public schools and higher education.
- Continue work with Starr County Head Start program to coordinate Week of the Young Child event
- Recruiting guest speaker from Starr County to speak at semester Technology Program meeting in April
- Recruiting community subject matter experts for retention efforts in Technology Programs (demonstration of skills)
- Coordinating with Electrician Program to advise on new national organization guidelines for space and operation
- Continue work with Faith-Based community to serve students in J building with refreshments, snacks, and general information.
- Collaborating further with campus restaurant to improve menu offerings to students
- Attended Starr County Coalition meeting designed to bring attention to drugs & alcohol use by students in higher education.
- Working with local retailers to promote programs on campus by distributing fliers to the public.
- Continue work with community to bring attention to new technology programs through fliers

CAMPUS EVENTS/ACTIVITIES

- Blood Drive 05-07

- Starr County Student Activities "Spring Break Blitz" 06-07
- JagVote Club Meeting 03/06
- Office of Students Rights 03/07
- Counseling and Student Disability Service "Way to take Care of your Mental Health" 03/07
- Texas Retires Teacher Association 03/08
- ADA Awareness & Transition Fair 03/09
- Texas Department of Public Safety Training 03/19-23
- The Value of GPA on your Future Success 03/20
- Career & Employer Services PSA Healthcare Recruitment 03/20
- Prayer Breakfast 03/20
- Criminal Justice Club "Educational Presentation by Border Patrol" 03/20
- South Texas College Library Presents Dr. Sandra Ledesma 03/21
- University Relations "TAMIU" 03/21
- Student Leadership Academy "Strategic Thinking" 03/27
- Cesar Chavez Day 03/27
- Starr County Psychology Club 10th Starr County Mental Health Awareness Conference 03/27
- Starr County Campus Psychology Club "Campus Suicide Prevention Training" 03/28
- Gear Up Students Meeting 03/28
- Art Club "Artist Lecture by Eduardo Quintero" 03/28
- Texas A&M Agrilife Extension "Walk Across Texas" 03/28
- Active Shooter Defense Training 03/28

ENROLLMENT ACTIVITIES

- Confirmed Metro Leader add in paper for June and July recruiting
- Arranging meetings for semester faculty/staff updates, concerns, and direction.
- Mail out for EDUC1300 & EDUC2301 to recruit for summer 2018
- Attended meeting program promotion at Grulla High School February
- Outreach & Recruiting preparing for second program promotion Grulla High School
- Prepare planning meetings for next Criminal Justice Career Fair
- Continue discussion over Police Academy recruiting for Fall 2018
- Reaching out to community for professional support in retention efforts for Technology Programs
- Continue work on academic plan for technology programs
- Continue work on list of 2018 graduating seniors for local ISD for recruiting purposes
- Continue work recruiting graduating seniors through high school visits local ISD
- Mail out campaign for recruiting starting April 2, 2018
- Summer/Fall 2018 Enrollment Campaign in full swing
- Three fast Track events this week local high school senior enrollment
- Fliers due to begin mail out campaign to graduating seniors
- Reach out EDUC program chairperson arrange UTRGV visit to recruit students into teacher ed. Program
- Begin academic advising for students currently enrolled to continue summer/fall 2018

PROJECT MANAGERS

ACADEMIC AFFAIRS HIGHLIGHTS

- Continue to email supervisors, department/program chairs to submit student/program successes.

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS

- Continue working on the Dual Credit brochure for marketing to junior high students
- Finalize artwork design for the 2018 Night with the Stars Gala

- Created artwork for the Spring 2018 Adjunct Job Fair for HR (Flyer and Save the Date)
- Continue with the logistics for the 3rd Annual Retirement Ceremony (invitation, room reservation, awards, food, and cake)
- Started working artwork design for the 2018 Night with the Stars Gala Sponsorship Request booklet and web banner
- Finalized the documents needed for the Edinburg CISD Success Metrics Workshop
- Divided the Academic Affairs FY1718 Comprehensive Plan by departments to be emailed to the owners
- Finalized the success metrics document need for the Valley View ISD meeting
- Finalized the success metrics document need for the La Joya ISD meeting
- Updated the Meta Majors/Program Clusters document to showcase the flow from HS endorsement, meta majors, to STC degrees

REPORTS: DATA COMPILATION AND PRESENTATIONS

- Assist Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas:
  - Reviewed and updated Dual Credit Success Indicator Reports for Valley View ISD and Hidalgo ISD for DC Programs & School District Partnerships department
  - Submitted data requests to RAS to update Status and Success Indicators reports for Mission CISD and La Joya ISD
  - Finalized updates with RAS for Chair evaluation timeline for Spring 2018
  - Finalized Overview of Developmental Education presentation for EWDC
  - Follow-up with RAS and chairs on the final updates for the Chair Evaluation for Spring 2018
  - Prepare outline for Dual Credit Program presentation for Texas Pathway Institute #4 in April
  - Finalized Active Learning Classroom presentation for PDC meeting
  - Finalized Edinburg CISD Success Metrics Workshop presentation

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES)

- BOND Construction
  - Continue working on assignment of classrooms, offices, labs, etc. for new buildings
  - Continue working on Move/Setup Requests for office relocations
  - Working on obtaining class schedules for Spring 2018 for all buildings across Hidalgo and Starr County
  - North Academic Building- collected count of all boxes that will be returned to Facilities for future moves
  - STEM Building- worked with Shipping and Receiving on scheduling the move for 24 wooden cabinets to be located on the Chemistry Lab Prep room 2.101
  - Working with Assistant Dean for Math & Science to identify office space at the Mid-Valley Health Professions building.
- Continue working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
- PR/Marketing
  - Begin working on obtaining names for Spring 2018 Commencement
- HR
  - Continue working with HR on Faculty Load and Compensation (FLAC)
  - Continue working on FY 18-19 Pay Plan
- Working with Travel Office to propose removal of 7.02 Reimbursement for Moving Expenses
- Reviewing the Policy Inventory List for Academic Affairs Division
- Continue working on Master Plan, Action Plan, and Power Point for the Pharr Regional Center for Public Safety Excellence
- Working with Maintenance and Facilities on the following:
  - D-100 and D101 suite redesign
  - D-104 East flooring re-level- scheduled for the week of March 12-16
  - A-140 office conversion

MEETINGS

- Met with OVPAA, Interim OPOD Associate Dean, and Interim Administrator for Curriculum to prepare for EWDC presentation, March 5

- Met with Interim Dean of Dual Credit Programs & School District Partnerships to review data content for Hidalgo ISD Meeting, March 5
- Met with VP for ISPP&SI and Interim VP for Academic Affairs to discuss the possible relocation of the Active Learning Classroom in C-111 to North Academic Building, March 5
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, March 6
- Met with Assistant Dean for BT to discuss Technology Programs certifications, March 6
- Attended monthly EWDC meeting for Texas Pathways Project presentation, March 6
- Met with OVPAA to review content and data on Developmental Education presentation, March 8
- Attended the STLA for Staff committee meeting, March 7
- Participated in the Marketing Manager presentations, March 7
- Met with the Project Director for HSI Grant to discuss the possible relocation of the Active Learning Classroom in C-111 to North Academic Building, March 8
- Met with HR to discuss the some logistics for the Spring 2018 Adjunct Faculty Job Fair, March 19
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, March 20
- Met with Director of Facilities, Planning & Construction to begin D100 and D101 suite re-design, March 20
- Met with VPAA, LASS Dean, and Dr. Millan to review updates on Developmental Education presentation, March 20
- Met with VPAA, Interim Associate Dean-OPOD, and HIS Grant Project Director to review Active Learning Classroom presentation, March 21
- Meeting held at Tech campus with Chair of Information Technology Program and Assistant Professor of Information Technology Program to review furniture and equipment for STEM 1.202 lab conversion, March 22
- Met with the Project Director for HSI Grant to discuss the Active Learning Classroom proposal regarding equipment and furniture needed, March 22
- Met with Chair of Information Technology Program and Assistant Professor of Information Technology Program to scope out room 1.202 in STEM, March 22
- Met with Assistant Dean of Math and Science to review current furniture setup in STEM building, March 22
- Assisted with STC & ECISD Partnership Dual Credit Program Status and Success Metrics Workshop, March 23
- Attended monthly Academic Council meeting, March 26
- Met with VPFAS Project Manager to finalize Draft #2 for the FY 2018-2019 Staffing Plan, March 26
- Attended the weekly Broaddus Meeting pertaining to the Bond Construction, March 27
- Met with Director of Facilities, Planning & Construction to continue discussion of D100 and D101 suite re-design, March 27
- Met with Director of Facilities, Planning & Construction to discuss upcoming meeting for Cybersecurity Lab, March 27
- Toured Lincoln Middle School with McAllen ISD Administration for possible classroom use, March 27
- Met with Interim Dean of Dual Credit Programs & School District Partnerships to review progress in Dual Credit program presentation for upcoming presentation, March 28
- Attended the Perkins Leadership Grant meeting, March 28
- Met with FPC, IS&P, Purchasing, and Cybersecurity Program to discuss STEM 1.202 lab conversion (furniture, equipment, and timeline), March 28

GRANTS AND PROJECTS
DR. MARICELA SILVA-OFFICER

ACADEMIC GRANTS AND PROJECTS

Grants:

- Active/Open = 20
- Amount (overall): $5,177,208.50

PERKINS GRANT

- Follow-up emails sent to respective departments to request reporting information/data needed for Bi-annual report.
- Participated in Advising meeting to discuss PASS Program Redesign.

Persistence Task Force

- Attended meeting to discuss student persistence and begin developing a plan to address how the college can increase student retention and persistence.

PATHWAYS CORE TEAM MEETINGS

- Attended Pathways meeting to work on questionnaires being requested before the next Pathways Reconvening scheduled in Houston, Texas.

RAND GRANT

- Follow-up emails sent to faculty from developmental education areas to remind them of upcoming TSI Continuous Improvement meeting scheduled on April 27th in Austin, Texas.
- Developed and submitted list of team that will be attending the April 27th convening to RAND group.
- Doodle poll sent out to finalize a date for the final RAND site visit.

EXAMPLES OF EXCELENCIA NOMINATIONS

- Attended Participated in Excelencia's – "Examples of Excelencia" webinar to review past winners and "things to know" before submitting a nomination.
- Developed and submitted, per VP's request, a nomination for the FOCUS Academies/Active Learning Classrooms.
- A nomination for the Dual Credit Academies was also submitted for Excelencia's consideration.

ADVANCING CTE PROGRAM SUCCESS PLANNING MEETING

- Attended meeting organized by the Grants office to start planning for upcoming Perkins grant year.

STARFISH "ACADEMIES COHORT" MEETING

- Attended Attended meeting to discuss status of Academies Cohort.
- Anticipate we will pilot Starfish for the Dual Credit Academies during Summer 2018, which full launch by Fall 2018.

IE SUCCESS STORY FOR THE DPR ASSIGNMENT

- Met with IE to discuss and provide information regarding the DPR Assignment.
- Because the DPR Assignment has proven successful (i.e. data has been collected to show its success with Dual Credit programs), IE will be highlighting the Assignment along with data as evidence of the Assignment's success.

UPCOMING

- Idahlynn Karre International Exemplary Leader Award Ceremony, Denver, CO - April 3rd - 6th
- RAND meeting – April 27th
- RAND Site Visit – TBD
- TRSDA Grant Convening – May 17th-19th.
- QEP Training, Georgia – July 2018

HISPANIC SERVING INSTITUTE (HSI)
YOLONDA JARAMILLO- GRANT DIRECTOR

TITLE V GRANT & PROJECTS

Component 1

➢ **Active Learning Classrooms/Training Rooms**

- Continued collaboration with ET, IT, Planning and Construction, Purchasing, Grant Compliance, Business Office on the four ALC projects in the North and South Academic bond projects. The locations and type are as follows:

        - North Academic
          P1.144 – Tier 1
          P3.131 – Tier 2
        - South Academic
          Y2.101 – Tier 1
          Y1.101 – Tier 2
- Continued collaboration IT, ET and Audiovisual Aides to complete AV installation.
- Pending furniture and equipment tagging.
- Collaborating with Curriculum & Instruction, chairs and faculty to schedule the ALCs for the spring 2018 semester. Scheduling for the bond rooms is on hold until further notice.
- All requisitions for the bond projects are completed.
- Coordinating ALC scheduling with chairs, faculty and Curriculum and Instruction.
- Arranged classroom trades between the Education and Communications departments in building P to provide a first floor classroom to the Business Office. This accommodation places Education in P1.114, a Tier 1 ALC. Up until this development, none of the ALCs had department ownership.
- Continued AV training and faculty support.
- Continued collaboration with ET and IT to remedy technology concerns. Some of the issues are the result of inconsistent care of the AV equipment, for example, not signing out of the tablet and not turning equipment off after the last course. Sent emails to faculty \ as a friendly reminder. Network group policies and a need to update the Windows platform attribute to the other observed and reported technology concerns.

➢ **FOCUS Academy**

- Preparing NOEs and supporting documentation for 56 spring 2018 participants.
- Began fall 2018 recruiting efforts. The registration link is pending.
- Continued tracking of NOE eligibility criteria for faculty participants.

Component 2

➢ **Redesign and Expansion of Faculty Advising**

- Replaced the Lead Faculty Advisor (LFA) for MSB with another MSB faculty member from the Mid-Valley Campus.
- Created an abbreviated Statement of Commitment, Memorandum and Tracking Record for the MSB LFA.
- Collected and signed forms as part of the NOE supporting documentation.
- Continued coordination with Lead Faculty Advisors and Director of Advising and Mentoring Services to collect data, support training and faculty advising.
- Planned the Annual Faculty Advising Certification ceremony in collaboration with the Lead Faculty Advisors.
- Continued record keeping for LFA Tracking Record.
- Meetings with LFAs and the Advising department reveal that the newly implemented hybrid training has received positive feedback from faculty participants and is preferred to the original face-to-face options and online recertification model.

Component 3

➢ **Enhancement of Technology Infrastructure**

- Collaborated with NAH and Starr staff to schedule courses for summer and fall. The introductory Occupational Therapy and Physical Therapy courses are not summer offerings. The current courses for summer 2018 are as follows:
    - RSTPT1137.GZ1
    - Pending EMSP1371.GZ
- The current courses for fall 2018 are as follows:
    - PTHA1409.GZ1
    - OTHA1305.GZ1
    - EMSP.1371.GZ1
    - Pending courses outside the NAH division
        - ACCT2401
        - ACCT2402
        - PHIL2303.GZ1
        - PHIL2306.GZ1
        - PHIL2307.GZ1

- Historically, this component had challenges due to many of the NAH courses having lab components, which cannot be properly supported via remote course delivery. After several meetings, a new contact at NAH was delegated to assist with course offerings and promotion at the Starr County Campus. This latest development is promising and has already provided more course offerings for the fall.

MANAGEMENT/COMPLIANCE

➢ **Department of Education**

- Attended the Title V Annual Conference to keep abreast of any upcoming changes to reporting or grant funding. The Annual Progress Report (APR) template is under revision and is not available. At last report, the DOE link will be in May with a 90-day window for completion.
- Submitted a brief overview to DOE for Year 4 encumbrances and plan to spend down carryover. The Program Officer requested institutions to summarize any carryover to Year 5. Planned encumbrances that were part of a denied CIP project at Mid-Valley were revised to effectively and efficiently spend down carryover. The new plan is to upgrade existing Tier 1 ALCs at the Mid-Valley, Pecan and Starr County Campuses to Tier 2 ALCs.

➢ **South Texas College**

- Conducted interviews for the Faculty Advising Coordinator.
- Offered HSI Grant Specialist to candidate with a delayed start date of April 2, 2018. The original start date was scheduled for April 2, 2018.
- Completed M&O proposal and itemized budget for the following bond projects:
    - Upgrade P1.114 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Upgrade Y2.101 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC
    - The estimated budget for all M&O projects is $152, 695.00
- to upgrade Tier 1 ALCs in Buildings P and Y and a full scale

HIGHLIGHTS

- FOCUS Academy Graduation – April 6th
- Faculty Advising Certification Ceremony – April 19th

CURRICULUM AND STUDENT LEARNING
DR. MURAD ODEH-INTERIM ADMINISTRATOR

CURRICULUM INTERIM ADMINISTRATOR

- Finalized 2018-2019 Online Catalog and is scheduled to go live Monday, March19th.
- Met with Curriculum & Scheduling Coordinator to discuss Core Curriculum and the status of the catalog page credit by examination
- Attended the Academic Council meeting.
- Met with Interim Assoc. Dean of Professional & Organizational Development to discuss and review the Texas Pathways Pre-work forms.
- Attended the Faculty Senate meeting
- Attended the Virtual Lab Product Development Symposium in Austin, Texas March 1-3, 2018
- Met with Project Manager of Academic Affairs and Interim Associate Dean of the Office of Professional & Organizational Development to discuss preparations for the EWDC Pathways Project.
- Attended the Education and Workforce Development Committee to present the Texas Pathways Project to the Board and answer any questions they may have
- Met with Dean of High School Programs, Assistant Dean of LASS and Interim Associate Dean of the Office of Professional & Organizational Development to discuss Dual Credit.
- Attended the Persistence Task Force meeting.
- Met with RAS for the Discussion of Employability Surveys
- Met with the Interim Associate Dean of the Office of Professional & Organizational Development to discuss Pathways Core Team meetings.
- Held a Learning Outcomes Assessment Committee and Core Objective Assessment Taskforce meetings.

- Met with Curriculum & Scheduling Coordinator and the program developer for the Personal Trainer program to discuss the registration controls for courses
- Met with Interim Associate Dean of OPOD to discuss and prepare for Pathways Planning meeting.
- Met with the Dean of Institutional Research & Analytical Services to discuss the Learning Outcomes Assessment Committee and Core Object Assessment Taskforce
- Attended a webinar with the Texas Success Center to discuss the upcoming institute in Houston.
- Met with Learning Outcomes Specialists to discuss the Psychological Science Department PLOs.
- Attended the Planning and Development Council meeting.
- Attended the Fifth Annual LEAP Texas Conference in Houston on March 25th -27th.
- Attended IT team meeting with Application Development Manager, Application Analyst and Learning Outcomes Specialist to discuss the Jag PRIDE functionality because of recent changes to SACS.

MEETINGS ATTENDED AND TRAININGS BY THE CURRICULUM STAFF

- Attended CourseLeaf User Conference in Colorado Springs, Colorado February 28-March 3, 2018.
- Attended Academic Council meeting.
- Met with RAS to discuss employer survey process for program development.
- program development
- Updated and finalized Personal Trainer Certificate packet for Education Workforce Development Committee.

COURSE SCHEDULING

- Worked on schedule updates for Summer and Fall 2018

UPCOMING EVENTS

- Attending the Texas Pathways Project Institute #4 in Houston, TX on April 16th- 18th.

DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS
DR. REBECCA DE LEON- INTERIM DEAN

COMPLETED PROJECTS/ACTIVITES:

- Academies Application for the 2018-2020 cohort closed on Wednesday, March 21, 2018. Academies Staff has started review of applications to submit a final list of applicants to high school counselors for verification.
- Academies Program staff attended the South Texas College and Edinburg CISD Success Metrics Meeting at ECISD Central Office on Friday, March 23, 2018.
- TexPREP Year 1 Application deadline was Friday, March 23, 2018. Staff has contacted middle school counselors to coordinate the pick-up of submitted applications in preparation for review.

ACADEMIES PROGRAM

- Dual Enrollment Medical Science Academy at Starr County Campus received confirmation and a signed agreement on Wednesday, March 28th to host a summer internship for their twelve students.
- Academies Staff conducted follow-up recruitment application dives to assist student with the completion of the Dual Enrollment Academies Application. Application drives held consisted of assisting students with their essay, resume, requests for letters of recommendation, as well as answering questions about the application process. Events were held at the following partnering high schools:
  - March 1st: McAllen High School
  - March 1st: Roma High School
- Academies Staff conducted case management sessions with Academy students, as needed, to discuss academic progress.
- Academies Staff continued to provide updates to high school counselors/staff on student's application status and providing assistance with the submission of pending requirements.

- Academies staff received pending application items and submitted them for processing with corresponding department.
- Academies Staff contacted participating ISDs regarding student liability coverage in preparation for summer internships.
- Submission of event parking requests, and Educational Technologies requests were submitted in preparation for upcoming Academies' and TexPREP events.
- Academies Staff hosted workshops on Friday, March 2nd at the Pecan and Mid Valley Campus. The following presentations were held:
  - Pecan Campus: The National American University/UTRGV Admissions & Financial Literacy
    - Fifty-five juniors received information about National American University and UTRGV about the programs they offer, internships and even study abroad opportunities. They also participated in team building activities that will help them develop personal growth.
    - Forty-nine seniors had attended a financial literacy presentation. Presenters brought workbooks for participants to assist them in mapping out money habits and financial goals. Topics on money lending, credit cards, banking, and credit scores were covered to provide students more insight on how to achieve financial success.

  - Mid Valley Campus: Student Leadership Academy & Career & Employer Services Workshop
    - Forty-four juniors attended a Student Leadership Academy workshop provided by Student Activities Staff. Topics covered were pertained to the development of leadership skills. Students we able to further develop their collaboration and communication skills through various exercises.
    - Twenty-four seniors participated in a Networking Workshop hosted by Career & Employer Services Staff. Presenter provided students tips on how to expand their professional network in preparation for university admissions and the workforce.
- Academies Staff hosted workshops on Friday, March 23rd at the Pecan and Starr County Campuses. The following presentations were held:
  - Pecan Campus: The Museum of South Texas History
    - Seventy-eight Academy juniors and sixty-four Academy seniors attended a workshop hosted by the Museum of South Texas History. Students learned about the different exhibits on display, as well as the different career opportunities available at the museum. Staff provided information about pathways that may lead to a profession in this field, as well as volunteer opportunities.
  - Starr County Campus: UTRGV Admissions & Career & Employer Services Workshop
    - Eleven Academy juniors attended a workshop hosted by UTRGV. Students learned about the application process, on-campus housing, and student life. Students were able to engage in an open question and answer session.
    - Nine Academy seniors attended a workshop hosted by South Texas College's Career and Employer Services Department. Students learned about the various services that are available to them as students. Students also learned the basics of interviewing skills. Students engaged in a hands-on workshop where they also learned about the proper handshake and posture appearance for an interview.

High School Projects:

- TexPREP parent information session was held at Ramiro Barrera Middle School on March 1, 2018.
- Staff conducted a meeting on March 19, 2018 to review hiring of TexPREP Staff for summer 2018.
- TexPREP parent information presentations for First Year applicants are being scheduled with partnering middle schools with an application deadline of March 23, 2018.
- Staff conducted a TexPREP planning meeting with PSJA ISD Staff on March 23, 2018.
- Hiring of TexPREP Instructors and Program Assistants is being conducted in preparation for summer 2018.
- Staff coordinated the pick-up of Year 1 applications from participating middle schools.
- Submission of event parking requests, and Educational Technologies requests were submitted in preparation for TexPREP: Parent Orientation, Weekly Career Awareness Presentations, and Closing Ceremony.

PROFESSIONAL DEVELOPMENT/CONTINUED LEARNING

- On March 19, 2018, Academies and High School Projects staff meet to discuss the Academies applications and preparation for upcoming events.
- On March 26, 2018, Academies and High School Projects staff met to discuss final review of applications in preparation to submit a final list of applicants to participating high schools.

IN PROGRESS: PROJECTS AND MAJOR ACTIVITIES

- Review of Dual Enrollment Academy Program Applications for the new 2018-2020 Cohorts.
- Preparation for Cord Ceremonies at Mid Valley, Starr, and Pecan Campuses.
- Preparation to send out notification to TexPREP returning students.
- Review of TexPREP student applications of returning students and Year 1 applicants.
- Hiring of TexPREP Staff for summer 2018 program.
- Summer registration for Academy students.
- Preparation for Cord Ceremony at Mid Valley, Pecan, and Starr County Campuses

SOFIA PENA
DIRECTOR – EARLY COLLEGE HIGH SCHOOL

MEETINGS

- Attended Dual Credit Programs Chart Review Meeting to discuss the breakdown of each Dual Credit Areas responsibilities.
- Attended meeting with Weslaco ISD High School Partner to discuss upcoming dual credit semester and concerns.
- Attended meeting to discuss Dual Credit Honors Program implementation.
- Attended meeting to discuss ECHS Data and upcoming direction of the program.
- Attended Pathways Core Team Meetings to discuss the essential elements of pathways design and strategies for improving academic success of students entering college through multiple entry points.
- Facilitated a Degree Works Training Session for the Edinburg CISD ECHS personnel.
- Attended meeting and tour of Lincoln Middle School with McAllen ISD Superintendent to discuss potential options for improving facilities at Achieve Early College High School.
- Attended a workshop to discuss the status of the Dual Credit program and the success metrics for Hidalgo ISD.
- Attended a meeting with Weslaco ISD Dual Credit partner to discuss the upcoming academic year.
- Attended a follow-up meeting to discuss potential Academies partnership with Mission CISD.
- Attended Dual Credit Matriculation Task Force Meeting to discuss goals and strategies to increase matriculation of dual credit students to South Texas College.
- Attended Academic Affairs Council meeting to discuss current and upcoming Academic Affairs business.
- Attended meeting to discuss the Student Life Cycle from a potential Dual Credit student's 8th grade experience to post-high school graduation.
- Held departmental meeting to discuss and create a presentation for the upcoming STECC Conference to present information on monitoring student progress.
- Attended the STC & ECISD Partnership Dual Credit Program Status & Success Metrics Workshop to review the 2015-2016 Student Academic Progress data.

STC & ECISD Partnership Dual Credit Program Status & Success Metrics Workshop		
Edinburg CISD Dual Credit Partners	**Dual Credit High School Partner**	**Meeting Attendance**
Traditional *Dual High School*	Robert Vela High School	*24-30 Edinburg CISD and*
Early College *High School*	Robert Vela Early College High School	
Traditional *Dual High School*	J. Economedes High School	

STC & ECISD Partnership Dual Credit Program Status & Success Metrics Workshop		
Early College *High School*	J. Economedes Early College High School	*STC Representatives*
Traditional *Dual High School*	Edinburg High School	
Early College *High School*	Edinburg Collegiate Preparatory Academy	
Traditional *Dual High School*	Edinburg North High School	
Early College *High School*	Edinburg North Early College High School	
ECISD Curriculum & Instruction	Edinburg CISD High Schools	

- Early College High School Staff update and schedule the upcoming dual credit courses for the various ECHS Dual Credit Partners for the summer and fall.

ECHS Off-site Scheduling Meetings		
School District	**Early College High School Partner**	**Meeting Attendance**
PSJA ISD	PSJA Memorial ECHS	***6***
La Joya ISD	Jimmy Carter ECHS	***4***
Mercedes ISD	Mercedes Early College Academy	***6***
Mission CISD	Mission Collegiate ECHS	***5***
Edcouch-Elsa ISD	Edcouch-Elsa ECHS	***5***
Rio Grande City ISD	Preparatory for Early College High School	***4***
Weslaco ISD	Weslaco East T-STEM ECHS	***6***

MAJOR ACTIVITIES

- Early College High School Staff conducted one-on-one Student Degree Audit Evaluations with the Junior Class of 2019 across our 29 High School partner sites.

ECHS Student Degree Audit Evaluations		
School District	**Early College High School Partner**	**Student Attendance**
PSJA ISD	PSJA Southwest ECHS (Continuation)	40 Students
	PSJA Thomas Jefferson T-STEM ECHS	65 Students
Edinburg CISD	Edinburg Collegiate Preparatory Academy	60 Students
	Edinburg North ECHS	50 Students
Weslaco ISD	Weslaco East ECHS (Continuation)	13 Students
Hidalgo ISD	Hidalgo ECHS	60 Students
Valley View ISD	Valley View ECHS	40 Students

EXTERNAL VISITS

- ECHS Student and Parent informational sessions meant to inform students and parents of the different options their students have for ECHS and Associate Degree Pathways.

Student and Parent ECHS Events			
School District Event		**Early College High School Partner**	**Event Attendance**
Mercedes ISD	*ECHS Partnership Parent Meetings*	Mercedes Early College Academy	*40 to 60 ECHS Parents per Meeting*
PSJA ISD		PSJA T. Jefferson T-STEM ECHS	
EDINBURG CISD		J. Economedes ECHS	

Student and Parent ECHS Events			
EDINBURG CISD	*ECHS Sophomore Student Class Meeting*	Edinburg Collegiate Preparatory Academy	*70-100 ECHS Students per Meeting*

- The Southern Association of Colleges and Schools (SACS) and the AdvancED Review Team held accreditation engagement reviews of Teaching and Faculty Staff's classrooms to measure student engagement with content and course materials.

SACS and AdvancED Review Team Accreditation Engagement Reviews		
School District	**Dual Credit High School Partner**	**Review Attendance**
La Joya ISD	La Joya High School	*SACS and AdvancED Review Team and ECHS-AdvancED certified Coordinators*

- Early College HS Staff attended TEA Leadership Coaching Meetings across the 29 High School partner sites across the Rio Grande Valley.
- ECHS Coordinators discussed College and Career Readiness Model, Success Metrics and TSI Overview with ECHS High School Administration at the TEA Leadership Coaching Meetings.

ECHS TEA Leadership Meetings		
School District	**Early College High School Partner**	**Leadership Meeting Attendance**
Mercedes ISD	Mercedes Early College Academy	**8-10** Leadership Meeting Attendees **Leadership Team:** High School Administrator, Counselor, STC ECHS Coordinator, STC Director of ECHS and TEA Leadership Coach
La Villa ISD	La Villa ECHS	
PSJA ISD	PSJA Thomas Jefferson T-STEM ECHS	
Monte Alto ISD	Monte Alto ECHS	

- Educate Texas and the Texas Education Agency conducted Early College High School site visits to conduct walk-through analysis of the implementation of the College Career Readiness Model (CCRM).

Educate Texas and TEA On-site ECHS Visits			
School District	**Early College High School Partner**	**On-site Review**	**Site Visit Attendance**
La Joya ISD	Jimmy Carter ECHS	• Student Focus Groups • Faculty and Counselor Focus Groups • Classroom Visits and Reviews	Educate Texas and TEA Agency Representatives, ECHS Coordinators and Director

HIGH SCHOOL PROGRAMS AND SERVICES
NICOLAS GONZALEZ- ADMINISTRATOR

ADMINISTRATOR REPORT

- We sent the D2D the summer schedule for PSJA schools as requested by them for registration this past weekend. We will be sending the remainder of the summer schedule by early next week.
- The fall schedule is moving forward on the 14 schools that Mr. Matamoros has identified for scheduling in May. These will be sent before the end of April.
- We are asking the department chairs to start their interviews as needed for the 44 DCF applicants that we have received up to now – the deadline for submitting new applicants is April 2nd. Completion and determination of each candidate needs to be done as soon as possible in order to finish the fall schedule of the schools requested.
- 43 Dual Credit Faculty applicants: 36 Academic/7 CTE.
- Spring 2018 Recovery went down to 1 section as predicted, it is slowly fading away.
- We submitted 373 NOE's to human resources office on Friday; March 2nd. Total paid on NOE's $399, 980.00. Total number of sections taught by DEF 1,280.
- On Dual Credit Course Agreements; we will be collecting over $2,218,200.00 for 499 sections/223 STC Instructors.

Categories	* DCCA's Revenue	Expenditures NOE's $350.00 per section
Dual Credit Faculty 1,188 Sections		< $399,980.00>
STC Faculty 495 Sections without Academies Sections	$ 2,218,246.69	
Average per Section	$ 4,130.81	$ 336.68

Prospective Dual Credit Faculty Candidate Chart					
Prospective DCF Candidates	Pending Interview	Did Not Qualify	Approved	Denied	
60	50	3	6	1	As of 4/10/2018

- Met with Dr. Rebecca De Leon to discuss activity reports
- Visited Athenaeum for University Preparation to pick up DECA
- Accepted 16 new DCF applications
- Assisted all DCF candidates through the 4-Step Application Process
- Created DCF hard copy application folders for Program Chairs
- Submitted all electronic applications and transcripts received from high schools to Program Chairs
- Set up interview appointments for Program Chairs
- Assisted hosting Computer Science, Art and Spanish interviews
- Communicated with HR regarding candidates in clearance process and candidate whom was at risk of being out of compliance with HR policy
- Emailed DCF candidates interview dates
- Emailed DCF candidates interview outcomes (recommended/not recommended)

Alejandra Cantu, DE Planning and Scheduling Manager

- Met with Rio Grande Preparatory administrators to discuss summer and fall schedule.

- Met with Hidalgo HS principal and Dr. Cortez on to discuss new degree plans.
- Picked up DECA at Vanguard Academy
- Worked with Dr. Cantu to finalize speech courses at Rio Grande for summer I
- Manually added the STRE 4000 to summer courses (Engineering & chemistry)
- Requested a Biology 1407 for summer II for PSJA ISD. Chair approved it.
- Made changes to the summer I schedule for Valley View STEM.
- Spoke to the Dean of Instruction from Mercedes HS in regards to summer classes.
- Created a new A& P section for the HEAL program for Med High at the Mid Valley Campus for summer I
- Worked with Political science program chair of faculty changes for the summer.
- Created new art and criminal justice courses for Vanguard Mozart for summer I.
- Spoke to welding program chair about changes for Hidalgo summer courses.
- Created two new sections of welding for Hidalgo HS.
- Made faculty changes for the English department.
- Requested new economics section for Weslaco ECHS for summer I. Chair approved the section.
- Weslaco East requested new English, Psychology and sociology for summer I. Chairs approved all three sections.
- Worked with philosophy department on changing times for summer classes to accommodate faculty schedule.
- Created new chemistry section for Weslaco HS for summer I at the Mid Valley campus.
- Worked on summer I & II schedules for Edcouch, La Villa, and Mercedes ECHS.
- Relocated government sections for Rio Preparatory to the Starr campus.
- Requested new speech section for Vanguard Academy.
- Chair approved the section.
- Added a third online music section for Rio Preparatory.

PROJECT MANAGER REPORT:

CAROL WOODS

- Accreditation Project: College to pursue accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the Dual Credit Program. Accreditation will provide national recognition that concurrent enrollment standards are being met by South Texas College's Dual Credit Program.
    - Developed plan for general timeline and deadlines to be met on a semester basis, which can be adapted to the accreditation cycle during which the College applies.
    - A detailed timeline and action plan format has been developed for each standard by semester for the one to two-year process of self-study, submitting an application, and the subsequent review process done by the Accreditation Commission of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
    - A preliminary self-assessment team is scheduled to meet in April 2018 to evaluate the accreditation implementation timeline, determine structure and membership for the self-study committee, and complete a worksheet for a preliminary self-assessment of quality practices. The self-study committee will be formed with input from this initial group. The self-study committee is will assess current practices to identify what standards the College needs to improve upon as well as to develop implementation plans for any standards not yet in place. Required evidence needs to demonstrate that all practices described in the standards have been in place for the school year preceding the application.
- Continue to respond as needed to faculty and/or chairs on dual credit issues.
- Requests sent in late January 2018 to Department/Program Chairs for review and updates to the Dual Credit Textbook Adoption List. March 1 was set as the deadline for responses to be received in HSPS. Subsequently, follow up reminders have been sent to those chairs not responding, so the annual review can be completed.
- Responding to requests from schools asking for current textbook adoptions for courses and other textbook issues as needed. STC department chairs are copied on responses to schools regarding textbook adoptions, so they are kept in the loop on textbook status at partner schools.
- Drafted an explanation of textbook adoption policies and procedures to be distributed to partner school districts and STC chairs summarizing Dual Credit textbook adoption guidelines and how to avoid and resolve issues being experienced between partners. This will be reviewed by the Textbook Sub-committee of the Dual Credit Task Force and administrative staff before distribution to make sure relevant issues are covered.
- Scheduled a meeting of the Textbook Sub-committee of the Dual Credit Task Force for April 20, 2018. This meeting is to discuss new or continuing textbook issues. A report will be made to the Dual Credit Task Force.

- Revised the job description for the position of Coordinator of Traditional High School and ECHS to include the addition of duties related to coordination of traditional high schools to the case load of ECHS coordinators.
- Participated in Perkins Leadership Grant meeting Feb 28, 2018, to review RFP and discuss what ongoing CTE project could be submitted for a Perkins grant award.
- Met with Cengage Publishing reps to discuss their Unlimited model for Dual Credit textbook adoptions. Some STC programs are adopting this product in an attempt to decrease textbook cost to schools and students with bundled packages for student e-textbook access.
- Participated in the Dual Credit Matriculation Task Force meeting on March 27, 2018, to review updated goals and strategies as part of finalizing the recommendations to increase matriculation of dual credit students to post-secondary education and to South Texas College.
- Continue to meet with Interim Dean of High School Programs to review progress on existing department projects and identify new projects.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- Fundraising – Created Sponsorship Brochure for 2018 "A Night with the Stars" Gala. Drafted renewal and request letters to accompany Sponsorship Brochure. Followed up with sponsors pending payment for the 12th Annual ANWTS
- Retention – Held Valley Scholars meetings on Mar. 2, 2018 to update students on upcoming events and opportunities. Submitted request for Early Alert emails to identify Valley Scholars in need of academic assistance. Worked with Starfish to filter out Valley Scholars in need of assistance. Reviewed Valley Scholars Applications and notified eligible students of acceptance.
- Recruitment –Presented info about Valley Scholars Program to students from Sharyland ISD and met with Valley Scholars recruits from Weslaco ISD.
- Scholarships/Awards – Valley Scholars Bachelor Program students completed online orientations and were provided contact information for their assigned Valley Scholars mentees.
- Community Service – Valley Scholars students volunteered at Keep McAllen Beautiful's Arbor Day Celebration on Mar. 3, 2018.
- Administrative – Coordinated necessary paperwork with Business Office for the College Tour - student waiver forms, requisitions for hotel, bus expenses and per diems. VS Coordinator and VS Assistant attended Adobe Photoshop training on Mar. 1, 2018. VS Coordinator attended Academic Council Meeting on Mar. 26, 2018. Coordinator and AA attended Active Shooter Defense Training on March 28, 2018.

PHI THETA KAPPA

- Meetings – Held March general meeting on Mar. 22, 2018. Student officers met to discuss Spring events.
- Conferences – Two advisors and two PTK student officers attended the Phi Theta Kappa Texas Regional Convention in Houston, TX from March 8 –11, 208. Beta Epsilon Mu received several awards including earning Five Star Chapter Status and the Honors in Action and College Project Participation Award. Four officers and one advisor were named to the Texas District V Hall of Honor.
- College Project – Advisors and students met with Physical Science Instructor, Jeremy Hinck, and Mid-Valley Site Campus Administrator, Daniel Montez, to discuss PTK's assistance with the RGV Hurricane Expo to be held on April 28, 2018. Students and advisor visited the RGV All-Hazards Expo on March 28, 2018 to promote the Hurricane Expo and recruit participants.
- Recruitment – Held new member orientation on March 5, 2018 for eligible students invited to join PTK. Answered emails, phone calls, and met with students to provide information about the benefits of joining Phi Theta Kappa.

HONORS PROGRAM

- Representatives from the Academic Excellence Office and High School Programs and Services met to discuss the viability of extending Honors courses to dual credit students.
- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director, Dr. Eric Reittinger.

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

DARCI CATHER-INTERIM ASSISTANT DEAN

MEETINGS

- Vision, Mission, Values Committee – March 5th - Attended the meeting held at the Cooper Center
- EWDC Pathways Project Preparation – March 5th – Prepared for Texas Pathway Project Presentation for EWDC
- Texas Pathways Project EWDC – March 6th – Presented on the Texas Pathways Project to the EWDC.
- TPP 4 Advance Work: Dual Credit – March 7th – Held meeting to complete Institute #4 advance work with dual credit partners.
- Software to Track Trainings – March 7th– Met with Business Office and Cashiers Office to discuss Software to Track Trainings
- STLA for Staff – March 7th –Met to discuss keynote speaker(s), general session, breakout sessions
- Pathways Core Team Meeting – March 8th – Held meeting to discuss Proposed Program Clusters and complete Advance work for Institute #4.
- STARLINK Meeting – March 9th –Traveled to Dallas to attend the meeting and represent STC.
- SACS Proposal Submission – March 15th – Submitted a proposal to present at the next SACS Conference over FOCUS Academy and Active Learning Strategies.
- Vision, Mission, Values Committee Meeting #2 – March 19th - Attended the 2nd meeting discussing proposed vision and mission statements.
- Pathways Planning Meeting – March 19th – Held meeting to prepare for the next Pathways Core Team meeting and work on endorsement mapping worksheet.
- Pathways Dual Credit Meeting – Met with Dr. Odeh and Dr. Nelson to work on endorsement mapping and Pathways Advance Work.
- Texas Success Center Call – March 21st – Participated in the conference call to the Texas Success Center. We discussed our progress on the Scale of Adoption that was completed Fall 2017.
- STLA for Staff Speaker Conference Call – March 21st – Interviewed possible for speaker for STLA for staff and discussed the logistics of the event.
- FOCUS and ALC Presentation Preparation – March 21st – Met with VPAA and HSI Grant Director to prepare for presentation to PDC about FOCUS Academy and ALCs.
- Pathways Core Team Meeting – March 22nd – Presented on proposed revisions to Program clusters. Endorsements alignment updates, DC advance work were also discussed. Teams completed engagement scan and prepared Institute #4.
- Faculty Spotlight Pictures Planning Meeting – March 23rd –met with PR photographer and Faculty Spotlight Editor-in-Chief to discuss photos, timeline, and promotion for the Faculty Spotlight booklet.
- Planning and Development Council – March 23rd – Attended and presented at PDC meeting.
- Perkins Leadership Grant Meeting – March 28th – Met with Grants team to discuss possibility of applying for a Perkins Leadership Grant.
- Submission of Institute #4 Advance Work – March 29th – Compiled and submitted Endorsement Mapping Worksheet, Corequisite Visioning Worksheet, and Engagement Scan to Kristi Short at the Texas Success Center.

ACADEMIES/TRAININGS

- DELTA Session 5– March 5th. - The purpose of Week 5 is to become familiar with resources for faculty and students at South Texas College, including library services, the Student Information Center, the Centers for Learning Excellence, Student Rights and Responsibilities, the Office of Disability Support Services, Distance Learning, OPOD, Educational Technologies, the Faculty Handbook, and Degree Works, and to discuss how these resources can support teaching effectiveness
- ACTA Session 4 – March 8th – The Ambassadors' Cross Training Academy participants participated in team building activities and had presentations from Institutional Effectiveness and Assessment, Research & Analytic Service and Library Services & Open Labs.

- Jaguar Academy Kick-Off – March 8th - The Academy was attended by 35 participants ranging from different departments and campuses. Started the Academy with a Welcome & Orientation to the Academy followed by Introduction of Participants. Completed the session with a Team building activity
- FOCUS Academy – March 9th –Facilitated workshops with 28 participants each, they focused on Literacy and Writing to Learn, with a guest speaker from the Business Administration Dept.
- Distance Learning Retreat – March 20th – Facilitated the DL Retreat on Customer Service. Discussed how to handle difficult customers and examined best practices in serving customers over the phone.
- PD System Workshop Creation Training – March 21st – Offered training for the Library staff on how to create workshops in the new PD system.
- ACTA Session 5 – March 22nd – Participants completed a Scavenger Hunt, followed by presenters from the offices of Purchasing and General Services, Business Office, and Accountability & Management Services
- Jaguar Academy Session 2-Campus Bus Tour– March 22nd - Jaguar participants attended a campus tour of all STC Campuses
- FOCUS Academy – March 23rd – 2 Cohorts of FOCUS Participants worked on Assessments, group preparations presentations and had a guest speaker from the MSB Division
- Leap Conference – March 25-28– Attended LEAP conference held in Houston, TX. Participated in norming exercises and discussed VALUE Rubrics and calibration sessions. Learned about various resources offered through NILOA.

STC-PHARR COLLEGE & CAREER TEACHING CENTER
IRMA ROSALES-COORDINATOR

SITE COORDINATOR REPORT:

- Met with Diana Lucio, program coordinator for Public Administration program to discuss possible program offerings at the HEC-P for the fall 2018 semester.
- Attended the Women's Non-Traditional Career Symposium hosted by RGCCISD held at the Fort Ringgold Auditorium on March 7, 2018.
- Continued working on TWC-Building Construction Trades grant under the direction Grant Development Officer, Grace Gonzales. Grant documentation is due March 19, 2019 for review.
- Accompanied CNBT students on a visit and tour of the STC-Regional Center for Public Safety site, March 22, 2018.
- Attended the STC-Mid Valley Campus Career Day, held at the Mid-Valley Campus pavilion, March 23, 2018 from 8:30am-12:00pm.
- Participated as a member of the SACS/AdvancED La Joya- Memorial Middle School Engagement Review Team on Monday, March 26-27, 2018.
- Attended the Vanguard Academy-Mozart Campus Career Fair on March 29, 2018.
- Assisted with advising and enrolling students for classes in the Design & Building Technology programs.

UPCOMING

- April 6, 2018- RGV Lead-Sharyland ISD student visit of STC Technology Campus and site visit of the Regional Center for Public Safety.
- April 10- Mid-Valley Campus College Fair scheduled from 8:30-2:00pm in the Mid-Valley campus pavilion.
- April 13-Escandon Elementary Technology Campus tour and technical program engagement.
- April 17-18, Perkins Middle School Accreditation Engagement Review.
- April 18 – Meeting with PSJA ISD CTE Academy Principals and D&BT program leads.
- April 19-Mission ISD East Academy College and Career Day

LA JOYA TEACHING CENTER
DR. RENE ZUNIGA-COORDINATOR

- Coordinator participated in the La Grulla high school College Fair and promoted the center and the programs offered at the center, March 06, 2018

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. PLUMMER, VP-ISPP & SI
DATE:	APRIL 12, 2018
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2018 THROUGH MARCH 31, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

JAGNET REDESIGN – PHASE II

The Applications Development team conducted a demo session of the new Student Progress Meter with the functional clients; they encountered only one issue during the session. The technical team will continue working on the refresh functionality issue and expects to rollout the new Progress Meter in early April. The progress meter displays DegreeWorks student data towards completion in a graphical mode on the JagNet login page.

The issues encountered with the HR and BO forms moved from the external website to JagNet were narrowed down to, form admin rights that are assigned at creation. The IT team will work on a resolution that consists in updating the administrative rights for the BO and HR Business Analysts.

BANNER 9 UPGRADE – ADMIN PAGES

The Banner 9 General and Human Resources Admin pages went live on March 24. There were minor access issues reported during the rollout day. The IT team fixed the issues and worked on preparing the Banner 9 environment to continue with the Finance and the Purchasing module testing. The Finance team expects to begin testing the week of April 2 and the module will go live in May. The Financial Aid module will follow the Finance deployment and Student and Cashiers will be the last groups to migrate to Banner 9. The Banner 9 Admin page upgrade project will expand until December 31, 2018; followed by the Banner 9 Self Service upgrade project in January 2019.

The Workflow application identified as a dependency for the Banner 9 project. The IT team worked on a separate project to upgrade the WorkFlow application and rolled it out to production the first weekend in March. No reported issues with the Workflow upgrade project. This item will be removed from the report next month.

ING PLATFORM (ILP)

The Intelligent Learning Platform allows a seamless transferal of data such as grades and homework between Banner and Blackboard improving the interaction of students and faculty with the Learning Management system, Blackboard. The implementations team launched the ILP project communication plan by presenting the ILP features during faculty and administrator meetings such as Academic Council, PAS, and PDC. In the meantime, the data transfer module between ILP and Banner continues to move event

information for the summer term. The Distance Learning and a group of selected Faculty will test the module and conduct a pilot roll out during the summer; the ILP full deployment is scheduled for the fall.

JAGMOBILE

The Applications Development team in collaboration with the Student Registrar Office launched the JagMobile student application. The JagMobile app is now available in the Apple and Google Play stores for students to download to their phones. JagMobile is a lightweight student registration app with additional functionality for student services and connection activities. The IT team will collect data on JagMobile usage and student comments in order to improve the next versions and provide more student relevant functionality.

TIME CLOCK PLUS PHASE II

This project is on hold due to other priorities. IT will continue to work on an electronic form that will replace the TARF paper form and automate the time adjustment process.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The institutional CIP process has come to a stop due to Bond construction priorities; the IT team will follow up with the Facilities team regarding the need to create a Construction Improvement Process Form to install a gas generator in building M. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies. The Rio Grande DR site is also pending a generator installation to provide power for building E in the event of disaster. These two projects are part of the South Texas College Disaster and Preparedness Plan.

OFFICE 365 MIGRATION

The functional and technical taskforce for the Office 365 migration tested the OneDrive solution, as well as, the usage guidelines and they have provided recommendations for the project roll. The project communication plan kicked off with informing faculty and administrators during Academic Council, PAS and PDC meetings about the OneDrive features. The team is also working on written communication that to be distributed via faculty-staff general e-mail. Similar committees will be created to approach other Office 365 solution deployments such SharePoint, Forms, Teams and Video chat.

VIRTUALIZATION PHASE II

This project includes the virtualization of 400-lab computers around the district. Already a total of 300-virtual computers were deployed in different labs in STARR, Pecan, Mid-Valley and the Technology Center. The Information Technology team continues to work on deploying the last 100 virtual computers and expects to complete this project by the end of April.

WINDOWS 10 UPGRADE

The IT department continues to work on the Windows 10 operating system upgrade project. Out of the 6,000 computers, 2,100 were upgraded district wide to the new OS. This project will be completed by the end of September 2018.

VICTOR M. GONZALEZ, CISO
INFORMATION SECURITY

INFORMATION SECURITY PROGRAM METRICS

- We are preparing a metric where we document our progress with the completion of the governance documents that are missing from our information security program.

TEXAS DEPARTMENT OF INFORMATION RESOURCES – SHARED SERVICES

- We are preparing a board motion for an interagency agreement with the Texas Department of Information Resources. This agreement will give us access to pre-negotiated IT security services leveraging the bargaining power of the state.

INFORMATION SECURITY GOVERNANCE

- Policy 4714 was approved by the board on March 27th.
- The privacy statement was updated and presented to PDC.
- We are working on an information security awareness mail-out to be sent out to all employees communicating the new board policy 4714 and how it ties in with the rest of the program.

ACCESS TO GRC (GOVERNANCE, RISK, AND COMPLIANCE) SOFTWARE USED BY TEXAS DEPARTMENT OF INFORMATION RESOURCES

- We have access to this resource. We just need to find some time to see how to leverage to help us improve our program.
- We will put this initiative on hold until we are done with other projects.

EXPANDING VULNERABILITY SCANNING PRACTICES TO INTERNAL SERVERS

- We are pending a meeting with the IT team that manages Linux servers.

INTRUSION DETECTION

- The newly installed TAP had an issue. It was only receiving inbound traffic. We think we know the cause of the problem. We will perform a change in early April to see if that resolves the issue.

INFOSEC NEWSLETTER

- The next newsletter will be distributed on May 2018.

PCI COMPLIANCE

- We are still pending completion of the PCI self-assessment questionnaire.
- We will request a reset of the assessment portal, sine we believe that we are getting assessed as if we had a more risky PCI environment.

INFORMATION RESOURCES DISPOSAL

- We are pending contacting the correctional facilities that dispose our resources to obtain updated information about their current procedures that are related to the safe disposal of data.

MEETINGS:

- 3/1/2018: Meeting with VP Dr. Plummer
- 3/2/2018: Presidents Administrative Meeting
- 3/5/2018: ISPP-SI Leadership Meeting
- 3/8/2018: Meeting with Comptroller, Myriam Lopez
- 3/12/2018 – 3/16/2018: Spring Break
- 3/19/2018: Project Update Conference Call
- 3/20/2018: Meeting with HR; CCUMC PD Meeting
- 3/23/2018: Supervisory Symposium, Copyright Meeting, Dept. Budget Meeting
- 3/26/2018: Project Update Conference Call
- 3/28/2018 – 4/1/2018: Digital Signage Conference Las Vegas

Monthly Special Events by Comparison:

2017			2018	
Jan	89		Jan	74
Feb	132		Feb	131
Mar	155		Mar	110
Apr	228		Apr	
May	115		May	
Jun	93		Jun	
Jul	74		Jul	
Aug	95		Aug	
Sept	143		Sept	
Oct	185		Oct	
Nov	239		Nov	
Dec.	86		Dec.	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2017	89	132	155	228	115	93	74	95	143	185	239	86
Number of Events 2018	74	131	110									

Total Man Hours

2017			2018	
Jan	145.25		Jan	211.35
Feb	175		Feb	284.6
Mar	276.9		Mar	219.25
Apr	392.75		Apr	
May	623		May	
Jun	116.25		Jun	
Jul	119.25		Jul	
Aug	159.5		Aug	
Sept	458.5		Sept	
Oct	319.5		Oct	
Nov	270.75		Nov	
Dec	136.5		Dec	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Special Events 2017	145.3	175	276.9	392.8	623	116.3	119.3	159.5	458.5	319.5	270.8	136.5
Special Events 2018	211.4	284.6	219.3									

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	1	8	0	36	0
Data Projector	41	8	9	6	0
Laptop	54	0	35	6	0
PA System	3	8	4	4	1
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	0	0	2
TV	0	0	3	2	0
Microphone	48	0	20	8	7
Direct Box	0	0	1	6	1
Digital Camera	0	0	0	0	0
Speakers	1	10	0	36	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	4	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	1	0	0	6	0
Document Camera	2	0	68	0	6
DVD/VCR Player	2	0	0	0	4
Wireless Lab	0	5	0	0	0
Keyboard/Mouse	3	7	3	0	0
Sympodium	6	0	9	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	3	1	3	0	1
Tripod	0	0	0	0	2
WebCam	3	0	1	2	3
Computer	41	0	9	0	2
Portable Table	0	0	3	8	0
Microphone Stand	1	0	8	0	6
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	1
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	2	0	0
Mac Adaptor	0	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	0	0	3	0	1
Interactive Display	7	0	0	4	0
PTZ Joystick	0	0	3	0	0
Gooseneck Mic	0	0	1	3	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	18	2	7	0	0
TOTAL	***236***	***49***	***192***	***131***	***37***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Audit of STC Internal FactBook – IE Plans and Reports
- Currently posting 2013-2015 to 2017-2019 IE reports on Factbook website.
- Data Audit
- Department name update in Xitracs, IE Entity Tree and IE Plan Writer's List – Information Services, Planning, Performance and Strategic Initiatives
- Departmental staff meeting
- Emailed 2015-2017 IE Final reports to all plan writers from Academic Affairs and Office of the Vice President for Finance and Administrative Services.
- Emailed 2015-2017 IE Final reports to all plan writer for final review.
- Finished posting 2013-2015 to 2017-2019 IE reports on Factbook website.
- Finished transferring 2015-2017 Final Reports to new SharePoint website.
- Gathered data for the 2015-2017 IE Report for the Office of Social and Behavioral Sciences- ongoing
- Gathered reports needed to complete the 2015-2017 IE Report for the Business Administration department – ongoing
- Help the Business Administration Department gather data for the 2015-2017 IE Report
- IE plans data audit
- IE Plans and Reports relocate
- IE Success Story: CLE
- IE Success Story: Office of Academic Affairs
- Received training for Microsoft SharePoint Designer.
- Revising all IE Final reports from 2013-present cycle had well transferred to sharefolder.
- Updated Office of Academic Affairs 2015-2017 IE Report
- Uploading IE Final reports for all departments to Factbook website (BETA).
- Worked on the Data Audit Report for the 2017-2019 IE cycle - ongoing
- Worked on the Data Audit Report for the 2017-2019 IE cycle - ongoing
- 2015-2017 Social & Behavioral Sciences IE Report – Finalized
- 2017-2019 Data Needs Audit – complete

ACCREDITATION

- Changes to Principles Presentation
- EMT Survey Design for CoAEMSP

ASSESSMENT/EVALUATION

- Carl Perkins Data Planning Presentation
- Continued work on Carl Perkins Evaluation
- Continued work on FTIC Mandatory Advising assessment
- FTIC Mandatory Advising assessment
- HSI Grant Evaluation Update
- Worked on HSI Title V Grant Assessment
- National Science Foundation Grant Proposal Evaluation Write Up – Complete
- Supported IE reports finishing

REPORTING

- CCSSE Means Report for Core Objective Assessment
- Data Request
  - Updated ST-1610 DPRA report
  - Retrieved and provided the FT-FTIC 1Y Persistence Rates data for Academic Affairs
  - Retrieved and provided the Average Attempted Credit Hours (for students earning Associate Degrees) and the Average Time (Years to Earn An Associate Degree) data for Professional and Organizational Development
  - Retrieved, summarized, and uploaded the Texas High School Graduates Enrolled in South Texas College report
  - Continued work on the Fall to Fall Retention by Major and by Enrollment Type report
  - Continued work on the Enrollment dashboard – Power BI

- Continued work on the Enrollment dashboard – Power BI
- Worked on Title V Grant Data
- Provided CtN - Dream Catchers Graduation and Transfer report
- Continued work on the Enrollment dashboard – Power BI

- EMT Survey Design for CoAEMSP
- Factbook
  - Updated and posted the Retention by Major: Fall to Spring report
  - Updated the Student Enrollment Composition report
  - Worked on the Fall to Spring Retention by Major report
  - Retrieved data and updated KPIs
    - Persistence
    - First College-Level Course Completion
    - Credits Earned
    - Degrees and Certificates Awarded
  - Provided the Fall to Spring Retention by Major and by Gender report
- Persistence Taskforce Data
  - Civitas Persistence data for Online, Part-time, CTE, and FTIC students
  - Persistence data for Online, Part-time, CTE, and FTIC students

OTHER

- ACTA Presentation Preparation
- Created the 2017-2019 IE Mid-Bi Workshop Schedule Tracking Sheet
- IEA Staff Performance Appraisals
- Met with the Psychological Science Department to gather information that will be utilized on the Success Story for their department
- Provided the SharePoint Designer training
- Transfer Summit Planning – Strategic Discussion Facilitation
- Updated the 2017-2019 IE Plan Writers List
- Updated the 2015-2017 IE Report Notes Tracking Sheet
- 60x30TX Presentation
- 60x30TX Institutional Completion Targets

MEETINGS / TRAININGS

- Advancing CTE Program Success Planning Meeting
- Ambassadors Cross-Training Academy – Presentation on IRE/IE/RAS
- Attended IE Plans data auditing meeting
- Attended IEA Team meeting
- Core Objectives Assessment Taskforce Meeting
- Data Audit
- Duel Credit Data Standards Meeting – Dual Enrollment
- HR training
- IEA Team meeting
- IE Plans data audit meeting
- IRE Dean Directors Meeting
- ISP&SI Leadership Team
- Learning Outcomes Assessment Committee Meeting
- Leadership Training
- OCAIR Virtual Conference
- Persistence Taskforce
- Planning and Development Council Presentation
- PS training
- Title V Grant Data meeting
- SharePoint Designer training
- 2017-2019 Data Needs Audit update

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Dr. Jesus Campos has been appointed as the new Dean of Library and Learning Support Services as of 4/1/18.

ASSOCIATE DEAN OF LIBRARY SERVICES

PUBLIC SERVICES DATA

Library Services Data: 3/1/2018 - 3/31/2018								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	81	n/a	0	0	81
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	4972	2,268	8,335	23,265	1,176	3,915	2,283	46,214
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	194	360	n/a	148	39	741
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	180	309	1,517	n/a	264	141	2,411
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	6	4	26	n/a	7	2	45
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	156	43	510	n/a	107	65	881

TECHNICAL SERVICES

KEY ONGOING PROJECTS OF TECHNICAL SERVICES PERSONNEL:

- Corresponded with furniture consultant regarding furniture deliveries to the new library facilities.
- Corresponded with Facilities Planning and Construction staff and staff from Sentry regarding installation of anti-theft gates.
- Corresponded with NAH staff regarding ACEN accreditation information request.
- Continued investigating the reporting capabilities of Google Data Studio and began creating dashboard for CLE and library data.
- Continued working with SirsiDynix to configure the BLUEcloud Digital Academy in Enterprise.
- Began working with IT and Facilities staff concerning the data drops and electrical outlets for people counters at several new buildings.

- Continued creating Enterprise search boxes to be placed on the library website.
- Began looking at the structure of the library homepage to determine how it will need to be modified for the new layout.
- Continued working on vinyl signage proposals for the new Open Labs areas at the Pecan campus.
- Continued creating marketing materials for the Library Open House.
- Began creating additional marketing materials for an event hosted by the Office of Information Security.
- Continued modifying links in the Subject Guides to that the site can be moved to https.
- Continued cleaning up MARC records to display correctly in Enterprise.
- Continued creating web content to replace non-accessible PDF documents on the library website.
- Continued making modifications to the new online forms for 3D printing requests and training tracker workshop requests.
- Continued modifying the library website navigation menus to provide better organization and to align with other college websites.
- Continued testing ways to integrate Formstack data with Google Sheets.
- Continued working with CLE and IT staff to identify multiple issues and plan modifications for JagTrax.
- Continued creating tutoring topic reports for fall 2017.
- Continued working with CLE staff to plan two new faculty request forms.

COLLECTION DEVELOPMENT BALANCES:

- Library Acquisition..... $ 45,302.00
- BAT & BAS/ Materials- ..... $ 9,799.00

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- The Learning Commons & Open Labs conducted the Student Satisfaction Survey - survey ran from 2/26/2018 through 3/2/2018.
- Three staff members are attending the Jaguar Academy.
- Preparations are underway to open the new Mid-Valley K building Open Lab and Information Commons areas.

March 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,926	5,397	11,713
Pecan F-134 Internet Café	627	1,540	8,025
Pecan P 3.102 Open Lab	110	339	
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	810	1,633	
Mid-Valley K 2.801			
Starr J-108, J-109	413	1,252	
NAH 1.208J	869	2,564	
Technology B-141	537	2,148	
Technology B-160 Internet Café	178	483	
District Total:	**5,470**	**15,356**	**19,738**

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

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,520	6,121
Pecan F-183 Community User Corner	42	172
Pecan F-222	202	418
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	513	1,840
Technology A-136 Library	238	569
District Total:	**3,515**	**9,120**

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

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	160	242
Pecan F-130 Group Stations	20	26
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	701	1,618
District Total:	**881**	**1,886**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,249	7,715
Mid-Valley A101A Open Labs	873	2,493
Mid-Valley G-270 CLE Open Labs	1,411	5,029
NAH CLE Open Lab	497	1,665
Starr CLE Open Labs	246	1,016
Tech CLE Open Labs	194	508
District Total:	**5,470**	**18,426**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	519	936	3,163
Pecan P2.102 Info. Commons	86	149	
Pecan V1.111 Info. Commons			
Pecan Y1.107 Info. Commons	2	2	
Mid-Valley 1.801 Info. Commons			
Starr L2.102 Info. Commons.			
District Total:	**607**	**1,087**	**3,163**

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

- 03-02-2018 -- Director attended a Title IX Training and Panel Discussion meeting.
- 03-02-2018 -- Director traveled to the Nursing and Allied Health Campus to oversee operations of the labs and to deliver paper.
- 03-02-2018 -- Director attended the President's Administrative Staff meeting.
- 03-05-2018 -- Director attended the 2013 Bond Mobilization Library Team meeting.
- 03-05-2018 -- Director attended the ISPP&SI Leadership Team meeting.
- 03-06-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 03-06-2018 -- Director and staff member traveled to the Starr County Campus to walkthrough the new bond construction areas.

- 03-06-2018 -- Director attended a meeting in the boardroom.
- 03-20-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 03-21-2018 -- Director's Administrative Assistant attended the AA Roundup.
- 03-22-2018 -- Director held a Learning Commons and Open Labs Leadership meeting.
- 03-23-2018 -- Director and staff member met with the Communications department and the Education department to discuss the needs of the departments in relation to our new Information Commons areas.
- 03-26-2018 -- Director attended the 2013 Bond Mobilization Library meeting.
- 03-26-2018 -- Director held an evaluation meeting with the Leadership staff from the Pecan Campus.
- 03-27-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 03-28-2018 -- Director traveled to Starr County with the Associate Dean of Library Services to review signage of the new areas.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

MID-VALLEY

Meetings and Events

- Coordinator attended CLE Leadership meeting.
- Coordinator and SI Manager attended Library transition plan meeting.
- Coordinator attended Learning Styles Inventory workshop.
- Coordinator and Specialist met with employees to discuss their performance evaluations.
- Coordinator met with Business, Public Safety, and Technology faculty to discuss facilitation of their Career Day event.
- Specialist with Sociology faculty and Librarian to discuss community outreach.
- Coordinator met with Director to discuss performance evaluation for Specialist.
- Coordinator and Specialist met with employees to discuss their performance evaluations.
- Specialist with the Reading Committee and Librarian to discuss "Family Day" event.
- Coordinator and Specialists met to discuss staffing changes for the remainder of the semester.
- Specialist met with Nature Center representative to secure their participation in "Family Day" event.
- Coordinator and Specialist met with SLA to discuss progress on TSIA Writing workshops.
- Specialist attended Jaguar Academy.
- Facilitated Library orientation sessions for Business Administration faculty.
- Specialist met with the Coordinator of Academy and HS Projects to discuss volunteer opportunities for dual enrollment students.
- Coordinator and Specialist conducted orientation for new SLA.
- Coordinator met with Director to discuss performance evaluation.
- Coordinator attended 2018 Supervisory Symposium.
- Specialist with the Reading Committee to plan "Family Day" activities.
- Specialist attended Jaguar Academy.
- Facilitated Business, Public Safety and Technology Career Day.
- Facilitated documentary screening for Women's History Month.
- Specialist attended Readers' Theater Night, as a representative of the Reading committee.
- Specialist met with Director and Learning Support Manager to work on upcoming summit presentation.
- Specialist met with Director to discuss performance evaluation.
- Coordinator met with Campus Administrator and Director for Grant Development, Management and Compliance to discuss grant opportunity for a 100% Smoke-Free Campus.
- Coordinator attended Lunch and Learn (Diversity in the Workplace) workshop.
- Coordinator attended Beacon Mentoring Appreciation dinner.
- Coordinator conferenced with Director, Managers, and Coordinators to discuss fall 2018 Tutor Training Day.
- Coordinator met with Librarian to discuss facilitation of Library Open House event.
- Coordinator met with Tech campus Coordinator to complete presentation for upcoming UTRGV visit.
- Coordinator and Specialist attended AVID training sessions.
- Specialist met with Director to finish TSIA Summit power point presentation and material.
- Specialist met with Sociology faculty and Library staff members to plan STC MVC Family Day event.
- Specialist met with full-time SLA to review employment paperwork and upcoming Summer Schedules.
- Specialist conducted evaluations for SI staff.

Workshops/Class Presentations

- 3 workshops were given.

Tutor Trainings

- 1 tutor training was given.

NAH:

Meetings and Events

- CLE Learning Support Manager and Technology Coordinator met to discuss Perkins goals 03/01
- CLE Learning Support Manager met with Continuing Education about CEU (continuing educational units) 03/02
- CLE Learning Support Manager attended Title IX training at Pecan 03/02
- CLE Learning Support Manager attended CLE Leadership Meeting at Pecan 03/02
- CLE Learning Support Manager and DW Specialist conducted three employee evaluations 03/08
- CLE Learning Support Manager finished evaluating possible CLE NAH Coordinator candidates via people admin 03/06
- CLE Learning Support Manager and Technology Coordinator met to update Perkins biannual report 03/08
- CLE Learning Support Manager phone conferenced CLE Mid Valley Coordinator and Specialist to talk about AVID Summer Institute 03/08
- CLE Learning Support Manager conducted an interview for an NAH tutor position. 3/21
- CLE Learning Support Manager attended CTE Success Planning Meeting at Pecan. 3/20
- CLE Learning Support Manager met with CLE Director to go over employee evaluation. 3/20
- CLE Learning Support Manager and STARR CLE Coordinator attended HR – Best practices for hiring training. 3/21
- CLE Learning Support Manager, Director, and Mid-Valley Specialist met to discuss Region One presentation. 3/21
- CLE Learning Support Manager attended a meeting to discuss CLE test proctoring. 3/22
- CLE Learning Support Manager, Director, Pecan Coordinator and Library Automated System Team met to discuss FormStack for presentation requests. 3/22
- CLE Learning Support Manager attended AVID WICOR Training. 3/26
- CLE Learning Support Managers attended AVID Metacognition Training. 3/27
- CLE Learning Support Manager and Mid-Valley Coordinator began to plan Mid-Valley summer camp. 3/28
- CLE Staff met to discuss fall tutor training days via phone conference. 3/28
- CLE Learning Support Manager and Director met with Upswing to discuss their paper review process via phone conference. 3/28

Workshops/Class Presentations

- 3 Classroom Workshops on Note Taking Strategies
- ADN tutor presented the Learning Styles workshop for Tech Campus staff

Tutor Training

- New Hire training
- Level 0 to 1: Jagtrax
- Level 0 to 1: Learning Styles
- Content trainings: AVID – WICOR
- AVID- Metacognition

PECAN:

Meetings and Events

- CLE Participated in assisting with the campus tour for Tyler Junior College 3/1
- CLE held a Leadership Meeting 3/2
- CLE Website Taskforce met with Library Technical Services to discuss future changes to CLE website 3/1
- CLE Specialists participate in ACTA 3/1
- CLE Pecan Supervisory Team Meeting 3/7
- CLE Attended ISPP&SI Leadership Meeting 3/5
- CLE Began Meeting to Review Trainings for Level 2 and Master Tutor training week 3/ 5-3/10
- CLE Specialists participate in ACTA 3/8
- CLE Pecan Supervisory Team Meeting 3/20
- CLE Staff Met to begin talking about Fall TTD 3/20
- CLE Met to discuss Formstack online procedure for requesting workshops. 3/22
- CLE Specialists participate in ACTA 3/23

- CLE Held Tutor Lock in 3/23
- CLE began vetting trainings for CLE Level 2 and Master Tutor Presentations 3/19-3/24
- CLE Staff met to discuss Fall TTD and AVID Strategy incorporation in to tutoring practice – 3/28
- CLE continued vetting trainings for CLE Level 2 and Master Tutor Presentations 3/28
- CLE met with Math Faculty to discuss creation of training in Elementary Probability and Statistics 3/28
- CLE Director Met with Faculty Administration to discuss test proctoring updates 3/26

Workshops/Class Presentations

- TSI Workshop –Math Word Problems and Application – 3/5
- TSI Workshop – Writing Inferences 3/6
- TSI Workshop – Reading and Writing Literary Analysis 3/8
- TSI Workshop – Algebraic Expressions – 3/19
- TSI Workshop – Geometry 3/20
- TSI Workshop – Main Idea 3/19
- TSI Workshop – Measurements 3/22

Trainings

- New Tutor Orientation Reviews Hosted 2/26-3/3
- New Tutor Orientation Reviews Hosted 3/5-3/10
- WICOR an AVID Introduction – Mar 26
- Metacognition as Key for Organization of Thought – Mar 27
- Active Shooter Defense Training Mar 28

STARR:

Meeting and Events

- Coordinator met with AVID Engagement Manager, Starr Campus Administrator, CLE Director, and Manager 3/1
- Coordinator attended Leadership Meeting 3/2
  - Coordinator started Evaluation process on all Part-Time Staff - 3/6/2017
  - Coordinator met with Student Activities Coordinator to discuss CLE Event - 3/7/2018
  - Attended ADA awareness event - 3/9/2018
  - Coordinator met with CLE Director for Performance Appraisal - 3/21/2018
  - Coordinator attended Lunch and Learn Training Event in Pecan - 3/21/2018
  - Coordinator met with Full time SLA to discuss AVID - 3/22/2018
  - Coordinator met with Campus Student Success Specialist to discuss enrollment in CTE Courses at Starr - 3/22/2018
  - SLA's and Coordinator attended AVID WICOR Training 3/26/2018
  - SLA's and Coordinator attended AVID Metacognition Training 3/27/2018
  - Coordinator meeting to discuss the fall tutor training day 3/28/2018

Workshops/ Class Presentations

- Presented to DEMSA Students on "CLE Services Presentation and Employment"
- Emotional Intelligence presentation - 3/22/2018
- Jaguar Academy CLE Services Presentation
- CLE Tour and Presentation Early College 3/28/2018

TECHNOLOGY CENTER:

Meetings and Events

- Coordinator met with CLE leadership to discuss budget and the tutor job description
- Coordinator worked with the Learning Support Manager to prepare the Biannual Perkins Report
- Coordinator met with Pecan Coordinator, SI Manager, and Library Technical Services to discuss updates and recommendations for
- Coordinator completed HR trainings: *Discrimination and Harassment Prevention* & *Respect and Inclusion*
- Coordinator attended ACTA, Ambassadors Cross Training Academy
- Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours.
  - Coordinator phone conferenced with Director and Learning Support Manager to discuss Spring '18 Perkins Grant Goals
  - Coordinator met with Learning Support Manager to complete the Carl Perkins Biannual Report with Fall CLE metrics from Tech and NAH centers
  - Coordinator and Specialist interviewed potential HVAC and Math SLAs

- Coordinator will attended ACTA, Ambassadors Cross Training Academy
- The Online Tutoring Appeal Committee will meet to discuss requests for additional tutoring hours
- Coordinator and select staff attended Avid Trainings:
    - *WICOR: an AVID Introduction*
    - *Metacognition as a key for Organization of Time and Thought*
- Coordinator CLE staff meeting to discuss Fall Tutor Training day and Intercampus tutoring
- Coordinator attended ACTA, Ambassadors Cross Training Academy
- The Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours

CLE DATA:

CLE Usage Data (March 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	64	98	112	83	16	14
NAH	86	74	51	71	46	
PCN	259	353	359	304	63	69
PWC	120	99	103	112	35	23
STR	22	35	22	48	10	
TEC	27	38	34	26	13	
TEC-ET	255	40	280	90		

Total Sessions by Profile
100%
99%
98%
97%
96%
95%
94%
93%
92%
91%
90%
MVC
NAH
PCN
PWC
STR
TCH
376
7
4
323
5
0
1390
5
12
490
1
1
128
9
0
134
2
2
Tutoring Visits (Students Enrolled)(D)
Tutoring Visits (Students Non-Enrolled)(D)
Tutoring Visits (Community Users)(D)

Sessions v Departures
1600
1400
1200
1000
800
600
400
200
0
MVC
NAH
PCN
PWC
STR
TCH
387
28
328
0
1407
115
492
13
137
8
138
1
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
224
1276
233
1220
330
28
0
200
400
600
800
1000
1200
1400
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)

	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	452	596	521	623	724	672	524	548	420	344	236	299
NAHCLE	485	334	365	658	761	592	512	672	625	532	332	213
PCNCLE	1021	2148	1534	2133	2331	1659	1337	1343	882	793	513	557
STRCLE	251	321	360	485	324	326	356	289	248	200	184	79
TCHCLE	168	132	146	166	202	208	182	233	179	118	172	166

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Fall Enrollment
- Student Enrollment Composition Spring 2018

SURVEYS

- CCSSE Survey
- Chair Evaluation Survey
- Current Student Survey
- DC 2018 form Survey
- Dental Assistant employability Survey
- Dev. Reading/Writing Survey Report
- Dual Credit Update eval Survey
- EMT accreditation graduates Survey
- Faculty/Staff News Survey
- JagExpress Survey
- Open Labs Survey
- NIGP End of semester Survey
- Non matriculated student Survey
- Nursing Simulation pre post Survey report side by side
- Readiness Summit eval Survey
- SDS nursing report Survey
- Trainings & Certification Survey

QUALITATIVE STUDIES

- Online Tutoring Platform Evaluation
- Starfish
- SWOT Analysis
- Transfer Summit discussion

DATA REQUESTS

- Almanac review
- Annual Enrollment and FTE - IPEDS Based
- Civitas Data for Persistence Taskforce
- Civitas GPA lists
- CTE Dual and Traditional Enrollment Four Springs
- Data for HSI Designation application
- Developmental Enrollment Data
- Dream Catchers
- Dual Enrollment Academy Students
- Dual enrollment by major
- Enrollment Composition Age Ranges
- Enrollment by major
- Graduates, grad rates 2010-2017
- Grant: Student Waiver Option
- Hidalgo and Starr unemployment rate
- La Joya ISD Dual Indicators Fall 2017
- Online-only student counts
- Spring 2017 Dual Enrollment Matriculation Rates
- Spring 2018 Dual High School Grad Contact and Demos
- Spring 2018 Dual students by high school
- STEM Enrollment Data and Retention Rates
- TAB counts (ORGL and CITP)
- TACC Contact Hours and Enrollment Spring 2018
- Traditional & FTIC Students in Dev Ed Historic
- Veteran Grant
- Veteran and Dependents Performance

MEETINGS

- ACTA presentation
- Civitas Data for Persistence Taskforce
- Dual Credit Data Requests and Data Standards

- Employability Survey
- HSI evaluations
- Hanover Research call
- ISPP&SI Leadership Team
- Lunch N learn Event – HR
- Meet with Lori (CE)
- RAS weekly
- TACC Metrics Committee (conference call)
- Tyler Junior College Visit
- 60x30TX Meeting at UTRGV

OTHER RESEARCH/SUPPORT

- IPEDS CIP2020 survey
- IRB for Juan Carlos Merino (STC)
- Program enrollment, course enrollment, graduates reports

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Current Project(s)

Project Name	Description	PMBOK Project Phase	Project Notes
iPASS(2):	Enrollment System	Execution: Monitoring & Controlling	ATD Coach (Virtual Meeting) Scheduled for 5/24/2018.
ERP	Educational Results Partnership Grant	Execution: Monitoring & Controlling	Final Grant Report Submitted and Accepted.
2019-2024 Strategic Plan	STC's 6 Year Strategic Plan	Execution: Monitoring & Controlling	4th[rd] committee meeting scheduled for 4/12/18
Training RFP	3 Year Training Plan	Execution: Monitoring & Controlling	Sec + Training Scheduled for April 2-6, 2018
Student Life Cycle Mapping	Business Process Mapping	N/A	1st Initiation BPA Session Completed on 03/26/2018. Next BPA Session Scheduled for 04/04/2018

Upcoming Action Items

Project Name	Description	PMBOK Project Phase	Project Notes
iPASS	Grant: Starfish & Radius	Execution: Monitoring & Controlling	Final Narrative Report Due 6/15/2018.
ATD	Annual Report & Leader College Application	N/A	Due June2018.

DR. LAURA B. SANCHEZ, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

LEADERSHIP ACTIVITIES

- Attended President's Cabinet on behalf of the Vice President.
- Conducted Leadership training with the Director of RAS and the Director of IEA on the topic "The Power of Your Leadership."
- Conducted monthly Mentorship meeting with DLA graduate.
- Facilitated a leadership development activity for the leadership team of the Information Technologies departments
- Facilitated a leadership development activity for the STC chapter of the American Association of Women in Community Colleges on the 15 Laws of Growth.
- Met with the Interim Administrator for Curriculum and Student Learning to discuss ongoing projects in Academic Affairs and assessment.
- Met with the Vice President to coordinate current and upcoming projects.
- Participated in Academic Affairs Leadership Council meeting.
- Participated in Pathways Core Team meeting.
- Participated in Planning and Development Council.
- Participated in President's Administrative Staff meeting.
- Presented data from CIVITAS Illume to the Persistence Taskforce to assist with finalizing recommendations for goals.

ACCREDITATION RELATED ACTIVITIES:

- Other Accreditation Activities:
  - Met with the Program Coordinator of Occupational Therapy Assisting and reviewed responses for the interim report.
- SACSCOC Accreditation Activities:
  - Coordinated with staff from PSJA on materials needed for prospectus for new site.
  - Drafted Fall 2018 notification letter for review.

RAS/IEA RELATED ACTIVITIES

- Completed two required HR online trainings.
- Developed orientation and training ppt on Mission, Vision, and Values for the Strategic Planning Taskforce.
- Facilitated the first meeting of the Vision, Mission, and Values Taskforce.
- Met with the Director of RAS and the Director of IEA to discuss current and upcoming projects.
- Finalized review of IRB proposal and approved memo to be sent to the researcher.
- Met with the Dean of Dual Credit and the Directors of RAS and IEA to discuss current and future reporting needs for Dual Credit and the possibility of partnering on a Data Standards initiative.
- Met with the Director of RAS and the Director of IEA to discuss current and upcoming projects
- Met with the new Qualitative Researcher to discuss IRB protocols and goals for the next 3 months.
- Met with the Project Manager to discuss upcoming strategic planning process and to assign some preparation activities.
- Met with the Vice President and Strategic Initiatives Project Manager to plan the first meeting of the Strategic Planning Taskforce.
- Participated in CET Program Success Planning Meeting to discuss preparations for the Perkins Grant application.
- Participated in conference call with Civitas representative and co-presenter from University of Arizona to review presentation for the Civitas Summit in April.
- Participated in ERP Study Update meeting with partnering organizations.
- Participated in weekly call with Civitas Partner Success representative.
- Reviewed IRB proposal.
- Viewed a webinar on the use of Civitas Data to send nudges to Part-time students.